



Northstowe Hub Trustees Annual Report

Year Ending 31/03/2024

Charity Number 1203787

Reference and Administration:

Address:

Northstowe Hub, The Cabin, 1 The Green, Northstowe, CB24 1FD

Trustees:

Matthew Webb		Term ends 31/3/24
Peter Cope	Chair	Term ends 31/3/25
Daniel Greef		Term ends 31/3/26
Jawad Nawash	Vice Chair	Term ends 31/3/26
Hektor Marden	Treasurer	Term ends 31/3/26
Kathleen Fountain	Secretary	Term ends 31/3/26
Gaurav Saxena		Term ends 31/3/27
Graeme Hodgson		Term ends 31/3/27

Bank Account:

Natwest - Account number 25770322 - Sort code 52-10-46

Structure, Governance and Management

Northstowe Hub is a Charitable Incorporated Organisation governed by a foundation constitution adopted on 27 June 2023 and registered with the Charity Commission of England and Wales. All trustees give their time voluntarily and receive no remuneration or other benefits.

Trustee appointment and training

Apart from the founding charity trustees, trustees are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

A policy for recruitment of trustees has been agreed to ensure wide representation of the Northstowe community and taking regard to the skills, knowledge and experience needed for the effective administration of the CIO.

On appointment all trustees receive a copy of our governance document and charity commission guidance for trustees. We are members of the Cambridge Council for Voluntary Services (CCVS) and encourage all trustees to take advantage of the training courses and opportunities they offer.

Safeguarding

Northstowe hub takes seriously our responsibility to protect children, young people and vulnerable adults from harm. We have a safeguarding policy in place and named trustee (Graeme Hodgeson) responsible for safeguarding. Our policy is reviewed annually and DBS checks and references are obtained for any trustee, volunteer or employee before working with young people or vulnerable adults. Checks are repeated in line with statutory requirements.

The Cabin Management Board

One of our trustees, along with representatives from South Cambridgeshire District Council (SCDC), Northstowe Town Council (NTC) and Cambridgeshire County Council (CCC), form the management board for The Cabin (Northstowe Temporary community centre). The board meets approximately monthly and reviews the operation of this temporary facility for Northstowe community use. Bookings and day to day running is currently undertaken by SCDC.

Objectives and Activities

The objects of the CIO as set out in our governing document are:

“To further or benefit the residents of Northstowe and the surrounding area, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to provide facilities and organise activities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power: to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.”

Summary of the main activities undertaken this year for the public benefit in relation to these objects:

In planning our activities for the year, the trustees kept in mind the Charity Commission’s guidance on public benefit at our trustee meetings. All our activities have been supported by a committed team of volunteers, other local community organisations, local authorities and businesses. Without their valuable contribution of time, energy and expertise we would not have been able to achieve so much in our first year – thank you to all who have been involved in some way this year.

Our main activities this year are as follows:

- Support of planning for the temporary community centre and appreciative enquiry within the community regarding needs
- Forming part of the Cabin Management Board
- Coordinating the Cabin opening event
- Establishing the community café and micro library
- Establishing our website and social media presence
- Coordinating and promoting the Northstowe Winter Festival
- Running a mother language day encouraging the cultural diversity of Northstowe’s residents
- Supporting other community events such as the Christmas tree light switch on, the Community Beer and Carols event, as well as Community Litter Picks

Achievement and Performance

From the start of 2023 our founding trustees, with the help of SCDC’s community development team and BPHA, were involved in conversations with the wider community at community events (such as the monthly market) and on doorsteps assessing the emerging community’s needs from the proposed temporary and future permanent facilities. Findings informed and continue to shape activities being started and developed during the year within the Cabin.

Key themes were accessible space to meet others where new residents could find out about community facilities and activities and enjoy coffee, drinks and snacks. Residents want affordable, accessible groups for a range of interests especially for those with children, including but not limited to holiday activities.

The Management Board was created upon the opening of the Cabin in June 2023. Jawad has been our representative on the board, deputised by Peter in his absence. The board has met monthly during the first 6 months of the Cabin's operation and has considered a range of issues as the facility has come into use by the community.

Thanks to sponsorship from a website developer in the community we were able to establish our website. This continues to be developed for promoting activities in The Cabin and community groups.

We organised an opening event on 30th September 2023 showcasing the wide range of activities and groups using the new facility. This was well attended by around 400 people throughout the afternoon and evening and received much positive feedback. The day concluded in a pub style quiz filling the assembly rooms of the cabin with around 10 teams.

Thanks to funding from the Northstowe Kickstart Fund (administered by SCDC) and Northstowe Foodies, we were able to purchase a commercial grade coffee machine for the Cabin and opened the community café in September. The café is run by a dedicated team of around 14 volunteers currently operating on Wednesdays and Sundays. During opening times the 4 tables within the café space are generally in constant use and we see a steady throughput of people using the space, averaging around 40 people per week. Following overwhelming feedback that set prices rather than donations or pay as you feel was preferred, we have set prices to cover cost of consumables and running of the café, aiming to keep these as low as possible. To maximise accessibility by some of the most vulnerable in our community, during our first 6 months of operation we have distributed 60 free drink vouchers via Pathfinder Schools family worker, BPHA housing officers and our local Romsey Mill Youth worker. This scheme runs alongside our loyalty card scheme (vouchers are pre-filled loyalty cards) reducing any potential stigma associated with their use. We have also been providing free access to the coffee machine to users of the Foodbank on a Wednesday afternoon. We were also delighted to receive a five star rating at our environmental health inspection in October.

The coffee machine and tea making facilities are available for self-service outside of café hours for visitors to the Cabin. This is accessible Tues-Thurs 9:30am - 4pm and on a Sunday 10am - 2pm. A QR code system has been established for users to give donations to cover the cost of maintaining this service.

Kathy Fountain, one of our trustees, has continued to do an excellent job in re-establishing and maintaining the micro library. It is well used, especially by families and children, for example with 60 books borrowed in March 2024. We have received a steady flow of donations to the book collection but are limited by space in the temporary facility. A number of surplus books have been sold to help fund future investment in shelving etc.

During the autumn, we assisted Northstowe Arts by providing photographs and help with framing original art work generated by residents under the guidance of Northstowe Arts for display in the Cabin foyer and corridors. We have also supported the Northstowe Cinema project, with leafleting and volunteering at some sessions.

We took the lead this year in promoting activities associated with the Northstowe Winter festival coordinating a central listing of community events happening though the November-February period. We also provided free refreshments at a number of these events (Christmas tree light switch on, Beer and Carols, Community litter picks).

In February 2024, Graeme ran a Mother Language day event promoting the many languages spoken by residents in Northstowe, celebrating the diverse cultures represented and helping promote cohesion within our new community.

During March 2024 we ran a number of workshops to help design the planting for the currently empty raised beds at the Cabin. An open community workshop was followed by workshops within the Youth Hive run Youth Club to further youth voice. We are currently working with a professional garden designer to create a planting scheme out of these workshops and hope to work with members of the community to plant the beds up later this spring. We are grateful for the support of SCDC community development officer Michelle in this project and for funding from Keepmoat.

Financial Review

Cash at the bank at 31/3/2024 was £1630.95 in unrestricted funds, £1799.04 in a designated fund from the dissolution of Northstowe Social for use towards free and inclusive community events, and £918.26 in a restricted fund from a donation courtesy of Keepmoat homes for the community centre raised beds planting project. The main financial risk to the charity is failure to obtain future grants and reduced donations. As we currently have no employed staff and minimal assets to maintain we have adopted a reserve policy to maintain £1000 for use in the event of loss of income or to meet any unexpected expenditure e.g. repair costs for the coffee machine.

Our main source of funds has been grants, donations and revenue from charitable activities.

Our main costs have been on consumables for use in the community café, items/equipment for the Cabin and other community activities, and costs associated with room hire for community events.

Please see separate full accounts for a more comprehensive breakdown. We are also grateful for Becky Eccleston of Beccles Business Consulting Ltd for independently examining these accounts.

Plans for 2024/25

We hope to continue to see the groups using the cabin grow and thrive over the coming year. Following successful community and youth led design workshops we will be planting up the raised beds at the Cabin later in the spring. We also hope to add additional shelving to improve the micro library. We are working with Northstowe Arts CIC and other community groups to run a Midsummer Festival event for the community in June and will be supporting community Christmas events again. This spring we are launching a weekly baby and parenting peer support group, Baby Hub, run by a volunteer team. In the medium term our trustees are keen to open conversations with SCDC and NTC regarding the plans for managing the future community centre.

Declaration

The Trustees declare that they have approved the trustees report above.

Signed and dated on behalf of Northstowe Hub's trustees:

P Cope

Peter Cope (Chair) 01/12/2024

Northstowe Hub - Receipts and Payments account

For the period 1st April 2023 to 31st March 2024

	Restricted	Designated	Unrestricted	2023-24 Total	-
Receipts					
Cafe sales	£ -	£ -	£ 3,832	£ 3,832	
Grants	£ 2,994	£ -	£ -	£ 2,994	
Donations	£ -	£ -	£ 629	£ 629	
Northstowe Social Fund receipt	£ -	£ 2,235	£ -	£ 2,235	
Total Receipts	£ 2,994	£ 2,235	£ 4,461	£ 9,690	
Payments					
Cafe running costs	£ -	£ -	£ 2,600	£ 2,600	
Coffee machine purchase and set-up costs	£ 1,998	£ -	£ -	£ 1,998	
Administration and other projects	£ 78	£ -	£ 1,491	£ 1,569	
Northstowe Social Fund expenditure	-	£ 436		£ 436	
Total Payments	£ 2,076	£ 436	£ 4,092	£ 6,604	
Net of receipts/payments	£ 918	£ 1,799	£ 369	£ 3,086	

Northstowe Hub - Statement of Assets and Liabilities at 31st March 2024

	Restricted	Designated	Unrestricted	2023-24 Total	-
Assets					
<i>Current Assets</i>					
- Cash	£ 918	£ 1,799	£ 1,631	£ 4,348	
- Total Current Assets	£ 918	£ 1,799	£ 1,631	£ 4,348	
Total Assets	£ 918	£ 1,799	£ 1,631	£ 4,348	
Liabilities and Net Assets					
<i>Current Liabilities</i>					
- Total Liabilities	£ -	£ -	£ -	£ -	
<i>Net Assets</i>					
- Balance brought forward from Friends of the Wing	£ -	£ -	£ 1,262	£ 1,262	
- Retained income from 2023 to 2024 period	£ 918	£ 1,799	£ 369	£ 3,086	
Total Liabilities and Net Assets	£ 918	£ 1,799	£ 1,631	£ 4,348	

Independent Examiner's Report to the Trustees of Northstowe Hub, registration number 1203787

I report to the charity trustees on my examination of the accounts of the above charity for the period 1st April 2023 to 31 March 2024 which are set out on the following pages.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Becky Eccleston

Beccles Business Consulting Ltd
3 School Lane
Swavesey
CB24 4RL