



Easington Lane Community Access Point

Brickgarth, Easington Lane, Tyne & Wear, DH5 0LE

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Charity Number: 1093390 Company Number: 04299792

WINNER
SMALL CHARITY
OF THE YEAR



**Easington Lane Community Access Point
(A Company Limited by Guarantee)
Trustees' Annual Report and Financial Statements for the period
1st April 2020 to 31st March 2021**

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Easington Lane Community Access Point

Trustees Report for the year ended 31 March 2021.

The Trustees presents its directors' report and independently examined financial statements for the year ended 31 March 2021.

Reference and Administrative Information

Charity Name: Easington Lane Community Access Point

Charity registration number: 1093390

Company number: 04299792

Registered Office and operational address:

Brickgarth, Easington Lane, Tyne & Wear, DH5 0LE

Trustees:

Mrs R Grey	Chair	
Mr R I Moody	Vice-Chair	
Mrs J Merton		
Mr J Thompson		Resigned 31 st March 2021
Mrs L Cleary		
Mr G Corner		
Cllr D Geddis		
Mr J Hogan		
Mrs A Ivison		
Mrs C Smith		
Mr D T Todd		

Sunderland City Council Representative: Cllr C. Rowntree

Principal Staff Members:

Mr D Ellison	Transport & Environmental Manager
Mr S Newton	Centre Coordinator
Mrs. C. Willis	Community Activities Coordinator

Advisors:

Independent Examiner: D Parsons Accountancy Ltd,
Office 1, Bridge End Chambers, Front Street, Chester-le-Street

Bankers: Barclays, 103 Front St, Chester-le-Street DH3 3AH

1. Objects and activities

1.1. Overview

Easington Lane Community Access Point (ELCAP) operates a Community Centre and Community Transport Scheme from its premises on Brickgarth, Easington Lane.

The main building opened in 1928 and was extended in 2005. The Welfare Hall was opened in 1958. The buildings are owned by ELCAP with Sunderland City Council acting as Custodian Trustees.

ELCAP has operated a Community Transport Scheme for more than a decade and saw the fleet increase to 5 minibuses in September 2020.

1.2. Objectives

The objects of ELCAP are:

- To advance the education of residents of Easington Lane, Hetton, Houghton-le-Spring and surrounding areas in particular by the provision of training and education opportunities with a view to relieving conditions of hardship and unemployment.
- The preservation and protection of good health.
- The improvement and development of public and community facilities with particular reference to environmental issues



2. Structure, governance and management

2.1 Legal Structure

ELCAP is a charitable company limited by guarantee, incorporated in 2001. The company (No. 4299792) was established on 24th September 2001 under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. It is registered as a charity with the Charity Commission (No. 1093390).

The Annual General Meeting provides the opportunity for the Directors to present their annual report, accounts and plans in addition to the election of Directors and the appointment of the Independent Examiner. Prospective directors complete an Application Form including a skills scan which ensures the Board has the requisite skills and expertise to manage the charity.

2.2 Trustees / Directors

The governing document provides for representation from local residents who manage the project for local people, where there are a maximum 15 seats on the Board, of which at least 6 must reside in Easington Lane.

The directors of the company are also charity trustees for the purposes of charity law, and under the company's Articles, are known as members of the Board of Directors. The Directors meet regularly throughout the year to transact business.

In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

The Board would like to give recognition to the contribution of:

- Jim Thompson who stepped down as Treasurer and Trustee at the Financial Year End.
- Jeanette Downs who had to resign as an employee on health grounds.

2.3 Staff and Volunteers

The day-to-day business of ELCAP is entrusted to the staff team who are charged with ensuring the activities are ran in a smooth and efficient manner.

The year in question has been very difficult all round dur primarily to the COVID-19 pandemic and the trustees would like to acknowledge the fact that many individuals continue to contribute freely of their time and energy to ELCAP on a voluntary basis in the following capacity:

- Minibus drivers
- Transport assistants
- Reception cover
- Shop cover
- Maintenance and Gardening
- Exhibitions and displays
- Event and activity operations (eg lunch clubs, toddler groups, kids activities etc)

In addition to the staff and volunteer teams we are most thankful that we have access to advice and information from our partners which include the likes of Sunderland City Council; Coalfield Regeneration Trust; GF Foundation; Virgin Money Foundation and Gentoo etc.

3. Achievements and Performance

3.1 Activities

In planning the activities for the year, the Trustees kept in mind the Charity Commission's guidance on public benefit at their Trustee meetings.

Like many the last financial year was unprecedented. It was neither expected nor planned for but the Trustees took a pro-active view of operations during the pandemic

At the Financial Year End our staff team comprised 9 employed staff members employed for a total of 168 hours a week (4 FTE), as over the last year ELCAP secured additional funding to:

- Maintain the employment of a part-time gardener
- Maintain the employment of one Community Activities Assistant
- Recruit an additional part-time Mini-Bus Driver

One of our part-time cleaners resigned during the pandemic due to health and that position has not yet been filled subject to a Board Review in the new financial year.

The year of 2020-21 was marked with the saga of lockdowns and restrictions which impacted our premises, vehicles and services and as such we closed for business as of Monday 16th March 2020, but the new financial year started with ELCAP meeting the needs of its community as the Transport Scheme was called upon to deliver free school meal packed lunches to almost 400 children in our local area, which carried on into the first few days of the new financial year until the Easter Holidays.

Partnership working developed quite quickly in the year as ELCAP were approached to be the Community Hub for the Coalfield Area, which was accepted. Most staff members were furloughed and were made aware of wider volunteering opportunities with many referred back to the Community Hubs.

Our work through the pandemic was very fluid as we adapted what we did and how we did it to support the residents in need but also mindful of the constraints in which we were allowed to work.

Even in the pandemic, and for the third year in a row the Transport scheme increased the size of the fleet with the year in question seeing two new minibuses added to the fleet and one minibus sold. At the year end the fleet comprised:

- 1 x 13 passenger seat accessible minibus
- 4 x 16 passenger seat minibuses, one of which is accessible.

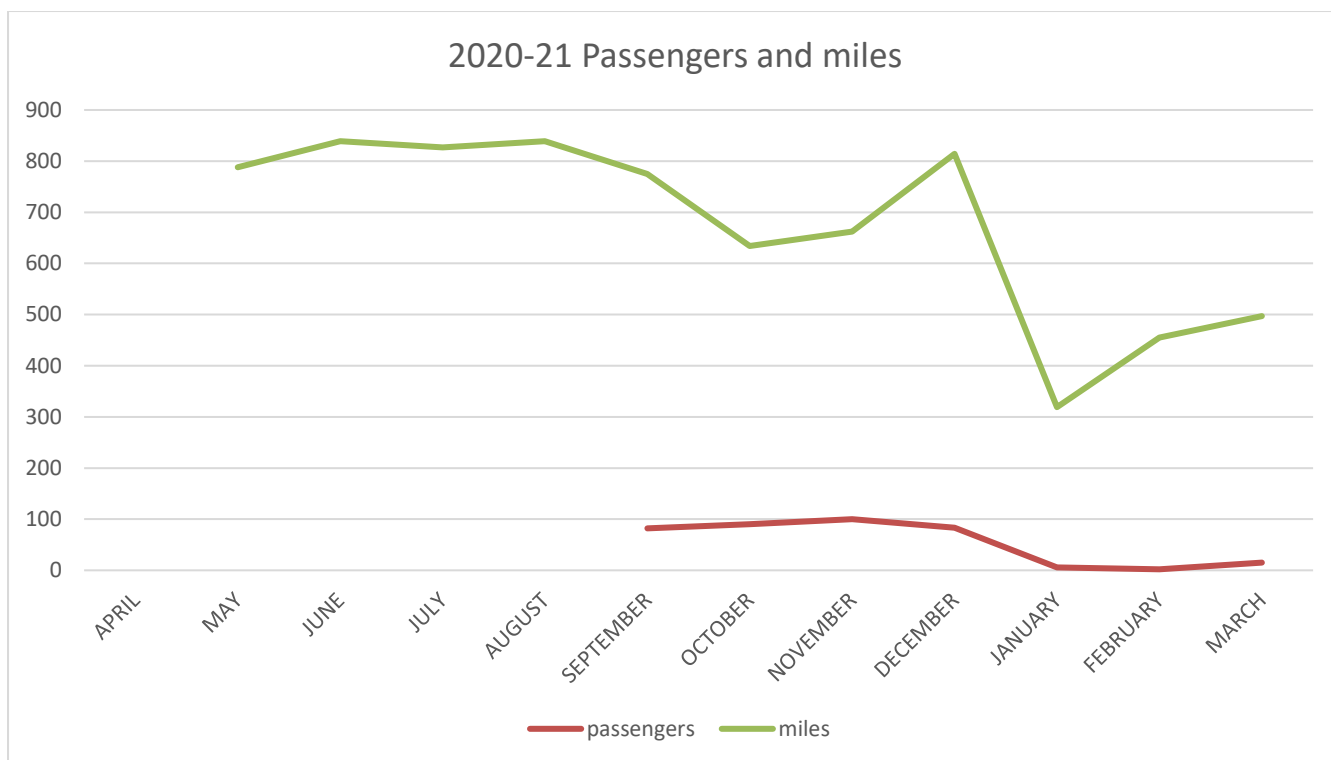
3 vehicles in the fleet were purchased brand new and are Ford Transit Trend's which offer a level of comfort to our passengers but also provide a level of assurance due to reliability for longer journeys especially.

The pandemic put on hold the recruitment to increase the transport team, but plans are in place for recruitment in the new financial year.

The last financial year saw Transport scheme only provide 378 passenger journeys due to the social distancing regulations that were in place for most of the year yet this is contracted to 7,449 miles driven by the fleet as much of the time the fleet was used to deliver meals and shopping for much of the year.

The year in question saw funding secured to enable the purchase of a towbar and trailer to maximise the space of undertaking shopping on behalf of the local food banks and also the meal delivery service that was so prevalent during the year.

The monthly statistics for Passengers carried and miles travelled are shown in the chart below:



The year in question saw our premises closed for much of the year and this enabled the painting and decoration of both the main building and hall making them ready for re-opening in the new financial year. New conference tables and chairs were bought for the large training room, again in preparation of re-opening.

Water ingress on the main building roof was starting to show internally at the financial year end which is a cause for concern.

Much of the fundraising achieved in the year was COVID related but funders and the purpose of the grants received are listed below:

COVID Related	3 Together Big Local; ASDA Foundation; Ballinger Trust; Charities Aid Foundation; City of Sunderland Council; Coalfield Regeneration Trust, The Community Foundation; Gentoo; Great Annual Savings Ltd; Greggs Foundation; Karbon Homes; Local Giving; <i>National Lottery Community Fund</i> ; Police & Crime Commissioner; Sport England;
Transport	3 Together Big Local; Clothworkers Foundation; Joicey Trust; City of Sunderland Council; Coalfield Regeneration Trust, <i>National Lottery Community Fund</i>
Events (incl salaries)	Coalfield Regeneration Trust; Sobell Foundation; Warburtons;
Building & Premises:	Co Durham Community Foundation; Gentoo Empower Fund;

In addition to the grants received from the organisations listed above ELCAP would like to say a big thank you to the many residents and local organisations that were so generous by way of making many yet significant donations of which there are just too many to mention individually but collectively they have enabled ELCAP to make a massive difference in the year in question.

The staff members have supported the Directors in this growth by providing advice and guidance on strategy and governance as well as operational matters.

The last year has seen ELCAP continue to maintain its profile and presence within the local community, the local Voluntary Sector and with funders.

This has been borne out by the following awards and accolades:

Voluntary and Community Action (VCAS) 2020 Open Arms Awards:

ELCAP Shaun Newton	Highly Commended Winner	Organisation of the Year Individual to have most impacted the local community
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North East Charity Awards 2020 ELCAP	Winner	Small Charity
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At the time of writing ELCAP was also successful in the 2021 City of Sunderland's Shining Star Awards both for the Coalfield Area and also City-wide.

3.2 Achievements against last year's plan

3.2.1 Governance

3.2.1.1	The new financial year will provide the Board the opportunity of updating its Governing Document.	COVID delayed this
3.2.1.2	Fundraising in a post COVID-19 will become very competitive which will require a greater focus on ELCAP's financial management and forecasting	Fundraising maintained.
3.2.1.3	Fundraising to secure the services of an Administrator / Book Keeper will be unlikely this year due to delay created by the COVID-19 impact so this function may have to be shared amongst the current staff team.	Focus was changed as the Centre Coordinator took on much of this role. This will be reviewed on an on-going basis.
3.2.1.4	Streamlining the bookkeeping system adopted within ELCAP to reduce any duplication.	SAGE online was introduced during the year but is not firmly embedded yet.
3.2.1.5	ELCAP will continue to play a full and active part in the local Voluntary Sector Networks and Groups.	Achieved.

3.2.2 Community Transport

3.2.2.1	It is hoped that in spite of social distancing, the impact of the new accessible minibus will start to be felt.	This was only partially achieved due to the social distancing restrictions in place for much of the year.
3.2.2.2	The creative consideration on how best to use the fleet especially if social distancing restrictions remain in place which may restrict our buses operating at full capacity.	Achieved

3.2.3 Events and Activities

3.2.3.1	The Board is keen to ensure all of ELCAP's activities are of benefit to the beneficiaries.	Beneficiary feedback remains positive
3.2.3.2	Quickly re-establish activities and events following the COVID-19 crisis that meets the needs of our community. This may mean some long-standing activities are not re-started whilst new ventures are considered.	Not achieved in the way we had hoped as much of the year was spent in lockdown.

3.2.4 Premises and Open Spaces

3.2.4.1	Replacement roof to lean-to at rear of building	Not achieved
3.2.4.2	Replacement roof of creche/office flat roof.	Not achieved
3.2.4.3	Replacement of felting to flat roof above Centre Office	Not achieved
3.2.4.4	Replacement of felting to hall boiler house	Not achieved
3.2.4.5	Fundraising for the outdoor play area	Not achieved
3.2.4.6	Hall re-decoration	Achieved
3.2.4.7	Centre re-decoration	Achieved
3.2.4.8	Public wi-fi across the premises.	Not achieved as premises been closed
3.2.4.9	Outdoor summer house for additional group space	Not achieved

3.3 Future Developments (April 2021 onwards)

Looking ahead ELCAP is planning for its future development and growth as follows:

3.3.1 Governance

3.3.1.1	Updating of Governing Document.	Board to agree extent of revision then implement actions necessary
3.3.1.2	Fundraising for sustainability	Fundraising maintained.
3.3.1.3	Succession planning and development of workforce	Board to remain mindful of this in all its plans
3.3.1.4	Embedding of cloud accounting	Further develop use of SAGE online
3.3.1.5	ELCAP will continue to play a full and active part in the local Voluntary Sector Networks and Groups.	Seek to extend into new networks and relationships

3.3.2 Community Transport

3.3.2.1	Re-introduce services as quickly as possible	Only allowable following government guidelines
3.3.2.2	Best use of fleet	Management will ensure this is achieved

3.3.3 Events and Activities

3.3.3.1	ELCAP's events and activities to be of a benefit to the local area	Beneficiary feedback remains positive
3.3.3.2	Quickly re-establish activities and events following the relaxation of COVID-19 restrictions.	ELCAP will open as much as it can in line with current government guidelines

3.3.4 Premises and Open Spaces

3.3.4.1	Replacement roof to lean-to at rear of building	This will soon become a priority so must be done within the next 2 years or so.
3.3.4.2	Replacement roof of creche/office flat roof.	This will soon become a priority so must be done within the next 2 years or so.
3.3.4.3	Replacement of felting to flat roof above Centre Office	This will soon become a priority so must be done within the next 2 years or so.
3.3.4.4	Replacement of felting to hall boiler house	Not achieved
3.3.4.5	Fundraising for the outdoor play area	Not achieved
3.3.4.6	Public wi-fi across the premises.	Not achieved as premises been closed
3.3.4.7	Outdoor summer house for additional group space	It is not known if this will still be a priority once the restrictions are lifted.
3.3.4.8	Refurbishment of upstairs hall	
3.3.4.9	Refurbishment of all parquet flooring	

4 Financial review

The charity's Reserves Policy is included within the Financial Standing Orders which are reviewed on an annual basis, which states that a minimum of £65,000 in unrestricted and designated reserves be retained to enable the charity to continue in an unforeseen circumstance, including staff salaries for 6 months.

The 2020-2021 Financial Year saw ELCAP invest in another new minibus, trailer and towbar, conference equipment, hot food delivery supplies in addition to the considerable activities we conducted off site during the pandemic to ensure our community was best supported in these difficult and trying times.

As such our finances have been somewhat fluid due to income not being dependable or reliable.

The unrestricted reserves allow ELCAP to plan for the post-pandemic world that will be emerge in the coming days.

5 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

Name
Position
Date

Mrs. R. Grey
Chair
27/01/22

Mr. R. I. Moody
Vice-Chair
27/01/22

Independent Examiner's Report

I report on the accounts for the year ended 31 March 2021 set out on pages 12 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is required.

Having satisfied that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act, D19
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006 and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 395 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met or:-

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

D Parsons Accountancy Ltd
Office 1
Bridge End Chambers
Front Street
Chester-le-Street
DH3 3QY

27th January 2022

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Note	Unrestricted Funds	Restricted Funds	2020	2019
INCOME AND ENDOWMENTS					
Donations and Gifts		2880		2880	2935
Room hire		3925		3925	12470
Bus Hire etc			17957	47957	37971
Shop sales		1846		1846	4386
Other income			211318	211318	11049
Interest Receivable		139		139	369
Charitable income – grants			127774	127774	187632
TOTAL INCOMING RESOURCES		8790	357049	365839	256812
EXPENDITURE					
Charitable activities					
Wages			90750	90750	86200
Insurance		3805	6310	10115	7413
Consumables and activity costs		6387		6387	6782
Project costs			42685	42685	3495
		10192	139745	149937	103890
Other expenses					
Legal and professional costs		842		842	959
Employer Pension contributions		3239		3239	1660
Sundries		7520		7520	548
Bus and travel costs			8909	8909	13922
Rates and waste		1166		1166	1893
Light and heat		7422		7422	6155
Cleaning		171		171	402
Repairs and renewals			8680	8680	78079
Telephone		1649		1649	1324
Postage and stationery		726		726	292
Bank charges		326		326	788
Depreciation		3378	16316	19694	10507
		26439	33905	60344	116529
TOTAL RESOURCES EXPENDED		366631	173650	210281	220419
NET INCOME		-27841	183399	155558	36393

BALANCE SHEET AS AT 31 MARCH 2020

Note	Unrestricted Funds	Restricted Funds	2020	2019
FIXED ASSETS			61978	32100
CURRENT ASSETS				
Debtors			89636	18764
Cash at Bank and in hand	27885	255895	283780	209059
			373416	227823
CREDITORS				
Amounts falling due within one year			26822	6909
NET CURRENT ASSETS			346594	220914
NET ASSETS			408572	253014
FUNDS				
Unrestricted Fund				
General Fund			166636	68082
Capital			3099	3099
			169735	71181
Restricted Funds				
Transport, volunteer, Big Lottery			196599	181833
			196599	181833
TOTAL FUNDS			366334	253014

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2016

The trustees acknowledge their responsibilities for :-

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for the financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements have been approved by the Board of Trustees on 28th January 2022 and were signed on its behalf by :-

Signature

Name
Position
Date

Mrs. R. Grey
Chair
27th January 2022

Mr. R. I. Moody
Vice-Chair
27th January 2022

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1 ACCOUNTING POLICIES

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102)" Accounting and Reporting by Charities: Statement of recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015). Financial Reporting Standard 102 " The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Statement of recommended Practice - Accounting and Reporting by Charities issued in March 2015.

Financial reporting Standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland."

- the requirements of Section 7 Statement of Cash Flows

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

Tangible fixed assets

Depreciation is provided in the accounts at the following annual rates in order to write off each asset over its estimated useful life

Fixtures and fittings	-	20% or 15% on cost
Motor vehicles	-	25% on a reducing balance basis
Computer equipment	-	33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 - continued

Fund accounting

- Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.
- Restricted funds can only be used for particular restricted purpose within the objects of the charity. restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

2. GRANTS RECEIVABLE

	Unrestricted Funds	Restricted Funds	2021	2020
Transport	-	39760	39760	99979
Buildings, IT and Wi-Fi	-	11032	11032	7018
Community Garden	-	-	-	3577
Kitchen refurbishment	-	-	-	1865
Salaries	-	67751	67751	32214
Windows and Heating	-	-	-	22500
Job Retention Scheme	-	42238	42238	-
Other	-	-	-	20479
	-	170012	170012	187632

3. TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

4. STAFF COSTS

	2021	2020
The average number of employees during the year was follows	6	6

5. TANGIBLE FIXED ASSETS

	Fixture & Fittings	Motor Vehicles	Comp Equip	Total
COST				
As at 1 April 2020	102145	47444	60973	210562
Addition	14191	34773	608	32155
As at 31 March 2021	116336	82217	61581	242717
DEPRECIATION				
As at 1 April 2020	100643	16854	60965	178462
Charge for the year	3255	16316	123	19694
As at 31 March 2021	103898	33170	61088	198156
NET BOOK VALUE				
As at 31 March 2021	12438	49047	493	61978
As at 31 March 2020	1502	30590	8	32100

6. DEBTORS: Amounts falling due within one year

	2021	2020
Deposit on a new van	51089	15000
Amounts falling due on contract	23772	-
VAT	12575	150
Prepayments	1100	2514
	89636	18764

7. CREDITORS: Amounts falling due within one year

	2021	2020
Hire Purchase	-	-
Trade Creditors	21653	-
Social security and other taxes	1026	2766
Other creditors	-	-
Accrued expenses	4143	6632
	26822	6909

8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2020