



# WINDMILL TORBAY

Trustee Report for year ended 31st  
March 2024

CIO Registration Number  
1201989

## **WINDMILL TORBAY**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

#### **Trustees**

Helen Harman (Appointed February 2023)

Luke Paton (Appointed February 2023)

Amanda Giles (Appointed February 2023)

Alan Tilley (Resigned March 2024)

#### **Charity Manager**

Emma Ellis

#### **Charity Number**

1201989

#### **Registered Office**

The Windmill Centre

Pendennis Road

Torquay

TQ2 7QR

#### **Bank**

Natwest

## **1. Trustees' Annual Report**

### **1.1 Charity Purpose and Activities**

Windmill Torbay is an incorporated charitable organisation dedicated to supporting the local community by providing a safe and inclusive space for individuals and groups. Our mission is to enhance the well-being of residents by offering access to a variety of services, recreational activities, and informal learning.

In the financial year ending March 2024 we have not yet been operational but have been preparing the Charity ready to start in April 2024.

### **1.2 Achievements and Impact**

Throughout the year, we have been able to:

- Work on the infrastructure of the charity so it is ready.
- Develop policies and procedures
- Create a website and IT infrastructure
- Notify old charity stakeholders of the changes for April 2024

Our impact has been primarily in the set up and development of the new CIO and preparing for its official launch in April 2024.

### **1.3 Trustees' Responsibilities**

The Trustees of Windmill Torbay are responsible for ensuring the charity's activities align with its mission and that it operates in a manner that is both effective and compliant with charity law. Our role includes overseeing the financial health of the charity, ensuring proper governance, and making strategic decisions about the charity's future development. Trustees meet regularly to review progress, set priorities, and ensure the charity is meeting its objectives.

## **2. Financial Review**

### **2.1 Financial Overview**

For the year ending March 2024, the CIO has not received any income or had an expenditure as the CIO is not operational. All work within the CIO has been voluntary.

with total income of £0, primarily derived from:

Expenditure for the year was £0

## 2.2 Statement of Financial Activities

<b>Income</b>	<b>£0</b>
Donations and fundraising	£0
Grants and funding	£0
Rental income	£0
Other income (e.g., investments)	£0
<b>Expenditure</b>	<b>£0</b>
Staff costs	£0
Operational costs	£0
Program expenses	£0
Other costs (e.g., insurance)	£0

## 2.3 Reserves Policy

The charity has a reserves policy in place, which ensures that sufficient funds are held in reserve to cover at least 6 months of operating costs. At the end of the year, our reserves stood at £0, as we have not begun operating yet.

## 3. Plans for the Future

In the coming year, we aim to be fully operational as a CIO and have an old charity being managed by the CIO. Key priorities include:

- Continuing to further benefit the residents of Torbay and surrounding area.
- Increasing focus on mental health and well-being initiatives
- Improving the accessibility of our services for individuals with disabilities
- Increasing our provisions around youth services to aid in advancing education and social welfare
- Increasing our provisions around financial hardship.

We will also continue to assess the evolving needs of the local community and adapt our services accordingly.

#### **4. Trustees and Governance**

The Trustees of Windmill Torbay are responsible for overseeing the CIO's operations. The current Trustees are:

1. Helen Harman, Chair (appointed April 2024)
2. Luke Paton, Trustee and resident (Appointed April 2024)
3. Amanda Giles, Trustee and resident (Appointed April 2024)

We have a strong governance structure, with Trustees meeting quarterly and working with a team of dedicated volunteers to deliver our objectives. Our Trustees have a range of skills and experience, including in areas such as finance, community development, and program management.

We are committed to transparent governance and are continually reviewing our practices to ensure the charity operates in the most effective and efficient way possible.

##### Recruitment and appointment of Trustees

Under the requirements of the Articles of Association, the members of the Board of Trustees are nominated and elected by the membership organisations. Where there are unfilled vacancies the Board may seek to recruit and co-opt as a body.

##### Trustee induction and training

The Charity has an induction pack which is given to all Trustees covering information about the organisation, a copy of the governing document, guidance on Trustee responsibilities, organisational structure, background information to the work of the organisation and other information to support the Trustee in carrying out their role effectively. All potential Trustees are invited to and attend meetings to observe so they can make an informed decision on becoming a Trustee with Windmill Torbay.

##### Risk management

The Board is satisfied that it has identified major risks that the organisation is exposed to and have implemented systems to manage those risks. Reserve funds will be maintained should funding cease leading to the closure of the organisation as detailed in the reserves policy notice. Insurance cover is in place and appropriate Disclosure and barring service checks are completed as well as regularly reviewed policies and procedures.

#### **5. Public Benefit**

In accordance with the Charities Act 2011, we confirm that we have complied with the public benefit requirement. The CIO's activities are designed to benefit the public by providing services that improve health, education, and community cohesion. Our programs are open to all members of the community, with a particular focus on supporting vulnerable groups.

#### **6. Conclusion**

The Trustees of Windmill Torbay are proud of the progress made over the past year to get the CIO set-up. We remain committed to enhancing our services, increasing our impact, and fostering a

sense of community in the local area. We thank our volunteers, and partners for their continued support, and we look forward to working together to build an even stronger community in the year ahead.

The trustees' report was approved by the Board of Trustees.

**Signed on behalf of the Trustees**

Helen Harman

[Date]

HJ Harman

14<sup>th</sup> January 2025