



Trustees' Annual Report for the period

Period start date		Period end date		
From	06	08	2024	To 31 05 2025

Section A Reference and administration details

Charity name TOWN AND COMMUNITY

Other names charity is known by

Registered charity number (if any) 1209468

Charity's principal address 3 GREENBANK, EGGLESTON

BARNARD CASTLE

COUNTY DURHAM

Postcode DL12 0BQ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andrew David Wake	Chairperson	6th August 2024 to date	
2	David St John Bamford	Treasurer	6th August 2024 to date	
3	Dr Stephen John Partridge	Secretary	6th August 2024 to date	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Andrew David Wake	6th August 2024 to date
David St John Bamford	6th August 2024 to date
Dr Stephen John Partridge	6th August 2024 to date

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

Name of chief executive or names of senior staff members (Optional information)

None

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Foundation Model Constitution
How the charity is constituted (eg. trust, association, company)	Foundation CIO (trustees are the only members)
Trustee selection methods (eg. appointed by, elected by)	(1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- Risk management: identified risks include funding volatility and volunteer shortages; measures include diversified funding applications and volunteer training schedule.
- Plans for future periods: secure more benefactors for digital equipment repurposing and recycling, establish a local library of things model on County Durham, establish a local digital community hub to support education, health, training, employment and community services. Apply for a three-year service contract with the local authority.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

(1) The advancement of education for the public benefit, especially in the subjects of Science, Technology, Engineering, Arts, Mathematics and Sports through accessible digital inclusion by repurposing digital and computer equipment donated by businesses and organisations to schools and further education establishments, in particular but not exclusively in North East England.

(2) To relieve need of those whose ability to access the digital technologies is limited by reason of their age, ill-health, disability, financial hardship or other social or economic disadvantage, by assisting in the provision of access to digital education and information technologies, providing recycled digital and electronic equipment, support, education and training that the trustees deem appropriate.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- Delivered equitable digital inclusion equipment and support for education and health services in the North East & North Cumbria, providing governance, process engineering, research and analytical reporting, supporting community digital inclusion projects, and provide volunteering opportunities.
- Digital Inclusion activities have been provided to local residents; targeted outreach for low-income families; isolated older people and NEETS (Not in Education, Employment, or Training).

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Town and Community's board of trustees would like to thank the volunteers who have been critical to the delivery of the charity's activities.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

- Delivered governance report for the Health Innovation Network in North East & North Cumbria to deliver the Digital Inclusion "Device repurposing – No one left behind" Programme.
- Delivered over 400 digital devices for children with type 1 diabetes in North East & North Cumbria NHS Foundation Trusts. Provided governance advice, business analysis, and process engineering to create digital device request, delivery, and support

Section D

Achievements and performance

services so children with type 1 diabetes can self-manage their health and wellbeing. This won a QiC (Quality in Care) Diabetes award.

- Provided 5 x educational drones to local school in County Durham.
- Provided 20 x PCs to CIC in Sunderland for media training in Sunderland and surrounding coalfield areas.
- Provided 10 laptops to educational charity in Surbiton.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves policy aims to hold unrestricted general reserves equivalent to 3 months of running costs (target £9,000).

Details of any funds materially in deficit

No funds materially in deficit to report for this period.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

To address funding volatility and volunteer shortages the charity is introducing measures for more diversified funding applications, and outreach to attract volunteers, including a volunteer training schedule.

Section F

Other optional information

No additional information.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Andrew David Wake	David St John Bamford
Position (eg Secretary, Chair, etc)	Chairperson	Treasurer
Date	25 th March 2026	



TOWN AND COMMUNITY

Charitable Incorporated Organisation (CIO) - Registered charity number: 1209468

Annual Return for year ended: 31 May 2025

Contents

1. Legal and administrative information
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6. Notes to the accounts (including accounting policies)
7. Statement of trustees' responsibilities
8. Trustee declaration and approval

1. Legal and administrative information

- Charity name: TOWN AND COMMUNITY
- CIO registration number: 1209468
- Registered office: 3 GREENBANK, EGGLESTON, BARNARD CASTLE, COUNTY DURHAM DL12 0BQ
- Principal address: 3 GREENBANK, EGGLESTON, BARNARD CASTLE, COUNTY DURHAM DL12 0BQ
- Governing document: 06 August 2024, CIO Foundation Constitution
- Charity trustees (as at 31 May 2025):
 - Andrew Wake, Chair
 - David Bamford, Treasurer
 - Stephen Partridge, Secretary
- Senior staff / key management personnel: Not Applicable
- Independent examiner / auditor: Not Applicable
- Bankers: Metro Bank, Bradford Branch
- Solicitor (if applicable): Not Applicable
- Date charity established: 06 August 2024



2. Trustees' annual report

- Objectives and activities: deliver equitable digital inclusion equipment and support for education and health services in the North East & North Cumbria, providing governance, process engineering, research and analytical reporting, supporting community digital inclusion projects, and provide volunteering opportunities.
- Achievements:
 - Delivered governance report for the Health Innovation Network in North East & North Cumbria to deliver the Digital Inclusion “Device repurposing – No one left behind” Programme.
 - Delivered over 400 digital devices for children with type 1 diabetes in North East & North Cumbria NHS Foundation Trusts. Provided governance advice, business analysis, and process engineering to create digital device request, delivery, and support services so children with type 1 diabetes can self-manage their health and wellbeing. This won a QiC (Quality in Care) Diabetes award.
 - Provided 5 x educational drones to local school in County Durham.
 - Provided 20 x PCs to CIC in Sunderland for media training in Sunderland and surrounding coalfield areas.
 - Provided 10 laptops to educational charity in Surbiton
- Public benefit: activities open to all local residents; targeted outreach for low-income families; isolated older people and NEETS (Not in Education, Employment, or Training).
- Financial review: charity recorded net incoming resources of £5,403 for the year (see SoFA). Reserves policy aims to hold unrestricted general reserves equivalent to 3 months of running costs (target £9,000); current unrestricted general reserves are £NIL.
- Risk management: identified risks include funding volatility and volunteer shortages; measures include diversified funding applications and volunteer training schedule.
- Plans for future periods: secure more benefactors for digital equipment repurposing and recycling, establish a local library of things model on County Durham, establish a local digital community hub to support education, health, training, employment and community services. Apply for a three-year service contract with the local authority.
- Trustee and staff changes: no changes to staff and key management pay since incorporation.
- Statement of compliance: trustees confirm that the financial statements comply with applicable law and the Charity Commission SORP (FRS 102).



3. Independent examiner's report / Auditor's report

(Include the correct report depending on whether the accounts are independently examined or audited. Replace [choose/explain] sections.)

Not Applicable

4A. Statement of financial activities (SoFA) — Accruals basis

For the year ended 31 May 2025 (comparatives for year ended 31 May 2024)

	Unrestricted funds	Restricted funds 2025	Endowment funds 2025	Total 2025	Total 2024
Income from:					
Donations and legacies		£NIL	£NIL	£254	£NIL
Charitable activities - grants & contracts		£NIL	£NIL	£4,250	£NIL
Charitable activities - other		£NIL	£NIL	£NIL	£NIL
Investment income		£NIL	£NIL	£NIL	£NIL
Other income		£NIL	£NIL	£899	£NIL
Total income		£NIL	£NIL	£5,403	£NIL
Expenditure on:					
Raising funds		£NIL	£NIL	£NIL	£NIL
Charitable activities		£NIL	£NIL	£3,566	£NIL
Governance costs		£NIL	£NIL	£1250	£NIL
Total expenditure		£NIL	£NIL	£4,816	£NIL
Net gains/(losses) on investments		£NIL	£NIL	£NIL	£NIL
Net movement in funds		£NIL	£NIL	£NIL	£NIL
Reconciliation: Total funds brought forward		£NIL	£NIL	£NIL	£NIL
Total funds carried forward		£NIL	£NIL	£587	£NIL



Full SoFA (summarised):

- Total income 2025: **£5,403**
- Expenditure on raising funds: **£NIL**
- Expenditure on charitable activities: **£3,566**
- Governance costs: **£1,250**
- Total expenditure: **£4,816**
- Net gains/(losses) on investments: **£NIL**
- Net movement in funds: **£NIL**
- Total funds brought forward: **£NIL**
- Total funds carried forward: **£587**

(Notes: restricted fund activity is included in the detailed notes 4 and 9.)

4B. Receipts & Payments summary (if charity eligible and chooses R&P accounts)

(Only used where appropriate and consistent with governing rules and SORP exemptions.)

Receipts	Year ended 31 May 2025	Year ended 31 May 2024
Donations and legacies	£254	£NIL
Grants received	£NIL	£NIL
Receipts from fundraising events	£NIL	£NIL
Income from investments	£NIL	£NIL
Other receipts	£NIL	£NIL
Total receipts	£254	£NIL

Payments	Year ended 31 May 2025	Year ended 31 May 2024
Charitable activities	£NIL	£NIL
Fundraising costs	£NIL	£NIL
Governance costs	£1,250	£NIL
Staff costs (payroll)	£837	£NIL
Other payments	£NIL	£NIL
Total payments	£2,087	£NIL

Reconciliation	Year ended 31 May 2025
Cash at bank and in hand at start of year	£100
Cash at bank and in hand at end of year	£175



5. Balance sheet / Statement of assets and liabilities (as at 31 May 2025)

Micro-Entity Balance Sheet (Accruals format)

Accounting period 06.08.2024 - 31.05.2025

	31.05.2025
	£
CALLED UP SHARE CAPITAL	-
FIXED ASSETS	620.34
CURRENT ASSETS	175.20
PREPAYMENTS AND ACCRUED INCOME	-
CREDITORS Amounts falling due within one year	-4,815.60
NET CURRENT ASSETS LIABILITIES	-4,990.80
TOTAL ASSETS LESS CURRENT LIABILITIES	-5,611.14
CREDITORS Amounts falling due within one year	0.00
PROVISIONS FOR LIABILITIES	0.00
ACCRUALS AND DEFERRED INCOME	0.00
TOTAL NET ASSETS (LIABILITIES)	-4,990.80
CAPITAL AND RESERVES	-5,611.14

Charity funds:

- Restricted funds **£NIL**
- Unrestricted designated funds **£NIL**
- Unrestricted general funds **£NIL**
- Endowment funds **£NIL**
- Total funds **£NIL**

6. Notes to the accounts

1. Accounting policies

- Basis of preparation (SORP compliance statement)
- Basis of accounting (accruals or receipts & payments)
- Going concern statement
- Income recognition policy (donations, legacies, grants)
- Volunteer time and donated services policy (if quantified)
- Tangible fixed assets policy and depreciation rates
- Investments valuation policy
- Fund accounting (restricted, unrestricted, endowment)
- Pension scheme accounting (if applicable)
- Taxation (charitable status and tax exemptions)



2. Income - detailed breakdown
 - Grants and contracts: list of principal funders and amounts
 - Donations and legacies: major gifts and legacies received
3. Expenditure - analysis by activity
 - Staff costs: salaries, employer NIC, pension contributions
 - Trustee remuneration and expenses (if any) - name(s) and amounts if required
 - Grants payable (to other bodies) - amounts and recipients
 - Governance costs - audit/examiner fees, legal and professional fees
4. Net movement in funds - reconciliation table
 - Opening balances, income, expenses, transfers, closing balances for each fund
5. Tangible fixed assets - cost, disposals, depreciation, net book value
6. Investments - market value at start and end, gains/(losses), historical cost
7. Debtors - breakdown (e.g., grants receivable, prepayments)
8. Creditors and accruals - breakdown (e.g., creditors, tax and social security, accruals)
9. Commitments and contingencies - leases, guarantees, contingent liabilities
10. Related party transactions - trustees, senior staff, and connected parties: nature and monetary amounts
11. Post balance sheet events - material events after year end
12. Comparative information - where applicable

(Include additional notes for SORP-specific requirements or sector-specific disclosures.)

7. Statement of trustees' responsibilities

The trustees (who are also directors of the Charitable Incorporated Organisation for the purposes of charity law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). They must ensure accounts give a true and fair view and comply with the CIO constitution and regulations.



8. Trustee approval and signatures

Approved by the trustees on [date] and signed on their behalf by:

Signature: 

Name: Andrew Wake, Chairperson

Date: 25th March 2026

Signature: 

Name: David Bamford, Treasurer

Date: 25th March 2026

9. Checklist of supporting schedules and attachments

- Bank statements and reconciliations to 31 May 2025
- Summary of restricted funds and supporting income/expenditure for each
- Fixed assets register and calculation of depreciation
- Payroll summary and pension contributions schedule
- Grants schedule incoming and outgoing
- Minutes of trustee meetings approving accounts
- Copies of grant agreements and material contracts
- Independent examiner or auditor working papers and report
- Any valuation reports for investments or property

10. Filing & deadlines (guidance)

- CIOs must submit annual return and accounts to the Charity Commission. Check the relevant Charity Commission guidance for filing time limits and whether your CIO's accounts require an audit or independent examination.
- For most CIOs the Charity Commission requires submission of accounts and trustee report within 10 months of the year end - verify current guidance and deadlines.
- Keep copies of accounts and supporting records for at least six years (or longer if required by funders or tax regulations).