

## **Friends Of Pavestone Centre**

### **Document 2: Trustee's Annual Report for the year ended 31 March 2023**

#### **References and administrative details**

**Charity Name:** Friends of Pavestone Centre

**Charity Registration Number:** 101841

**Contact Address:** 6A Rugby Avenue  
Coleraine  
County Londonderry  
BT52 1JL

**Trustees** Ms Elizabeth (Beth) Cleland F.I.C.M.  
Miss Rhoda Baxter MBE, M.Sc. T.Dip.R.C.O.T.  
Dr Mark McKinney B.Sc.  
Ms Suzanne Mortimer Cert. Ed., C.Q.S.W.

#### **Principal Office-bearers**

**Chairman:** Dr Mark McKinney  
**Treasurer:** Ms Suzanne Mortimer  
**Secretary:** Mrs Rhoda Baxter

#### **Independent Examiner**

Thomas Oliver, Certified Public Accountant.

#### **Banker**

HSBC  
20-22 Railway Road  
Coleraine  
BT52 1PD

## **Trustees' Annual Report for the year ended 31 March 2023**

The trustees present the annual report and statements of Receipts and Payments and Assets and Liabilities for the Friends of Pavestone Centre (F.O.P.C.) for the year ended 31 March 2023.

### **The purpose of the charity**

Friends of Pavestone Centre has as its objectives to improve the quality of life of those attending the Pavestone Centre and to integrate them into the community and give the community a greater understanding of disability. The Pavestone Centre is a Vocational and Leisure Rehabilitation Centre for people with Mental or Physical health conditions or disabilities. It is run under the auspices of the Northern Health and Social Care Trust (NHSCT).

### **The activities of the charity**

#### Facilities and equipment

The period from April 2022 up until March 2023 continued to be very challenging with regard to Covid19 and its implications. The Trustees continued to meet via zoom until they were able to sit together. Pavestone Centre eventually reopened but with restrictions round numbers and social distancing. Some friends were lost to Covid and morale was low. Friends of Pavestone funded some activities that kept the attenders occupied even if they were at home. After a while, restrictions were lifted partially, and the staff were able to take small groups out for meals and socialising which helped them get a sense of normality.

#### Enhancing the experience of the Pavestone service users

The Business Support Officer continued to use her time to think of more projects the clients could eventually undertake to improve their experience in the Centre. The Charity was able to fund one person with an aid so she could go to the Gym independently.

#### Facilities and equipment

We were able to run an event at Christmas and it was well supported even though we had to move it from the Centre due to space restrictions.

#### Enhancing the experience of the Pavestone service users

Sponsorship from the ATG Group in Coleraine for a part-time Business Support Officer has continued. Her role continues to further improve the service users' knowledge and skill through developing new product lines. Alternative funding later became successful. We are very grateful to the ATG group.

### **Financial Review**

The current account bank balance at 31 March 2023 is £13,706.99 with an equivalent amount being retained in total funds.

Going Concern

The trustees have reviewed the budget for the year ahead and are satisfied that there are adequate funds in place to ensure that the Charity can continue its activities and the financial statements for the year ended 31 March 2023 can be signed off as a going concern.

## **Structure, Governance and Management**

### ***Governing Document and Constitution of the Charity***

The Charity is governed by its Constitution that was approved on 18 December 2014. The charity is managed and controlled by the General Committee that meets on a regular basis.

### ***Appointment of General Committee (Trustees)***

The General Committee, of three members, is elected by a simple majority at the Annual General Meeting. The General Committee has the power to co-opt other Members as it feels necessary. Co-option will only last for the term of the elected Committee.

### ***Pay and remuneration***

During the year there were no payments for pay or remuneration. No payments were made to Trustees.

### ***Organisational Structure***

The General Committee is empowered to act on behalf of the Trustees, will act in the best interest of the Trustees to the best of their ability, and is responsible for the day to day management of the Friends of Pavestone Centre. General Committee members are responsible for making decisions on matters of general concern and importance to the Charity including deciding how the funds of F.O.P.C. are to be applied. A General Meeting of members is held annually, at which: the outgoing Committee will give their report for the past year; a new Committee is formed by a simple majority election; and the coming year strategy will be considered.

### ***Compliance with Public Benefit***

The Trustees have given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities entered into during the year have helped to achieve the Friends of Pavestone Centre objectives and activities, as well as providing public benefit.

### ***Statement of Trustees' Responsibilities***

The trustees are responsible for preparing the Trustees' Report and the statement of receipts and payments and statement of assets in accordance with Applicable law and regulations.

The law applicaahle to charities in Northern Irleand with income of less than £250,000 requires the trustees to prepare a statement or receipts and payment and a statement of assets and liabilities for each financila year.

The trustees are responsible for keeping accounting records that are sufficient to show and explain the Friends of Pavestone Centre transactions and disclose tieh reasonable accuracy at any time the assets of the Charity. They are also responsible for safeguarding assets of the Charity and hence for taking resonable steps for the prevention and detection of fraud and other irregularities.

Trustees' Annual Report for the year ended 31 March 20223.

Signed on Behalf of the Trustees

Chair: 

Date: 21.09.23