



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1/1/2019 To 31/12/2022

Charity name: Citizens House

Charity registration number: 1153267

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To promote the benefit of the inhabitants of <b>Consett and surrounding district</b> without distinction of sex or of political, religious or other opinions by associating with the local authorities, voluntary organisations and the inhabitants 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 object of improving the conditions of life for the said inhabitants.</p> <p>To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.</p> <p>To promote such other charitable purposes as may from time to time be determined.</p>
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	<p>Citizens House provides a building and facilities for people from the local community to use as well as acting as an umbrella or resource body for small charitable groups.</p> <p>We host activities for children and young people, elderly people, those with disabilities and mental health issues, those with alcohol addiction and their families as well as social groups and information events for members of the general public. We also work with other charities and voluntary bodies to help them deliver their services to their clients.</p> <p>We host exercise classes to promote health for older people (gentle exercise classes and yoga) as well as for young people, children and toddlers.</p>

		<p>We advance the arts by providing a home for regular rehearsals by theatre groups, children's dance classes and photographic society.</p> <p>We help those who are disadvantaged by reason of age, ill-health or disability by providing groups which can support them, i.e. support groups for those with alcohol problems and their families, support group for those with dementia and their carers.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity trustees have complied with their duty to have regard to the guidance on public benefit published by the Commission in exercising their powers or duties in Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008. The trustees have reviewed the guidance at their trustee meetings when planning the activities for the year and in considering the various groups who wish to use our facilities.

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

#### **Achievements and Performance**

	SORP reference	
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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>The charity has successfully completed the demolition of the old Citizens House premises and the construction of a new, custom designed replacement on the same site. We have also successfully transitioned many of our existing users groups from the old premises, through temporary accommodation and have now welcomed almost all of them back into our new building.</p> <p>We have now held our re-opening ceremony and are beginning to grow our activities to fill the new premises.</p> <p>Fitting out of the new premises continues.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity has remained on a secure financial footing throughout the year and has achieved all of its financial targets, remaining on budget through the entire demolition and re-build process. Funds are in hand for the completion of fit out and certification of practical completion.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity maintains health reserves for its size and scale of activities. The majority of funds are reserved for building, fit out and maintenance.
Amount of reserves held	Para 1.22	The Charity has a total balance of £104251 at the year end
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### 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	Funding for the build was provided by Citizens House, The Big Lottery Fund and The Local Authority, who own the site.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted 9 <sup>th</sup> May 2013
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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	Trustees are appointed/reappointed annually at the Annual General Meeting held in accordance with the constitution.

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Citizens House
Other name the charity uses	None
Registered charity number	1153267
Charity's principal address	Citizens House, Station Road, Consett, DH8 5RL

### **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	George Gibbon	Chair		
2	Richard Lewins			
3	Brian Clarke			
4	Lisa Edwards	Vice Chair		
5	Terence Murray			
6	Laura Walley			
7	David Nattrass	Treasurer	Appointed 20/3/2019	
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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## 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
Accountants	Laverick Walton & Co	B3 Kingfisher House, TVTE, NE11 0JQ

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	George Henry Gibbon	
Position (eg Secretary, Chair, etc)	Chair	
Date	1/4/2022	





Section A

Independent Examiner's Report

Report to the  
trustees/directors/  
members of

Citizens House

On accounts for the year  
ended

31 December 2019

Charity no.:

1153267

Company no.:

Set out on pages

4-5

(remember to include the page numbers of additional sheets)

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 in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- 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.

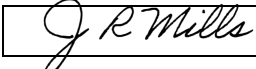
**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- 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).

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:  Date: 28/8/20

Name: Jonathan Mills

Relevant professional  
qualification(s) or body  
(if any):

FCCA

Address:

Laverick Walton & Co, Chartered Accountants, B3 Kingfisher House

Kingsway, Team Valley, Gateshead, Tyne and Wear

NE11 0JQ

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Nothing to report

# **Citizens House Management Committee - Balance Sheet as at 31st December 2019**

		<b>31/12/2019</b>	<b>31/12/2018</b>
<b>Current Assets</b>			
Cash at Bank	Current Account	£7,400.57	£3,929.80
Cash at Bank	Deposit Account	£96,850.77	£142,770.49
Cash in Hand		£0.00	£0.00
		<u>£104,251.34</u>	<u>£146,700.29</u>
<b>Less: Current Liabilities</b>			
Creditors and Accruals		£300.00	£0.00
		<u>£103,951.34</u>	<u>£146,700.29</u>

## **Funded by**

### **Restricted Reserves**

DCC grant for contingencies	£40,476.67	£82,100.00
Foundation Grant - Forget Me Nots	£0.00	£0.00
Neighbourhood Fund	£0.00	£0.00
Lottery Grant Building Capabilities Fund	£12,390.52	£13,699.52
Building and Maintenance Fund	£16,853.04	£16,853.04
Lottery Grant Main Fund	£0.00	
Lottery Grant Fixtures & Fittings	£58.01	£0.00
Lottery Grant Professional Fees	£0.00	£0.00
Lottery Grant Development Officer	£245.26	£5,173.00
General Reserves	£33,927.84	£28,874.73
	<u>£103,951.34</u>	<u>£146,700.29</u>
	£0.00	£0.00

<b>Reserves Movement</b>	<b>Balance Bfwd</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance Cfwd</b>
DCC grant for contingencies	£82,100.00		£41,623.33	£40,476.67
Lottery Grant Building Capabilities Fund	£13,699.52		£1,309.00	£12,390.52
Building and Maintenance Fund	£16,853.04			£16,853.04
Lottery Grant Fixtures & Fittings	£0.00	£20,000.00	£19,941.99	£58.01
Lottery Grant Professional Fees	£0.00	£14,115.06	£14,115.06	£0.00
Lottery Grant Building Construction	£0.00	£281,351.80	£281,351.80	£0.00
Lottery Grant Development Officer	£5,173.00	£25,964.14	£30,891.88	£245.26
Lottery Grant Main Fund	£0.00	£92,320.94	£92,320.94	£0.00
General Reserves	£28,874.73	£11,786.43	£6,733.32	£33,927.84
	<u>£146,700.29</u>	<u>£445,538.37</u>	<u>£488,287.32</u>	<u>£103,951.34</u>

## Citizens House Management Committee - Income and Expenditure Account for 2019

## Income

<b>Dec-18</b>	
£1,537.00	Rents and Room hires
<b>£186,889.06</b>	<b>Lottery Fund</b>
£0.00	DCC
<b>£71,370.00</b>	<b>DCC Grant</b>
£0.00	DCC grant for contingencies
£0.00	Sundry
<b>£48.79</b>	<b>Deposit account interest</b>

[illegible]

Control

Balances B/Fwd - 2018

Current Account	3929.8
Deposit Account	142770.49
Cash	0
	<u>146700.29</u>

Chair  
Treasurer

## Expenditure

Dec-18	Total Dec 19
345.90 Cleaning services + Sanitact service	£1,590.00
0.00 Cleaning materials	
576.86 Insurance premium	£660.63
783.00 Electricity & Gas disconnection charges	
0.00 Postage & Stationery	£399.52
0.00 Photocopier	£577.59
511.50 Phone & Broadband	£1,122.07
0.00 Ideas for Change	£1,200.00
336.00 Room hire	
664.95 Water rates	£479.97
689.42 Electricity	£3,766.56
0.00 Statutory checks	£210.00
Health & Safety	£90.00
0.00 IT	£1,371.90
0.00 Cost of Opening Events	£1,617.06
0.00 Wages	£20,527.49
0.00 Employers NI	£186.30
0.00 Pension	£322.89
Sundries	£328.88
0.00 Suspense	
0.00 Fixtrues & fittings	£16,381.43
370.98 Training course	£109.00
0.00 PPL/PRS licence	£124.80
84.00 Membership	
218818.35 Bank Transfer	£138,481.89
0.00 Building work/repairs	£7,402.60
£23,220.79 D3 Associates	£17,783.04
£158,495.27 Durham County Council	£411,628.09
£300.00 Accountancy	£408.50
£186,378.67	£488,288.32
£259,844.85	Control 626469.71
<b>£73,466.18</b>	<b>£42,749.95</b>
expenditure exceeding income	
	-42749.95

Control

Balances C/Fwd

Current Account Dec 19	£7,400.57
Deposit Account Dec 19	£96,850.77
Cash Dec 19	£0.00
	<u>104251.34</u>
2018 Balance B/Fwd	£146,700.29
2019 Income exceeding expenditure	<u>£42,749.95</u>
2019 Balance C/Fwd	£103,950.34

	B/FWD	Income	expense
Jan			
Feb			
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
bank transfers between	0.00	-112982.33	-218818.35
	105836.02	<b>-112982.33</b>	<b>-218818.35</b>

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Opening balance @ Jan 18

income

expenditure

£73,234.11
-112982.33
-218818.35
£179,070.13

£3,929.80
£142,770.49
£0.00
£146,700.29

current account

deposit account

cash box



**Section A**

**Independent Examiner's Report**

**Report to the  
trustees/directors/  
members of**

Citizens House

**On accounts for the year  
ended**

31 December 2019

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1153267

**Company no.:**

**Set out on pages**

4-5

(remember to include the page numbers of additional sheets)

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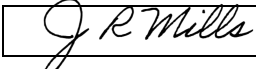
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## Citizens House Management Committee - Income and Expenditure Account for 2019

## Income

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[illegible]

Control

Balances B/Fwd - 2018

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Treasurer

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	-42749.95

Control

Balances C/Fwd

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Deposit Account Dec 19	£96,850.77
Cash Dec 19	£0.00
	<u>104251.34</u>
2018 Balance B/Fwd	£146,700.29
2019 Income exceeding expenditure	<u>£42,749.95</u>
2019 Balance C/Fwd	£103,950.34

	B/FWD	Income	expense
Jan			
Feb			
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
bank transfers between	0.00	-112982.33	-218818.35
	105836.02	<b>-112982.33</b>	<b>-218818.35</b>

#####

Opening balance @ Jan 18

income

expenditure

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-112982.33
-218818.35
£179,070.13

£3,929.80
£142,770.49
£0.00
£146,700.29

current account

deposit account

cash box