



# TRUSTEE ANNUAL REPORT

Financial Year 2021/2022

## Purpose

Under accounting and reporting regulations all registered charities must prepare a Trustees' Annual Report.

Although the Charity Commission for Northern Ireland relaxed reporting rules during the COVID19 Pandemic, permitting charities to "skip" reporting for 2020/21 and 2021/22 the Seaforde and District Community Association has completed its reporting in the spirit of completeness and transparency.

This Trustee Annual Report covers all activities of the Seaforde and District Community Association during the Financial Year 1st April 2021 to 31st March 2022.

The purpose of the Trustee Annual Report is to:

- Highlight the main activities undertaken by the Committee for the public benefit
- Tell people about the Committee's work, where its money has come from and how it has been spent
- Ensure the Committee is publicly accountable to its stakeholders

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### Introduction – 2021/2022 in Review

During 2021/22 the COVID19 pandemic meant the committee continued to operate differently due to limited opportunities to engage local people face to face. While the first COVID19 vaccines commenced roll out in early 2021 the Government's COVID19 lockdowns and restrictions were in place for the first quarter of 2021 and these eased to permit meetings in gardens in groups of ten people in April 2021. High school children were the last to return to school from 12 April in a phased scheduled. Hospitality reopened with restrictions in place from May 2021. In September restrictions on meetings in door were eased. In November 2021 COVID passports became mandatory for entry to pubs, restaurants and nightclubs and social distancing indoors was reintroduced on 27 December 2021. All COVID19 regulations were eventually lifted in mid-February 2022 and replaced with guidelines.

During the year the committee activities, although limited due to COVID19, continued to promote the wellbeing of local people of all ages and backgrounds and to foster links with the wider community. When restrictions eased the committee held a litter pick event in June 2021 and this helped improve the local environment which was beneficial as more people continued to exercise locally during the COVID19 pandemic.

The committee kept the local people informed of progress on the Seaforde Community trail project; this opened in 2021. With the COVID19 pandemic and lockdowns in place the pathway has proven popular and it has brought crucial benefits in health and wellbeing to the local community.

In December 2021 a Christmas tree was erected in Seaforde bringing Christmas cheer once more. A community switch on event wasn't possible due to COVID19 however the committee shared photos of the Lights switch on via Facebook.

In March 2022, following the lifting of COVID19 regulations, and the replacement of these with guidelines, the Committee arranged it's first in person event in over two years. The committee held a Wellbeing Workshop in the Young Farmers Club Hall in the village. The workshop was delivered by The Wellbeing Pathway in partnership with MYMY (mental health charity) and funded by Comic Relief. The workshop was fully booked and attended by local people who availed of the opportunity to come together with their neighbours.

A summary of the activities of the years 2021/22 were presented at the charity's AGM in Sept 2022 and are highlighted in the red boxes below:

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### Q4 2020 / 2021 / 2022 Highlights

December 2020 to June 2022



#### Activity at Christmas 2020 and throughout 2021

- **Distributed PCSP Home Safety Kits** to the more vulnerable in our community in Winter 2020
- **Christmas Tree 2020** lit throughout first Christmas of lock down. New lights installed brought Christmas cheer together with Virtual Lights switch shared via a Facebook Video attracting c.3100 views
- **Summer Seat** installed on Main Street beside the water pump in December 2020
- Supported the **Seaforde Woodland Walk** project which opened in 2021 engaging with Outdoor Recreation NI, local Landowners and Newry, Mourne and Down (NM&D) District Council
- Keeping Seaforde looking well with **two Litter Pick events**, held in March and June 2021 and tidy up at YFC Hall in August 2021
- Engaged in the Nov 2021 **Interagency meeting** with NM&D District Council, DFI Roads, NIHE and PSNI
- **Paediatric pads secured for the Defibrillator** at YFC Hall, Seaforde – sponsored by Seaforde Digger Hire in Nov 2021
- **Christmas Tree 2021** Lights Switch on by Woodland Elves. Community event not possible due to Covid19

#### Emerging from Lockdown - 2022 plans and Events

- **Sustainability** aims supported in Jan 2022 by **donating Seaforde Christmas Tree to Kindale Donkey Sanctuary** in Ballynahinch
- **"R" Wellbeing Workshop** held in YFC Hall, Seaforde in March 2022. This was delivered by The Wellbeing Pathway in partnership with MYMY and funded by Comic Relief
- Community on the ground with a **Litter Pick** held in June 2022
- **Maintenance checks of Defibrillator** at YFC Hall, Seaforde
- **Secured Funding** from Newry, Mourne & Down District Council **for Pathway Event** being held on 10 September 2022
- Engagements regarding **Seaforde Woodland Walk**

#### Our Digital Presence Continues to Grow!

-  **691** Facebook Page followers, up 43% since Nov 2020
-  **25** Twitter Followers
-  **6155** People reached with last three Facebook posts

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### Public Benefit Statement

Throughout the year the Trustees have had regard to the Commission's Public benefit requirement whereby:

- the purposes of the Group are demonstrated through the activities undertaken and are beneficial to all residents within the Seaforde and District area
- the benefits delivered by the Group are for the wider community in general and are never focused on providing private benefit to any one individual or group

Despite the continuing COVID19 pandemic and the lockdowns and restrictions that were implemented by the Government to control the spread of the virus, direct benefits flowed from the purpose of the Seaforde and District Community Association. These included giving local people an opportunity to get together with others to enjoy socially distanced interaction at litter pick events and clean and new enjoy outdoor spaces. The committee has supported the community to look after their physical and mental well-being by sharing updates on the development and opening of the new Seaforde Woodland Pathway. The committee worked to help finalise the pathway and pursuing its opening date. The committee delivered benefits to the residents of Seaforde by attending the Interagency meeting with Newry, Mourne and Down District Council, NIHE, PSNI and DFI Roads. At this meeting the committee raised issues on behalf of local residents. A wellbeing workshop was also delivered once COVID19 restrictions had been removed. This workshop was open to all people and was fully booked. The benefits of this to all residents post pandemic were very much welcomed. These benefits are also demonstrated through feedback from beneficiaries and by the level of engagement on the updates reported on Facebook by the committee and through attendance at the first face to face event post pandemic. The purposes of our charity will not lead to any harm. The charity's beneficiaries are people living in the Seaforde area. From time to time a private benefit to trustees may arise from the programme of ongoing support to community and voluntary groups. Through this support, trustees may gain skills and experience which are transferable to other settings. These benefits are incidental and necessary to ensure the benefit is provided to our beneficiaries.

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### About Seaforde and District Community Association

1. The Charity is known as: "Seaforde and District Community Association"
2. The Charity is registered with the NI Charity Commission, registration number: NI102055
3. The Charity's has a Constitution which is the main governing document that sets out how the charity operates – this is available to all members of the public and can be requested by sending an email to [contact@seaforde.org.uk](mailto:contact@seaforde.org.uk)
4. The Charity's Mission Statement is as follows:

*"The purpose of Seaforde and District Community Association is to improve people's quality of life in the Seaforde area, irrespective of age, sex, disability, race, sexual orientation, political, religious or other opinion.*

*Quality of life includes social wellbeing, physical and mental health, education, capacity building, community development, heritage and the built and natural environment."*

5. The Charity's Trustees as at 31<sup>st</sup> March 2022 where:
  - i. Clodagh Killen – Chairperson
  - ii. James Frost – Secretary
  - iii. Leon Frost – Vice Chairperson
  - iv. John Knipe – Treasurer
  - v. Alice Forde - Committee Member
  - vi. Julie Micklethwaite - Committee Member
  - vii. Grainne Burke – Committee Member
  - viii. Sandra Martin - Committee Member
  - ix. Edyta Wright – Committee Member
  - x. Paul Wright – Committee Member
6. No Other Charity Trustees served during the 2021/2022 financial year.
7. The Charity's address for written correspondence is:

SADCA  
c/o Mr John Knipe,  
1A Kennel Road,  
Seaforde,  
Downpatrick  
County Down  
BT30 8NS

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### Activities during the 2021/2022 Financial Year

The Charity's Financial Year ran from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022. During this period the Committee organised as many activities as possible during the COVID19 pandemic given the lockdowns and restrictions in force during that time. The activities and events organised included:

- June 2021 – litter pick event in Seaforde Village and the surrounding area
- Dec 2021 – erected village Christmas tree. Lights Switch on shared online due to COVID19
- Jan 2022 – sustainability aims supported by donating Seaforde Christmas tree to Kindale Donkey Sanctuary in Ballynahinch
- March 2022 – Held in-person Wellbeing Workshop in Seaforde

During the year the Committee progressed or completed a number of projects including:

- Funding applications submitted to Newry Mourne & Down District Council to enable a Pathway Event in 2022 (completed and successful)
- Supported the Seaforde Woodland Walk project; the new pathway opened in 2021. The committee engaged with Outdoor Recreation NI (project managers), local Landowners and Newry, Mourne and Down District council. The committee also engaged in finalising signage, bins and photos for brochures and keeping the community updated on building progress via Facebook. (completed)

Further to these events and projects the Committee continued to promote and take an active role in supporting others:

- Nov 2021 – Engaged in Interagency meeting with NM&D District Council, DFI Roads, NIHE and PSNI. This role involves representing our community as raising issues on its behalf
- Nov 2021 – secured paediatric pads for the Defibrillator at Young Farmers Hall in Seaforde
- Ongoing - Maintenance of a community defibrillator at the Young Farmer's Hall (the NI Ambulance Service has called for the defibrillator on more than one occasion)

The Charity's Management Committee had regular online meetings, usually monthly, throughout this financial year to perform its role in coordination of the above.



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### Financial Statement

The Charity's financial position for the 2021/2022 Financial Year continued to be good, with good cash flow maintained from the previous year meaning the committee did not need to take up advanced funding.

Income was received in the year from grant claims made for the Christmas tree switch on delivered in 2020. A one off refund was received from the Department of Infrastructure following the installation of the summer seat in December 2020.

It was another quiet year due to the COVID19 pandemic and its associated lockdowns and restrictions. This has resulted in a lower expenditure during this financial year with a one off expenditure on an event; the 2021 Christmas tree and Lights Switch On. Other expenditure included Insurance costs and hall hire costs for historic use.

Despite COVID restriction for a second year running preventing the usual income generating events (such as the pub quiz which traditionally covers our insurance premium) our Cash in Bank remained healthy throughout the year and no credit was required or advanced funded requested.

Due mainly to the historic hall hire fees paid in this financial year the account had a lower closing balance at the end of the financial year.

• The opening balance at 1 <sup>st</sup> April 2020 was:	£ 3,132.80
• The total income was:	£ 591.55
• The total expenditure was:	£ 1,375.03
• The closing balance at 31 <sup>st</sup> March 2021 was:	£ 2,349.32

The Charity has no funds in deficit.

The Charity owns two assets, a printer and a defibrillator and associated housing, worth around £800.

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### Trustee Approval

This report was approved on behalf of the Trustees on: 11 January 2023

By:

Clodagh Killen

Print Name:

Clodagh Killen

Role:

Chairperson



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### Appendix A: Checklist from NI Charity Commission guidance document

Legal Requirement	Help Note	Check Complete
<b>The financial year the report relates to</b>	For example, 01 April 2015 to 31 March 2016.	✓
<b>A summary of the charity's:</b> <ul style="list-style-type: none"> <li>• main activities to further its purposes for the public benefit</li> <li>• main achievements in the year</li> </ul>	This is known as public benefit reporting. See section 4 of this guidance for further information.	✓
<b>A statement that the trustees have had regard to the Commission's Public benefit requirement statutory guidance</b>	Charity trustees are legally obliged to have regard to this guidance.	✓
<b>A review of the charity's financial position at the end of the year</b>	A review of the charity's financial position at the end of the year	✓
<b>Details of any fund held by the charity that was materially in deficit' at the end of the year and steps taken by the charity trustees to eliminate the deficit</b>	Funds that are 'materially in deficit' are in shortfall and, for example the shortfall in a particular fund may be considered material where it is: <ul style="list-style-type: none"> <li>· a substantial amount of total overspend or</li> <li>· a substantial amount of overspend relative to the total amount received into that fund or</li> <li>· likely to have a significant impact on the deliverables of that particular activity</li> </ul>	N/A
<b>A dated signature of one or more of the charity trustees</b>	Those who sign/date the report must be authorised by the charity to do so.	✓
<b>The name of the charity as it appears on the register of charities, as well as any other names it is known by</b>	This may include an acronym or working name used by the charity.	✓
<b>The Northern Ireland charity (NIC) number and, if applicable, company registration number</b>	The NIC number was given to you when the charity was registered.	✓
<b>The principal address of the charity and, if it is a charitable company, the address of its registered office</b>	The principal address and the registered office may be the same.	✓

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<b>The names of:</b> o all charity trustees on the date the report was approved and o all individuals who served as charity trustees during the year	The Commission may grant a request for trustee anonymity and exempt a charity from disclosing the name of one or more trustees in the report, or from listing the principal address of the charity. This will only be where there is a concern that the information could lead to an individual being placed in personal danger. If you have been granted anonymity at registration you should omit the relevant details from the trustees' annual report submitted to the Commission.	✓
<b>Details of how the charity is constituted and its governing document</b>	Include details and dates of any document/provision setting out the charity's purposes and/or how it is administered e.g. governing document, a deed, or a management statement.	✓
<b>A summary description of the purposes of the charity</b>	Give a summary of the purposes of the charity as listed on the register of charities and in its governing document. The purposes are what the charity is set up to achieve.	✓
<b>The name of any person, or body of persons, permitted by the trusts of the charity to appoint one or more new charity trustees and a description of the method used to make such appointments</b>	If there is any individual or organisation with the power to appoint charity trustees, such as another charity or a government department, provide their details, the relevant powers, and methods of appointment.	N/A

Good practice	Help note	Check Complete
<b>Include details of any funds held by the charity as a custodian trustee</b>	This is mandatory for charities preparing accruals accounts.	N/A
<b>Ensure that figures provided in the</b>		✓

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report are consistent with figures reported in the charity's accounts		
<b>You can put more detail into your trustees' annual report if you think this will be useful to those most likely to read and use the report.</b>	This can help to tell the story of what the charity has done, and what it has achieved, across the year, e.g., a chairperson's report, an environmental report or impact assessment.	✓