

**Charity number: 1062163**  
**Company number: 02027732**

**Hartlepool People Limited**  
**Trustees' report and financial statements**  
**for the year ended 31 March 2016**

# Hartlepool People Limited

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## **Hartlepool People Limited**

### **Legal and administrative information**

<b>Charity number</b>	1062163
<b>Company registration number</b>	02027732
<b>Business address</b>	Hartlepool People Centre Hartlepool People Centre Raby Road Hartlepool TS24 8AH
<b>Registered office</b>	Hartlepool People Centre Raby Road Hartlepool TS24 8AH
<b>Trustees</b>	Graham Culley (Chairperson) John A Dinning Jean Lathan Fiona C Campbell C McLoughlin
<b>Secretary</b>	Linda J Craddy
<b>Accountants</b>	Censis Exchange Building 66 Church Street Hartlepool TS24 7DN
<b>Bankers</b>	HSBC PLC 112 York Road Hartlepool TS24 8AH
<b>Solicitors</b>	Muckle & Co Time Central 32 Gallowgate Newcastle Upon Tyne NE1 4BF

## **Hartlepool People Limited**

### **Report of the trustees (incorporating the directors' report) for the year ended 31 March 2016**

The trustees present their report and the financial statements for the year ended 31 March 2016. The trustees, who are also directors of Hartlepool People Limited for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

#### **Structure, governance and management**

The charity is constituted as a company limited by guarantee, and is therefore governed by its Memorandum and Articles of Association.

##### *The Recruitment and Appointment of new Trustees*

Trustees are elected from the membership at the annual general meeting.

##### *The Induction and Training of Trustees*

New trustees undergo an induction to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles, the Management Board and decision making processes, the business plan and the recent financial performance of the charity. During this induction day they meet the staff and other trustees. Trustees are encouraged to attend appropriate training events which will facilitate efficiency and effectiveness in undertaking their roles.

##### *The Organisational Structure of the Charity*

The Management Board is made up of at least 3 and not more than 10 trustees. It meets monthly and is responsible for providing strategic direction to the charity. A project manager is appointed by the Board to manage the day to day operations of the charity.

##### *Risk Management*

The trustees have identified the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that essential action is taken to minimise those risks.

A risk management plan has been introduced as part of the formal risk management process in order to assess organisational risk and implement appropriate strategies.

The plan takes into account the types of risk faced by the charity, prioritising them in terms of impact and likelihood of occurrence, and identifying means of mitigating the risks.

#### **Objectives and activities**

The charity's object and its principal activity is that of providing low cost social recreational and educational activities for people in the Hartlepool area.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The focus of our activities remain the provision of low cost social, recreational and educational activities. The charity achieves this by providing low cost room hire and lots of recreational classes. All facilities are frequently used by the people in the Hartlepool area.

Having purchased the property from which the charity operates the trustees consider that they have secured the building for the public, who greatly benefit from the use of its facilities. The property was previously owned by the local authority who charged an annual rent for the use of the premises. With the assistance of grant funding and a low interest rate mortgage from Hartlepool Revival Ltd, the building was purchased for £150,000.

## **Hartlepool People Limited**

### **Report of the trustees (incorporating the directors' report) for the year ended 31 March 2016**

#### **Financial review**

The statement of financial activities shows a surplus for the year of £2,974.

Restricted reserves amount to £836,645 (that is those funds committed to projects). Included in restricted reserves are Building and fixed assets to the value of £836,645.

The unrestricted funds of the charity at 31 March 2016 amounted to £193,200 of which free reserves (that is those not tied up in fixed assets) amount to £37,926.

Included in unrestricted reserves is a mortgage of £27,624 secured on the property. The initial mortgage of £85,000 together with funding of £85,554; enabled the charity to purchase the building from which it operates. The considered opinion of the Board is that the Charity will continue at enhanced operational capacity with the continued support of grant funders and the bank.

#### *Reserve Policy*

The trustees have examined the requirement for free reserves, whilst the current level of reserves may prove sufficient, it is the trustees' view that it is prudent to ensure that there are sufficient free reserves at a level which equates to approximately six months unrestricted expenditure. This provides sufficient funds to cover support costs, management and administration and to respond to emergency applications for grants which arise from time to time.

#### **Statement of trustees' responsibilities**

The trustees (who are also directors of Hartlepool People Limited for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Hartlepool People Limited**

### **Report of the trustees (incorporating the directors' report) for the year ended 31 March 2016**

#### **Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board on this 11th day of November 2016.

**Graham Culley**  
**Chair Person**

## **Hartlepool People Limited**

### **Independent examiner's report to the trustees on the unaudited financial statements of Hartlepool People Limited.**

I report on the accounts of Hartlepool People Limited for the year ended 31 March 2016 set out on pages 2 to 15.

#### **Respective responsibilities of trustees and independent examiner**

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the 2011 Act, and to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 the 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 you as 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:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep proper accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Censis*

.....  
**Censis**

Chartered Accountants

**Independent examiner**

Exchange Building

66 Church Street

Hartlepool

TS24 7DN

Dated 14th November 2016

# Hartlepool People Limited

## Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31 March 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total £	2015 Total £
<b>Incoming resources</b>					
Donations	2	1,627	-	1,627	3,675
Charitable activities	3	21,067	-	21,067	21,133
Other activities	4	74,459	-	74,459	64,936
Investment income	5	20	-	20	14
<b>Total incoming resources</b>		<u>97,173</u>	<u>-</u>	<u>97,173</u>	<u>89,758</u>
<b>Resources expended</b>					
Cost of other activities	6	-	-	-	1,630
Charitable activities	7	<u>75,619</u>	<u>18,580</u>	<u>94,199</u>	<u>102,615</u>
<b>Total resources expended</b>		<u>75,619</u>	<u>18,580</u>	<u>94,199</u>	<u>104,245</u>
<b>Net incoming/(outgoing) resources for the year</b>		21,554	(18,580)	2,974	14,487
Total funds brought forward		<u>171,646</u>	<u>855,225</u>	<u>1,026,871</u>	<u>1,041,358</u>
<b>Total funds carried forward</b>		<u>193,200</u>	<u>836,645</u>	<u>1,029,845</u>	<u>1,026,871</u>

The notes on pages 9 to 15 form an integral part of these financial statements.



# Hartlepool People Limited

## Balance sheet as at 31 March 2016

	Notes	£	2016 £	£	2015 £
<b>Fixed assets</b>					
Tangible assets	11		992,954		1,015,833
<b>Current assets</b>					
Debtors	12	12,982		8,511	
Cash at bank		7,572		7,664	
Deposit account		45,140		26,803	
Cash		100		143	
		<u>65,794</u>		<u>43,121</u>	
<b>Creditors: amounts falling due within one year</b>	13	(10,713)		(10,763)	
<b>Net current assets</b>			<u>55,081</u>		<u>32,358</u>
<b>Total assets less current liabilities</b>			1,048,035		1,048,191
<b>Creditors: amounts falling due after more than one year</b>	14		(18,190)		(21,320)
<b>Net assets</b>			<u>1,029,845</u>		<u>1,026,871</u>
<b>Funds</b>	15				
Restricted income funds			836,645		855,225
Unrestricted income funds			193,200		171,646
<b>Total funds</b>			<u>1,029,845</u>		<u>1,026,871</u>

The Balance Sheet continues on the following page.

Company number 02027732

The notes on pages 9 to 15 form an integral part of these financial statements.

## **Hartlepool People Limited**

### **Balance sheet (continued)**

#### **Trustees statements required by the Companies Act 2006 for the year ended 31 March 2016**

In approving these financial statements as trustees of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2016.

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the board on 11 November 2016 and signed on its behalf by

**Graham Culley**  
**Chair Person**

**The notes on pages 9 to 15 form an integral part of these financial statements.**

# Hartlepool People Limited

## Notes to financial statements for the year ended 31 March 2016

### 1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

#### 1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Statement of Recommended Practice 'Accounting and Reporting by Charities' and the Companies Act 2006.

#### 1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

#### 1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

#### 1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	5% straight line
Fixtures, fittings and equipment	-	25% straight line

## Hartlepool People Limited

### Notes to financial statements for the year ended 31 March 2016

#### 2. Income from donations

	Unrestricted funds £	2016 Total £	2015 Total £
Donations	877	877	2,075
Hereema	250	250	-
UK Steel Enterprise	250	250	-
Ward Member Budget	-	-	1,350
Hartlepool Round Table	250	250	250
	<u>1,627</u>	<u>1,627</u>	<u>3,675</u>

#### 3. Income from charitable activities

	Unrestricted funds £	2016 Total £	2015 Total £
HVDA - Clinical Commissioning Group	2,747	2,747	8,133
1989 Willan Charitable Trust	2,000	2,000	-
The Clarence House Trust	750	750	750
Sir James Knott Trust	3,000	3,000	-
Hartlepool Borough Council - Community Pool	-	-	5,000
Persimmon	1,000	1,000	-
The Reso Charitable Foundation	10,000	10,000	-
The Hiden Charitable Trust	-	-	1,500
John Paul Getty Jnr Charitable Trust	-	-	5,000
The Mears Foundation	-	-	250
Woodroffe Benton Trust	-	-	500
Greggs Foundation Trust	1,570	1,570	-
	<u>21,067</u>	<u>21,067</u>	<u>21,133</u>

#### 4. Income from other activities

	Unrestricted funds £	2016 Total £	2015 Total £
Room Hire - Footprints	28,547	28,547	21,941
Room Hire - Other	45,912	45,912	32,839
Out of School Hours	-	-	6,048
Other	-	-	4,012
Fundraising events	-	-	96
	<u>74,459</u>	<u>74,459</u>	<u>64,936</u>

# Hartlepool People Limited

## Notes to financial statements for the year ended 31 March 2016

### 5. Investment income

	Unrestricted funds £	2016 Total £	2015 Total £
Bank interest receivable	20	20	14
	<u>20</u>	<u>20</u>	<u>14</u>

### 6. Cost of other activities

	2016 Total £	2015 Total £
Out of School Club	-	1,630
	<u>-</u>	<u>1,630</u>

### 7. Analysis of support costs

	Support Costs £	Comm Asset £	2016 Total £	2015 Total £
Staff costs	34,506	-	34,506	48,169
Volunteer Expenses	604	-	604	520
Rates and water	1,557	-	1,557	711
Light, heat and water	13,029	-	13,029	11,263
Repairs and maintenance	3,429	-	3,429	4,479
Cleaning	998	-	998	2,131
Insurance	4,069	-	4,069	4,358
Printing, postage & stationery	1,038	-	1,038	967
Telephone	1,084	-	1,084	1,229
Donations	-	-	-	30
Website & branding design	-	-	-	119
Licences	285	-	285	276
Accountancy charges	1,417	-	1,417	1,369
Advertising	82	-	82	-
Sundries	2,918	-	2,918	1,008
Bank Charges	-	-	-	25
Depreciation	4,299	18,580	22,879	25,961
Interest on loan	6,304	-	6,304	-
	<u>75,619</u>	<u>18,580</u>	<u>94,199</u>	<u>102,615</u>

## Hartlepool People Limited

### Notes to financial statements for the year ended 31 March 2016

#### 8. Net incoming/(outgoing) resources for the year

	2016 £	2015 £
Net incoming/(outgoing) resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	22,879	25,961

#### 9. Employees

Employment costs	2016 £	2015 £
Wages and salaries	34,233	43,438
Social security costs	-	73
	34,233	43,511

No employee received emoluments of more than £60,000 (2015 : None).

#### Number of employees

The average monthly numbers of employees during the year, calculated on a headcount basis:

	2016 Number	2015 Number
Charitable activities	2	2
Management & administration	1	1
	3	3

#### 10. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

# Hartlepool People Limited

## Notes to financial statements for the year ended 31 March 2016

### 11. Tangible fixed assets

	Land and buildings freehold £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>			
At 1 April 2015 and At 31 March 2016	1,139,406	62,603	1,202,009
<b>Depreciation</b>			
At 1 April 2015	123,690	62,486	186,176
Charge for the year	22,788	91	22,879
At 31 March 2016	146,478	62,577	209,055
<b>Net book values</b>			
At 31 March 2016	992,928	26	992,954
At 31 March 2015	1,015,716	117	1,015,833

### 12. Debtors

	2016 £	2015 £
Trade debtors	12,847	8,219
Other debtors	135	292
	12,982	8,511

### 13. Creditors: amounts falling due within one year

	2016 £	2015 £
Bank loan	9,434	9,434
Other taxes and social security	244	294
Accruals and deferred income	1,035	1,035
	10,713	10,763

# Hartlepool People Limited

## Notes to financial statements for the year ended 31 March 2016

### 14. Creditors: amounts falling due after more than one year

	2016 £	2015 £
Bank loan	18,190	21,320
Trade creditor	-	14,226
	<u>18,190</u>	<u>35,546</u>

A mortgage debenture is held as 1st charge over the charity's property.

### 15. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2016 as represented by:			
Tangible fixed assets	156,257	836,645	992,902
Current assets	65,794	-	65,794
Current liabilities	(9,678)	-	(9,678)
Long-term liabilities	(18,190)	-	(18,190)
	<u>194,183</u>	<u>836,645</u>	<u>1,030,828</u>

### 16. Unrestricted funds

	At 1 April 2015 £	Incoming resources £	Outgoing resources £	At 31 March 2016 £
Unrestricted Fund	48,712	97,173	(73,764)	72,121
Building	122,934	-	(1,855)	121,079
	<u>171,646</u>	<u>97,173</u>	<u>(75,619)</u>	<u>193,200</u>



## Hartlepool People Limited

### Notes to financial statements for the year ended 31 March 2016

#### 17. Restricted funds

	At 1 April 2015 £	Outgoing resources £	At 31 March 2016 £
The Community Asset Fund - Fixtures & Fittings	117	(91)	26
The Community Asset Fund - Building	855,108	(18,489)	836,619
	<u>855,225</u>	<u>(18,580)</u>	<u>836,645</u>

#### Purposes of restricted funds

##### *Community Asset Capital fund*

##### *The Community Asset Building Fund*

The Community Asset Building Fund represents the net book value of the capital refurbishment of the building.

**Hartlepool People Limited**

**The following pages do not form part of the statutory accounts.**

# Hartlepool People Limited

## Detailed statement of financial activities

For the year ended 31 March 2016

	2016	2015
	£	£
<b>Incoming resources</b>		
<b>Incoming resources from generating funds:</b>		
<i>Donations</i>		
Donations	877	2,075
Hereema	250	-
UK Steel Enterprise	250	-
Ward Member Budget	-	1,350
Hartlepool Round Table	250	250
	<hr/>	<hr/>
	1,627	3,675
<i>Other activities</i>		
Room Hire - Footprints	28,547	21,941
Room Hire - Other	45,912	32,839
Out of School Hours	-	6,048
Other	-	4,012
Fundraising events	-	96
	<hr/>	<hr/>
	74,459	64,936
<i>Investment income</i>		
Bank interest receivable	20	14
	<hr/>	<hr/>
	20	14
<b>Total incoming resources from generating funds</b>	<hr/>	<hr/>
	76,106	68,625
<b>Charitable activities</b>		
HVDA - Clinical Commissioning Group	2,747	8,133
1989 Willan Charitable Trust	2,000	-
The Clarence House Trust	750	750
Sir James Knott Trust	3,000	-
Hartlepool Borough Council - Community Pool	-	5,000
Persimmon	1,000	-
The Reso Charitable Foundation	10,000	-
The Hiden Charitable Trust	-	1,500
John Paul Getty Jnr Charitable Trust	-	5,000
The Mears Foundation	-	250
Woodroffe Benton Trust	-	500
Greggs Foundation Trust	1,570	-
	<hr/>	<hr/>
	21,067	21,133
<b>Total incoming resources</b>	<hr/>	<hr/>
	97,173	89,758

## Resources expended

### Costs of generating funds:

## Hartlepool People Limited

### Detailed statement of financial activities

#### For the year ended 31 March 2016

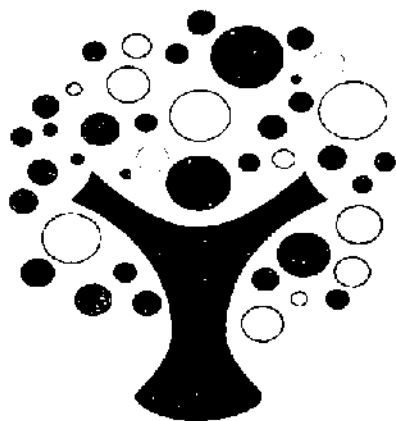
<i>Out of School Club</i>			
Household & cleaning expenses	-	22	
Travel and transport expenses	-	1,408	
Telephone	-	40	
Printing, postage & stationery	-	2	
Refreshments & catering	-	140	
OSH activities	-	18	
	<hr/>	<hr/>	
		-	1,630
		<hr/>	<hr/>
<b>Total cost of generating voluntary income</b>		-	1,630
		<hr/>	<hr/>
<b>Total costs of generating funds</b>		-	1,630
		<hr/>	<hr/>

## Hartlepool People Limited

### Detailed statement of financial activities

For the year ended 31 March 2016

	2016 £	2015 £
<b>Charitable activities</b>		
Staff costs	34,506	48,169
Volunteer Expenses	604	520
Insurance	4,069	4,358
Rates and water	1,557	711
Light, heat and water	13,029	11,263
Repairs and maintenance	3,429	4,479
Telephone	1,084	1,229
Printing, postage & stationery	1,038	967
Licences	285	276
Catering & refreshments	-	-
Cleaning	998	2,131
Advertising	82	-
Website & branding design	-	119
Accountancy charges	1,417	1,369
Sundries	2,918	1,008
Donations	-	30
Bank Charges	-	25
Interest on loan	6,304	-
Depreciation	22,879	25,961
Total charitable expenditure	<u>94,199</u>	<u>102,615</u>



# Hartlepool People Centre

## Annual Report



**A voice in your community 1983 - 2016**

## Hartlepool People - A voice in the community 1983 to 2016

Hartlepool People is a voluntary organisation running a large community resource centre, dedicated to promoting and addressing the needs of the people of Hartlepool.

The main aim of Hartlepool People is to develop personal skills, self-confidence and quality of life, thereby improving realistic expectations of employment in Hartlepool.

This is achieved through a varied and regular programme of skills, educational and recreational classes, and a wide variety of volunteer and training opportunities.

## Chairperson's Report

This year has been a real challenge just like all the previous years and, as in all the previous years, we have survived and the reason for this is we have a great team here at Hartlepool People Centre and things run very smoothly, thanks to Lin at the helm . Earlier in the year her able assistant Becky left after 13 years wonderful service to HPC to study at university and we wish her well, Gordon took over Becky's role and has done a sterling job in both the admin and the begging letter side of HPC, which is something Gordon has done very well for HPC in the past few years, well done Gordon ! And a big thank to all the funders who, with their donations, helped us to survive. Room hire is up which is great and what we need , it is good to see the probation service using the building on a regular basis after all the building used to be the police station, nice to see the Dogs Trust also using HPC. Loll's cafe is bringing people through the doors with that smell we all love (Food!) and I wish them well with their venture. The decision we made last year to close the Out of School Ours club has helped our situation greatly, as we now rent the area to the day nursery and the extra income is a real benefit, I would like to say a big THANK YOU TO LIN, our project manager, for all the hard work in her role and in her fund raising efforts, well done Lin. Thanks go to Jean for all her hard work and enthusiasm, also Jacqui our cleaner/receptionist/I'll sort it a big THANKS, Allan and Maddie, our helpers on reception, thank you, last but not least thank you to all the board members for your support over that last year.

Graham Cully  
Chair Person



## Treasurer's Report

It's nice to be able to start the report by saying that things are looking up. It's been a year where attendances have grown - between April 2015 and March 2016, 31537 people passed through the doors, an average of 2638 per month. This goes to show that the Centre is a much loved and much needed institution.

It also brings in much needed income through the room hire from the many diverse groups that use the building. There have been times when staff have been rushed off their feet - these are the times they enjoy most, as the Centre is busy, time passes quickly and when everything goes well (which is 99.9% of the time), everyone has the feeling that they're obviously doing things right.

Once again, the difficulty of getting funding from the various trusts and companies that we apply to has been noticeable by the number of grants obtained. We were thrilled to receive one grant of £10,000 in January, and we received a few smaller grants, but it's difficult - however, we soldier on and keep trying.

Staff, volunteers and board members are always trying to think up ideas for raising money, be it craft fairs, our own Ebay account or writing to local companies for support - whatever it takes, we'll try it.

As always, I must thank the staff and volunteers for their amazing efforts throughout the year - it's wonderful to have people who so obviously enjoy their work. Lin, the project manager, works tirelessly and always has a smile for everyone. Becky, until leaving to go to university, always helped to keep the Centre ticking over, and Jacqui keeps everything running smoothly during the late afternoon and evening shift. We are so lucky to have people like this - and we mustn't forget Madeleine and Alan who are our volunteers on reception - we really appreciate their help.

We look forward to another year and hope that it will at least be as good as this one -if it's better, that's a real bonus for the Centre and all concerned.

Gordon Lathan  
Treasurer

## **Project Manager**

Hard to believe that another year has passed and here I am again writing my thoughts for the Annual Report and holding our Annual General Meeting.

My mum used to say that as you get older the years go faster, of course I didn't believe her but it is so true. This will be my 22nd AGM at Hartlepool People, where have those 22 years gone. My employment with Hartlepool People started in 1990 but I had been volunteering for about a year before that. Little did I know then the journey I was embarking on and the joy (and tears) that working with this wonderful organisation would bring me. Now its 2016 and the voluntary sector in Hartlepool is very different. Sadly this is due in part to the dramatic loss in funding that is available now for grants, many of our partner organisations have had to close or greatly reduce the services they provide. We have been very fortunate and thanks to the support of Footprints and The Probation team who run their services from our building we have had a successful year and the doors I feared would close have remained open for us to continue our work for the community in Hartlepool.

During the spring and summer months we worked with some new organisations, these included the Royal British Legion who continue to support our serving, injured and retired service men and women. The Men's Shed group also started to meet here, these were a lovely group of men looking to set up a hobby group and it was really nice having a group especially for men. The group became very successful and needed more space that unfortunately we could not provide. But, the good news is the group have their own premises and run from Men's SHED in Osborne Road.

We were approached by Dog's Trust to host "Chipping and Health Check Days". After a discussion with the Board of Directors we agreed and it has been some of the loveliest days we have held at Hartlepool People. To see the love people have for their dogs is truly heartening and we are so proud to say that over 300 dogs have been chipped and health checked over the days we have held these events. Yet another way that Hartlepool People are supporting the whole community in our town.

Our volunteer tutors work tirelessly and hold some wonderful groups at Hartlepool People. Photography has a huge following and the art group produce some beautiful work. Our line dance and fitness are really popular and provide both fun and exercise. One of our volunteers started a new craft group and it has grown in numbers and has spread into a whole day of craft and art. The group have a wide range of talented members who are happy and willing to pass their skills on to new members of any age and ability. We continue to work with our partners across the town, Life Long Learning, Whitby Street, The probation service, Lifeline, The Refugee Service, Mind and many more. These groups provide numerous and varied support for people and families across our town

In July I was approached by a two gentlemen interested in opening up a café from our building. As many of you will remember we have had a couple of cafes over the years and they have been a big miss since closing. After discussing their business plan with the board of directors the café was opened in September 2015. This has proved to be very successful and Laurence and Paul who run the café have become part of our family. They provide a wide range of meals, snacks and sweet treats all freshly cooked. They also provide outside catering and delivery.

September 9<sup>th</sup> 2015 was a sad day for us at Hartlepool People. My assistant of twelve years left to go to university. Becky started with us a young, shy girl and left us a confident, efficient, motivated woman. To say that she will be a big miss is putting it mildly. I will miss her wise words and guidance and smile that never ceased to cheer me up even on dark and stressful days. Her shoes will be hard to fill but I am delighted to say that our volunteer Gordon accepted the post and is loving the challenge.

Christmas saw us deliver another fantastic Christmas Party for families in need. We are so lucky to have local companies who donate cash, raffle prizes and non-perishable food so that we can put this party on. I have been part of those parties for over 20 years and some of the parents who bring their children were once the children attending the parties. It is a magical night (hard work for weeks before) and one that is loved by everyone at Hartlepool People.

Our "free to a good home" table and book library has been very successful again this year. It is so worthwhile and heartening in this day of I pads and Kindle to see how many people still love books.

Fundraising this year has been particularly hard. Due in part to the loss in grants from the local authority and trusts with funding available for community projects like us, we have relied more and more on our internal income to finance the project. I would like to say a personal thank you to all our groups as you are the ones keeping the doors to this beautiful building open, from your room hire to your donations. Rest assured we are working tirelessly to fundraise whenever we can. We sincerely thank you for all the help and support you give us, from your time to the bottles of cleaning products, tea bags and biscuits.

I will bring my report to an end by saying a huge thank you to every one of our groups and individuals who come to Hartlepool People.

I would especially like to thank my team of staff and volunteers for everything they do for Hartlepool People and me. To still have them working for this wonderful project after so many years is a joy and a testament to Hartlepool People and the work we do to support groups and individuals in Hartlepool.

Thank you to the Board of Directors who ensure that Hartlepool People operate the way it should; they give their time and commitment and support me and our small but mighty staff team. To Gordon and Jacqui a special thank you for everything.

As always, I end with my lovely dads words. "Onwards and Upwards".

Love and Light

*Lin*

## **Group and Admin Support Officer**

As some of you know, Becky, our previous group and admin support officer, left in September last year to start university. Lin, the project manager, and the management committee offered me the chance to take over from Becky, and I gladly accepted. I would like to thank her for making the transition period for me so easy by showing me the ropes and keeping me right! She did a wonderful job for the last thirteen years, so I have a lot to live up to - many thanks, Becky, we'll all miss you.

Many of the groups involved with the People Centre continue to go from strength to strength. The Monday morning craft group is very popular, and the ladies turn out some amazing pieces of work, either for their own use, or for sale for various charities. The members of the afternoon art group are very loyal and although they are small in number, they make up for it with their enthusiasm. Line dancing classes are held three times per week, the Camera Club meet twice a week and other groups such as AA, Al-Anon, Tuesday Art Group, Tae Kwan Do, Table Tennis, sewing, drama and a spiritual group meet every week. The Probation service also use the Centre three days a week. During term time, Adult Education hold many and varied classes in the building, and we see many regulars every week. We also have a counsellor who holds sessions during the week. All of them seem to enjoy coming here, and we are very happy to have them use the premises - the buzz in the building when it is busy is invigorating.

The staff and volunteers always amaze me with their enthusiasm - I found out when I was volunteering that the Centre gets into your blood, and I am not surprised that the staff have been here for years, and that the volunteers keep coming week after week, year after year.

I would like to thank all of the groups, Centre users, staff and volunteers for making the transition period between Becky leaving and my getting used to what I was doing so easy and pleasant! Thank you all, and I look forward to seeing you all at the Centre in the future.

Gordon Lathan

## **Maintenance, Cleaner and Receptionist**

Another good year has gone by, and I still love my job, could never imagine working anywhere else, it really is a home from home.

This year we were all sad to see Becky go off to university in September, but she knows she has all of our best wishes and support on her new path.

We are hoping to get a bit of money together to have the building professionally cleaned, so I can keep on top of it a lot easier.

It's that time of year to start thinking of Xmas again, and another children's party, and also time to reflect on our good luck to still be here. I like to think the reason for that is an excellent staff team, who have the best interests of Hartlepool People at heart, and also of each other.

Long may we continue.

Jacqui Todd

## **Volunteer Receptionist**

I have been working at Hartlepool People Centre for ten years and I love working there with my boss Lin Craddy because she is a kind and caring person to be around. I work on the reception desk and I start my work and I sit in my chair and I let people in and out of the building. I work on a Tuesday and a Thursday, my duties include tidying and arranging of the leaflet and book displays, photocopying, make cups of tea, directing people to their rooms. I also answer the telephone I have to speak slowly to the customers and be polite. I would like to thank everyone I work with, Jacqui I like working with you because you make me laugh constantly and I enjoy helping you with the cleaning. Jean and Gordon you make me feel very welcome you are both very good people. Paul and Lawrence you are great friends to me and make lovely food, keep cooking. Becky you are my best friend you have achieved a lot in your job and work, welcome back Beckyboo.

**Madelene Dawkins**

A huge thank you to everyone who has contributed grants and donations to Hartlepool People Centre throughout the year :

The Reso Charitable Foundation  
Miss W.E. Lawrence 1973 Charitable Settlement  
The 1989 Willan Charitable Trust  
Persimmon Charitable Foundation  
Clarence House Trust

Also many thanks to those who donated to the children's Christmas party

Mr. Mrs. P Hill  
Dowen Estate Agents  
Hartlepool Round Table  
Heerema Hartlepool  
Tesco Stores  
Cash For Kids (TFM Radio)  
Greggs Foundation  
Marks and Spencer's



<b>Aims</b>	<b>Classes</b>
A self help group that meets to share craft skills that include, crochet, cross stitch and knitting. The group is informal and volunteer led.	Knit and Natter
Provides classes for people wanting to learn more about all aspects of photography. This is volunteer led.	Night Photography
Provides holistic support for recovering alcoholics.	AA
Provides a saving scheme and low interest rate loans.	Credit Union
Provides day care, holiday care and out of school care for children aged from birth to 11 years old.	Footprints Day Nursery
Fitness and self-defense class.	Tae Kwan Do
Warren Road is a group of special needs clients, who use the Centre to do art and drama, giving them a chance to mix with people from other communities, some of whom volunteer in Hartlepool People Centre.	Warren Road Special Needs Support Group.
Provides classes for adult learners which cover a wide range of activities and skills e.g. nervous about numbers, health and social care, IT, improve your English sign language, computer for beginners, substance misuse awareness, deaf awareness and communication, cup cake creations, introduction to patch work and quilting, paper crafts, drawing and painting, make do and mend, silk crafts, batik painting, baby signing, read and rhyme, make your own story stack, family reading breakfast, GCSE maths, functional maths, Spanish for beginners and ESOL (beginners and intermediate). Courses and times change each year.	Hartlepool Lifelong Learning Adult Education Partnership.
Providing foster and first aid training.	Social Services
Provides social interaction and keep fit for the user, from beginner to advanced.	Line Dancing
Provides skills learning and interaction, this is volunteer led.	Hartlepool People Art Group
An occasional group	U3A Gardening Group
Relaxation techniques	Spiritual Workshop and meditation
Counseling service	Mental Health Matters
Activities giving families the opportunities to learn together.	Family Learning
A group supporting families	Dementia Awareness

Occasional meetings, helping dog owners and dog health.	The Dogs' Trust
Seasonal sport for all ages.	Table Tennis
Occasional meetings	Health Watch
Support, advice and information for families affected by a loved one's alcohol misuse.	Alanon
Support for people with drug problems - occasional meetings	DISC
Giving people the knowledge and support to improve their way of life.	Life Skills
Volunteer led group that enjoy doing a wide range of crafts including knitting, sewing, cross stitch, making bags and sewing boxes and many other crafts.	Happy Crafters
Support group - occasional meetings	Positive Support In Tees
Support group - occasional meetings	Social Inclusion
A group dedicated to the maintenance and history of the war memorial in Hartlepool.	Friends of Victory Square
Support group - occasional meetings	Epilepsy Outlook
Support Group - occasional meetings	Lifeline Project
Support group - occasional meetings	Refugee/Asylum Service
Support group - occasional meetings	Hartlepool Access Group
Meets to give the public medical checks and discuss there services to users within our centre.	Health Bus
Service that provides help and advice with creating cvs and supporting clients back to employment.	National careers service
Supporting individuals to make changes to their lives to help integrate them back into the community.	National Probation service
Teaching English to people who speak various different langues, to help integrate within the community.	ESOL

Support Groups   Educational   Social Groups   Fitness groups

## Words from our Lovely Groups

### Hartlepool AA Group

Another wonderful year for the Hartlepool Group of Alcoholics Anonymous. We are blessed to be able to use the premises in this vital life changing work. It really is a community facility with a heart of gold.

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### Member of the Art Group

I find the People Centre very welcoming and I enjoy the Art Group. There is no pressure and everyone is very helpful and caring. The Centre gives me somewhere to come each week and get out and socialize. If the Centre did not exist a great many people would be very lonely and find themselves in isolation.

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### Members of the Craft Class

As a carer of a loved one, this class is my "me" time, where I sit and relax, enjoy the crafts and I benefit from the company. I look forward to my couple of hours stress free time every week.

This class has allowed me to make many friends and gives me a reason to leave the house. I get to not only create crafts but it is a very relaxed atmosphere with a great bunch of ladies who are great listeners.

I attend the weekly Craft Group which I thoroughly enjoy. I'm only learning new skills at present but the friendly atmosphere puts me at ease so much so I'm not afraid to ask for help. The group is also a source for emotional support when needed. I am very grateful to Jean, who pulls the group together every week, giving up her free time - it is very much appreciated.

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### Line Dancing

We're very grateful to the People Centre for letting us hold our weekly line dancing class there. For some of our dancers, it is the only exercise and/or social interaction they get each week. Without the use of their beautiful hall, our class would have folded by now. There aren't many suitable buildings in Hartlepool that can accommodate a class of mixed ages and abilities like

ours. The People Centre means a lot to us and is such an important asset to our community.

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#### Camera Club

Another good year we have had, the facilities are exceptional. We have the use of many rooms and it is greatly appreciated. We need internet to install software and this would enable use to relay evening presentations to members of the public who are unable to attend due to sickness or housebound. Staff are very accommodating and welcoming and we feel strongly that we are very fortunate to have these facilities available to our users and the community.

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#### Tuesday Art group

Comfortable environment for our social meetings. We have used the Centre every week for many years. Staff are always helpful and friendly. Our meetings probably would not survive if it were not for such an accessible venue. We are pensioners and the ramp and lift access is necessary for us. The sink in the room means we can easily wash out our brushes after use. We also find that it keeps us socialising and an incentive to do things together for many of us we are widowed and the company is a great relieve.

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#### Hartlepool & District U3A

Can it really be a year since I last made a report to the People Centre on the activities of the U3A Archaeology & History Group but it is a fact.

Thanks to the excellent facilities available at Raby Road and the quality of the people running the Centre, we have a marvelous base to operate from to run our lecture and visits programme, for which we do get praise from our own U3A by the way! In addition to a bright and cheerful lecture room, we also have access to the cafe facilities, for we do like to feed both the mind and the body during the course of our programme.

Once again, the year has seen us take in some excellent lectures with talks on events that have also reached the media. The Battle of Waterloo, The loss of George Mallory on Everest, the Zurbaran Paintings at Auckland Castle and the Life of Ralph Ward Jackson, who founded the port of West Hartlepool, have all been covered and with the special Festival of Christmas we do try and have a lighter lecture, this time it was the Myths and Legends of Christmastime.

Between Lectures the group gets out and about our local area which is amazingly rich in historical sites; and the 15 into 16 year has seen us at Guisborough, as the Bruce family from the area were responsible for the start of the medieval town of Hartlepool, the city of Ripon, Carbridge town on the Tyne and the beautiful Mount Grace Priory, just a half hour drive from town, and a hidden gem. We also attended Bowes Museum at Barnard Castle to see the touring V & A "Shoes" Exhibition and the outstanding display of paintings celebrating womanhood in the "The English Rose" with items from throughout the UK. Not forgetting the "Swan" automaton which is always worth visiting Bowes to see. Plans are well underway as this report is being made to put together another busy year of lectures and visits and we all look forward to operating out of Raby Road.

Chris McLoughlin

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### Lolls Café

Myself and Paul have been working with the Hartlepool People Centre since the beginning of September 2015. Setting up a new business can be very stressful, organising delivery of equipment and the general to-ing and fro-ing from premises to ensure that everything was set up and in place for the grand opening. Saying that, although it was stressful, Hartlepool People Centre and the manager Lin was very accommodating, having had a café on the premises previously, we were able to ask advice, which was extremely helpful. In the end, it was not as bad as we had feared.

Hartlepool People kindly said we could take over providing the centre users with refreshments, and we tailored our menu to suit the needs of the Centre users asking for feedback, this way we now have regular customers because we are providing them with exactly what they have asked for. The building is very grand and the staff are all extremely helpful and friendly.

We have been in business for 15 months and we have evolved a lot. Through one of our feedback sessions, we found the need for a delivery service which is now in place. We also provide buffets, when requested by clients holding conferences at Hartlepool People Centre.

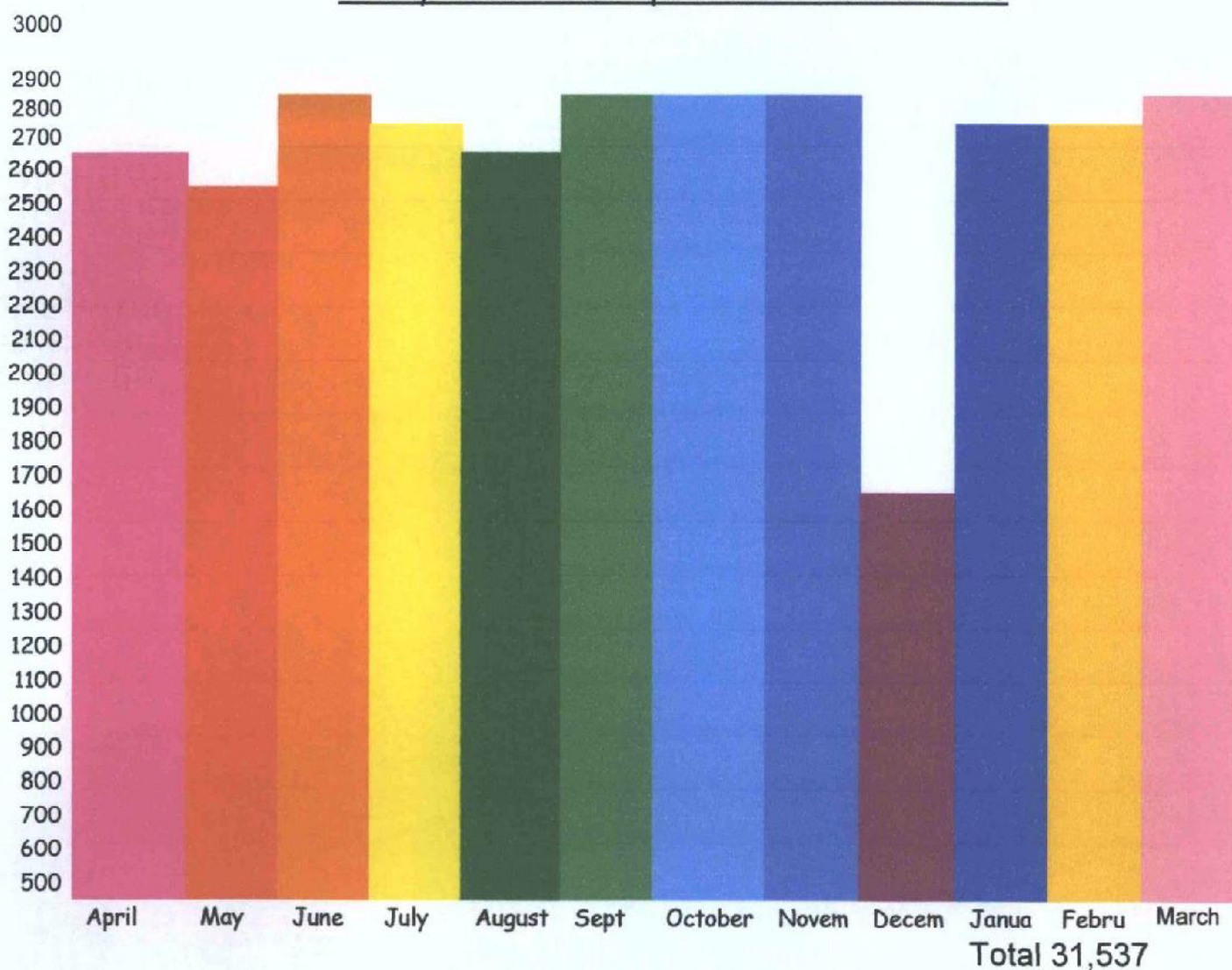
We believe in giving back to the community and, with that in mind, we catered and volunteered our time to Hartlepool Peoples Centre's annual Christmas party, which was extremely rewarding. We also got involved with

Macmillan coffee morning and we support other local charities by having collection tins for Marie Curie cancer support. We offer work placements for the Job Centre for people to gain work experience helping them back to employment.

We have great plans and ideas for 2017 with additions to our menu, coffee mornings, discount days and lots more.

Laurence and Paul

### Yearly Attendance April 2015 to March 2016



Last years attendance was 29,783.  
An increase of 1754 clients using  
our services