



# TRUSTEE ANNUAL REPORT

Financial Year 2023/2024

## Purpose

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

This Trustee Annual Report covers all activities of the Seaforde and District Community Association during the Financial Year 1st April 2023 to 31st March 2024.

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 – 2023/2024 in Review

This year the committee continued to build on its success of community engagement. In person events were well received in the last financial year (2022/2023) which encouraged the committee to act on feedback and to arrange further events. In 2023/2024 several events took place that secured local engagement and continued to focus on the health and wellbeing of the community.

The year commenced with a fabulous collaboration with a local mental health and wellbeing charity; MYMY (Mind You Mate and Yourself) which is based in Newcastle, County Down. MYMY's vision is to wholly improve mental health and well-being in our community and it engaged with Seaforde and District Community Association with a view to reaching out to communities in more rural areas.

With support and sponsorship from MYMY, the Seaforde and District Community Association committee organised and ran a free six-week Yoga Programme. This was successfully delivered from 13 April to 18 May 2023 inclusive. The event had an amazing response and was quickly booked out with a wait list formed. The feedback from the attendees (limited to 16 due to space) was extremely positive and it was an excellent opportunity to bring people from the local community together to engage in wellbeing and to highlight MYMY's support and its important work.

In June 2023 the committee held a talk by awarded chef and owner of Scoper's and Mourne Larder; Paul Cunningham. This talk was delivered at the Seaforde and District Community Association's AGM meeting. The event was well received by attendees and Paul's foodie talk covered local first, zero waste and sustainability and how that can be achieved.

The key highlight of the committee's events was delivered in July 2023 when it held its Seaforde Summer Fete and Falconry Show. On a sunny, slightly windy Saturday in July (08 July 2023) the community association held its most well attended event. This free event successfully brought many in the community together to enjoy music by the Anchor Ukes, Garden Games, kids crafts, face painting, Ice Cream, BYO Picnics and the key headline event of the Falconry Show. The event was held in the village, in and around the Seaforde Young Farmers' Club Hall and it was attended by young and old, family groups and individuals. The event was fun, the feedback was fabulous and it enabled local people of all ages and backgrounds to come together and engage with each other to create new, and reignite existing community relationships. The committee was able to make the event possible by securing funding from Newry, Mourne and Down District Council.

In July 2023 the committee also secured new road markings at the junction of Cottage Road and Newcastle Road in Seaforde. The committee lobbied the Department for Infrastructure (DFI) and local councillor (Cllr Alan Lewis) to improve road safety at this junction following a number of near accidents. The new non-pass road markings, together with warning signs, were placed at this stretch of road / junction in quarter three 2023.

Christmas 2023 festivities were celebrated with the installation of the village Christmas Tree at the Young Farmers' Club Hall in Seaforde. The beautiful Christmas tree provided festival cheer and was enjoyed by locals as well as visitors to the village.

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In January 2024, in line with its sustainability aims, the committee donated the community Christmas Tree to the Kinedale Donkeys where the donkeys enjoyed the pine needles and the bark and the remaining parts of the tree are chipped for bedding.

Photos of all of these events are available to view on the charity's Facebook page which can be accessed by keying this link into an internet browser address bar:

<https://www.facebook.com/SeafordeAndDistrictCommunityAssociation>

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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

Direct benefits flowed from the purpose of the Seaforde and District Community Association through the numerous events planned and delivered by the committee throughout the financial year of 2023/24.

These benefits included giving local people an opportunity to get together with others and an opportunity to reconnect or establish new relationships by attending free local events such as the Yoga classes, the Talk by awarded chef Paul Cunningham the Seaforde Summer Fete and Falconry Show. Through its Seaforde Summer Fete and Falconry Show event the committee has supported people to engage with each other through games, the enjoyment of music and watching the Falconry Show together. An environment was provided that was safe, fun and friendly and seating areas provided enable attendees to gather to enjoy the event, discuss common interests and make new connections. The committee has sought to enhance the quality of life for all residents and the Summer Fete and Falconry Show enabled this objective as the event was able to be enjoyed by young and old, family groups, couples and individuals.

The aim of the committee was to provide this free of charge, to a wider range of people, so that folks could enjoy an event without worrying about cost. To do this the committee secured funding from Newry, Mourne and Down District Council.

The free, six-week, Yoga Programme enabled an environment for local people to come together to benefit from exercise that was led by a qualified instructor. This programme, sponsored by MYMY charity, enabled the committee to help others to look after their physical and mental wellbeing by providing a safe space to engage in exercise and to try something that would benefit them.

These benefits are 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 local events.

The committee continues to maintain the community defibrillator so that it is available in an emergency for local people 24/7, all year round.

The purposes of the 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 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 2024 where:
  - i. Tony Merdith – Chairperson
  - ii. James Frost – Treasurer
  - iii. Leon Frost – Secretary
  - iv. Clodagh Killen – Committee Member (resigned December 2024)
  - v. Julie Micklethwaite - Committee Member
  - vi. Sandra Martin - Committee Member
  - vii. Edyta Wright – Committee Member
  - viii. Paul Wright – Committee Member
  - ix. Aine O’Neill – Committee Member
  - x. Dana Ashwood – Committee Member
6. Other Charity Trustees that served during the 2023/2024 financial year were:
  - i. John Knipe – Vice Chairperson (resigned June 2023)
  - ii. Alice Forde - Committee Member (resigned June 2023)
  - iii. David Riddell – Committee Member (resigned May 2023)
7. The Charity’s address for written correspondence is:

SADCA  
c/o James Frost,  
8 Coach Horse Lane,  
Seaforde,  
Downpatrick  
County Down  
BT30 8PP

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### Activities during the 2023/2024 Financial Year

The Charity's Financial Year ran from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024. During this period the Committee organised numerous activities and events. The activities and events organised included:

- Apr – May 2023 – Free, **Six Week Yoga Programme** which was fully booked within 48 hours
- June 2023 – **Food talk** by an awarded chef delivered at the AGM Very well received
- July 2023 – **Seaforde Summer Fete and Falconry Show**. A hugely popular, free event
- Dec 2023 – **Christmas Tree** installed in the village to bring Christmas cheer to all
- Jan 2023 - sustainability aims supported by **donating Seaforde Christmas tree to Kinedale Donkeys** in Ballynahinch

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

- **Funding application** submitted to Newry, Mourne & Down District Council in April 2023 to secure funding for 2023 Christmas festivities (completed)
- Lobbied Department for Infrastructure (DFI) and local council representatives to **secure new road markings at the junction of Cottage Road and Newcastle Road in Seaforde**. The new non-pass road markings, together with warning signs, were placed at this stretch of road / junction in Q3 2023 (completed)

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

- Ongoing - **Maintenance of a community defibrillator** at the Young Farmers' Club Hall. The device is registered with the NI Ambulance Service and is emergency ready 24/7, 365 days a year

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

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### Financial Statement

The Charity's financial position for the 2023/2024 Financial Year continued to be stable, with good cash flow maintained from the previous year meaning the committee did not need to take up advanced funding, despite not running the usual annual fundraising Pub Quiz.

Income was received from the following sources:

- The previous Financial Year's Christmas Festivities Colours Workshop grant monies came into the account in May 2023 which was funded through a generous grant of £884 from Newry, Mourne and Down District Council.
- The Summer Fete and Falconry Event grant monies also helped to maintain the income for the year funded through another generous grant of £1,329.24 from Newry, Mourne and Down District Council.
- The choir input £302 to the account balance.

Expenditure for the financial year included:

- Expenditure on the AGM (£69.30) and Summer Fete and Falconry Event (£1,403.99)
- Purchase, installation and removal of the Village Christmas tree (£497)– now a village tradition that the committee continues to deliver each year. Costs for the tree were subsequently recovered through Newry, Mourne and Down District Council grant monies, which will be evidence in the following financial year statement.
- Insurance costs for the charity, which transitioned to a month payment of £44.12 from November (total £220.70)
- Other expenditure included £370 for hire of the local Young Farmers Club Hall in Seaforde for Choir and Committee events.
- Choir expenses (£118.12) and other general Committee running costs such as bank fees (£33.86)

Overall the committee made a net profit in the year of £21.15. Cash in Bank remained healthy throughout the year and no credit was required or advanced funding requested. The closing balance in the bank account at the end of the year was £2,021.01.

• The opening balance at 1 <sup>st</sup> April 2023 was:	£ 1,999.86
• The total income was:	£ 2,734.12
• The total expenditure was:	£ 2,712.97
• The closing balance at 31 <sup>st</sup> March 2024 was:	£ 2,021.01

The Charity has no funds in deficit.

The Charity owns two assets, a printer and a defibrillator and associated housing, worth around £400.

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### Trustee Approval

This report was approved on behalf of the Trustees on:

12<sup>th</sup> May 2025

By:

James frost

Print Name:

James Frost

Role:

Treasurer

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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 report are consistent with figures reported in the charity's accounts</b>		✓
<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.	✓