



## **Easington Lane Community Access Point**

Trustees Report for the year ended 31 March 2019.

The Trustees presents its directors' report and independently examined financial statements for the year ended 31 March 2019.

### **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:**

Mr H G Watson M.B.E.	President	
Mr I Grey	Chair	Resigned 08.02.19
Mrs R Grey	Vice-Chair	
Mrs J Merton	Secretary	
Mrs E Grey	Treasurer	
Mrs L Cleary		
Mr G Corner		
Cllr D Geddis		
Mr J Hogan		
Mrs A Ivison		Appointed 12.07.18
Mr D T Mabon		Resigned 30.07.18
Mr R Moody		Appointed 12.07.18
Mrs C Smith		
Mr D T Todd		

**Sunderland City Council Representative:**

Cllr C. Rowntree Appointed 31.05.18

**Principal Staff Members:**

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

**Advisors:**

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

Bankers: Barclays, Newbottle Street, Houghton-le-Spring, DH4 4AE

## **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 in excess of 10 years and at the moment has a fleet of 3 minibuses.

### **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 24<sup>th</sup> 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 both Ian Grey and David Mabon who resigned as Trustees during the last year, with Ian Grey serving as Chair at the time of his resignation. The Board would also like to acknowledge their appreciation to Evelyn Grey for her services as Treasurer following her decision not to seek re-election at the forthcoming AGM,

### **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.

Many individuals continue to contribute freely of their time and energy to ELCAP on a voluntary basis in the following capacity:

- Minibus drivers and Transport assistants
- Reception cover
- Shop cover
- Maintenance and housekeeping
- Gardening
- Event and activity operations

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 and Gentoo etc.



### 3. Achievements and Performance

#### 3.1 Activities

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

The last financial year has seen continued growth and development in all areas of the charity. The established activities of previous years were maintained during the last year together with the introduction of new activities and the expansion of a number of activities.

Through the securing of additional grant funding we were able to recruit a part-time Driver employed to work within the Community Transport Scheme and also increase the working hours of both the Centre Coordinator and the Events Coordinator. Our staff team now comprises 5 staff members employed for a total of 112 hours a week.

The 90<sup>th</sup> Anniversary of the opening of our building saw a number of monthly activities culminating in a Celebration Afternoon Tea for the benefit of our volunteers along with members of public drawn from our own activities and the User Groups.

The centenary of the end of the 1<sup>st</sup> World War was marked with ELCAP unveiling its Knotted poppy display in the Memorial Garden and also on the exterior of the premises, holding its usual Remembrance Sunday Service in the Memorial Garden and also hosting the Fellowship of Churches Remembrance Concert.

Partnership working continued throughout the year as we worked alongside local statutory and voluntary sector organisations to ensure that the activities we run or host complement each other and benefit the society in which we serve. Where services and activities are already offered by one of our User Groups or partner then ELCAP seeks to complement what is already being provided with additional and beneficial activities.

Looking at our premises and open spaces the main changes to be seen are the installation of new front and rear doors to the main building, internal doors to the hall, the installation of SMART TV's in our two training rooms and a number of raised beds built towards the creation of our Community Garden and allotment. The main building's front door, rear fire door and upstairs fire door were all replaced during the year and a roller shutter fitted to the rear fire door. CCTV and the burglar alarm systems were all updated throughout the year.

Together with the User and Community Groups that use our premises and our own events our typical offering now looks like:

Weekly:	Food Bank, OPEL Lunch Club, 5 Toddler sessions, after school club, 3 exercise classes, craft class, numeracy and literacy support, 3 Slimming World sessions, Shopping Bus, IT support session incl family history, Brass Band Practice
Fortnightly:	Disabled Club, Senior Citizens Club, Ladies Club
Monthly:	Coffee Morning, Rock n Roll Night, OPEL Tea Dance
Seasonal	Fayres and events
School holidays:	Tuesday Activity Days

Securing Grant funding has continued to be a major exercise over the last year with funding secured as follows:

Transport	3 Together Big Local, Barbour Foundation, Hadrian Trust, Joicey Trust, Murton Parish Council, Sir James Knott Trust
Events (incl salaries)	Sunderland City Council's Coalfields SIB funding
Salaries	Ballinger Trust, Sobell Foundation, The Worshipful Company of Grocers

Community Garden

Co Durham Community Foundation, Finnis Scott Foundation, Greggs Foundation, People's Postcode Lottery, Sunderland City Council's Coalfields SIB funding

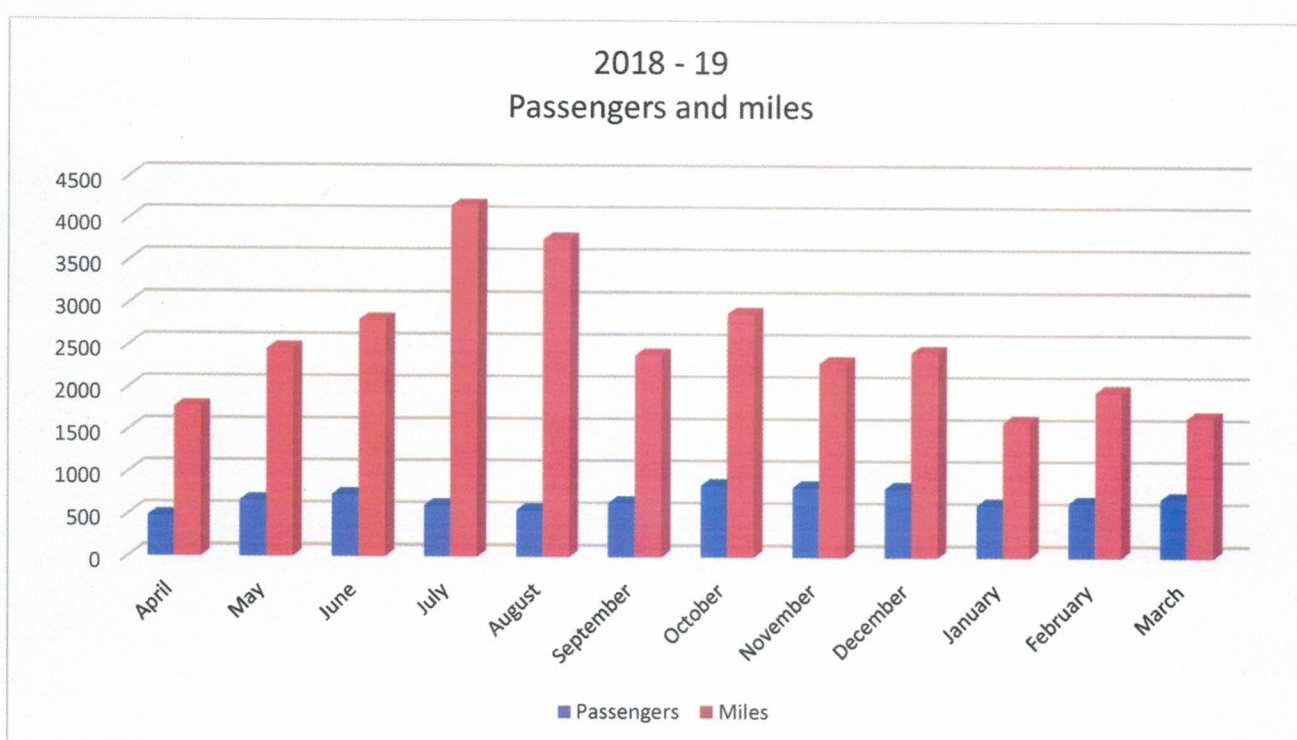
Other projects

Co Durham Community Foundation, Greggs Foundation,

Grant funding applications are ongoing to further develop the centre, transport scheme and the activities and events we offer.

For the second year in a row the Transport scheme developed through the acquisition of an additional mini-bus and as previously mentioned the recruitment of an additional driver. The last financial year saw Transport scheme provide in excess of 8,000 passenger journeys. The trips included social outings, educational outings for schools and nurseries, residential homes and our regular shopping bus service. With the additional mini-bus we have seen the service become more flexible to the demands of those who use the Community Transport Service.

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

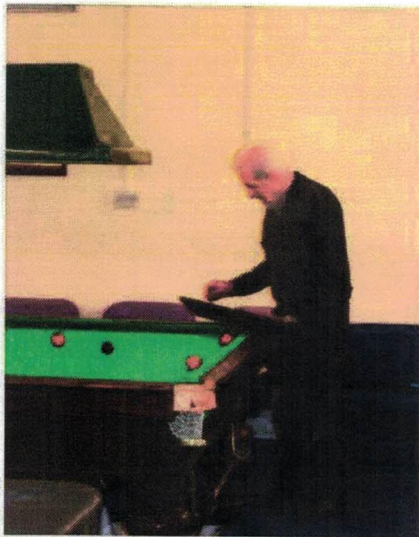


The increase in staff hours enabled the Centre to open once more on a Friday afternoon so making the facilities of the IT suite, charity shop, heritage display and snooker room available even longer.

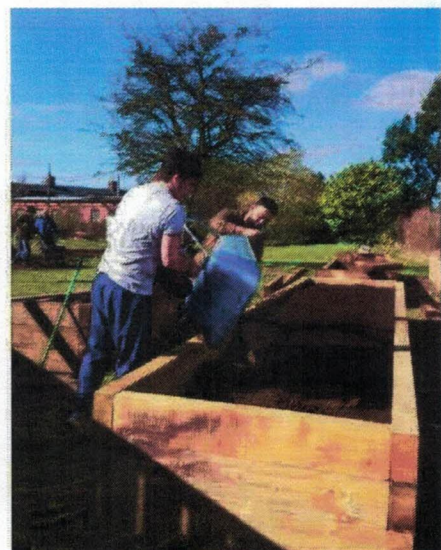
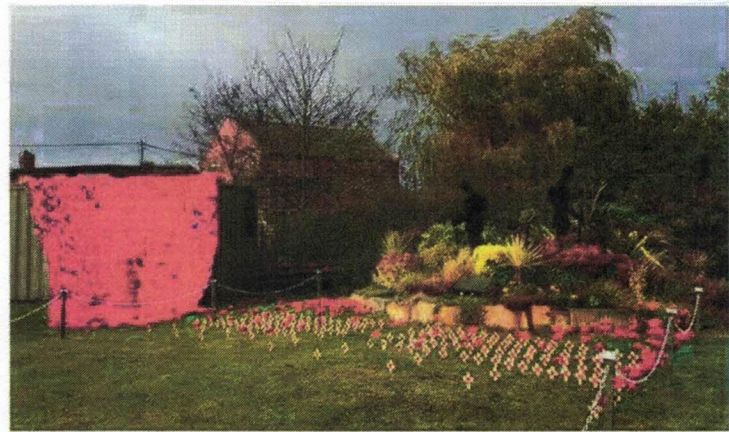
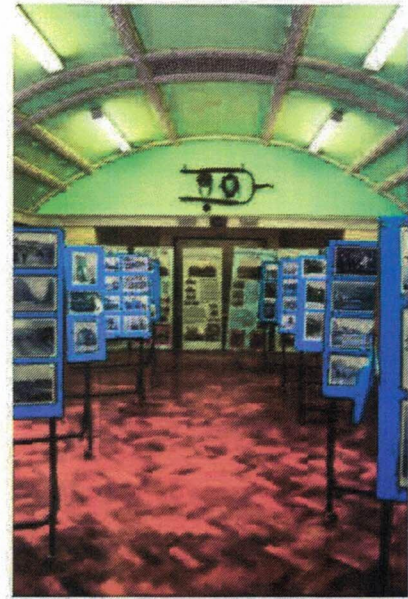
The staff members have supported the Directors in this growth by providing advice and guidance on strategy and governance as well as operational matters.

The last year has seen ELCAP maintain its profile and presence within the local community, the local Voluntary Sector and with funders. We continue to be present at the monthly area Voluntary Sector Network meetings and take an active role within the network and this has led to numerous cross referrals in the last year which have strengthened our position in the sector.











## 3.2 Developments

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

### 3.2.1 Governance

- 3.2.1.1 The new financial year will see the introduction of Board Sub-Committees to support the Board and its work in overseeing the operation and development of ELCAP.
- 3.2.1.2 Fundraising will remain a priority to ensure core costs, event costs and development costs are covered especially if the financial support from the City Council is no longer available.
- 3.2.1.3 Should the financial support from the City Council be no longer available then ELCAP will secure new and affordable contracts to replace those services that are currently provided by the City Council (eg Legionella, Fire Safety and Emergency Lighting checks and associated remedial action).
- 3.2.1.4 Fundraising to secure the services of an Administrator will be investigated this year as the work of ELCAP grows and develops.
- 3.2.1.5 ELCAP will continue to play a full and active part in the local Voluntary Sector Networks and Groups.

### 3.2.2 Community Transport

- 3.2.2.1 The Board have agreed that the purchase of a new minibus will be a priority in the coming year.
- 3.2.2.2 Further funding to secure additional driver hours will also be sought to maximise the availability of the fleet to local community groups.
- 3.2.2.3 To remain compliant with the conditions of operating under a Section 19 permit and to make any adjustments as and when those conditions may change.

### 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.
- 3.2.3.2 New groups linked to the garden will be established once the Community Garden and Allotment is completed.
- 3.2.3.3 Low or dropping attendances will see marketing campaigns launched to increase attendance before considering alternative activities.
- 3.2.3.4 Collaborate with User Groups and supporters to facilitate charity fundraising events.

### 3.2.4 Premises and Open Spaces

- 3.2.4.1 The Board is keen to continue the programme of refurbishment and development which will include:
  - 3.2.4.1.1 Replacement windows in the main building.
  - 3.2.4.1.2 The Community Garden and Allotment will be further developed
  - 3.2.4.1.3 Welfare Hall redecoration
  - 3.2.4.1.4 Creche and Outdoor play area refurbishment
  - 3.2.4.1.5 Consideration be given to developments beyond the current financial year as the boiler systems for both the main building and hall are approaching the end of their expected life.

## 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 £35,000 in unrestricted reserves be retained to enable the charity to continue in an unforeseen circumstance. As the charity ended the last financial year with £67k in unrestricted reserves this level has been met which will enable the charity to continue its programme of refurbishment of its premises and as well as deal with any emergencies which may arise.

The Trustees are delighted to report that both unrestricted and restricted income rose on the previous year with a combined increase of almost 5% on the previous financial year. The decision was taken to break down the income into more recognisable streams which will enable closer monitoring in future years.

Restricted income increased by £8k in the year but remained at 72% of total income and this due to the increasing confidence that funders have in ELCAP and the quality of service provided.

Other expenditure was as expected with:

- Employee related expenditure increased as expected due to the employment of the additional driver and the gradual increase in hours for the Events Coordinator.
- Consumables and activity costs increased as expected due to the new and additional activities undertaken (Craft Club, Fayres, toddler groups etc).
- Repairs and renewals substantially less than the previous year due to the hall refurbishment now almost complete but the refurbishment of the main building is underway.

## 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



Mr. H.G. Watson, MBE  
President



Mrs. R. Grey  
Vice-Chair

## **Independent Examiner's Report**

I report on the accounts for the year ended 31 March 2019 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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

	Note	Unrestricted Funds	Restricted Funds	2019	2018
<b>INCOME AND ENDOWMENTS</b>					
Donations and Gifts		2897		2897	7860
Room hire, Bus Hire etc		13190	28564	41754	36058
Other income		10482	-	10482	10092
Interest Receivable		100		100	35
Charitable income – grants	2	-	146035	146035	138015
<b>TOTAL INCOMING RESOURCES</b>		<b>26669</b>	<b>174599</b>	<b>201268</b>	<b>192060</b>
<b>EXPENDITURE</b>					
<b>Charitable activities</b>					
Wages	4	-	58875	58875	44324
Insurance		2597	-	2597	2344
Consumables and activity costs		3903	-	3903	1455
Sessional work		2518	-	2518	2786
		<b>9018</b>	<b>58875</b>	<b>67893</b>	<b>50909</b>
<b>Other expenses</b>					
Legal and professional costs		1210	-	1210	350
Employer Pension contributions		764	-	764	151
Sundries		2025	-	2025	544
Bus and travel costs		-	14866	14866	7440
Rates and waste		1640	-	1640	1590
Light and heat		5072	-	5072	6123
Cleaning		398	-	398	458
Repairs and renewals		12779	12231	25010	75518
Telephone		1382	-	1382	950
Postage and stationery		828	-	828	235
Bank charges		102	-	102	128
Depreciation		3096	-	3096	4347
		<b>29296</b>	<b>27097</b>	<b>56393</b>	<b>97834</b>
<b>TOTAL RESOURCES EXPENDED</b>		<b>38314</b>	<b>85972</b>	<b>124286</b>	<b>148743</b>
<b>NET INCOME</b>		<b>-11645</b>	<b>88627</b>	<b>76982</b>	<b>43317</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>FUNDS BROUGHT FORWARD</b>		<b>78,905</b>	<b>60733</b>	<b>139638</b>	<b>96321</b>
<b>FUNDS CARRIED FORWARD</b>		<b>67,260</b>	<b>149,360</b>	<b>216,620</b>	<b>139,638</b>



**BALANCE SHEET AS AT 31 MARCH 2019**

	Note	Unrestricted Funds	Restricted Funds	2019	2018
<b>FIXED ASSETS</b>	5			10451	13548
<b>CURRENT ASSETS</b>					
Debtors	6			4722	2600
Cash at Bank and in hand		70005	137528	207533	130122
		<b>70005</b>	<b>137528</b>	<b>212255</b>	<b>132722</b>
<b>CREDITORS</b>					
Amounts falling due within one year	7			6086	6632
<b>NET CURRENT ASSETS</b>				<b>206169</b>	<b>126090</b>
<b>NET ASSETS</b>				<b>216620</b>	<b>139638</b>
<b>FUNDS</b>					
Unrestricted Fund				64161	75806
General Fund				3099	3099
Capital				<b>67260</b>	<b>78905</b>
Restricted Funds				149360	60733
Transport, volunteer, Big Lottery				<b>149360</b>	<b>60733</b>
<b>TOTAL FUNDS</b>				<b>216620</b>	<b>139638</b>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2019 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.

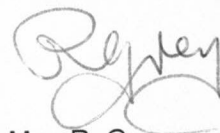
The financial statements have been approved by the Board of Trustees on 7<sup>th</sup> May 2019 and were signed on its behalf by :-

Signature

Name  
Position



Mr. H.G. Watson, MBE  
President



Mrs. R. Grey  
Vice-Chair

## 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.

## 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	2018	2017
Transport	-	12740	12740	8908
Buildings, IT and Wi-Fi	-	53244	53244	36655
Community Garden	-	14792	14792	-
Community Chest	-	-	-	5828
Salaries	-	58798	58798	62107
Tesco Bags of Help (Play area)	-	-	-	2000
	-	<b>146035</b>	<b>146035</b>	<b>138015</b>

### 3. TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

#### Trustees expenses

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

### 4. STAFF COSTS

2017      2016

The average number of employees during the year was follows

4      3

# 5. TANGIBLE FIXED ASSETS

	Fixture & Fittings	Motor Vehicles	Comp Equip	Total
<b>COST</b>				
As at 1 April 2018	102145	15289	60973	178407
Addition	-	-	-	-
<b>As at 31 March 2018</b>	<b>102145</b>	<b>15289</b>	<b>60973</b>	<b>178407</b>
<b>DEPRECIATION</b>				
As at 1 April 2018	100086	3822	60951	164859
Charge for the year	216	2868	12	3096
<b>As at 31 March 2019</b>	<b>100302</b>	<b>6690</b>	<b>60963</b>	<b>167955</b>
<b>NET BOOK VALUE</b>				
As at 31 March 2019	1843	8599	10	10452
	2059	11467	22	13548

# 6. DEBTORS: Amounts falling due within one year

	2019	2018
Amounts falling due on contract	1100	1100
VAT	150	390
Prepayments	1110	1110
	<b>2360</b>	<b>2600</b>

# 7. CREDITORS: Amounts falling due within one year

	2019	2018
Hire Purchase	-	-
Trade Creditors	-	-
Social security and other taxes	-	-
Other creditors	-	-
Accrued expenses	6086	6632
	<b>6086</b>	<b>66632</b>

# 8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019