



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' annual report (including Directors' report) for the period**

**From: 1/4/2019 To: 31/3/2020**

**Charity name: The Pulse**

**Charity registration number: 1182149**

## **Objectives and activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To further or benefit the residents of Skelmersdale and surrounding area, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Supporting vulnerable families in the local area with early support, help and intervention and working closely as a multi-agency approach to ensure that the setting remains a fully inclusive space.</b>  <b>This has included Tai Chi Sessions, Three Little Birds (a drop in mental health café), Guitar Group and various other groups and activities. The Pulse also has an open-door policy for anyone in distress.</b>  <b>We also work in collaboration with external organisations, such as Red Rose Recovery (alcohol and substance) and The Liberty Centre (Domestic Violence).</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>All trustees have a copy of the guidance, which is regularly reviewed, and undertake training with the setting to enable them to be aware of their responsibilities and the legislations and guidance that cover the role.</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<b>All volunteers contribute as much or as little time to the running of the setting as possible, and where they have a specific qualification in an area of professionalism that is reflective to the nature of the Charity.</b>
Other		<b>Our setting is at the heart of the community and is recognised within our local community for our high standards of care and delivery and in particular effectiveness.</b>

## Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>The Pulse has had a number of significant achievements during this period. These include the establishment of a mental health café; massive growth in attendance; maintenance and growth of many diverse groups and activities; providing a drop-in service for those in the most need; working collaboratively with a number of external and statutory agencies.</b></p> <p><b>The Pulse continues to seek every opportunity to benefit the local community, and also to enable maximum use to be made of the unit by any group that benefits the community.</b></p> <p><b>Significantly, The Pulse has saved several lives that we know of. Several clients have returned stating that if it wasn't for The Pulse, they would have not been able to carry on.</b></p>
---	-----------	---

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	<b>The Pulse has never aimed to be a wealthy charity, with large reserves, instead preferring to use all non-reserved funds to fulfil our objectives. All Trustees and staff are purely volunteers. Also, a number of successful grant applications have been made.</b>
Investment performance against objectives	Para 1.41	N/A
Other		N/A

## Financial review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The Pulse is in a good financial position, and work is ongoing for a future roadmap to great sustainability whilst still maximising our impact in the community. A number of new policies regarding financial management have been put into place, and a risk assessment has been undertaken to ensure continuity.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are held in a TSB Bank Account. All financial decisions are subject to multiple checks and are decided at Board level.</b>
Amount of reserves held	Para 1.22	<b>£7,046</b>
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Trustees work hard to mitigate any risk to The Charity, and finances and project progress are reviewed bi-weekly.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>The Charity's principal source of funds is through formal fundraising and the hosting of events, such as a coffee morning, Further funds are raised by</b>
--	-----------	---

		<b>small charges for the groups provided within the unit.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	<b>The main risk to The Charity is the ongoing COVID pandemic. As Pulse is primarily a face-to-face service, we have moved the mental health support to an online platform.</b>
Other		

## Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association etc</a>	Para 1.25	<b>Memorandum and articles of association</b>
How is the charity constituted? for example, <a href="#">limited company</a> , <a href="#">unincorporated association</a> , <a href="#">CIO</a>	Para 1.25	<b>CIO</b>
Trustee selection methods including details of any constitutional provisions e.g., election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Voted on via the board of trustees with a view to diversity and a wide range of experience to enable effective Governance.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>All trustees are made aware of the aims and objectives of the Charity and must confirm they have read the Charity Commission's guidance on Safeguarding, Trustees are briefed on their obligations, in addition to the Nolan principles. All Trustees review each policy and procedure used, and must be aware of the Charity's procedures in all areas.</b>
The charity's organisational structure and any wider	Para 1.51	<b>The charity has built up a wider network of other settings within the community, working with other charities, local and national businesses (e.g., Asda) in addition to statutory bodies and services.</b>

network with which the charity works		
Relationship with any related parties	Para 1.51	<b>We maintain an excellent working partnership with the local authority and many support networks that our clients and the wider community can access.</b>
Other		

## Reference and administrative details

Charity name	<b>The Pulse</b>
Other name the charity uses	
Registered charity number	<b>1182149</b>
Charity's principal address	<b>Unit 73 The Concourse Skelmersdale WN86LN WN8 6LN</b>

## 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	Cameron Latham	Chair		
2	Joy Dyson	Manager		
3	Christine Barker	Treasurer		
4	Michelle Wade			

5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)**

**Names and addresses of advisers (optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (optional information)**

--

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

--

**Other optional information**

--

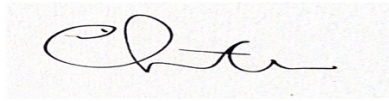
**Declarations**

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

**Signature(s)**



**Full name(s)** Cameron Latham

**Position (for example  
Secretary, Chair, etc)**

Chair

**Date**

8/4/2021



# The Pulse

## Financial Activities April 2019 - March 2020

	TOTAL
Income	
Donations	66.31
Sales	4,500.24
<b>Total Income</b>	<b>£4,566.55</b>
Cost of Sales	
CCG Cost of Sales	23.00
Cost of Sales	1,032.72
<b>Total Cost of Sales</b>	<b>£1,055.72</b>
<b>TOTAL</b>	<b>£3,510.83</b>
Expenditures	
Broadband	62.04
CCG Repairs & Maintenance	45.55
Cost of Labour	683.00
Janitorial Expense	177.83
Legal and professional fees	56.00
Office/General Administrative Expenses	94.55
Other Miscellaneous Service Cost	4,027.68
Postage	8.16
Rates	444.00
Refreshments	213.59
Repair and maintenance	117.74
Stationery	75.89
Taxi Fares	111.00
Telephone	110.87
Uniform	176.00
Utilities	-470.26
Water Rates	120.06
<b>Total Expenditures</b>	<b>£6,053.70</b>
<b>NET OPERATING INCOME</b>	<b>£ -2,542.87</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£ -2,542.87</b>