



Company Number: 4102182
Charity Number: 1086640

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

DIRECTORS' REPORT AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st AUGUST 2018

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

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THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

CHARITY REFERENCE AND ADMINISTRATIVE DETAILS

CHARITY NUMBER: 1086640

COMPANY NUMBER: 4102182

OPERATING NAME: The Gap

DIRECTORS: Ms Jan Weston (Chair)
Mrs Diane Davies (Treasurer)
Mr Andrew Baugh
Mr Thato Malebye
Ms Emma Stephens – resigned 23 May 2018
Ms Jemima Wright
Mr Jeremy Bray – resigned 23 May 2018
Mr Tony Jones
Mr Harry Moy
Mr Rajan Bagiarban
Mr Jonathan Temple – appointed 23 May 2018

REGISTERED OFFICE: 39 Oakwood Grove
Warwick
CV34 5TD

INDEPENDENT EXAMINER: Mark Harwood ACA FMAAT
Michael Harwood & Co
Greville House
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BANKERS: CAF Bank
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THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD**DIRECTORS' REPORT**

The directors present their report and the financial statements of the charity for the year ended 31st August 2018. The directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

ORGANISATION

The Warwick Percy Estate Community Projects Ltd is a charitable company limited by guarantee (Company no. 4102182 & Charity no. 1086640) and is governed by its Memorandum and Articles of Association incorporated 3rd November 2000 as amended by a special resolution on 9th May 2001. The directors have no interest in the company's assets or surplus and receive no remuneration.

DIRECTORS IN OFFICE DURING THE YEAR

The directors who served in the reporting period are listed on page 1. At the Annual General Meeting Ms Emma Stephens and Mr Jeremy Bray retired as directors and Mr Jonathan Temple was appointed as a director. There were no other changes during the year. Mr Rajan Bagiarban retired as director in the period between the year end and the approval of the accounts.

OBJECTS AND ACTIVITIES

The purposes of the charity as set out in its governing document are:

- To promote the benefit of the inhabitants of Warwick and the neighbourhood thereof without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- To establish or secure the establishment of a Community Centre (The Gap) and to maintain and manage the same, whether alone or in cooperation with any local authority or other person or body in furtherance of these objects.

The main activities undertaken in relation to those purposes during the year

The principal objective of the Charity is to improve the life of the inhabitants of Warwick. The work generally focuses on North Warwick and Percy Estate/Emscote areas and it aims to engage all sections of the local community by providing a focus for community engagement through operating a community centre and running short- and long-term programmes, with a range of partners, focusing on meeting local needs and developing local participation.

The Gap works in partnership with a number of voluntary and statutory agencies to deliver a range of services in North Warwick, West Warwick, and the wider area. Some of these agencies take responsibility for the delivery of their own services whilst the company provides facilities and facilitates the participation of local people. Other work has been tendered for and is completed under contract, for example to Warwick District Council.

The core activities provided internally are youth groups and older adults activities such as a lunch club, exercise classes and creative sessions. Many Older People projects have started

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DIRECTORS' REPORT (Continued)

since the recruitment of an Older People's Activity Coordinator, including activities at a different venue. Support for parents is also important; consequently we run a toddlers group delivered by the local children's centre and give support to individual families for a range of issues. The facilities of the centre are popular and facility hire income has increased in this period. The Gap works actively to widen the range of support to groups using the facilities, including IT facilities and catering, if required.

The main activities undertaken during the year to further the charity's purpose for the public benefit

The Directors have had due regard to the guidance published by The Charity Commissioners on public benefit in managing the activities of the charity.

As well as delivering its own services and activities, The Gap Community Centre serves as the venue for many organisations offering a wide range of activities, leisure opportunities and support for the local community. Classes in Karate, Tai Chi, Yoga, fitness and Extend offer exercises to people of all ages and abilities. Dog Training enables participants to share experiences with other dog owners and this shared interest can often lead to new friendships. Classes, such as, Basic Computing, Art Club and many others develop people skills, our youth clubs and lunch club for older adults continue to be very popular. Parties and social events are also held at The Gap. The Centre thereby contributes positively to all aspects of health and well-being in the neighbourhood, respecting and celebrating diversity.

Under a 3-year contract from Warwick District Council, The Gap also supports community development in Warwick West, focussing on the Packmores area. This contract includes the day to day management of the Packmores Centre and the development of various activities to meet local community needs. The focus of the past year has been on the development of services for young people, children and families. The engagement of the local community continues to grow as result of the increasing service offer. Last summer, we delivered two successful Community Fun Days, in partnership with a local church, and both events were well attended and enjoyed by the local community.

The main achievements and performance of the charity during the year

In the last year of our Business Plan 2015-2018, we focused on service delivery and development with an increase of activities for young people and older adults, resulting in a broader service offer to the local community. We have worked with a wide range of partners to ensure variety and that relevant services were delivered. Those activities were aimed at achieving our vision and our intended outcomes for our participants as follows:

- Facilitate community cohesion
- Reduce social isolation
- Increase self-confidence
- Improve health and well being

The Gap's activities programme is designed to ensure that the outcomes above are embedded in the services we deliver and have an impact beyond just enjoying an activity. We have seen an increase of services users attending multiple activities as they also help us to create services and activities that are relevant and important to them. This is demonstrated below by a summary of our programme in 2017/18:

- *Young People*

Our aim is to provide a safe, welcoming and fun environment where young people can enjoy themselves, make friends and learn some important skills during their transition to

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DIRECTORS' REPORT (Continued)

adulthood. Therefore our activities are tools to facilitate those elements to be built in our youth sessions. In 2017/18, we made 1,938 contacts with young people delivering 4 sessions a week. The main activities delivered in those sessions were:

- **Sports** – we regularly deliver a range of sports activities including football, dodge ball, hockey and table tennis. In May 2018, we also had the opportunity to be part of a Capoeira (Brazilian martial art) Festival, with visitors coming from Brazil and different parts of UK to deliver capoeira workshops for our young people.
- **Arts & Crafts** – we provide a wide range of activities for our young people to explore their creativity and learn new skills. We used various materials, techniques and skills to provide fun and entertaining sessions, including painting, constructions, tie-dye clothing, textiles, etc.
- **Games** – our youth room is equipped with 2 game consoles and a TV, table games such as air hockey and pool, and a wide range of board and card games.
- **Cooking workshops** –
- **Trips** – as part of our programme, we every so often organise trips to various places. In 2017/28, we took our young people to a restaurant to a Christmas meal, Paintballing, Trampoline Park, Laser Quest and a Safari Park. Some of our young people have never been to some of these places, therefore, a great opportunity to explore something new.
- **Holiday activities** – we run our programme all year around apart from 2 weeks at the end of the Summer Holidays and 2 weeks in the Christmas period. We find it important to provide holiday activities especially to young people that are not able to go away with their families. Our holiday programme (Summer and Half-terms) involved parties, games, cooking workshops with a local company and Graffiti workshop with a local artist.
- **reIMAGINE** – this was a youth project run by RSC (Royal Shakespeare Company) with the aim to engage disadvantaged young people in the creation of music for theatre. 4 of our young people had the opportunity to participate in sessions that included visiting the backstage of RSC theatre production, learn about how music has evolved particularly in Shakespeare plays, what instruments are used and how they are used, creating a piece of music for a section of Macbeth and watch the play. This was a one in a lifetime opportunity that was truly enjoyed by the participants.
- **Cooking workshops** – this activity has become one of the favourites of the young people. Therefore, we increased the regularity of these workshops from only being delivered occasionally to be a weekly feature of our programme. In this workshop, delivered by both Get Cooking (local company delivering cooking lessons to young people) and our in-house cook, the young people had the opportunity to learn to cook and bake a wide range of food including cupcakes, curry, homemade pasta, pizza, brownies, etc. The skills they are learning on these sessions will be very useful on the years to come as they transition to adulthood.

- *Older Adults*

The highest demographic of our services users is older adults. Around 500 individuals use the services provided in our centre. Those services and activities that are run by us and various other organisations cater for a wide range of needs and interests as follows:

- **Exercise classes** – these classes are delivered 5 days a week combining exercises to suit different abilities and needs and include seated exercises, gentle yoga, Zumba, Tai Chi. These groups are well attended and sought after. For example, an increasing number on our Tai Chi session continued to exceed capacity which resulted in separating the group in 2 different sessions.

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DIRECTORS' REPORT (Continued)

- **Computer café** – these sessions are designed to support older adults with IT literacy. Some of the participants had minimum knowledge of computer/tablets usage and now can confidently use an internet browser to send emails to friends and family. A particular successful story was of an old lady being able to communicate with her family on the other side of the planet via Skype.
- **U3A groups** – we are becoming a very popular venue for the University of Third groups. In 2017/18, we have hosted groups with interest ranging from Sewing to Arts, History, Architecture, Computers and Folk Dance. This attracted not only more visitors to our centre but also volunteers for our activities.
- **Knit and Natter** – these sessions consist of a core group of 6 ladies that has an interest in knitting or are just looking for some company. This year this group worked in 3 main projects: **The Big Knitted Tree**, a project organised by All Saints Church in Warwick. This project aimed at building community togetherness by asking different groups in town to knit squares that would become leaves of a 17ft tall Christmas tree built specially for this project. Our group contributed by knitting about 500 squares. The tree will be displayed in December 2018 at the local church. **Warwick Poppies**, this project organised by St. Mary's Church in Warwick also asked various local organisations to make poppies using different material. Our knitting group collaborate with this project by knitting a number of poppies which was displayed in the church, together with 18,000 other poppies. **Knitted birds**, this project was idealised by Art in the Park. Our group knitted about 50 birds which were hanging on trees in the local park as part of the Art in Park summer programme.
- **Live Life** – this project aimed at tackling social isolation has a core group of 10 attendants. This year we continued to work with 2 main partners Warwickspace and Age UK Warwickshire. Regular sessions involve seated exercises, light lunch and arts & crafts. This project has been a catalyst for other initiatives such as the Community Coffee mornings and the arts & crafts sessions.
- **Community Coffee mornings** – these sessions are aimed at bringing service providers and local community together, raising awareness of important and relevant services for older adults. In April 2018, we run an event with the theme of Health and Wellbeing with the participation of many partner organisations including Age UK Warwickshire, Health Watch, IAPT, NatWest Bank and Warwickshire Mind, about 30 older adults attended this event.
- **Trips** – In 2017/2018, we organised few trips which included a Christmas trip to Wicksteed park and
- **Lunch Club** – the popularity of our lunch has really increased this year, with average attendance of 42 and reaching 48 participants in one occasion attracting people from wider areas. Due to capacity, we had to review our services and prioritise older adults living in the immediate area.
- **Café** – our café is run in the mornings and continues to be very popular, especially after some classes for older adults. The café provides a friendly and welcoming environment that facilitates friendships to be built and to raise awareness of upcoming events and activities.
- **Afternoon teas** – in 2017/2018, we organised 2 very successful Afternoon teas with an average of 46 attendees. Those activities are very important to get different groups together, creating a sense of community and having a good time.
- **Arts & Crafts** – these sessions happen once a month as an extension of the Live Life project whose participants requested another session focussed on being creative and learning new skills.
- **Health Management group** – this group is a self-run group of few ladies that use peer support to manage their weight.

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DIRECTORS' REPORT (Continued)

- *Warwick West*

This year, we have delivered the last year of a 3-year contract with Warwick District Council to develop and provide community services in Warwick West. As part of the contract, we managed the Packmores Centre by providing services and activities and signposting local residents to relevant services that meet their needs as well as providing services for the wider Warwick West ward. Below is a summary of the work developed in 2017/2018:

- **Packmores Centre**

The centre is run by a Community Development Manager, an Events Coordinator and 4 volunteers, operating 4 days per week. This year, we have seen a positive increase in community involvement, especially at the community events. Our volunteers, who are mostly local residents, have also actively participating of planning and leading activities. Our regular services and activities are as below:

- **Coffee morning** – these weekly sessions are very important to facilitate discussions in the local community and bring together relevant services providers and residents. This gives the opportunity to voice concerns and a better understand of what happens on the ground. The local councillor also holds a monthly surgery at the centre during this event.
- **Youth Activities** – this year, we have seen an increasing interest on youth activities in the area. Therefore, we have delivered 2 different youth sessions per week. We used a local organisation called Support Sport to deliver sports sessions in one of the sessions and also have teamed up with Saltisford church to provide a different session focused on arts & crafts and STEM (Science, Technology, Engineering and Maths) activities. During this year, we had an average of 16 young people attending the sports and arts & craft sessions.
- **Citizen Advice** – delivered by a volunteer from Saltisford Church, this weekly session is very popular. Local residents come with a wide range of issues which are either resolved locally or signposted to more relevant agencies.
- **Family Support group** – this group is delivered through a partnership with Barnardo's and had 6 local families regularly attending this. The Family Support Worker is responsible for facilitating the session by providing advice and encouraging peer support.
- **Holiday Activities** – these were the most popular events during the year. Run every holiday, we have provided family activities and food for an average of 100 people per event. We very much support the families in low income that cannot afford to go on holidays or struggle to provide food to their children on holidays (families on free school meal scheme). Those events were supported by staff, volunteers and our key partner Saltisford church. Activities range from bouncy castle, arts & craft, tombola, face painting, wild creatures handling, to name a few.

- **Activitea**

This is a group for older adults over 60s, with the aim of tackling social isolation and promoting health and wellbeing. The group have an average of 10 ladies that live in the local area. However, the group has also attracted people from far afield. This year, the group suffered with the loss of 2 members who battling with cancer and the weekly meeting provided an important time of mutual support during the bereavement process. The group is still going strong, with the sessions providing seated exercises, light lunch, arts & crafts and socialising.

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DIRECTORS' REPORT (Continued)

Fundraising activities during the year

The Gap relies on grants and donations from organisations and individuals to maintain the extensive services it provides for the local community. In addition, a number of events are organised throughout the year, with the aim of bringing members of the local community together to enjoy themselves and help raise funds through entry fees, sponsorship and raffles. Around 70% of the total income is generated through voluntary means.

In the financial year August 2017-August 2018, The Gap received grants totalling £138,229. This figure comprised both unrestricted and restricted grants which were either used to cover core costs or specific projects.

Key supporters during this period include: Warwick Relief in Need, Warwick District Council, Warwick Town Council, BBC Children in Need, 21th May 1961 Charitable Trust, Leamington Round Table, Bodies & Co Fashion Show, Cooperative Community Fund, St Mary's Hall Trust, King Henry VIII Endowed Trust, Woodloes Community Centre, Harry Payne Trust, Baron Davenport Charity and Charles Haywood.

During this period, fundraising events included two quiz nights, several raffles and table top sales. Funds were also raised through Easyfundraising, toner re-cycling and the sale of second-hand books.

Income is also generated through the rental of rooms (one-off and long-term rentals) to members of the public, charities/community groups, private firms and statutory organisations.

The difference the charity's performance during the year has made to the beneficiaries of the charity

As an organisation that delivers community services for the local community, we believe that what we deliver has a direct and positive impact on the lives of our services users. We deliver and facilitate a wide range of services that meet the needs of various groups. Some of those services are delivered by us – we have a team dedicated to work with young people and older adults, and other services are delivered by a variety of other organisations. Those services include exercise classes, support groups, workshops, seminars, information and advice, advocacy, etc. We have an average of 2000 visitors accessing our services every month.

The main benefits of accessing our services for our users are:

- **Youth Clubs** – we are the only organisation in Warwick that continues to deliver open access youth services. This means that the local community can access a safe and welcoming environment providing young people a place to go and to participate in fun and educative activities at a very affordable fee. Many of the young people coming to our youth club would not be able to afford to pay for after school clubs or any particular activity of their interest, but by accessing a variety of activities at the youth club, their options are not limited but enhanced. Our activities are designed to further the development of our young people, especially in the area of improving their social skills, self-confidence and providing healthy lifestyle choices. Surveys with our young people indicate that about 85% of the young people feel that they are making progress on those areas.
- **Older Adults** – one the main growing concerns is social isolation among the older population. The Gap has responded to this by increasing the range of activities we provide for our older adults. Our activities aim at providing opportunities for the participants to socialise, make new friends and also improve their health and wellbeing. Our activities have been very successful in attracting new participants and working with a range of partner organisations to increase opportunities for engagement and signposting our service users for relevant services. Our venue has also been important

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DIRECTORS' REPORT (Continued)

to other groups working with older adults, the University of the Third Age (U3A), for example, delivers a range of talks, seminars and interest groups in our facilities.

- **Other local needs** – as mentioned before, our main focus for service delivery is young people and older adults, however, we host a variety of other organisations that together represents a comprehensive programme of services. At our centre, we have groups working with people suffering addiction, mental health issues, disabilities, people who need information and advice, counselling, individual support, access to computers and internet, etc.

We believe that The Gap by providing such a comprehensive programme of activities and services, we made a significant impact in the local community as we continue to strive to achieve our vision 'A vibrant, happy community filled with respect, compassion and confidence, where aspirations are realised and friendships thrive.

The degree to which the achievements and performance during the year have benefited wider society

As we support local community to meet their needs, we also work to aim to create the best outcomes in achieving:

- **A society where community cohesion is strong** – The Gap offers a place where people can meet, socialise, pursue common interests, be supported, etc. Consequently our services and activities support the needs of the local community and promote integration, reduce social isolation and strengthen connections between different sections of our community. Cohesion is achieved by the provision of a centre point for community interactions to happen, consequently developing respect and appreciation of the diversity that our society represents.
- **A healthy society** – As demographics, and other factors, put pressure on the NHS's capacity, The Gap makes a significant contribution by ensuring that physical and mental health support are in place for our local community. At The Gap we deliver nine exercise classes per week for a range of service users – around 150 people attend those sessions weekly. There are also many activities run by different organisations that support users with mental health issues, from drop in sessions to short term courses on a variety of themes such as improving confidence and self-esteem, positive thinking, sleep problems and many others.
- **A society with confident individuals** – a fully functioning member of society is able to act confidently enough to live a life that is not hindered by their capacity to move forwards in a positive way. At The Gap, we aim to support individuals to raise their aspirations and increase their confidence to achieve their goals in life. Therefore, in collaboration with other organisations, we deliver an Employment Club and a Careers Advice service for people that need support with looking for a job that matches their profile, CV writing and interview techniques. Moral support is also important in giving individuals the confidence of taking steps in the right direction for a fulfilled life.
- **A society where our vulnerable community members are supported** – vulnerability can, many times, lead to isolation or abuse. As an organisation that is active in our local community, we understand the importance of supporting our most vulnerable members. Consequently, through our partnership work with other organisations, we provide support for groups and individuals with a wide range of issues such as addiction, financial difficulties, social isolation, family issues, etc.

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

DIRECTORS' REPORT (Continued)

STRUCTURE, GOVERNANCE & MANAGEMENT

It is The Gap's belief that good quality governance of the organisation can best be delivered by recruiting and training the most able and qualified Trustees. Well-qualified, experienced and motivated Trustees perform a very valuable contribution to the work of The Gap. Effective recruitment and selection is therefore paramount to the success of the organisation.

The Gap is committed to working towards equality and diversity principles. The sole criteria for appointment should be the ability to undertake the role, in accordance with The Gap's Equality and Diversity Procedure.

Trustees are volunteers and they are recruited by a wide range of both formal and informal networks. It may be necessary at times to use advertising to attract people with specific skills. If formal advertising is used, The Gap's recruitment policy will be used to inform the process.

All Trustee posts have a written role description including role title and a brief description of the role of the post and a list of duties and tasks. From this, as role specification and a person specification may be developed, if needed for advertising.

Prospective Trustees may have been approached by The Gap, have approached The Gap themselves, or may have responded to advertisements. They will be asked to visit The Gap to meet with at least two people drawn from The Gap staff and Trustees. The visit will constitute an informal interview. The applicant will look around The Gap and see the facilities, learn about the history and role of The Gap, and the services it provides. The roles and responsibilities of Trustees will be discussed. The applicant will be asked about their interests and skills that they can offer The Gap as a Trustee.

After the visit the applicant will be given time to consider whether they are interested in joining the Trustees, and brief details will be circulated to other Trustees for their thoughts on the suitability of the applicant. The core principles of equality and diversity are central at this point. A decision is made by the Chair of Trustees whether to offer the applicant an informal place on the Board of Trustees until the date of the next planned Annual General Meeting.

No one should become a Trustee without The Gap having reviewed two satisfactory references, one of which should preferably be from current or last employer, school or college. Each referee will receive a role description and a covering letter of explanation about the Trustee role.

Trustees are only formally confirmed in their role once they have been elected at the Annual General Meeting of The Gap.

The Chair of Trustees will be responsible for ensuring that the induction process is arranged and completed.

A training programme will be developed to ensure that any newly appointed Trustee will receive training on all matters necessary to enable them to perform their duties outlined in the Trustee's job description effectively. If the new Trustee is to take on any specific duties, training needs in relation to these will also be assessed. Training will consist of providing papers to read, informal discussion sessions, shadowing sessions with staff and other volunteers and arranging attendance at more formal training organised by outside agencies.

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

DIRECTORS' REPORT (Continued)

FINANCIAL REVIEW

The financial position of the charity at 31st August 2018 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:

	2018 £	2017 £
Net income/(expenditure)	(2,109)	11,372
Unrestricted Revenue Funds available for the general purposes of the charity	86,822	73,215
Restricted Revenue Funds	45,938	61,654
Total Funds	132,760	134,869

The Trustees consider the financial performance by the charity during the year to have been satisfactory. It was the Trustees' decision to spend more during the year to reduce the level of funds. Specific changes in fixed assets are detailed in the notes to the accounts.

RESERVES POLICY

The reserves policy is to maintain a level of unrestricted reserves which covers 6 months of core delivery expenditure. With the uncertainty of future income, these reserves will allow time to develop new sources of income or to cut back on related expenditure. This amount was agreed by the Trustees as the right amount to allow for planned commitments if income falls below expectations.

AVAILABILITY AND ADEQUACY OF ASSETS OF EACH OF THE FUNDS

The Board of Trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

INDEPENDENT EXAMINER

A resolution for the appointment of Michael Harwood & Co as Independent Examiner to the company is to be proposed at the forthcoming Annual General Meeting.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The trustees (who are also directors of The Warwick Percy Estate Community Projects Ltd for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 2015 (FRS 102);

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DIRECTORS' REPORT (Continued)

- 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;
- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

The report of the directors has been prepared having taken advantage of the small companies' exemption in the Companies Act 2006.

On behalf of the board



Ms Jan Weston
Chair

Date: 17/5/2019

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD**INDEPENDENT EXAMINERS' REPORT**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st August 2018 which are set out on pages 13 to 24.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



Mark Harwood ACA FMAAT
Michael Harwood & Co
Chartered Accountants
Greville House
10 Jury Street
Warwick
CV34 4EW

Date: 20th May 2019

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating the Income and Expenditure Account)
For the year ended 31st August 2018

	Note	Unrestricted £	Restricted £	31.08.18 £	31.08.17 £
Income and Endowments from:					
Donations & legacies	2	79,160	59,068	138,228	107,276
Charitable activities	3	42,435	18,808	61,243	94,600
Other trading activities		3,360	1,124	4,484	2,558
Investments		52	-	52	99
Total income		125,007	79,000	204,007	204,533
Expenditure on:					
Raising funds		13,057	16	13,073	1,345
Charitable activities	4	114,266	78,777	193,043	191,816
Total expenditure		127,323	78,793	206,116	193,161
Net income/(expenditure) for the year		(2,316)	207	(2,109)	11,372
Transfers between funds		15,923	(15,923)	-	-
Net movement in funds for the year		13,607	(15,716)	(2,109)	11,372
Fund balances brought forward		73,215	61,654	134,869	123,497
Fund balances at 31st August 2018	11	86,822	45,938	132,760	134,869

The notes on pages 15 to 24 form an integral part of the accounts.

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD
(Company no. 4102182)

BALANCE SHEET
As at 31st August 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible assets	7	19,649	22,855
Current assets			
Debtors	8	5,884	4,355
Cash at bank and in hand		112,863	135,483
Total current assets		<u>118,747</u>	<u>139,838</u>
Current liabilities			
Creditors	9	(5,636)	(27,824)
Net current assets		<u>113,111</u>	<u>112,014</u>
Total assets less current liabilities		<u><u>132,760</u></u>	<u><u>134,869</u></u>
Funds of the Charity:			
Restricted funds		45,938	61,654
Unrestricted funds		86,822	73,215
Total charity funds	11	<u><u>132,760</u></u>	<u><u>134,869</u></u>

Directors' statements:

- The company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies;
- No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006;
- The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Trustees on17.5/2019.....

On behalf of the Trustees



Ms Jan Weston
Chair

The notes on pages 15 to 24 form an integral part of the accounts.

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st August 2018

1. ACCOUNTING POLICIES**(a) Basis of Accounting**

The Warwick Percy Estate Community Projects Ltd is a company limited by guarantee in England & Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 and the nature of the charity's operations and principal activities are given on pages 2 to 9.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £1.

(b) Income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Income is recognised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income. Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser. Income from non-exchange transactions is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

Income, whether from exchange or non-exchange transactions, is recognised in the Statement of Financial Activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the year ended 31st August 2018

1. ACCOUNTING POLICIES (continued)**(c) Deferred Income & Income Received in Advance**

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms and conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms and conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the Balance Sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned and, where applicable, is accounted for as a liability and shown on the Balance Sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

(d) Expenditure

Direct costs that are specifically related to an activity are allocated to that activity. Shared direct costs and support costs are apportioned between activities.

The basis for apportionment, which is consistently applied and proportionate to the circumstances, is:-

- **Staffing** – on the basis of time spent in connection with any particular activity
- **Staffing** – on a per capita basis, based on the number of people employed within any particular activity.
- **Premises related costs** – on the proportion of floor area occupied by a particular activity.
- **Non-specific support costs** – on the basis of the usage of resources, in terms of time taken, capacity used, request made or other measures.

(e) Fixed Assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

- | | |
|-----------------------|----------------------|
| - Land and buildings | 8% straight line |
| - Plant and machinery | 25% reducing balance |

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the year ended 31st August 2018

1. ACCOUNTING POLICIES (continued)**(f) Debtors**

Debtors are measured at their recoverable amounts at the Balance Sheet date.

Creditors and Provisions

Creditors and provisions for liabilities and charges are recognised where there is an obligation to transfer economic benefits to third parties, and measured at their settlement amount.

(g) Funds

General funds comprise the accumulated surplus or deficit on the income and expenditure account. They are available for use at the discretion of the Directors in furtherance of the general objectives of the company.

Restricted funds are funds subject to specific restricted conditions imposed by donors. The purposes and use of restricted funds are set out in note 11 to the financial statements.

(h) Pensions

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

(i) Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

2. DONATIONS AND LEGACIES

	Unrestricted £	Restricted £	2018 £	2017 £
Donations and gifts from individuals:				
Small donations individually less than £1,000	266	67	333	77
Total donations and gifts from individuals	266	67	333	77
Revenue grants from government and public bodies:				
Warwick West	-	-	-	2,917
Warwick Town Council	2,998	1,015	4,013	5,000
Warwick District Council	-	32,088	32,088	-
Total public-sector revenue grants	2,998	33,103	36,101	7,917
Carried forward	3,264	33,170	36,434	7,994

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the year ended 31st August 2018

2. DONATIONS AND LEGACIES

	Unrestricted £	Restricted £	2018 £	2017 £
Brought forward	3,264	33,170	36,434	7,994
Revenue grants and donations from non-public bodies:				
29 th May 1961 Trust	2,000	-	2,000	9,500
Leamington Round Table	2,000	-	2,000	3,500
WRIN	49,774	-	49,774	41,025
Post Code Lottery	-	-	-	6,546
Children in Need	4,828	-	4,828	9,109
Baron Davenport's Charity	4,308	-	4,308	667
King Henry VIII	-	15,000	15,000	10,000
HarryPayne Fund	-	-	-	1,000
Woodloes CC	-	1,000	1,000	1,000
WCC Community Forum	-	2,600	2,600	1,085
WCC Live Life	-	4,166	4,166	10,833
Marsh Christian Trust	-	-	-	400
St. Mary's Hall	-	1,018	1,018	1,567
Heart of England	1,000	-	1,000	1,500
Austin Edwards	-	-	-	300
Crimebeat	-	50	50	450
Alfred Haines	750	-	750	-
Mayors Charity	-	925	925	-
Garfield Weston	7,500	-	7,500	-
Older People	-	500	500	-
Midshires Counties	-	183	183	-
Coop Bags for Life	1,536	-	1,536	-
Bodies & Co	2,000	-	2,000	-
OPA	-	456	456	-
Guys Cliffe Lodge	200	-	200	-
Total charitable-sector revenue grants	75,896	25,898	101,794	98,482
Donated goods and services:				
Pro Active Accounting	-	-	-	800
Total donated goods and services	-	-	-	800
Total donations and legacies	79,160	59,068	138,228	107,276

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the year ended 31st August 2018

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	2018 £	2017 £
Sale of goods and services	206	18,788	18,994	54,144
Room hire	42,229	20	42,249	40,456
Total income from charitable activities	42,435	18,808	61,243	94,600

4. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	2018 £	2017 £
Direct spending				
Gross wages and salaries	46,231	33,185	79,416	99,645
Employer's NI	1,620	1,253	2,873	2,151
Pension costs	3,582	139	3,721	3,646
Travel and subsistence	357	1,870	2,227	1,809
Project costs	19,181	20,700	39,881	19,251
Resource costs	-	274	274	251
Refreshments	-	491	491	695
Subcontract payments	-	2,875	2,875	4,265
Total direct spending	70,971	60,787	131,758	131,713
Support costs				
<i>Employee costs:</i>				
Gross wages and salaries	14,070	-	14,070	13,689
Employer's NI	-	-	-	1,045
Pension costs	-	-	-	332
Training and welfare	804	507	1,311	1,912
Volunteer costs	978	1,213	2,191	834
<i>Premises expenses:</i>				
Rent	6,775	-	6,775	6,900
Rates and water	2,392	-	2,392	1,404
Room hire	-	907	907	3,521
Light, heat and power	4,455	-	4,455	5,353
Cleaning and waste management	4,521	-	4,521	2,696
Repairs, renewals and maintenance	8,895	1,933	10,828	4,880
Carried forward	42,890	4,560	47,450	42,566

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the year ended 31st August 2018

4. EXPENDITURE ON CHARITABLE ACTIVITIES (continued)

	Unrestricted £	Restricted £	2018 £	2017 £
Brought forward	42,890	4,560	47,450	42,566
<i>Administrative overheads:</i>				
Telephone, fax and internet	1,169	72	1,241	1,261
Stationery and printing	1,442	330	1,772	2,751
Computer costs	756	40	796	265
Advertising and marketing	-	220	220	440
Insurance	2,035	-	2,035	2,767
Sundry expenses	106	3,152	3,258	2,818
Admin costs	837	37	874	1,081
Consumables	-	7,615	7,615	-
Bad debts	256	-	256	-
<i>Professional fees:</i>				
Independent examination fees	3,110	-	3,110	1,760
Monitoring fees	93	117	210	360
Other legal and professional	13	-	13	13
<i>Financial costs:</i>				
Bank charges	60	-	60	40
Depreciation	1,357	1,847	3,204	3,981
Write-offs	(10,829)	-	(10,829)	-
Total support costs	43,295	17,990	61,285	60,103
Total expenditure on charitable activities	114,266	78,777	193,043	191,816

5. EMPLOYEE EMOLUMENTS

	2018 £	2017 £
Gross wages	121,502	113,334
Social security costs	2,873	2,483
Pension costs	3,721	4,691
Total salaries, wages and related costs	128,096	120,508

Average number of employees

12

8

No employee received emoluments in excess of £60,000 per annum.

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31st August 2018

6. TRUSTEE REMUNERATION AND EXPENSES

No Trustee or connected person received any remuneration or expenses either directly or indirectly.

7. TANGIBLE FIXED ASSETS

	Land & Buildings £	Plant & Machinery £	Total £
COST			
At 1 st September 2017	16,908	17,473	34,381
Additions	-	-	-
Disposals	-	-	-
At 31 st August 2018	16,908	17,473	34,381
DEPRECIATION			
At 1 st September 2017	2,150	9,376	11,526
Charge for the year	1,180	2,025	3,204
Eliminated on disposal	-	-	-
At 31 st August 2018	3,330	11,401	14,731
NET BOOK VALUE			
At 31 st August 2018	13,578	6,071	19,649
At 31 st August 2017	14,758	8,097	22,855

8. DEBTORS

	2018 £	2017 £
Trade debtors	4,231	3,034
Prepayments and accrued income	1,653	1,321
	5,884	4,355

**9. CREDITORS:
AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018 £	2017 £
Trade creditors	2,516	595
Accruals	3,120	960
Deferred income – unrestricted & designated funds	-	3,308
Deferred income – restricted funds	-	17,350
Social security & other taxes	-	879
Other creditors	-	4,732
	5,636	27,824

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the year ended 31st August 2018

10. DEFERRED INCOME

	Balance at 01.09.2017 £	Released to SOFA £	Deferred in year £	Balance at 31.08.2018 £
Unrestricted & designated funds				
Baron Davenport	3,308	3,308	-	-
	<u>3,308</u>	<u>3,308</u>	<u>-</u>	<u>-</u>
Restricted funds				
Sundry items under £1,000	683	683	-	-
Warwick West	4,167	4,167	-	-
Garfield Weston	7,500	7,500	-	-
King Henry VIII	5,000	5,000	-	-
	<u>17,350</u>	<u>17,350</u>	<u>-</u>	<u>-</u>
Total deferred income	<u>20,658</u>	<u>20,658</u>	<u>-</u>	<u>-</u>

11. MOVEMENT ON FUNDS

	Balance at 01.09.2017 £	Income in year £	Expenditure in year £	Transfers £	Balance at 31.08.2018 £
Unrestricted & designated funds					
Unrestricted revenue funds	73,215	125,007	(127,323)	15,923	86,822
Total unrestricted funds	<u>73,215</u>	<u>125,007</u>	<u>(127,323)</u>	<u>15,923</u>	<u>86,822</u>
Restricted funds					
Action Dads	1,145	-	-	(1,145)	-
Brazil Project	226	-	-	(226)	-
Building Fund	143	-	-	-	143
Catering	3,834	11,913	(6,612)	(5,693)	3,442
Club 11	2,328	-	(1,356)	-	972
Computers	2,407	-	(603)	-	1,804
Growing Together	45	-	-	-	45
Henry OPC	2,778	15,000	(13,903)	1,296	5,171
Live Life	3,420	4,167	(1,950)	(2,607)	3,030
Older People	3,821	4,867	(4,884)	770	4,574
Packmores Notice Board	-	2,600	(2,600)	-	-
Playbox Theatre Project	568	-	-	(568)	-
Carried forward	<u>20,715</u>	<u>38,547</u>	<u>(31,908)</u>	<u>(8,173)</u>	<u>19,181</u>

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the year ended 31st August 2018

11. MOVEMENT ON FUNDS (continued)

	Balance at 01.09.2017 £	Income in year £	Expenditure in year £	Transfers £	Balance at 31.08.2018 £
Brought forward	20,715	38,547	(31,908)	(8,173)	19,181
SWIFT	751	-	-	(751)	-
Toilets	8,959	-	(717)	-	8,242
Warwick West	5,357	-	-	(2,916)	2,441
Warwick West 2	21,770	33,219	(39,553)	(4,002)	11,434
Web/Promotion	639	-	-	(330)	309
Woodloes Project	1,401	1,600	(1,642)	-	1,359
WW Youth Food	30	-	-	(30)	-
Youth Activities	2,032	5,634	(4,973)	231	2,924
Youth Fund Raising	-	-	-	48	48
Total restricted funds	61,654	79,000	(78,793)	(15,923)	45,938
Total charity funds	134,869	204,007	(206,116)	-	132,760

12. RESTRICTED FUNDS

The purposes for which the restricted funds are held by the charity are:

Action Dads	This is a fund to work with dads and children. Following a Trustee resolution the balance was transferred to the Youth Activities fund.
Brazil Project	A project that took several young people to work in community projects in Brazil in 2014. Following a Trustee resolution the balance was transferred to the Youth Activities fund.
Building Fund	The balance of this fund will be used on maintaining the buildings and grounds.
Catering	A fund for the provision of food for lunch clubs and buffets, and also for coffee and cake cafés within The Gap.
Club 11	This funding is to be used for the opening of a new lunch club and other activities related to older people.
Computers	The balance of this fund will be used for the maintenance of the computers.
Growing Together	Funding was to support volunteer development.
Henry OPC	This funding is to cover the cost of providing an Older People's Activity Coordinator and the new projects developing from the extra member of staff.
Live Life	Funding to help tackle social isolation and promote health and wellbeing for older people.
Older People	Funds to provide activities for older people, including a lunch club, various fitness classes, an art group and trips out.
Packmores Notice Board	Funds to purchase a new notice board at the Packmores centre.
Playbox Theatre Project	Fund for drama and circus skills projects for young people. Following a Trustee resolution the balance was transferred to the Youth Activities fund.
SWIFT	Funding to cover the salary of a member of staff to develop older people's activities. Following a Trustee resolution the balance was transferred to the Older People fund.

THE WARWICK PERCY ESTATE COMMUNITY PROJECTS LTD

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the year ended 31st August 2018

12. RESTRICTED FUNDS (continued)

Toilets	Funding for the refurbishment of the toilets. The balance is the capitalised costs of the work and is being depreciated as per the rates in Note 1.(e).
Warwick West	To provide a community development worker within Warwick West for Warwick District Council.
Warwick West 2	Funding for community development based at Packmores Community Centre in Warwick West.
Web/Promotion	Funding for website design and other promotional media.
Woodloes Project	Funding to run a youth club at Woodloes Community Centre once a week, on Fridays.
WW Youth Food	Funding given for refreshments for youth at Packmores.
Youth Activities	Funding to run a youth club at The Gap on 3 evenings each week, including school holidays, plus some outings.
Youth Fund Raising	Money the youth have raised themselves.

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
At 31st August 2018				
Restricted funds	11,632	34,963	(657)	45,938
Unrestricted funds	8,017	83,784	(4,979)	86,822
	<u>19,649</u>	<u>118,747</u>	<u>(5,636)</u>	<u>132,760</u>
At 31st August 2017				
Restricted funds	13,479	48,175	-	61,654
Unrestricted funds	9,376	91,663	(27,824)	73,215
	<u>22,855</u>	<u>139,838</u>	<u>(27,824)</u>	<u>134,869</u>

14. RELATED PARTY TRANSACTIONS

During the year the company made no transactions with related parties.