

PELTON FELL COMMUNITY PARTNERSHIP

**ANNUAL REPORT FOR THE FINANCIAL YEAR
2019/2020**



PFCP Annual report for 2019/2020

Chair's Remarks

The Independent Examiner's Report and the accompanying Financial Statement and Balance Sheet indicate the funding that the Partnership has been able to generate. However, it is of considerable concern that the Partnership is so dependent on considerable external funding for its activities for the benefit of the residents of Pelton Fell

Section VI of the Director's report outlines their view of the situation in the next financial year. It is becoming clearer that future external funding will become harder to obtain. As such, the Partnership will need to develop its own independent funds if the services that are available currently are to continue. To that end, it will be seeking the support of residents and others living, working and visiting Pelton Fell to contribute to its charitable aims for the area and so help to continue the development of a successful and vibrant locality.

Linda Marshall
Chair
July 2020



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**Annual report for the Financial year 1st April 2019 to 31st March 2020
on behalf of the Board of Directors**

I Reference and Administrative Details

- I.1 Name of Company/Charity: Pelton Fell Community Partnership,
- I.2 Company Registration Number: 06846269 [13th March 2009]
- I.3 Charity Registration Number: 1129699 [18th May 2009]
- I.4 Registered under the Data Protection Act 1998 {Reg. No. Z3464157}
- I.5 Principal/Registered Address: The Brockwell Centre, Craghead Road, Pelton Fell,
Chester le Street, Co. Durham DH2 2NH.
- I.6 Membership
- I.6.1 Board of Directors/Trustees

Position	01/04/19 to 19/09/19	19/09/19 to 31/03/20	Notes
Chair	<u>Mr. J. Carroll</u>	<u>Mr. J. Carroll</u> Cllr. Mrs. L. Marshall	Till 10 Oct 2019 From 10 th Oct 2019
Vice chair	Cllr. Mrs. L. Marshall	Cllr. Mrs. L. Marshall	Till 10 th Oct 2019 Serve till Sept. 2021
Secretary	<u>Mr. C. Reynolds</u>	<u>Mr. C. Reynolds</u>	Serve till Sept. 2021
Treasurer	<u>Ms. S. Lines</u>	<u>Mr. D. Simpson</u>	Serve till Sept. 2021
Other Directors	Cllr. Mr. S.A. Henig CBE Mrs. C. Laverick <u>Mr. D. Simpson</u>	Cllr. Mr. S. A. Henig CBE <u>Mrs E. A. Hall</u> <u>Mrs. N. Armstrong</u>	Serve till Sept. 2021 Resigned 31/03/20 Elected 03/04/20, Serve till Sept 2020

NOTES:

- (i) The Board comprising the Directors {indicated in Bold above} authorised the signature of the Annual Report at its Meeting held on 15th July 2020
- (ii) Where a name is underlined it shows the Director is a “Community” Director as defined by Article 9.4 of the Articles of Association.
- (iii) Karbon Homes Ltd. and Durham Aged Mineworkers Housing Association can nominate observers to attend Board meetings.

I.6.2 Members

As at 31st March 2020, there were 72 members.

I.7 Senior Member of staff: Ms. D Brown, Lead Youth Worker

I.8 Relevant Organisations

Durham County Council,	County Hall, Durham DH1 5UL
Durham Aged Mineworkers Housing Association	168 Front Street, Chester le Street, Co. Durham DH3 3YH
Karbon Homes Limited,	Number Five, Gosforth Park Avenue, Gosforth Business Park, Newcastle upon Tyne NE12 8EG

Bank: Unity Trust Bank,
Nine Brindleyplace, 4 Ouzells Square, Birmingham B1 2HB.

Independent Examiner: B. J. Straughan & Partners, Epworth House, & Lucy Street,
Chester le Street, Co. Durham DH3 3UP

Solicitor: Ms. J. Davison
C/o Muckle LLP, Time Central, 32 Gallowgate,
Newcastle upon Tyne NE1 4 BF

II Structure Governance and Management

II.1 Constitution: Articles of Association and Memorandum of Association
[Adopted 5th March 2009]

The Partnership is a Private Limited Company

II.2 Organisation of Committees and meetings

The Board of Directors met on the 3rd Wednesday in the months of May, July, November, January and March. In September it was the 3rd Tuesday

The Annual General Meeting 2019 was in September on the 3rd Tuesday.

II.3 Existing Partnership Administrative Policies and procedures are:

- (A) Code of Conduct {Reference A1 }; Confidentiality {A2}; Conflict of Interest {A3}; Declaration of Interest {A4}; Reduction in Noise at, and dispersal from, the Brockwell Centre {A5}; Public Interest Disclosure (“Whistleblower’s Policy”) {A6}; Complaints from the Public {A7}.
- (B) Financial regulations {Reference B1 }; Expenses {B2}.
- (C) Equal opportunities including Recruitment and Training {Reference C1 }; Harassment {C2}; Volunteers {C3}; Disciplinary and Grievance Procedures {C5}; Director’s Code of Conduct {C6}.
- (D) Protection of Children {Reference D1 }; Protection of Vulnerable Adults {D2}; protection of children in relation to E-safety {D3}.
- (E) Health and Safety at Work {Reference E1 }); Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) {E2}; Risk Assessment {E3}; Risk Assessment

Overview for the Partnership's General Management Process {E3(i)}; Risk Assessment overview for Activities at the Brockwell Centre {E3 (ii)}; Manual Handling {E4}; Lone working {E5}; Smoking {E6}; Alcohol/Drug Misuse {E7}; Use of Closed Circuit Television (CCTV){E8}.

(F) Data protection {Reference F1}.

II.4 Appointment of Directors

Directors are appointed in accordance with the Articles of Association, numbers 9, 11 & 12.

The minimum number is 5 and the maximum 15. The majority of Directors should be "Community Directors".

In accordance with the Partners Agreement ending the Pelton Fell Neighbourhood Partnership both Durham County Council and Bellway Homes have a right to nominate a person as a director on the Board. That agreement can end by mutual consent at any time after June 2011.

Bellway Homes decided not to exercise that right with effect from September 2015.

II.4.1 Induction and training of Directors

On appointment, Directors receive a Welcome pack which contains amongst other information, copies of:

Information about the Partnership; Charity Trustee roles and responsibilities;

Details of the role of a Director and Partnership officers with relevant Job Descriptions;

Memorandum and Articles of Association;

Details of some policies and procedures and information on access to the remainder.

Directors are encouraged to undertake training where required.

II.5.1 Staff - Paid

Name	Position	Employment status	External Funding assistance from
Ms. D. Brown	Lead Youth Worker	22/05/17 to 31/03/18 01/04/18 to 30/09/20	Awards for All & Various funders
Mrs. A. Simpson	Cleaner/Attendant	1/10/13 to 30/09/20	Durham County Council
Ms. N. Richardson	Youth Worker	1/07/17 to 30/09/20	Various Funders

Plus 2 Sessional workers – Self-employed.

Since 20th June 2011, the overall supervision of staff has been delegated to the Designated Director, currently the Partnership's Chair.

II.5.2 Staff – Volunteers {See also IV.2C below}

The Partnership is fortunate in its pool of volunteers who serve in many ways and make valuable contributions to the day to day activities and management of the Partnership.
As of 31st March 2020, the Partnership currently has 4 volunteers.

III Objectives

III.1 Objects of the Company/Charity

The objects are set out in Clause 3 of the Memorandum of Association, namely:

“3 The Charity's Objects (**Objects**) are:

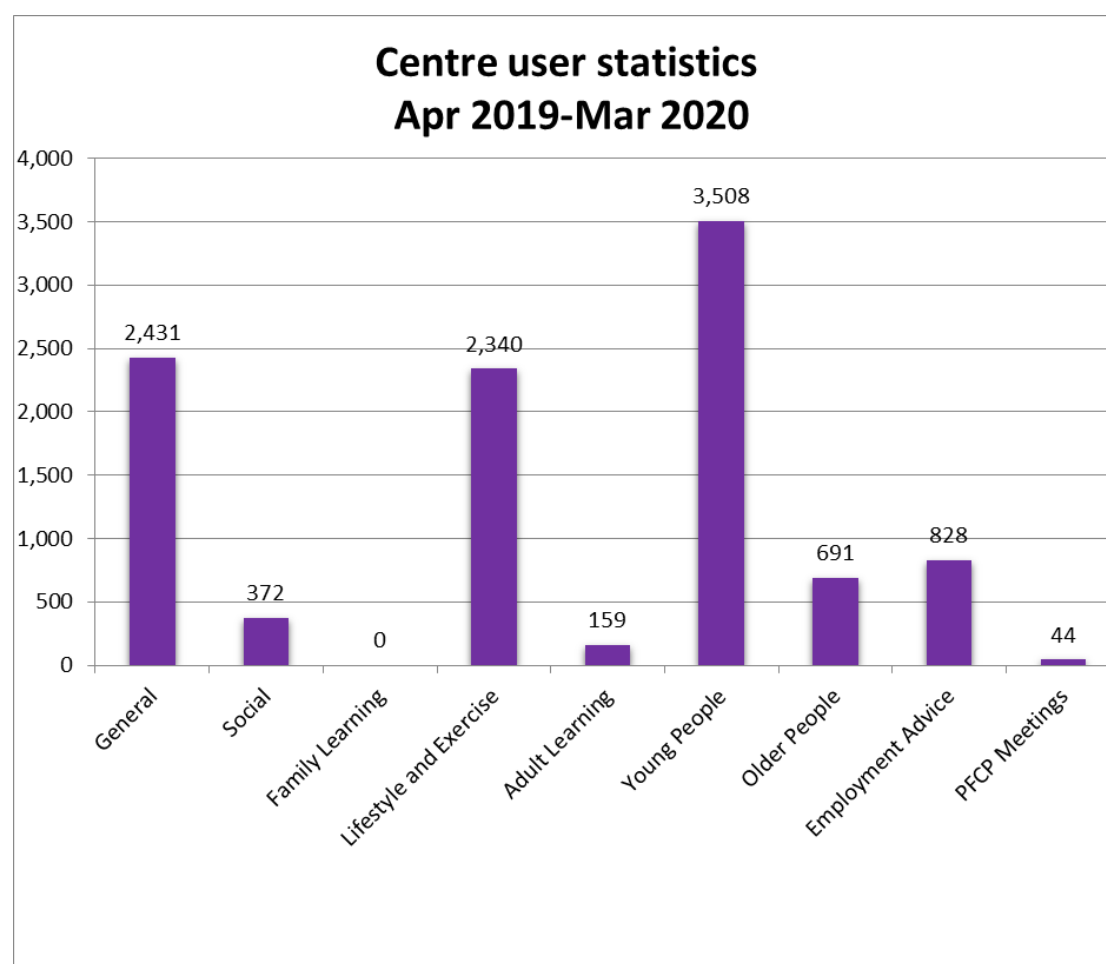
- 3.1 to further or benefit the community of Pelton Fell in a fully inclusive manner by associating together the said community and statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving conditions of life for the community and,
- 3.2 to develop the capacity and skills of the community of Pelton Fell in such a way that local residents are better able to identify and deal with matters that affect them and so that such residents can participate more fully in society.”

IV Activities, Achievements and Performance

Attendance statistics for the year are given below:

The total amounts to 10,373, an average of 216 per week based on a 48 week year. The Centre was closed to the public with effect from 20th March due to the COVID-19 outbreak. Attendance in March was affected by the outbreak

This was of the same order as the previous year.



General -	Visitors to the centre
Social -	Bingo, Social Events
Family Learning -	
Lifestyle and Exercise -	Confidance UK, and Fit4free,
Adult Learning -	Various courses held at the Brockwell Centre for Adults
Young people -	Junior, Senior and Outreach youth activities
Older people -	Church Service, Coffee Morning, History Group, Luncheon Club (older person's forum)
Employment advice –	Princes Trust activities
PFCP meetings -	Attendance at Board, Committee and associated meetings

The statistics above exclude usage of the associated Children's Play area and Multi Use Games Area (MUGA) and the use of the Centre as an election station

IV.1 Achieving the First Objective

IV.1A The Management of the Brockwell Centre

The Centre is managed under the terms of a 99 year lease from the Durham County Council which was signed on 25th January 2012 and subsequently registered at the Land Registry office in April 2012. Its facilities include:

Internal, within building	External
Public toilets with limited changing facilities; Main hall - capable of division into 2; Offices to let/rent – 3 Nr.; Meeting rooms to let/rent – 3 Nr; Kitchen and cafe with provision for bar use. Audio/Visual Equipment. Hearing loop	Car parking for users; Terrace/patio area for spectators; Children’s play areas with equipment suitable for various age ranges; Floodlit Multi Use Games Area with markings for 5 aside football, basketball and tennis; Landscaped open space.

The Hire of some of the facilities is an important part of the business plan for the Centre. The main hirers during the year were: Confidence UK and the Princes Trust (via Delta – North Consett . {See ANNEX 2 below for details of the relevant activities.} Other facilities include a thrift shop, solarium and basic café service.

Details of Funding are given below (Section V and ANNEX 1)

Details of the usage of the Centre and other activities arranged by or through the Partnership in order to fulfill its Charitable aims are given below:

IV.1B Offer educational, employment and vocational opportunities

IV.1B (i) History Group: Met weekly on most Tuesdays for 2 hours with an average attendance of 7.

IV.1C Provide support groups and leisure activities

IV.1C (i) Older Persons’ Forum/Luncheon Club: Met weekly on Tuesdays for 2 hours to socialize, have a small meal and play bingo.

IV.1C (ii) Bingo: Continued throughout the year on Wednesday evenings with an average attendance of 10 each week.

IV.1C(iii) Church services: Attended by an average congregation of 10 were held weekly on Friday mornings and organized in association with the church of St. Mary and St. Cuthbert, Chester le Street.

IV.1C (iv) Credit Union: is affiliated to NE First Credit Union and run by trained local

volunteers. As at March 31st 2020 there were 10 members.

- IV.1C (v) Miners' Banner group: met to organize attendance in association with the NASUWT Riverside band at the Durham Miners Gala in July which included the parading of the replica banner. The banner was paraded subsequently at the local Remembrance Service in November.
- IV.1C (vi) Dementia group: was set up at in December 2018. Subsequent meetings resulted in 15 Adults and 8 young people becoming Dementia Friends. The Partnership has been registered with Dementia Friends and an application has been submitted to acknowledge Pelton Fell as a Dementia Friendly Community.

IV.1D Develop ITC facilities for all ages

The IT equipment provided by "peoples' millions" funding is used by residents for various activities most notably job searches and seeking information.

The Centre is registered as a UK Online Centre.

IV.1E Provide Health and fitness sessions

- IV.1E (i) "Confidance UK" - Except for during school holidays, dance classes were provided for youngsters aged 6 to 18 over four hours on Saturdays in the themes of stage, disco and hip hop. {See ANNEX 2 below for further details.}

IV.1E (ii) Other Groups

Monday and Wednesday Fit4free sessions for adults which ended in March
Wednesday sessions for young people outdoors on the Multi Use Games Area

IV.1E (ii) Defibrillator

A Defibrillator was installed at the Centre in November in collaboration with the local pharmacy. Funding was provided jointly by the Co Op and Durham County Council (See ANNEX 1 Section A, below)

IV.1F Focus for Children and Young people

IV.1F (i) Children and Youth activities

- (a) Junior Youth Club (Ages 6 - 13) - met in school term time with 70 sessions each of 2 hours which covered in arts and crafts, cookery and fund raising. Out of 40 young people registered, 25 can be considered as regular attendees and over the year the total attendance was 879

This is seen as a high priority for 2020/21

- (b) Senior Youth Club (12 - 19) - met in term time with 67 sessions each of 2 hours which covered topics such as cookery, music and items of particular importance to them. Out of 30 young people registered, 12 can be considered as regular attendees and over the year the total attendance was 549

This is seen as a high priority for 2020/21.

- (c) Girls Group (12 - 19) - met in term time with 26 session of 2 hours which dealt with personal relationships, and activities in arts, craft and cookery. Out of 12 young people

registered, 6 can be considered as regular attendees and over the year the total attendance was 85.

- (d) Outreach – took place on Wednesday evenings to contact youngsters and others in the village. 56 different people were met with a total of 521 contacts in the year. Matters discussed included personal and community issues.
- (e) Lads group (Ages 10-19) - dealt in a weekly session with community issues concerning drugs, alcohol, sexual health and anti-social behavior. Average attendance was 6 with a total of 17 registered and total attendances of 140.
- (f) School Holiday Activities (Ages 5 - 16) - In the summer holidays of 6 weeks there was session of 1.5 hours for 3 days each week. The sessions provided various sports, dance and art activities, with a combined attendance of 985.
- (h) Tweenies - took place Friday evenings with the aim of engaging young people in social action with the village. There have been 5 social action projects so far. The attendance was 298 with 6 regular attendees. The Group received a Silver Gilt award in the Chester's Best gardening programme
- (i) Trips- Juniors used the funds raised from their annual sponsored sleep over to go to The Customs House Theatre in South Shields and Miss Elephants pancake restaurant in Chester le Street. Juniors and Seniors went to Infinite Air and McDonalds as a combined trip. There was a total of 67 attendees

IV.2 Achieving the second objective

IV.2A Representing local people

IV2.A (i) Chester le Street Area Action Partnership (AAP)

The Partnership representatives were active in the working groups set up by the AAP to develop projects for residents of the area most notably those concerned with Young People and the Environment.

IV2.B Promotion of Brockwell Centre

IV2 B (i) Newsletters

2 editions were published in September and December and delivered by volunteers.

IV2 B (ii) Website

The Partnership's website www.peltonfell.org.uk provides the community and visitors with information on PFCP, its projects, community groups and activities, news and events, history of Pelton Fell and an online business directory.

IV2 B (iii) "Facebook"

A Facebook page is: <https://m.facebook.com/The-Brockwell-Centre-606562209415618/> and currently has 515 friends.

Another Facebook page which sets out the Partnership's youth activities is: Gemma Bird <https://www.facebook.com/profile.php?id=100009927047779> and it has 845 friends.

Overall more effort will be needed to maintain these web based facilities which have proved to be of great benefit to the Partnership.

IV.2C Recruit and manage volunteers {See II5.2 above}

The Partnership has registered volunteers who support the Credit Union, Youth Sessions, Older Person's Forum, Social Events and the day to day running of the Brockwell Centre.

The Partnership has developed a volunteer induction pack that supports the recruitment and induction of the volunteers in to the organisation.

IV.2D Assist in the employment of local people

IV.2D (i) Information Kiosk

In September 2014, the Citizens Advice Bureau provided a kiosk in the reception/café area for ready access by residents to obtain information about matters relevant to their personal circumstances.

IV.2D (ii) Provide work experience

In collaboration with the Department of Works and Pensions, work experience as a receptionist was provided to a person who continues as a volunteer.

IV.2D (iii) Princes Trust

The Trust ran 3 courses of 13 weeks each (April/July 2019, October/December 2019 and January /March 2020) at the Centre to assist young people in developing the skills necessary to gain employment. {See ANNEX 2 below for further details.}

IV.2E Fund raising

Specific donations and other income classed as donations raised a further £3,806.52, the substantial majority of which was for Partnership unrestricted use.

V Financial review

V.1 Funding

There has been success in obtaining grant funding for activities to benefit the area. For details see ANNEX 1 below.

V.2 Policy on “The Reserves” {included within “Designated Funds”}

The Partnership has a financial reserves policy in accordance with good practice.

In March 2012 it was agreed that the reserve fund should eventually provide for the costs of:

(a)	Running costs for the Brockwell Centre up to a maximum of 6 months:	0.3 % of required provided	£ 0,070.59
(b)	Redecoration costs on a 5 year cycle:	0 % of required	£ 0
(c)	Possible staff redundancy costs:	100 % of required as at March 2019	£ 1,590.00

V.3 “Designated Funds”

(i)	“The Reserves” from V.2 above	£ 1,660.59
(ii)	A sinking fund has been created from Section 106 Planning provision for the future maintenance of the Multi Use Games Area:	£ 7,523.00
(iii)	Funds deposited by Bingo Club for its own use:	£ 0,306.22

Thus the overall “Designated funds” available totaled £ 9,489.81 as at 31st March 2020.

VI Outlook for the future

VI.1 2020/2021

The Partnership's strategic priorities are:

- (i) The development of a funding strategy to ensure funds to enable the running of the Brockwell Centre and work on community engagement and development.
- (ii) The provision of community development activities to give rise to;
 - (a) More engagement and better cohesion; and,
 - (b) Improved capacity and active citizenship; and,
 - (c) Improved health, standard of education, and prospects of employment and so contribute to the local economy.
- (iii)
 - (a) The Clean, Green and Safe Charter and associated matters; and,
 - (b) The development of other projects to provide improvements in the local environment

(iv) Negotiations to continue with a third party to become involved in the Centre. If they are successful it is thought that the continuation of the Centre as a viable concern will result.

VI.2 2021/2023

Unless community involvement can be increased substantially the continuation of the Partnership is uncertain as its existing Directors are aging and there is considerable difficulty in finding replacements. As stated in Section II.4 above, “Community Directors” (effectively local residents) have to be in a majority. It may well prove necessary to modify the current Articles/Memorandum of Association to ensure the continuation of the Partnership and the operation of the Centre.

The finalization of the Negotiations with a third party resulting in its involvement in the Centre.

VII Statement of Public Benefit

The Directors consider that they have complied with their duty as Charity Trustees to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

Approved by the Board of Directors on 29th July 2020

Signed on behalf of the Directors by:

Linda Marshall, Chair

Colin Reynolds, Secretary

ANNEX 1 Grants, Assistance in Kind

A Grants received

A1 Prior to financial year 2019/2020 and carried over

Funder	Original Period	Use
Co-op Community fund via CAF	To 09/2018	Defibrillator
DCC Councilors' MSF – £250	April 2019	Chairman's Medal function
Durham County Council 18NB – CHES034: £8,957	03/2019 to 02/2020	Support for staff and equipment
CDCF - #iwill Funding Programme: £4,980	12/18 to 11/19	Making a Difference – Activities for 10-14 year olds
1989 Willan Trust: £9,175	08/18 to 08/19	Youth Activities

A2 In Financial Year 2019/2020

Funder	Amount - £	Period	Use
Groundwork - Tesco	2,576.00	06/19 to 03/20	Youth Activities - outreach
Gamble Fletcher	100.00	06/19 to 03/20	Memory café
DCC: Project 19NB-CHES005	1,523	05 to 06/19	Protection and maintenance of portable electrical equipment
Karbon Homes	1928.25 *3	09/19 to 07/20	Youth Activities – School holidays
National Lottery Community fund	9,902.00	07/19 to 06/20	Youth Activities – staff costs etc.
CDCF – Community safety fund	7,324.00	07/19 to 06/20	Youth Activities
DCC: HENS03-19	943.49	08 to 09/19	Fire Alarm Panel card
CDCF	2,750.00	08/19 to 07/20	Youth Activities - Staff etc.
	2,000.00	“	“
DCC: HENS04 - 19	848.00	09 to 11/19	Contribution to Defibrillator
St. James Place Foundation	6750.00	11/19 to 10/20	Youth Activities – Provide staff
CDCF - Tampon tax	6,437.50	02/20 to 01/21	Youth activities – Girls' Group
DCC:19AB-CHES0023	480.00	07 to 09/20	Youth Activities - Yth. Cafe
DCC:19YF-CHES0023	3,461.25	02/20 to 01/21	Youth Activities – Fit futures (Lads' group)
Total 2019 - 2020	50880.99		As at 31/03/2020

Confidance UK

Is a Dance school run by Mrs. C. Elder, B.A. Hons, on most Saturdays throughout the year. It is aimed at teaching children and young adults to become confident in their dancing abilities. As such they take part in examinations for UKA dance qualifications and those who do so have maintained a pass rate of 100% for 10 years in a row.

Currently there are 60+ dancers from the ages of 18 months to 18 years. The younger members are accompanied often by their parents/guardians. Training is provided to students to enable them to become dance teachers.

In addition to the dance classes, separate functions are organized and run for fundraiser days/evenings for charity, dance competitions and shows.

Classes at the Centre on Saturdays are:

Cheerleading from:	10.00 to 11.00 a.m. for Ages: 4 to 8 years;
Contemporary from:	11.00 to Noon for Ages: 5.5 to 16 years;
Uniteds from:	12.30 to 1.30 p.m. for Ages: 18 months to 5 years;
Musical Theatre from:	1.30 to 2.30 p.m. for Ages: 5.5 to 16 years;
Freestyle from:	2.30 to 3.30 p.m. for Ages: 5.5 to 16 years;
Hip Hop from:	3.30 to 4.30 p.m. for Ages 5.5 to 16 years.

Princes Trust via Delta – North Consett

3 Princes Trust employment programmes took place during the financial year 2019/2020

The Princes Trust course is for anyone aged 16 - 25 who is not in full time employment, education or training. Upon completion of the programme the student will receive a national recognised Level 1 qualification in employment, teamwork and community skills. The course lasts for 12 weeks and consists of a variety of sections to improve and develop skills and positive outcomes leading to possible future training courses, apprenticeships and jobs. Over the years the Princes Trust has helped thousands of young people and has an excellent success rate.

The course breakdown is:

An induction week - to get to know one another and to take part in team building and ice breaker games.

A 4 day residential of outdoor activities and team building.

A community project – some examples include painting and decorating of community centres, refurbishing community gardens and litter picking of a community area.

A 2 week work placement of an interest of career option with possible job offers

A team challenge – some examples include working with the elderly, disabled, homeless or children.

A presentation for friends, family and Princes trust panel to show what the students have achieved over the 12 weeks.

The programme has a positive effect on the local area and inspiring young people to join the programme.

Pelton Fell Community Partnership

Financial Statements for the year to 31st March 2020

Charity No 1129699

Company No 6846269

Pelton Fell Community Partnership

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Pelton Fell Community Partnership

Management information for the year ended 31st March 2020

Charity Name Pelton Fell Community Partnership

Address The Brockwell Centre
Craghead Road
Pelton Fell
Chester le Street
DH2 2NH

Charity Number 1129699

Company Number 06846269

Registered Under the data protection Act 1998 no Z3464157

Trustees/Directors

Position	01/04/2019 to 19/09/2019	19/09/2019 to 31/03/2020	
Chair	<u>Mr J Carroll</u>	<u>Mr J Carroll</u>	Till 10/10/2019
Chair		<u>Cllr. Mrs L Marshall</u>	From 10/10/2019
Vice Chair	<u>Cllr. Mrs L Marshall</u>	<u>Cllr. Mrs L Marshall</u>	Till 10/10/2019
Secretary	<u>Mr C Reynolds</u>	<u>Mr C Reynolds</u>	
Treasurer	<u>Ms S Lines</u>	<u>Mr D. Simpson</u>	
Directors/Trustees	<u>Cllr Mr S A Henig CBE</u> Mrs C Laverick <u>Mr D Simpson</u>	<u>Cllr Mr S A Henig CBE</u> Mrs E. A Hall <u>Mrs N Armstrong</u>	Resigned 31/03/20 Elected 03/04/20

Notes

1) The Board comprising the Directors (indicated in bold above) authorised the signature of the Annual Report at its meeting held on 19th July 2017

2) Where a name is underlined it shows the Director is a "Community" Director as defined by Article 9.4 of the Articles of Association.

3) ISOS Housing Limited, Durham Aged Miners' Housing Association and Cestria Community Housing Association can nominate observers to attend Board meetings.

Durham County Council	County Hall, Durham DH1 5UL
Bellway Homes Limited	Seaton Burn House, Dudley lane, Seaton Burn NE13 6BE
Durham Aged Mineworks Housing Association	PO Box 31 The Grove, Homes Association, Chester le Street Co Durham DH3 3YH
ISOS Housing Limited	Number Five, Gosforth Park Avenue, Newcastle, NE12 8EG
Cestria Community Housing Association	Bowes Offices, Lambton Park, Chester le street, Co Durham DH3 4AN

Independent Examiner B J Straughan
B J Straughan and Co
Epworth House, 7 Lucy Street, Chester le Street, Co Durham DH3 3UP

Bankers Unity Bank
Nine Brindley Place, 4 Ouzells Square, Birmingham B1 2HB

Solicitors Ms J Davison
C/O Muckle LLP
Time Central, 32 Gallowgate, Newcastle Upon Tyne NE1 4BF

Pelton Fell Community Partnership

Directors/Trustees Report for the year ended 31st March 2020

I Structure Governance and Management

Governing Document

The organisation is a Company Limited by Guarantee incorporated on the 13th March 2009 and registered as a charity on 18th May 2009.

II Objects and Activities

The Objects are set out in Clause 3 of the Memorandum of Association, namely:

To further or benefit the community of Pelton Fell in a fully inclusive manner by associating together the said community and statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving conditions of life for the community; and

To develop the capacity and skills of the community of Pelton Fell in such a way that local residents are better able to identify and deal with matters that affect them and so that such residents can participate more fully in society.

Recruitment Appointment and Induction

The procedures followed are detailed in the annual report (section II.4.1)

III Risk Management

The Directors have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal Controls have been implemented in respect of transactions authorisation. Procedures are in place to ensure the health and safety of staff, volunteers and visitors to the centre.

IV Achievements and Performance

The activities and performance during the period are detailed in the Annual Report.

Responsibilities of The Directors

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that year.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Pelton Fell Community Partnership

Directors/Trustees Report for the year ended 31st March 2020

V Financial Review

V.1 Funding

There has been success in obtaining grant funding for activities to benefit the area. For details see Annex 1 to the detailed annual report

V.2 Policy on Reserves

The partnership has a financial reserves policy in accordance with good practice

In March 2012 it was agreed that the reserve fund should eventually provide for the costs of:

a) Running costs for the Brockwell Centre up to a maximum of 6 months (0% of required)	71
b) Redecoration costs on a 5 year cycle (0% of required)	0
c) Possible staff redundancy costs (100% of required as at March 2019)	1590
Sub Total	1661
d) A sinking fund has been created from Section 106 Planning provision for the future maintenance of the Multi Use Games Area	7523
e) Bingo Club contributions of have been redesignated from Unrestricted to Designated funds	306
Total Designated Funds	9490

VI Outlook for the Future

VI.1 Outlook for 2020/21

The partnership's strategic priorities for the period to 2019/20 are:

- i) The development of a funding strategy to ensure funds to enable the running of the Brockwell Centre and work on community engagement and development.
- ii) The provision of community development activities giving rise to :
 - a) More engagement and better cohesion;
 - b) Improved capacity and active citizenship; and
 - c) Improved health, standard of education and prospects of employment (and so contribute to the local economy)
- iii) a) The Clean, Green and safe Charter and associated matters; and
b) The development of other projects to provide improvements in the local environment
- iv) Negotiations to continue with a third party to become involved in the centre. If they are successful it is thought that the continuation of the Centre as a viable concern will result.

VI.2 2021/2023

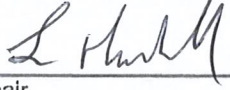
Unless community involvement can be increased substantially the continuation of the Partnership is uncertain as its existing Directors are aging and there is considerable difficulty in finding replacements.

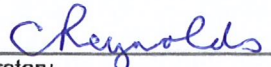
As implied in Section 1 above, "Community Directors" (effectively local residents) have to be a majority. It may well prove necessary to modify the current Articles/Memorandum of Association to ensure the continuation of the Partnership and the operation of the Centre

VII Statement of Public Benefit

The Directors consider that they have complied with their duty as Charity Trustees to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

29/07
Approved by the Board of Directors at its meeting on 15/07/2020
Signed on behalf of the Directors by:


Chair


Secretary

Pelton Fell Community Partnership
Independent Examiner's Report
for the year ended 31st March 2020

We report on the unaudited accounts of the charity for the period 1st April 2019 to 31st March 2020 set out on the attached pages.

Respective responsibilities of trustees and examiner

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

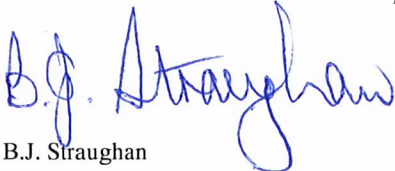
I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

accounting records were not kept in accordance with section 386 of the Companies Act 2006; or

the accounts do not accord with such records; or

the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or

the accounts have not been prepared in accordance with the Charities SORP (FRS102).



B.J. Straughan
B J Straughan and Co
Chartered Accountants

Epworth House
7 Lucy Street
Chester le Street
Co Durham
DH3 3UP

17th August 2020

Date

Pelton Fell Community Partnership
Statement of Financial Activities (including Income Statement)
for the year ended 31st March 2020

	Notes		2020	2019
	1(g),(h)	Unrestricted Funds £	Restricted Funds £	Total Funds £
Incoming Resources	1(b),(c)			
Donations and fund raising		3,806	0	3,806
Interest receivable		0	0	0
Activities to further the charity's objects:				
Grants and contracts for advice, information and support		0	50,881	50,881
Rent, room hire, catering etc		27,477	0	27,477
Total Incoming Resources	2	<u>31,283</u>	<u>50,881</u>	<u>82,164</u>
Resources Expended				
Wages and salaries	1(d),(e),3	5,865	24,195	30,060
Utilities		6,115	0	6,115
Rent and room hire		0	1,620	1,620
Repairs, servicing and cleaning		4,383	5,616	9,999
Security		2,942	0	2,942
Licences and permits		449	0	449
Catering		0	0	0
Telephone and internet		3,428	0	3,428
Postage and stationery		318	203	521
Marketing and promotion		335	0	335
Staff travel		0	0	0
Volunteer expenses		0	0	0
Volunteer and staff training		0	0	0
Bank charges		121	0	121
Depreciation	1(f)	1,764	0	1,764
Facilitator trainer course events		2,215	6,470	8,685
Legal and professional		1,768	0	1,768
Insurance		2,946	28	2,974
Other		127	4,851	4,978
Total Resources Expended		<u>32,776</u>	<u>42,983</u>	<u>75,759</u>
Surplus/(Deficit) for the year		(1,493)	7,898	6,405
Transfers between funds		2,664	(2,664)	0
Balance b/fwd		10,231	22,193	32,424
Net Incoming Resources/Total Funds at 31st March 2019		<u>11,402</u>	<u>27,427</u>	<u>38,829</u>

(Note: As the gross income of the entity is less than £500,000, resources expended have been analysed by natural classification (i.e. salaries, wages etc.) rather than by activity.)

Pelton Fell Community Partnership
Statement of financial position as at 31st March 2020

	Notes	£	2020	£	2019	£
Fixed Assets						
Tangible assets	4			2,437		2349
Current Assets						
Debtors	5	1,269			2016	
Cash at bank and in hand		37,966			30672	
		<u>39,235</u>			<u>32688</u>	
Creditors: Amounts falling due within one year	6	<u>2,843</u>			<u>2613</u>	
Net current assets				<u>36,392</u>		<u>30075</u>
Net assets	7			<u><u>38,829</u></u>		<u><u>32424</u></u>
Restricted funds	2			27,427		22,193
Unrestricted funds				1,912		2,821
Designated fund Bingo Contributions		306			204	
Designated fund maintenance		7,523			5,535	
Designated fund (Decoration, Running costs, Redundancy)		<u>1,661</u>			<u>1,661</u>	
				<u>9,490</u>		<u>7,410</u>
Total Funds				<u><u>38,829</u></u>		<u><u>32,424</u></u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 395 and 396 and which otherwise comply with the requirements of the Act relating to financial statements, in so far as these are applicable to the charity.

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the trustees on 29/07/2020 and signed on its behalf by



Signature
Company Registration Number: 06846269

Pelton Fell Community Partnership
Notes forming part of the Financial Statements
for the year ended 31st March 2020

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, and follow recommendations in Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS102) issued July 2014.

The charity constitutes a public benefit entity as defined by FRS102.

There was no adjustment necessary on the first adoption of FRS102.

- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included. Donated fixed assets are capitalised at estimated market value.
- c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities for the year to which they relate.
- d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- e) Resources expended are allocated to the restricted fund where the costs relate directly to the funded charitable activity.
- f) Tangible fixed assets costing £200 or more are capitalised and included at cost including any incidental expenses of acquisition. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows :-

Fixtures and Fittings	20% Straight line
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- g) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- h) Restricted funds are to be used for the specific purpose as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- i) The Charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the Charity. The annual contributions payable are charged to the statement of financial activities.

Pelton Fell Community Partnership
Notes forming part of the Financial Statements
for the year ended 31st March 2020

2. Analysis of Funds
Restricted Funds

		<u>Opening</u> <u>Balance</u>	<u>Incoming</u> <u>Resources'</u>	<u>Resources</u> <u>Expended</u>	<u>Transfers</u> <u>between</u> <u>funds (a)</u>	<u>Closing</u> <u>Balance</u>
Youth Programme	1	10,234	37,565	25,735	-850	21,214
Awards for All	2	19	0	0		19
Brockwell centre electrical equip	3	0	2,466	2,466		0
DCC Admin & Equip	4	202	0	202		0
DCC HENS08-18 Ch med Cele	5	250	0	250		0
Miners Banner Group	6	1,690	0	0	-811	879
DCC 18NB CHES034 staff equip	7	8,540	0	7,887	-654	-1
16NB CHE	8	72	0	0		72
Battery path	9	1,206	0	0		1,206
National Lottery Community Fund	10	0	9,902	6,416		3,486
Dementia Group	11	0	100	0		100
Defibrillator	12	0	848	27	-349	472
		<u>22,192</u>	<u>50,881</u>	<u>42,983</u>	<u>-2,664</u>	<u>27,447</u>

- a) Where the expenditure relating to a particular fund exceeded the amounts received from the funder, a transfer from general funds is then arranged to cover the deficit/matched funding requirements. Small fund balances have been transferred to general funds to recognise admin costs of the fund.
- b) In accordance with best practice as the purchase of the assets (computer equipment) fulfils the requirements of the restriction imposed but is capital in nature a transfer has been made to general funds and a designated fund created for the future depreciation of the equipment concerned which will be treated as resources expended.

The above restricted funds relate to the following charitable activities:-

- 1 Youth projects
- 2 Awards for all
- 3 Family learning
- 4 DCC admin and equipment
- 5 Celebration re award of Chairmens Medal
- 6 Lottery funding for a replica miners banner
- 7 External doors, dishwasher and staff costs
- 8 Maintenance of equipment and photocopier
- 9 Improvements to the "Battery" path
- 10 National Lottery Community Fund Youth programme
- 11 Dementia Group
- 12 Defibrillator

3. Staff Costs and Numbers

Staff costs were as follows:	<u>2020</u>	<u>2019</u>
Salaries and wages	30,060	28,073

No employee received emoluments of more than £50,000.
The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

Advice Information and Support	2	2
--------------------------------	---	---

4. Tangible Fixed Assets

	<u>Office Equipment</u>
Cost	£
At 1st April 2019	60,289
Additions in the year	1,851
At 31st March 2020	<u>62,140</u>
Depreciation	
At 1st April 2019	57,940
Charge for the year	1,764
At 31st March 2020	<u>59,704</u>
Net book value	
At 31st March 2020	<u>2,436</u>
At 1st April 2019	<u>2,349</u>

5. Debtors

	<u>2020</u>	<u>2019</u>
Debtors	703	1,383
Prepayments	566	633
	<u>1,269</u>	<u>2,016</u>

6. Creditors: Amounts falling due within one year

	<u>2020</u>	<u>2019</u>
Accruals	2,783	2,532
PAYE	60	81
	<u>2,843</u>	<u>2,613</u>

Pelton Fell Community Partnership
Notes forming part of the Financial Statements
for the year ended 31st March 2020

7. Analysis of Net Assets between Funds

	<u>General Including Designated</u>	<u>Restricted</u>	<u>Total</u>
Tangible fixed assets	2,437	0	2,437
Current assets	11,808	27,427	39,235
Current liabilities	<u>(2,843)</u>	<u>0</u>	<u>(2,843)</u>
Net assets at 31st March 2020	<u>11,402</u>	<u>27,427</u>	<u>38,829</u>

8. Taxation

This charitable company is exempt from corporation tax on its charitable activities.

Pelton Fell Community Partnership

Financial Statements for the year to 31st March 2020

Charity No 1129699

Company No 6846269

Pelton Fell Community Partnership

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Trustees/Directors Report	2-3
Independent Examiners Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes	7-9

Pelton Fell Community Partnership

Management information for the year ended 31st March 2020

Charity Name Pelton Fell Community Partnership

Address The Brockwell Centre
Craghead Road
Pelton Fell
Chester le Street
DH2 2NH

Charity Number 1129699

Company Number 06846269

Registered Under the data protection Act 1998 no Z3464157

Trustees/Directors

Position	01/04/2019 to 19/09/2019	19/09/2019 to 31/03/2020	
Chair	<u>Mr J Carroll</u>	<u>Mr J Carroll</u>	Till 10/10/2019
Chair		<u>Cllr. Mrs L Marshall</u>	From 10/10/2019
Vice Chair	<u>Cllr. Mrs L Marshall</u>	<u>Cllr. Mrs L Marshall</u>	Till 10/10/2019
Secretary	<u>Mr C Reynolds</u>	<u>Mr C Reynolds</u>	
Treasurer	<u>Ms S Lines</u>	<u>Mr D. Simpson</u>	
Directors/Trustees	<u>Cllr Mr S A Henig CBE</u> Mrs C Laverick <u>Mr D Simpson</u>	<u>Cllr Mr S A Henig CBE</u> Mrs E. A Hall <u>Mrs N Armstrong</u>	Resigned 31/03/20 Elected 03/04/20

Notes

1) The Board comprising the Directors (indicated in bold above) authorised the signature of the Annual Report at its meeting held on 19th July 2017

2) Where a name is underlined it shows the Director is a "Community" Director as defined by Article 9.4 of the Articles of Association.

3) ISOS Housing Limited, Durham Aged Miners' Housing Association and Cestria Community Housing Association can nominate observers to attend Board meetings.

Durham County Council	County Hall, Durham DH1 5UL
Bellway Homes Limited	Seaton Burn House, Dudley lane, Seaton Burn NE13 6BE
Durham Aged Mineworks Housing Association	PO Box 31 The Grove, Homes Association, Chester le Street Co Durham DH3 3YH
ISOS Housing Limited	Number Five, Gosforth Park Avenue, Newcastle, NE12 8EG
Cestria Community Housing Association	Bowes Offices, Lambton Park, Chester le street, Co Durham DH3 4AN

Independent Examiner B J Straughan
B J Straughan and Co
Epworth House, 7 Lucy Street, Chester le Street, Co Durham DH3 3UP

Bankers Unity Bank
Nine Brindley Place, 4 Ouzells Square, Birmingham B1 2HB

Solicitors Ms J Davison
C/O Muckle LLP
Time Central, 32 Gallowgate, Newcastle Upon Tyne NE1 4BF

Pelton Fell Community Partnership

Directors/Trustees Report for the year ended 31st March 2020

I Structure Governance and Management

Governing Document

The organisation is a Company Limited by Guarantee incorporated on the 13th March 2009 and registered as a charity on 18th May 2009.

II Objects and Activities

The Objects are set out in Clause 3 of the Memorandum of Association, namely:

To further or benefit the community of Pelton Fell in a fully inclusive manner by associating together the said community and statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving conditions of life for the community; and

To develop the capacity and skills of the community of Pelton Fell in such a way that local residents are better able to identify and deal with matters that affect them and so that such residents can participate more fully in society.

Recruitment Appointment and Induction

The procedures followed are detailed in the annual report (section II.4.1)

III Risk Management

The Directors have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal Controls have been implemented in respect of transactions authorisation. Procedures are in place to ensure the health and safety of staff, volunteers and visitors to the centre.

IV Achievements and Performance

The activities and performance during the period are detailed in the Annual Report.

Responsibilities of The Directors

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that year.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Pelton Fell Community Partnership
Directors/Trustees Report for the year ended 31st March 2020

V Financial Review

V.1 Funding

There has been success in obtaining grant funding for activities to benefit the area. For details see Annex 1 to the detailed annual report

V.2 Policy on Reserves

The partnership has a financial reserves policy in accordance with good practice

In March 2012 it was agreed that the reserve fund should eventually provide for the costs of:

a) Running costs for the Brockwell Centre up to a maximum of 6 months (0% of required)	71
b) Redecoration costs on a 5 year cycle (0% of required)	0
c) Possible staff redundancy costs (100% of required as at March 2019)	1590
Sub Total	1661
d) A sinking fund has been created from Section 106 Planning provision for the future maintenance of the Multi Use Games Area	7523
e) Bingo Club contributions of have been redesignated from Unrestricted to Designated funds	306
Total Designated Funds	9490

VI Outlook for the Future

VI.1 Outlook for 2020/21

The partnership's strategic priorities for the period to 2019/20 are:

- i) The development of a funding strategy to ensure funds to enable the running of the Brockwell Centre and work on community engagement and development.
- ii) The provision of community development activities giving rise to :
 - a) More engagement and better cohesion;
 - b) Improved capacity and active citizenship; and
 - c) Improved health, standard of education and prospects of employment (and so contribute to the local economy)
- iii) a) The Clean, Green and safe Charter and associated matters; and
 - b) The development of other projects to provide improvements in the local environment
- iv) Negotiations to continue with a third party to become involved in the centre. If they are successful it is thought that the continuation of the Centre as a viable concern will result.

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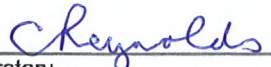
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The Directors consider that they have complied with their duty as Charity Trustees to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

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Approved by the Board of Directors at its meeting on 15/07/2020
Signed on behalf of the Directors by:


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We report on the unaudited accounts of the charity for the period 1st April 2019 to 31st March 2020 set out on the attached pages.

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Basis of independent examiner's report

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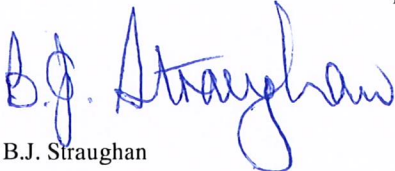
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B.J. Straughan
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Chartered Accountants

Epworth House
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17th August 2020

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Designated fund Bingo Contributions		306			204	
Designated fund maintenance		7,523			5,535	
Designated fund (Decoration, Running costs, Redundancy)		<u>1,661</u>			<u>1,661</u>	
				<u>9,490</u>		<u>7,410</u>
Total Funds				<u><u>38,829</u></u>		<u><u>32,424</u></u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 395 and 396 and which otherwise comply with the requirements of the Act relating to financial statements, in so far as these are applicable to the charity.

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the trustees on 29/07/2020 and signed on its behalf by



Signature
Company Registration Number: 06846269

Pelton Fell Community Partnership
Notes forming part of the Financial Statements
for the year ended 31st March 2020

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, and follow recommendations in Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS102) issued July 2014.

The charity constitutes a public benefit entity as defined by FRS102.

There was no adjustment necessary on the first adoption of FRS102.

- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included. Donated fixed assets are capitalised at estimated market value.
- c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities for the year to which they relate.
- d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- e) Resources expended are allocated to the restricted fund where the costs relate directly to the funded charitable activity.
- f) Tangible fixed assets costing £200 or more are capitalised and included at cost including any incidental expenses of acquisition. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows :-

Fixtures and Fittings	20% Straight line
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- g) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- h) Restricted funds are to be used for the specific purpose as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- i) The Charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the Charity. The annual contributions payable are charged to the statement of financial activities.

Pelton Fell Community Partnership
Notes forming part of the Financial Statements
for the year ended 31st March 2020

2. Analysis of Funds
Restricted Funds

		<u>Opening</u> <u>Balance</u>	<u>Incoming</u> <u>Resources'</u>	<u>Resources</u> <u>Expended</u>	<u>Transfers</u> <u>between</u> <u>funds (a)</u>	<u>Closing</u> <u>Balance</u>
Youth Programme	1	10,234	37,565	25,735	-850	21,214
Awards for All	2	19	0	0		19
Brockwell centre electrical equip	3	0	2,466	2,466		0
DCC Admin & Equip	4	202	0	202		0
DCC HENS08-18 Ch med Cele	5	250	0	250		0
Miners Banner Group	6	1,690	0	0	-811	879
DCC 18NB CHES034 staff equip	7	8,540	0	7,887	-654	-1
16NB CHE	8	72	0	0		72
Battery path	9	1,206	0	0		1,206
National Lottery Community Fund	10	0	9,902	6,416		3,486
Dementia Group	11	0	100	0		100
Defibrillator	12	0	848	27	-349	472
		<u>22,192</u>	<u>50,881</u>	<u>42,983</u>	<u>-2,664</u>	<u>27,447</u>

- a) Where the expenditure relating to a particular fund exceeded the amounts received from the funder, a transfer from general funds is then arranged to cover the deficit/matched funding requirements. Small fund balances have been transferred to general funds to recognise admin costs of the fund.
- b) In accordance with best practice as the purchase of the assets (computer equipment) fulfils the requirements of the restriction imposed but is capital in nature a transfer has been made to general funds and a designated fund created for the future depreciation of the equipment concerned which will be treated as resources expended.

The above restricted funds relate to the following charitable activities:-

- 1 Youth projects
- 2 Awards for all
- 3 Family learning
- 4 DCC admin and equipment
- 5 Celebration re award of Chairmens Medal
- 6 Lottery funding for a replica miners banner
- 7 External doors, dishwasher and staff costs
- 8 Maintenance of equipment and photocopier
- 9 Improvements to the "Battery" path
- 10 National Lottery Community Fund Youth programme
- 11 Dementia Group
- 12 Defibrillator

3. Staff Costs and Numbers

Staff costs were as follows:	<u>2020</u>	<u>2019</u>
Salaries and wages	30,060	28,073

No employee received emoluments of more than £50,000.
The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

Advice Information and Support	2	2
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4. Tangible Fixed Assets

	<u>Office Equipment</u>
Cost	£
At 1st April 2019	60,289
Additions in the year	1,851
At 31st March 2020	<u>62,140</u>
Depreciation	
At 1st April 2019	57,940
Charge for the year	1,764
At 31st March 2020	<u>59,704</u>
Net book value	
At 31st March 2020	<u>2,436</u>
At 1st April 2019	<u>2,349</u>

5. Debtors

	<u>2020</u>	<u>2019</u>
Debtors	703	1,383
Prepayments	566	633
	<u>1,269</u>	<u>2,016</u>

6. Creditors: Amounts falling due within one year

	<u>2020</u>	<u>2019</u>
Accruals	2,783	2,532
PAYE	60	81
	<u>2,843</u>	<u>2,613</u>

Pelton Fell Community Partnership
Notes forming part of the Financial Statements
for the year ended 31st March 2020

7. Analysis of Net Assets between Funds

	<u>General Including Designated</u>	<u>Restricted</u>	<u>Total</u>
Tangible fixed assets	2,437	0	2,437
Current assets	11,808	27,427	39,235
Current liabilities	<u>(2,843)</u>	<u>0</u>	<u>(2,843)</u>
Net assets at 31st March 2020	<u>11,402</u>	<u>27,427</u>	<u>38,829</u>

8. Taxation

This charitable company is exempt from corporation tax on its charitable activities.