

PUDSEY WELLBEING CHARITY

Charitable Incorporated Organisation : 1153331

Trustees' Annual Report & Financial Statements

1 April 2019 - 31 March 2020

TRUSTEES' ANNUAL REPORT and FINANCIAL STATEMENTS
For the year from 1 April 2019 to 31 March 2020

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TRUSTEES' ANNUAL REPORT

For the year from 1 April 2019 to 31 March 2020

The Trustees present their annual report and financial statements for the year ended 31 March 2020, along with the independent examiner's report.

Reference and administration details

The charity is registered as Pudsey Wellbeing Charity, and is also known as “Pudsey Wellbeing Centre” and “Love Pudsey”. It was formerly registered as Robin Lane Health and Wellbeing Charity.

The charity was registered with the Charity Commission on 9 August 2013: number 1153331.

The principal office and operating address of the charity is
23 Robin Lane, Pudsey, West Yorkshire LS28 7BR

The following charity trustees served during the financial year and up to the date of approval of the Trustees' Annual Report

Kathleen Mary Hill
Linda Braham (Belderson)
Rev. Richard Dimery
Noreen Finister
Eleanor Scougall
Geoffrey Joseph Thorne
Patricia Trenaman
Isabel Vickers
Carolyn Weaver
Cllr. Patricia Smith

Appointed October 2019

Structure, governance and management

The charity is a charitable incorporated organisation (CIO) formed on 9 August 2013, governed by a constitution, adopted on 27 July 2013 and amended 13th September 2018. The charity's only voting members are its charity trustees.

The charity is managed by a committee of at least 7 and no more than 12 trustees, of which between 6 and 10 are appointed by the trustees at a properly convened meeting and a further 1 or 2 are nominated by Robin Lane Medical Centre. Members serve for three years before seeking re-appointment or nomination.

Two members of staff were employed during the year to organise and manage the day to day running of the charity. Since May 2019, our charity manager has been on maternity and her duties were taken up by a temporary replacement.

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Objectives and activities

The objects of the charity, as set out in its governing document, as amended on 13 September 2018, are

- 1 To support health and wellbeing, both mental and physical, by creating a social hub and network based at our centre in Pudsey.
- 2 To provide a range of facilities for recreation activities or other leisure time occupation for the benefit of the inhabitants of Pudsey and the surrounding area.
- 3 To improve quality of life for the general public with particular focus on the socially isolated and others who may have specific needs on account of age, disability, social or economic circumstances.

The main activities undertaken for the public benefit in relation to these objects are:

- the provision of space within Pudsey Wellbeing Centre for a range of free, volunteer led activities
- a range of activities, services and community events offered through the social, health and volunteering sector.

The charity provides a social hub in which the community of Pudsey can access a range of free activities, mostly run by volunteers. Our aim is to support health and wellbeing by improving the quality of life of the general public and giving people an opportunity to meet new friends.

Through our volunteer programme the local community can be inspired to get involved and engage with our town. As volunteers, they have every opportunity to be creative whilst sharing their skills and/or life experiences and being part of a friendly and supportive group.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

The people of Pudsey and surrounding areas benefit from having a welcoming and friendly social space within which to gather in groups pursuing a variety of interests and activities, which are facilitated by volunteers from the local community. The benefits include (but not exclusively) opportunities for social interaction and the reduction of isolation; provision of physically healthy activities and support; improvements in mental health through engagement with others and involvement in stimulating activities.

All money raised at our events and from charity fundraising is used to provide free activities for the local community.

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Achievements and performance: 2019-20

Throughout the year, 22 groups met regularly in the Wellbeing Centre; most were led by volunteers, on behalf of the charity, providing activities, stimulation, interest and a welcoming meeting place for the many local people who benefit from them. We also hosted businesses, such as Pianoworks piano lessons, Weight Watchers, Pilates, and Yoga, all of which complement our objectives and rent space within the Centre thereby providing much needed income for the charity.

Pudsey Wellbeing Charity Groups

- Carers Leeds
- Pudsey Art Workshop
- Invisible Pain Theatre
- Ukulele Group
- Pudsey Adults with Time to Spare
- Walking Group
- Youth Café
- Singing for The Brain
- Dancing with Parkinson's
- Bosom Buddies Breastfeeding Support
- Shiatsu Massage
- Conversational Spanish
- IT workshop
- Raise Your Voice Choir
- Bridge Club
- Youth Choir
- Knit, Natter and Crochet Chit Chat
- Happy Stitchers
- Pudsey Chill
- Chair-based exercise
- Aphasia Leeds UK
- Community Garden

We held a number of very successful fundraising campaigns and events during the year, including our regular Summer and Christmas Fairs, which in total raised over £2,270.

Our Art Workshop is led by volunteer and local artist Geoff Lea who created a 2020 calendar which was sold to raise money for the charity. The calendar included some beautiful paintings created by Geoff and each one was sponsored by local people or businesses.

Special thanks for their support are due to Geoff and all our calendar sponsors:

- Grangefield MOT and Service Centre;
- LT Cleaning Services;
- The Bearded Sailor;
- Pudsey St Lawrence Cricket Club;
- Rodley Flooring
- Yorkshire Rose Monumental Masons
- The Grove Care Home;
- Mr and Mrs Whitley;
- Rentequip UK Ltd;
- The Fleece Inn (Pudsey);
- PDS Windows,;
- Marlene Blake and Diana Murdoch.

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We would also like to say a particular thank you to Pudsey Pacers, a local running group who generously donated £500 to the youth café. Pudsey Pacers have now supported us for 3 years, for which we are really grateful!

Our wonderful volunteers not only staffed our reception area, providing a warm welcome and valuable information for visitors to the Centre, they were also crucial to the success of all our events. We could not function without them.

Since October, we have been working in partnership with the Lynn Wood Appeal Fund, a local charity providing support for blind and partially sighted people in Pudsey and surrounding areas. With a generous donation from the Fund, we have been able to provide them with staff time to help support and develop the Fund's social group. This is a partnership which we were intending to develop and formalise but that, as with all our other activities, was delayed by the onset of the Covid-19 emergency.

Unfortunately, the charity was hit hard by the pandemic. From February 2020, as understanding of the pandemic progressed, it became apparent that many of our beneficiaries and volunteers were in identified vulnerable groups. By the middle of March, every group meeting in the centre had been cancelled and the charity's office was closed.

Staff worked from home until the end of March, keeping contact with volunteers by telephone and making arrangements for the partial closure of the building. At that time the charity faced a very precarious and uncertain future.

Financial review

The Pudsey Wellbeing Centre building, which houses the charity and Café Lux, is owned by the partners at Robin Lane Medical Centre, Pudsey. The charity leases the building for a notional £1 a year and takes responsibility for its management. The partners from Robin Lane continue to provide additional financial support for the charity for which we are very grateful.

The Trustees raised a total of £97,697 in 2019-20, which is an increase on the previous year. An additional £8,199 was received as an advance in respect of statutory maternity payments incurred during the financial year. The bulk of the charity's income is unrestricted and is used to deliver the charitable programme. Room and event hire continued to be the largest source of income, allowing the charity to meet the costs of running the building and cover staffing costs.

Restricted funds

Through two grants amounting to £1,964, Leeds Council Youth Activity Fund continued to fund workshops and activities for young people attending the Youth Café sessions. Spending on activities amounted to £ 2,108 and, the year having started with a carry forward figure of £417, by the year end had a zero balance.

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For the year from 1 April 2019 to 31 March 2020

A restricted grant of £1,350 was received from Leeds City Council Wellbeing Fund which funded the replacement of windows in the Community Hall, where many of our group meetings take place. Earlier in the year we received a contribution of £1,094 towards the cost of replacing a stair carpet, undertaken in previous financial year. This grant has been treated as unrestricted.

A small grant of £150 was made from the Council to our Gardening Group for equipment and planting.

No funds were materially in deficit. All our restricted funds ended the year with a zero balance.

Reserves Policy

The trustees have reviewed the charity's reserves policy and, in order to safeguard the charity from unexpected drops in income and other difficulties as well as to enable us to take advantage of any opportunities that present themselves, have decided to increase the level of reserves we aspire to achieve to between 3 & 6 months running costs. On current figures, the desired level of reserves therefore should be between £22,844 and £45,689.

The level of reserves actually held at the year end amounted to £13,005 which, although being an improvement on the previous year, does not yet fall within the desired range. Trustees will work towards building up the reserve fund step by step over the coming years whilst monitoring progress and keeping the policy under regular review.

Impact of Covid-19

Towards the end of the financial year, the charity was facing the devastating loss of more than 60% of its expected income and, for a time, its future was materially in doubt. With the very timely introduction of the government's Job Retention Scheme and Leeds City Council's Coronavirus grants schemes and support, staff redundancies were avoided. At the time of writing, the charity's immediate future has been secured and we are looking forward to being able to rebuild our services.

Our continuing income comes from the letting of rooms to the administrative arm of the medical practice and regular donations from the practice partners and others. Cash flow projections for 12 months ahead have been prepared and regularly updated; they show that, with current income levels and costs kept to a minimum, the charity should be viable for at least another year. In the meantime, however, significant efforts will be made to generate more income through local fundraising, grant funding and, when circumstances allow, room hire.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.'

TRUSTEES' ANNUAL REPORT

For the year from 1 April 2019 to 31 March 2020

Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees.

Signature _____

Full name Patricia Trenaman

Position Treasurer

Date 4 November 2020

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

For the year from 1 April 2019 to 31 March 2020

Report to the trustees of Pudsey Wellbeing Charity Charitable Incorporated Organisation (the 'CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2020, which are set out on pages 10 to 14.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of the examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Stephen Proctor

Date: 17 November 2020

West Yorkshire Community Accounting Service
Stringer House
34 Lupton Street
Leeds
LS10 2QW

STATEMENT of RECEIPTS & PAYMENTS

For the year from 1 April 2019 to 31 March 2020

	Unrestricted funds	Restricted funds	Total funds 2019-20	Last year 2018-19
	£	£	£	£
RECEIPTS				
Room rent & hire	65,048	-	65,048	74,294
Donations	18,308	540	18,848	7,174
Fundraising & events	3,924	-	3,924	7,228
Groups	5,308	-	5,308	-
Grants	1,244	3,314	4,558	2,666
Other income	11	8,199	8,210	17
Total receipts	93,843	12,053	105,896	91,379
PAYMENTS				
Staff costs	37,738	8,199	45,937	34,093
Premises costs	42,899	1,400	44,299	39,189
Equipment	326	-	326	574
Office costs	3,743	-	3,743	3,322
Group costs	4,400	2,108	6,508	7,914
Fundraising & PR	1,653	-	1,653	401
Volunteer costs	952	-	952	1,011
Miscellaneous	304	-	304	24
Total payments	92,015	11,707	103,722	86,528
Net receipts / (payments)	1,828	346	2,174	4,851
<i>Transfers between funds</i>	763	(763)	-	-
Net movement in funds after transfers	2,591	(417)	2,174	4,851
<i>Cash fund balances brought forward</i>	10,414	417	10,831	5,980
Cash funds balances carried forward	13,005	-	13,005	10,831

STATEMENT OF ASSETS & LIABILITIES

For the year from 1 April 2019 to 31 March 2020

	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Total £
Cash funds				
Cash at bank (reconciled)	13,005	-	13,005	10,831
Cash in hand	-	-	-	-
Total cash funds	<u>13,005</u>	<u>-</u>	<u>13,005</u>	<u>10,831</u>
Liabilities			£	
Independent Examination			<u>480</u>	

The financial statements were approved by the Trustees and signed on their behalf by

Signature _____

Full name Patricia Trenaman

Position Treasurer

Date 4 November 2020

NOTES TO THE ACCOUNTS

For the year from 1 April 2019 to 31 March 2020

1 Accounting policies**Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the asset cost or expense to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restriction on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2020 Unrestricted funds	2020 Restricted funds	2020 Total funds	2019 Total Funds
Leeds CC Wellbeing Fund reimbursement	1,094	1,350	2,444	-
Leeds CC grant for community garden	150	-	150	-
Leeds CC Youth Activity Fund	-	1,964	1,964	2,666
Donations	18,308	540	18,848	7,174
	19,552	3,854	23,406	9,840

3 Restricted funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
Leeds CC Wellbeing Fund	-	1,350	1,400	50	-
Youth Activity Fund	417	2,504	2,108	(813)	-
HMRC Maternity Allowance	-	8,199	8,199	-	-
	417	12,053	11,707	(763)	-

NOTES TO THE ACCOUNTS

For the year from 1 April 2019 to 31 March 2020

Fund name	Purpose of restriction
Leeds CC Wellbeing Fund	Grant of £1,350 to contribute to the cost of replacing broken windows in the Wellbeing Centre. The repair cost £1,400, with the balance coming from unrestricted funds Also received, an unrestricted grant of £1,093.98, a contribution to the cost of replacing a stair carpet, undertaken in previous financial year.
LCC Youth Activity Fund	To provide workshops for young people during Youth Café sessions. Grants of £1,964 to cover direct costs and a contribution to the charity's staff costs.
HMRC Maternity Allowance	£8,199 advance received to cover maternity allowance costs for our Charity Manager. Fully spent by February 2020.

4 Trustee expenses

No trustee received any expenses during this year or the previous year.

5 Related party transactions

There were no related party transactions during this year or the previous year.