

Cottingley Community Project  
Annual General Meeting  
Book of Reports  
May 2021

## **Report from the Chair of Trustees - Revd Samantha Sheehan**

I should begin by introducing myself, I joined the Trustees in August 2019, I am a minister in the United Reformed Church (URC) and currently serve as University Chaplain in Leeds. I was asked to be Chair from January 2020, as Ian reached the end of his term as Chair.

A lot has happened in the last 18 months at the centre, most significantly how we have responded to the Pandemic in the last 12 months. As you will be aware, the centre has remained closed since March 2020 when we entered the first national lockdown. Sadly, we have been unable to offer a phased re-open during the local easings, due to the risk assessments required and the need to protect our volunteers and staff who have been shielding during this time.

We are hopeful that we will be able to begin to re-open the centre in the coming months, as we listen to both national and local Government guidelines and continue to carry out our own risk assessments. We thank all our centre users and groups for their patience and understanding during this uncertain time.

The building may have been closed in these last months, but the work of the project has continued through Christine's continued hands-on approach to helping and supporting the community. Thank-you!

As many of you will be aware in July 2019 the Church in Cottingley, which met in the centre, was suspended. The Church of England, Methodist Church and URC released this joint statement in January 2020:

*Last July it was recognised that the Church in Cottingley was no longer sustainable, and therefore all worship and service in the name of The Church in Cottingley was suspended. Acknowledging the excellent witness it had been, we recognise that this has been a painful decision to reach, and we note the continuing witness through the support of the three denominations for the community centre. We now seek God's will to discover new ways to serve Cottingley as ecumenical partners, looking to work in ways which enable 21st Century community engagement, worship and witness.*

We give thanks for the witness of the congregation in Cottingley over many years, and the different forms it has taken. We now look to the future, to explore what a worshipping congregation might look like in Cottingley, and how we can respond to God's call to love in an active way through the work of the project as a whole. We hope in the coming months to create a prayer space in the centre which will be open to all to use, and to begin to listen to you (our community), and to God, so we can together see God's kingdom growing here.

Finally, I want to take the opportunity to introduce our current Trustees; there have been a number of changes over the last two years:

Methodist Church Trustees:



Revd Jo Lightowler



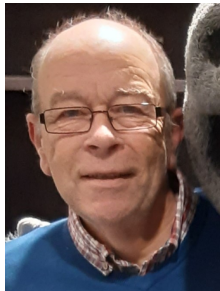
Erica Hartley  
Treasurer



**Debs Brazier –  
Joined in November 2020**

We give thanks to Elizabeth Smith who stepped down as a trustee in Jan 2020.

Church of England Trustees:



Ian Waterhouse



Revd Lindsey Pearson



**Venerable Paul Ayers  
Joined in July 2020**

United Reformed Church Trustees:



Revd Samantha Sheehan  
Chair



Revd Tony Lee



**Revd Geoff Ellis – Joined in  
January 2020**

We give thanks to Revd Clare Davidson who stepped down as a trustee in Sept 2019.

In this coming year we will be saying farewell to Revd Tony Lee, as his formal ministry in Cottingley came to an end at the end of October. We have been grateful for his insight and ministry in Cottingley over the last three years, and for his continued support and prayers.

## **Cottingley Community Project Report - Christine Smart**

Our year started off positive and our groups came back fresh from the Christmas celebrations in January 2020.

All of our groups returned, and we continued with the “pay as you feel breakfast” during Feb half term and Friends of CCC hosted their playday.

We made good connections with the buildings around us, reaching out to the Young Dementia Centre, Cottingley Children’s Centre and Cottingley Court. We had planned for a community meeting between all with a view to working with each other. We look forward to being able to picking this back up when we are able.

The Friends of Cottingley Community Centre had 3 small funding bids granted, sadly one has had to be cancelled; It was for a children’s group to organise and complete environmental activities. The plan is to picking this project back up when able.

March 18<sup>th</sup> the trustees closed the centre due to Covid and the building has remained shut.

All our staff and volunteers fell under the shielding guidelines and a volunteer was approved to do basic building checks.

Christine and Janette took on a support role as messages from worried residents came to both. We advised on how to get benefits and just lent an ear to anyone that needed.

We partnered with Slung Low Foodbank who agreed to deliver food parcels in this area. We have been able to make weekly referrals since the end of March 2020. Residents from Morley and Beeston contacted us via our Facebook page to ask for help with the parcels.

Dazl, Dance Action Zone Leeds, have also been able to offer 15 weeks of food parcels to families which we referred to as well.

We organised a community action with Leeds Citizens in June where families created bunting and poems to Sunnyview Care Home the community pulled together and made 70 pieces of art.

We have been able to be more involved with Citizens and a few of their campaigns. South Bank, Mental Health and Transport.

We were not able to do our usual celebration events for Christmas, but together with Brethren Church and Christians in Cottingley we were able to make up substantial Christmas package to ensure families coped while the usual food parcels options took a well earned break for Christmas.

We started the year making sure that residents continued to get the support they need.

## **Finance Report 2019/20**

The last financial year was a short due changing the accounting year from January – December to September – August.

We have a deficit of income over expenditure this year but that was probably expected once we knew that Covid was here to stay for a while. We have not been able to have groups inside the building or been able to do any fundraising since March 2020.

### **Balance in funds at 31/08/2020**

General Funds	£46,938.78
Restricted funds (Mice money)	£300

These funds are held in the following accounts:

HSBC account	£10,305.75
CCLA account	£36,933.03

### **Notes**

- There was a transfer between the CCLA account and the HSBC account which was intended to be used for building work, but as we have not been able to do that since the transfer took place, it has been keeping our HSBC account stable, while we have had reduced income. The building work still needs to be done.
- There are no receipts for a number of transactions.

### **Budget and Reserve Policy**

At the moment we do not have a Budget for next year or a Reserve policy, both of these will be developed by the Trustees during the next year.

# Cottingley Community Project

## Receipts and Payments Account to 2019/2020

### General Funds

		19/20			2019 8
Receipts		Gen	Restricted	Total	mths
Occasional Bookings	1	26,286		26,286	23,714
Fundraising	2	2,050		2,050	1,045
Donations	3	1,607		1,607	319
Grants	4	1,064		1,064	600
Other	5	29		29	
Interest		282		282	261
Transfer					3,240
<b>Total receipts</b>		<b>31,319</b>		<b>31,319</b>	<b>29,179</b>
Payments					
Wages		16,460		16,460	8,524
Repairs & maintenance	6	12,234		12,234	8,193
Utilities & Insurance	7	10,175		10,175	3,732
Other payments	8	2,004		2,004	398
Transfer					1,000
<b>Total payments</b>		<b>40,873</b>		<b>40,873</b>	<b>21,847</b>
Transfers/adjustments					
Net receipts for the year		<b>- 9,554</b>		<b>- 9,554</b>	<b>7,332</b>
balances brought forward		56,493	300	56,793	49,461
<b>TOTAL</b>		<b>46,939</b>	<b>300</b>	<b>47,239</b>	<b>56,793</b>
Collections received for ext. orgs		-			-
Collections passed on to ext. orgs		-			-
<b>Total still to be forwarded</b>		<b>-</b>			<b>-</b>

# Cottingley Community Project

## Notes to the accounts

<b>1</b>	<b><u>Rent</u></b>	<b>2019/2020</b>
	Doctors Surgery	17,000
	Cottingley Church	2,001
	URP Leeds Ltd	1,600
	Eritrean Groups	1,485
	Bretheren Church	1,345
	Live at Home	1,270
	Kidz & Co	950
	DAZL Dance	285
	Bingo	200
	RETAS	150
		<hr/>
		<b>26,286</b>
<b>2</b>	<b><u>Other Bookings</u></b>	
	Other one off events	865
	Parties	440
	Polling Station	400
	FOC	180
	TRAC	165
		-
		-
		<hr/>
		<b>2,050</b>
<b>3</b>	<b><u>Fundraising</u></b>	
	St Lukes charity shop	1,017
	Christmas Party	364
	Lottery	87
	Breakfast and car boot	80
	Playdays	60
		<hr/>
		<b>1,607</b>
<b>4</b>	<b><u>Other Donations</u></b>	
	Individuals	517
	C R - Perkins (JG)	387
	Tough Mudder	100
	CA	60
		<hr/>
		<b>1,064</b>
<b>5</b>	<b><u>Other</u></b>	
	Methodist Insurance	29
		<hr/>
		<b>29</b>
<b>6</b>	<b><u>Repairs/maintenance</u></b>	
	Door/window repairs	5,012
	Heating repairs	1,231
	Waste	1,317
	Alarm Service	996
	Asbestos Check	594

Roof repairs	550
Fire Extinguishers	512
Gardening	510
Kitchen Shutter repair	450
Cleaning	295
Gas Safety Check	234
Plumbing Repairs	207
Electrical repairs	190
Misc repairs	40
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	<b>12,138</b>

**7 Utilities & Insurance**

Insurance	5,856
Gas/electric	3,154
Water	583
Phone and Broadband	583
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	<b>10,175</b>

**8 Other Payments**

Quinquennial	631
Sanitary units	487
Doctors deep Clean	276
Audit	240
Cleaning materials	167
DJ	65
Party	59
Misc other	50
Line Dancing	30
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	<b>2,004</b>

**9 Funds Held**

HSBC	10,306
CCLA Reserve	36,933
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	<b>47,239</b>



## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2020 have been prepared from the records of Cottingley Community Project and that they include all funds under the control of the Cottingley Community Project trustees.

Signature of treasurer A. Hartley Date 11/5/2021

Name and address of treasurer ALISON ERICA HARTLEY

### Presentation to the Cottingley Community Project

I confirm that the annual report and accounts for the year ended 31 August 2020 were presented to the meeting of Cottingley Community Project trustees held on 26/04/2021

Signature of the Chair of the meeting S. Sheehan

Name of the Chair of the meeting SAMANTHA SHEEHAN Date 11-05-2021

### Independent Examiner's Report to the Trustees of Cottingley Community Project

Charity Number 513579

#### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of Cottingley Community Project for the year ended 31 August 2020 set out above. As the trustees, 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 my examination of the accounts carried out under section 145 of the Act and, 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 (other than that disclosed below\*) which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting 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.

I ~~have~~/have not\* obtained independent verification of all investments held in bank balances and at the CBF church of England Deposit fund which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date. \* delete or circle as appropriate

Signature of independent examiner .....

Name of independent examiner ...STEVE PERIGO.....

Relevant professional qualification of independent examiner .....