



# Trustees' Annual Report for the period

| From | Period start date |    |      | To | Period end date |    |      |
|------|-------------------|----|------|----|-----------------|----|------|
|      | 15                | 06 | 2018 |    | 30              | 04 | 2019 |

## Section A Reference and administration details

Charity name

Horsham & Shipley Community Project

Other names charity is known by

HSCP

Registered charity number (if any)

1178797

Charity's principal address

69 Earles Meadow

Horsham

West Sussex

Postcode

RH12 4HR

### 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  | Philip Gibbs   | Chair           | 15 June 2018                      | Trustees  |
| 2  | Russell Wood   | Treasurer       | 15 June 2018                      | Trustees  |
| 3  | Richard Harris |                 | 15 June 2018                      | Trustees  |
| 4  | Dawn Baker     |                 | 15 June 2018                      | Trustees  |
| 5  | Helen Gibbs    |                 | 15 June 2018                      | Trustees  |
| 6  |                |                 |                                   |   |
| 7  |                |                 |                                   |   |
| 8  |                |                 |                                   |   |
| 9  |                |                 |                                   |   |
| 10 |                |                 |                                   |   |
| 11 |                |                 |                                   |   |
| 12 |                |                 |                                   |   |
| 13 |                |                 |                                   |   |
| 14 |                |                 |                                   |   |
| 15 |                |                 |                                   |   |
| 16 |                |                 |                                   |   |
| 17 |                |                 |                                   |   |
| 18 |                |                 |                                   |   |
| 19 |                |                 |                                   |   |
| 20 |                |                 |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name          | Address   |
|-----------------|---------------|---|
| Solicitor       | Russell Cooke | 2 Putney Hill, London, SW15 6AB                   |
| Accountant      | Carpenter Box | 2 Peveril Court, 6-8 London Rd, Crawley, RH10 8JE |
|                 |               |   |
|                 |               |   |

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

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                             |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation CIO |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Appointed by existing Trustees           |

### Additional governance issues (Optional information)

|   |  |
|---|--|
| <p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul> | <p>Trustee governance is guided by the constitution which is reviewed annually.</p> <p>The charity is managed and governed by the Trustees who are volunteers. There are no paid staff.</p> <p>Policies, which are reviewed annually, inform and guide the Trustees' approach to safeguarding, health and safety, equal opportunities, privacy and financial reserves.</p> |
|---|--|

## Section C Objectives and activities

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

1. To promote community participation in healthy recreation particularly, but not exclusively be provision of facilities for football.
2. To provide facilities for leisure time occupation of people who have need of such facilities with the aim of improving their conditions of life.
3. To promote other charitable purposes at the Trustees' discretion.

**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)**

- Walking Football Club – for men / women of any age, meeting once a week for 60 mins of walking football (in the winter on 3G and in the spring, summer and autumn on grass), and after the football around an hour of social interaction.
- Men’s Shed – a safe, interesting place for primarily, but not exclusively, men to socialise and be busy making things of their choice. During the period of this report the Shed was operating 2 days a week.
- Pétanque Club – for men and women of any age, providing a low impact sport opportunity on 2 mornings each week, including plenty of opportunities for social interaction as well as fresh air and keeping active. Played on purpose-built pétanque pistes.
- Veterans’ Football Club – over 35s and over 50s football club where the teams have entered the local veteran football league, and also friendly matches are played against other clubs. Training is organised weekly.
- Green Project – available for those who like to work outside, including gardening and rockery development, as well as hedge and general grounds maintenance.

In organising and operating these activities the Trustees have read and have had regard to the public benefit guidance issued by the Charity Commission.

**Additional details of objectives and activities (Optional information)**

Some members of the clubs and activities described above also volunteer to “lead” sessions, in which case they receive the necessary First Aid training and Safeguarding training, and include DBS checks. The volunteers are fully supported by the Trustees.

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

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

**Summary of the main achievements of the charity during the year**

From the date of incorporation, the membership has grown to around 85 members including Veteran footballers (31), Walking footballers (26), Men's Shed members (11) and Pétanque members (20).

In the period of this report the Veteran Footballers were awarded their trophy for winning the West Sussex & District Sunday Football League Veterans division for the 2017-18 season.

Work continued on the creation of the top (junior) football pitch, and drainage of the area.

We erected retainer nets around the main football pitch and at either end of the walking football pitch.

The Men's Shed is now open on Wednesday as well as Tuesday and we ran stalls at the Shipley and Thakeham Village Days. We installed a new air filtration system in the shed. The men also installed guttering around the shed and a large water butt.

We started a recycle centre at the site, collecting bottle tops, stamps, Printer cartridges and used greeting cards (which are they remade into new cards)

We started Friday evening pétanque with barbeque social evenings once a month which were well attended with between 30-50 members and partners/families.

We organised Dementia Awareness training for Trustees, volunteers and anyone else who was interested, and forged links with the local Alzheimers Association group, called the Rusty Brains. They came twice for pétanque sessions.

We applied for, and were successful in winning £7500 from AVIVA with the help of numerous votes from local people. The grant will be used partly for special wood for the Men's Shed, and partly for retainer nets for the new junior pitch. Other grant money spent was used for drainage and goals for the football pitch.

A new, large rockery was planted and is being maintained by gardening enthusiasts.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

A reserves policy has been approved ahead of filing this annual return. While the reserves of the charity are negative during this period, the Trustees are planning to change this position over time such that there are reserves retained to deal with any unforeseen circumstances in order that activities can continue with regard to the constitution and public benefit guidance.

### Details of any funds materially in deficit

The Reserves are negative. A loan will offset the amount and the intention is to seek donations to repay the loan.

### 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.

During the financial year almost £15,000 was received from fundraising and grants. This is being amortised over the life of the projects for which the grants were received.

Cash income was received from activities and fundraising.

Other income is primarily for the organised activities of the charity.

Principle expenditure was used for organising the activities of the charity together with development of the site and purchase of assets for use in ongoing activities (for example drainage of the football pitches).

## Section F

## Other optional information

Further planned activities are

1. expansion and development of existing activities,
2. setting up regular, guided Health Walks in the local area
3. complete the development of the junior pitch.

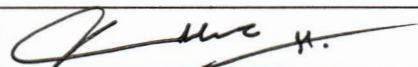
## Section G

## 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)

Philip Gibbs

Position (eg Secretary, Chair, etc)

Chair

Date

21 February 2020



## Statement of Financial Activities for the period ending 30<sup>th</sup> April 2019

|                            |        |
|----------------------------|--------|
| Income from:               | £      |
| Donations                  | 2,733  |
| Charitable activities:     |        |
| Subscriptions              | 550    |
| Trading Income             | 994    |
| Events Income              | 6,072  |
| Grants and Other Income    | 5,566  |
|                            | =====  |
| Total Income               | 15,915 |
|                            | =====  |
| Expenditure on:            | £      |
| Raising funds              | 10,133 |
| Charitable activities:     |        |
| Shipley site development   | 6,039  |
| Trustee/Volunteer Training | 1,046  |
|                            | =====  |
| Total Expenditure          | 17,218 |
|                            | =====  |
| Net Income/Expenditure     | -1,303 |
|                            | =====  |



## Balance Sheet as at 30<sup>th</sup> April 2019

|   |           |
|---|-----------|
| FIXED ASSETS                                  | £         |
| Tangible Fixed Assets                         | 5,980     |
|   | =====     |
| CURRENT ASSETS                                |           |
| Sundry Debtors                                | 60        |
| Cash at Bank                                  | 11,381    |
| LIABILITIES                                   |           |
| Grants deferred                               | 9,000     |
| Amounts falling due within one year           | 383       |
|   | =====     |
| NET CURRENT ASSETS                            | 2,058     |
|   | =====     |
| LIABILITIES                                   |           |
| Amounts falling due within more than one year | 155,523   |
|   | =====     |
| NET ASSETS                                    | (147,485) |
|   | =====     |
| TOTAL CHARITY FUNDS                           | (147,485) |
|   | =====     |

  
Russell Wood

Honorary Treasurer

Philip Gibbs

  
Chairman

Registered Charity Number 1178797