



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	January	2018		31st	December	2018

## Section A Reference and administration details

Charity name

Citizens House

Other names charity is known by

None

Registered charity number (if any)

1153267

Charity's principal address

Station Road

Consett

Co. Durham

Postcode

DH8 5RL

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	George Gibbon	Chair		
2	Joyce Brown	Vice Chair	1/1/2018 to 17/10/2018	
3	Anne Maltby	Secretary	1/1/2018 to 17/10/2018	
4	Richard Lewins	Treasurer		
5	Brian Clarke		17/10/2018 onward	
6	Lisa Edwards			
7	Terrence Murray			
8	Laura Walley			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountants	Laverick Walton & Co	B3 Kingfisher House, TVTE, NE11 0JQ

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 9 <sup>th</sup> May 2013
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed/reappointed annually at the Annual General Meeting held in accordance with the constitution.

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>There are Child Protection and Vulnerable Persons Policies in place. Disclosure and Barring Service checks are required of leaders of groups for children under 16 and are to be in line with statutory requirements.</p> <p>All trustees give their time voluntarily and received no remuneration or other benefits.</p>
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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

<p>To promote the benefit of the inhabitants of <b>Consett and surrounding district</b> without distinction of sex or of political, religious or other opinions by associating with the local authorities, voluntary organisations and the inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.</p> <p>To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in co-operation with</p>
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

<p>any local authority or other person or body) in furtherance of these objects.</p> <p>To promote such other charitable purposes as may from time to time be determined.</p>
<p>Citizens House provides a building and facilities for people from the local community to use as well as acting as an umbrella or resource body for small charitable groups.</p> <p>We hold activities for children and young people, elderly people, those with disabilities and mental health issues, those with alcohol addiction and their families as well as social groups and information events for members of the general public. We also work with other charities and voluntary bodies to help them deliver their services to their clients (Age UK).</p> <p>We hold exercise classes to promote health for older people (gentle exercise classes and yoga) as well as for young people, children and toddlers; we have a wellbeing centre where we provide alternative therapies for those who require some relaxation and relief from their disease; we also encourage recreational groups where people avoid social isolation and feel better for the companionship and enjoyment they find there.</p> <p>We advance the arts by providing a home for regular rehearsals by theatre groups, children's dance classes and a choir.</p> <p>We help those who are disadvantaged by reason of age, ill-health or disability by providing groups which can support them, i.e. support groups for those with alcohol problems and their families, support group for those with dementia and their carers, coffee afternoons run by those with learning difficulties.</p> <p>We have many social groups for people to learn a new hobby, meet friends and enjoy recreation to improve their quality of life, e.g. Women's Institute, Photographic Society, Field Club and Tabletop Games society.</p> <p>The charity trustees have complied with their duty to have regard to the guidance on public benefit published by the Commission in exercising their powers or duties in Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008. The trustees have reviewed the guidance at their trustee meetings when planning the activities for the year and in considering the various groups who wish to use our facilities.</p>

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During the last twelve months to 31/12/2018 we have demolished our old premises, having secured temporary accommodation for our user groups and we are now closed for the duration of the build. Grouting and stabilisation of the site is complete and the new building is well advanced. Brickwork, roof and first fix are substantially complete and second fix has commenced. We look forward eagerly to the day we can move into our new building. Completion is currently anticipated in February 2019.

## Section E Financial review

### Brief statement of the charity's policy on reserves

There is no specific reserves policy however the trustees have a designated amount in the deposit account to go towards the 'building fund' for improvements to the building over the next couple of years.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

George Henry Gibbon

Position (eg Secretary, Chair, etc)

Chair

Date

31/01/2019



Section A

Independent Examiner's Report

Report to the  
trustees/directors/  
members of

Citizens House

On accounts for the year  
ended

31 December 2018

Charity no.:

1153267

Company no.:

Set out on pages

4-5

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

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

It is my responsibility to:

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

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.



**Independent  
examiner's statement**

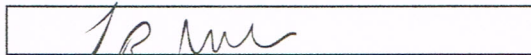
In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

**Signed:**



**Date:**

17 April 2019

**Name:**

Jonathan Mills

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

FCCA

**Address:**

Laverick Walton & Co, Chartered Accountants, B3 Kingfisher House

Kingsway, Team Valley, Gateshead, Tyne and Wear

NE11 0JQ

**Section B**

**Disclosure**

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



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

Nothing to report

# Citizens House Management Committee - Balance Sheet as at 31st December 2018

		31/12/2018	31/12/2017
<b>Current Assets</b>			
Cash at Bank	Current Account	£3,929.80	£36,348.43
Cash at Bank	Deposit Account	£142,770.49	£36,885.68
Cash in Hand		£0.00	£62.21
		<u>£146,700.29</u>	<u>£73,296.32</u>
<b>Less: Current Liabilities</b>			
Creditors and Accruals		£0.00	£0.00
		<u>£146,700.29</u>	<u>£73,296.32</u>

## **Funded by**

### **Restricted Reserves**

DCC grant for contingencies	£82,100.00	£10,730.00
Foundation Grant - Forget Me Nots	£0.00	£0.00
Neighbourhood Fund	£0.00	£0.00
Lottery Grant Building Capabilities Fund	£13,699.52	£14,406.50
Building and Maintenance Fund	£16,853.04	£16,853.04
Lottery Grant Professional Fees	£0.00	£0.00
Lottery Grant Development Officer	£5,173.00	£0.00
General Reserves	£28,874.73	£31,306.78
	<u>£146,700.29</u>	<u>£73,296.32</u>
	£0.00	£0.00

Reserves Movement	Balance Bfwd	Income	Expenditure	Balance Cfwd
DCC grant for contingencies *restated	£10,730.00	£71,370.00		£82,100.00
Foundation Grant - Forget Me Nots	£0.00			£0.00
Neighbourhood Fund	£0.00			£0.00
Lottery Grant Building Capabilities Fund	£14,406.50		£706.98	£13,699.52
Building and Maintenance Fund	£16,853.04			£16,853.04
Lottery Grant Professional Fees	£0.00	£23,220.79	£23,220.79	£0.00
Lottery Grant Building Construction	£0.00	£158,495.27	£158,495.27	£0.00
Lottery Grant Development Officer	£0.00	£5,173.00		£5,173.00
General Reserves *restated	£31,306.78	£1,585.79	£4,017.84	£28,874.73
	<u>£73,296.32</u>	<u>£259,844.85</u>	<u>£186,440.88</u>	<u>£146,700.29</u>

Citizens House Management Committee - Income and Expenditure Account for 2018

Income

	Total Dec 18
Dec-16	
£106.00 Rents (includes Forget-Me-Not-Friends rent)	£16.00
£30,150.00 Lottery Fund	£186,889.06
£24.00 DCC	£0.00
£0.00 DCC Grant	£71,370.00
£24,940.00 DCC grant for contingencies	£0.00
£0.00 Membership	£0.00
£10.67 Deposit account interest	£48.79
£1,828.99 Oasis Tearoom	£0.00
£115.00 Donations to Forget-Me-Not Friends (Restricted)	£0.00
£16.00 Refreshments (principally for Age UK)	£0.00
£316.00 Age Concern	£80.00
£48.00 Rotary Club Memory Café	£0.00
£1,137.00 Fun Factory	£0.00
£210.00 Consett WI	£0.00
£84.00 Leisureworks BankGiro Credit	£0.00
£20.00 Friendship Club	£0.00
£570.00 Al Anon	£194.00
£537.00 AA Group	£168.00
£192.00 Learn for life	£64.00
£11.52 BGC-BTBTFRCA0159713	£0.00
£30.00 NW Durham	£0.00
£20.00 Durham Community Action	£0.00
£180.00 Friendship Club	£0.00
£371.00 Consett Tabletop Games Society	£104.00
£40.00 Derwenside Centre for Wellbeing	£0.00
£660.00 Community Rehability Company	£176.00
£334.00 Camera Club	£280.00
£20.00 EverEver Parties	£0.00
£388.00 Lotus Integral Yoga	£24.00
£435.00 Glendale Choir	£0.00
£131.00 Memory Café	£0.00
£1,531.00 Durham TVCR	£352.00
£99.00 Real Choice	£64.00
£65.00 Field Club	£15.00
£5.00 Sylvia Lewins membership Cash 500393	£0.00
£139.00 Clrntabout FPI	£0.00
£300.00 Council Elections June / July	£0.00
£939.00 Learning Curve	£0.00
£38.00 Laura Walley T/A THE RENT	£0.00
Bank transfer	£112,982.33
£66,021.18	£259,844.85
£66,021.18	£259,844.85

Control

Balances B/Fwd - 2018

Current Account	36348.43
Deposit Account	36885.67
Cash	62.21
	73,296.31

Chair  
Treasurer

Expenditure

	Total Dec 18
Dec-17	
1633.14 Cleaning services + Sanitact service	£345.90
209.13 Cleaning materials	£0.00
536.19 Insurance premium	£576.86
Electricity & Gas disconnection charges	£783.00
12.25 Postage & Stationery	£0.00
25.99 Photocopier	£0.00
557.20 Phone & Broadband	£511.50
176.10 TV licence	£0.00
0.00 Room hire	£336.00
90.42 Water rates	£664.95
1117.75 Electricity	£689.42
60.00 Statutory checks	£0.00
78.00 General Maintenance	£0.00
26.88 Cost of Age UK Refreshments	£0.00
0.00 Full Feasibility Study with D3A (Restricted)	£0.00
0.00 Asset Transfer Legal Fees (Restricted)	£0.00
0.00 Forget-Me-Not Friends activities (Restricted)	£0.00
563.00 Sundries	£0.00
0.00 Training course	£370.98
240.00 Ideas for Change	£0.00
9749.50 D3 Associates	£0.00
0.00 Membership	£84.00
0.00 Forget-Me-Not funds to their own account	£0.00
20000.00 Bank Transfer	£218,818.35
81.60 Replacement Chq	£0.00
£30,150.00 D3 Associates	£23,220.79
Durham County Council	£158,495.27
£0.00 Accountancy	£300.00
£65,307.15	£186,378.67
£66,021.18	186378.67
£714.03	£73,466.18
	259844.85

Control

Income exceeding expenditure

Balances B/Fwd

Current Account Dec 18	£3,929.80
Deposit Account Dec 18	£142,770.49
Cash Dec 18	£0.00
	146700.29

2017 Balance B/Fwd  
2018 Income exceeding expenditure

£73,296.31  
£73,466.18





Section A

Independent Examiner's Report

Report to the  
trustees/directors/  
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Citizens House

On accounts for the year  
ended

31 December 2018

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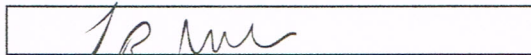
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Control

Income exceeding expenditure

Balances B/Fwd

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2018 Income exceeding expenditure

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