

REGISTERED CHARITY NUMBER: 1206014

NORWICH UNITY HUB CIO

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS**

FOR THE PERIOD ENDED 31 MARCH 2025



NORWICH UNITY HUB CIO

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FOR THE YEAR ENDED 31 MARCH 2025

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NORWICH UNITY HUB CIO

REPORT OF THE TRUSTEES

FOR THE PERIOD ENDED 31 MARCH 2025

Legal and administrative information

Reference

The Charity is called 'Norwich Unity Hub CIO' and was registered with the Charity Commission for England and Wales on 1 December 2023.

Registered charity number:

1206014

Registered office:

Carrow House
301 King Street
Norwich
Norfolk
NR1 2TG

Website:

www.norwichunityhub.co.uk

Trustees:

Ian Blunnie (Chair)	
Alicia Howell (Treasurer)	
Anna Maria Thornberg	
Stephen Wiseman	Resigned 16/5/2025
Lucy Hall	Resigned 22/1/2024
Kirstin Leigh Bicker	Resigned 13/6/2024
Alina Sandu	
Jacquie Silvester	
Jacqui Mackay	
Jemma Luck	Resigned 4/6/2025
June Webb	Resigned 27/4/2025

Primary Bankers

The Co-operative Bank
1 Balloon Street
Manchester
M4 4BE

Independent examiner

Mr Adam Piercy
Profectus Business Consulting Ltd
27d Turbine Way
Swaffham
PE37 7XD

NORWICH UNITY HUB CIO

REPORT OF THE TRUSTEES

FOR THE PERIOD ENDED 31 MARCH 2025

Objectives and activities

Norwich Unity Hub CIO (the Charity) was founded to address the needs of the voluntary, community and social enterprise (VCSE) sector in Norwich who were struggling to access affordable and suitable premises to operate from.

Groups in the VCSE sector often face challenges with premises and this can mean that they cannot operate effectively, grow and offer the range of services that are essential for communities.

This was particularly being noticed in Norwich with a number of premises being closed and others standing empty.

The Charity is run for the public benefit with the objects of:

To further or benefit the residents of Norwich and Norfolk 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 advance education and to provide facilities in the interests of social welfare for recreation, arts and leisure time occupation with the objective of improving the conditions of life for the residents.

Public Benefit

The Charity currently operates a community space at Carrow House in Norwich which is leased from Norwich City Council for a period of 3 years from 2 October 2024 on a peppercorn rent and we cover the maintenance and running costs.

This space is over 4,000 sqm plus extensive gardens and since moving in, has enabled over 20 VCSE groups and 28 artists to take up residence and operate out of affordable and often accessible space. They are also benefitting from operating as a community, sharing ideas and resources which is essential in a sector where people can often feel isolated.

We also have affordable space to hire and storage for our members as well as offering a registered office service and will soon be offering hot-desking and temporary desk space.

The length of the lease gives us security to operate and develop the concept and prove that the sector is stronger operating together bringing numerous benefits to Norwich in terms of service provision, inward investment and employment and volunteering opportunities.

The groups at Carrow House operate in numerous sectors including creative, well-being, mental health, disability, services for young people and sustainability.

Public Benefit Confirmation

The Trustees have complied with the duty in section 17 (5) of the 2011 Charities Act to have due regard to the guidance published by the Charity Commission.

Volunteers and staff

The charity currently has 3 members of paid staff to look after the building and assist with the administration of the Charity.

We are also supported by a number of volunteers who help in areas such as gardening and social media and we would like to thank the amazing volunteers who help us to deliver our charitable activities.

NORWICH UNITY HUB CIO

REPORT OF THE TRUSTEES

FOR THE PERIOD ENDED 31 MARCH 2025

Achievements and performance

Charitable activities

At Norwich Unity hub our mission is to establish a dynamic and inclusive community hub that unites charities and social enterprises under one roof in Norwich. Our mission is driven by a commitment to collaboration, sustainability, and community development. We aspire to create a shared space where diverse organisations with common interests in skill development, making, arts, environmental sustainability, and wellbeing can come together, collaborate, and thrive.

VCSE Sector

Since moving into Carrow House we have developed a strong community within the VCSE sector bringing together numerous organisations and helping them to feel supported and valued as well as providing them with practical support in terms of premises and community workshops and training. We also link up with other support organisations such as Voluntary Norfolk and FUSE Network to provide joined up support as well as advocating for the VCSE sector.

We are working with Norwich City Council to evaluate fully the impact that the Charity is having in Norwich and these evaluations will be published in due course and be used in our decision making process about the future of the Charity.

One of our resident groups said:

Thank you so much for making Carrow House happen. We have dreamed of a space for years and you have allowed it to happen.

Community

As well as supporting the wider community in Norwich and Norfolk by enabling increased provision in the VCSE sector which benefits everyone we are also keen to become part of the local community in which Carrow House operates which is Lakenham. We attend local neighbourhood meetings to facilitate discussions and we are exploring ways in which we can welcome the local community to Carrow House.

Carrow House also has a rich history being the former home of the Colman Family and is a space that resonates with former employees and connected parties. We have opened up Carrow House for tours under the Heritage Open Days scheme which were extremely popular and are looking to move forward with tours working with The Shoebox Enterprises giving more people access to the building and growing our place in the community. We also welcome the Colman Veterans each year.

Sustainability

This is an area we are keen to develop and while much of the first year at Carrow House has been taken up with welcoming resident groups, establishing ourselves as a community and ensuring the physical space is safe and compliant, we are looking into ways to make the space as sustainable as possible. We also have resident groups on site who are established in the areas of minimising waste and believe that by working together as a community we are helping to avoid waste by sharing resources across the groups.

Norwich

We are very grateful to Norwich City Council for their ongoing support and believe that Norwich Unity Hub demonstrates a pioneering model of operation in Norfolk that can be shared as best practice with other communities and developed further in and around Norwich.

NORWICH UNITY HUB CIO

REPORT OF THE TRUSTEES

FOR THE PERIOD ENDED 31 MARCH 2025

Financial review

Charity's financial position

The charity's results for the period to 31 March 2025 which is the first period of operation show net income of £49,299 with £9,982 of this being net income from unrestricted funds. As this was this first period these sums are also the fund balances at the year end.

Income

The charity's income from charitable activities comprises the recharging of the running costs by way of a service charge and recharging light and heat. In addition this income is subsidised by the hire of the available spaces and event income which was always budgeted to be an essential part of our income to keep the service charge manageable.

In the first period the income from the service charge and light and heat was lower than expected due to the time taken for the space to fill up with resident groups leaving us with a deficit in the light and heat costs which was offset with savings in other areas and the postponement of staff recruitment.

In addition we received grants from the Neighbourhood Community Infrastructure Levy Fund (NCIL fund) administered by Norwich City Council, together with grants from the Love Norwich fund for the garden and the B&Q Foundation for event equipment.

The NCIL grant covers the period of the 3 year lease and has provided us with capital equipment some of which has been transferred to general funds and held as assets as these can be used beyond Carrow House.

The expenditure of all other grant income is within the discretion of the trustees and therefore treated as unrestricted income with the exception of building insurance and partition walls both of which are specific to Carrow House and cannot be used for any other purpose.

Expenditure

Expenditure, most of which relates to the running costs of Carrow House, was broadly in line with our initial projections. In addition we have staffing costs for supporting the running of the charity which started on the 31 March 2025 and are covered by part of the NCIL funding.

Reserves policy and going concern

The Trustees note that a key element in the management of financial risk is the setting of a reserves policy which is regularly reviewed by trustees.

The Charity needs reserves to enable it to run the properties it controls for a period of 2 months minimum, allow for any unexpected repair costs and start to reserve the funds needed to enable us to plan beyond Carrow House which would give a reserve needed of around £30,000.

In the first period we were not able to meet the reserves required with the unrestricted funds due to the delays in onboarding the resident groups however by Summer 2025 the property was nearly full and covering the costs and we are making good progress towards our fundraising targets.

The trustees are therefore of the opinion that the reserve policy is achievable and that there are no material uncertainties about the Charities ability to continue as a going concern.

The trustees continue to operate careful controls over the Charity's cashflow and expenditure.

NORWICH UNITY HUB CIO

REPORT OF THE TRUSTEES

FOR THE PERIOD ENDED 31 MARCH 2025

Risk management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure that appropriate controls are in place to provide mitigation. The Trustees have identified the key risks as financial failure, key person risk and premises management. The Trustees maintain a risk register which is updated regularly and includes mitigation actions. The Trustees are also required to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees consider that adequate arrangements have been made to safeguard the Charity's assets.

Future plans

The Charity's planned initiatives for the current and subsequent financial years include:

- 1) The continuation of the development of Carrow House as a diverse and vibrant community hub.
- 2) To continue to develop our fundraising strategy including income from hire, events and sponsorship to support the work done at Carrow House and increase our capacity.
- 3) To develop our volunteer support ensuring the well-being of all volunteers and staff.
- 4) To ensure we have strong evidence of the social impact of the charity including the impact on the community, Norwich and the VCSE groups involved.
- 5) To continue to improve the sustainability and accessibility of Carrow House and any other properties we take on balancing these requirements with the financial sustainability of the Charity.
- 6) To consider how we move forward beyond Carrow House and start to implement those plans including looking at other available properties and negotiating with stakeholders.
- 7) To support other groups looking to develop similar projects.

NORWICH UNITY HUB CIO

REPORT OF THE TRUSTEES

FOR THE PERIOD ENDED 31 MARCH 2025

Structure, governance and management

The charity is run by a board of trustees who meet at least once a month and are responsible for overseeing and governing the charity.

The trustees are now supported by a Business Development Manager whose role is funded by the NCIL grant and supports us in the day to day running and development of the charity. This role started on 31 March 2025.

Each trustee has a specific area of responsibility and reports to the board at each meeting in respect of their area and we seek professional advice if required to support the board.

Trustee selection

All trustees give their time voluntarily and receive no benefits from the charity. Trustees were initially recruited due to their involvement with the charity as it was set up and we are now looking to move the trustee board forward with a more formal recruitment process and ensuring that we have all the necessary skills in place appropriate to the size and nature of the charity.

New trustees will be given an induction by the Chair and Treasurer and be provided with the constitution, business plan, relevant policies and the latest available accounts together with signposting to the relevant Charity Commission trustee guidance.

Statement of trustees responsibilities

Charity law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements the trustees are required to:

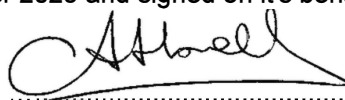
- a) Select suitable accounting policies and apply them consistently;
- b) Observe the methods and principles in the Charities SORP;
- c) Make judgements and estimates that are reasonable and prudent;
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records that disclose, with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 5 November 2025 and signed on it's behalf by

Ian Blunnie

Ian Blunnie



Alicia Howell

NORWICH UNITY HUB CIO

INDEPENDENT EXAMINER'S REPORT

FOR THE PERIOD ENDED 31 MARCH 2025

Independent Examiner's Report

I report to the trustees on my examination of the accounts of Norwich Unity Hub CIO for the period ended 31 March 2025.

Responsibilities and Basis of Report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Act; or
2. the financial statements do not accord with those accounting records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Mr Adam Piercy
Profectus Business Consulting Ltd
27d Turbine Way
Swaffham
PE37 7XD

Date: 2nd November 2025

NORWICH UNITY HUB CIO
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDING 31 MARCH 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
	Notes			
Income				
Grants and donations	2	50,903	53,876	104,779
Income from charitable activities	3	69,955	-	69,955
Total		<u>120,858</u>	<u>53,876</u>	<u>174,734</u>
Expenditure				
Expenditure on raising funds	4	598	-	598
Expenditure on charitable activities	4	110,278	14,559	124,837
Total		<u>110,876</u>	<u>14,559</u>	<u>125,435</u>
Net income		9,982	39,317	49,299
<i>Reconciliation of funds:</i>				
Total funds brought forward		-	-	-
Total funds carried forward		<u>9,982</u>	<u>39,317</u>	<u>49,299</u>

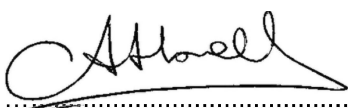
NORWICH UNITY HUB CIO
BALANCE SHEET
FOR THE PERIOD ENDING 31 MARCH 2025

	Notes	2025
Fixed assets		
Tangible assets	9	49,768
Current assets		
Debtors	10	43,149
Cash at bank and in hand		47,660
		90,809
Creditors: amounts falling due within one year	11	(81,108)
Net current assets/(liabilities)		9,701
Total assets less current liabilities		59,469
Creditors: amounts falling due after one year	12	(10,170)
Total net assets		49,299
Funds of the Charity		
Unrestricted funds:	13	
General funds		9,982
Designated funds		9,982
Restricted funds	13	39,317
Total funds		49,299

The financial statements were approved by the Board of Trustees on 5 November 2025 and signed on its behalf by:

Ian Blunnie

Ian Blunnie



 Alicia Howell

NORWICH UNITY HUB CIO
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31 MARCH 2025

1 Accounting policies

1.1 Basis of preparing the financial statements

The accounts cover the period from the charity's formation on 1 December 2023 to 31 March 2025 a 16 month period.

The financial statements are prepared under the historical cost convention and follow the recommendations in the Statement of Recommended Practice (FRS102 Charities SORP effective January 2019), the Charities Act 2011 and applicable accounting standards.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are prepared on the accruals basis.

1.2 Preparation of the accounts of a going concern basis

Preparation of the accounts is on a going concern basis. The trustees consider that there are no materials uncertainties about the Charity's ability to continue as a going concern.

1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities when:

- the charity is legally entitled to the funds
- any performance conditions attached to the income have been met or are fully within the control of the charity
- there is sufficient certainty that receipt of the income is considered probable and the amount can be reliably measured

Donated services and assets are included at the value to the charity where this can be quantified.

1.4 Expenditure

All expenditure is included on an accruals basis inclusive of any VAT which cannot be recovered and is recognised when:

- there is a legal or constructive obligation to make a payment
- it is probable that settlement will be required
- the amount of the obligation can be measured reliably

1.5 Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the scheme.

1.6 Fund accounting

Funds held by the charity are either:

- Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees
- Designated funds - these are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.
- Restricted funds - these are funds that can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

1.7 Tangible fixed assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows:

Property improvements	3 year straight line
Plant and machinery	25% reducing balance
Office equipment	3 year straight line

2 Grants and donations	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Donations and sponsorship	5,229	-	5,229
Grant income	45,674	53,876	99,550
	<u>50,903</u>	<u>53,876</u>	<u>104,779</u>

3 Income from Charitable activities	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Membership fees	1,300	-	1,300
Service charge	22,098	-	22,098
Recharge of utilities	28,412	-	28,412
Room hire	3,714	-	3,714
Billed expenses	14,431	-	14,431
	<u>69,955</u>	<u>-</u>	<u>69,955</u>

4 Expenditure	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Staffing costs	13,850	-	13,850
Rates	9,637	-	9,637
Light and heat	41,523	-	41,523
Insurance	919	6,276	7,195
Repairs and renewals	30,695	-	30,695
Health and safety	5,499	-	5,499
Office & IT costs	2,297	-	2,297
Fundraising costs	598	-	598
Communications and marketing	347	-	347
Legal and professional	1,318	450	1,768
Other costs	372	-	372
Depreciation	3,821	7,833	11,654
	<u>110,876</u>	<u>14,559</u>	<u>125,435</u>

5 Net income / (expenditure) for the year

This is stated after charging:

Depreciation of fixed assets	11,654
Fees paid to independent examiner	480

6 Analysis of staff costs

Salaries and wages	13,695
Pension costs	155
	<u>13,850</u>

The average number of staff in the year was 1

During the year no trustees were reimbursed for any out of pocket expenses.

7 Pension costs

The charity operates an auto enrolment pension scheme and uses NEST pensions to administer this. The pension charge represents contributions due from the charity and amounted to £155.

8 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes act 1988 or section 252 of the Taxation of Chargeable gains act 1992 to the extent that these are applied to its charitable objects.

9 Tangible fixed assets

	Property improvement s	Plant and machinery	Office equipment	Total
	£	£	£	£
Cost				
Additions	46,996	11,854	2,572	61,422
Disposals	-	-	-	-
At 31 March 2025	<u>46,996</u>	<u>11,854</u>	<u>2,572</u>	<u>61,422</u>
Depreciation				
Charge for the year	7,833	2,964	857	11,654
Eliminated on disposals	-	-	-	-
At 31 March 2025	<u>7,833</u>	<u>2,964</u>	<u>857.44</u>	<u>11,654</u>
Net book value				
At 31 March 2025	<u>39,163</u>	<u>8,890</u>	<u>1,715</u>	<u>49,768</u>

10 Debtors

	2025 £
Trade debtors	1,275
Prepayments	28,684
Accrued income	13,190
	<u>43,149</u>

11 Creditors: amounts falling due within one year

	2025 £
Trade creditors	55,268
Accruals	13,818
Deferred income	11,406
Other creditors	616
	<u>81,108</u>

12 Creditors: amounts falling due outside one year

	2025 £
Deferred income	<u>10,170</u>

13 Analysis of charitable funds

Analysis of movements in unrestricted funds	Funds 31 March		
	Income £	Expenditure £	Transfer £
General funds	75,184	(94,731)	29,529
			9,982

The general fund represents the unrestricted reserves available after allowing for all designated funds

Analysis of movements in restricted funds	Funds 31 March		
	Income £	Expenditure £	Transfer £
NCIL funding	96,550	(30,704)	(26,529)
B&Q Grant	1,000	-	(1,000)
Love Norwich grant	2,000	-	(2,000)
	99,550	(30,704)	(29,529)
			39,317

14 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	10,605	-	39,163	49,768
Cash at bank and in hand	47,506	-	154	47,660
Other net current assets/liabilities	(48,129)	-	-	(48,129)
	9,982	-	39,317	49,299