



# **Annual Report**



A voice in your community 1983 - 2019

## Hartlepool People - A voice in the community 1983 to 2019

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

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

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

## Chairperson's Report

I cannot believe that it is a year since I took over as Chairman but it has been a pleasure for me to both work with the staff and fellow board members as well as getting an insight into the business of the Centre.

I am always amazed at how busy the centre is and at the different and wide range of groups and services that use the centre. It is with gratitude that I say a big thank you to them all for their continued support.

I would also like to thank everyone who donates to the Centre, whether it is funding, clothes, bedding, household items and toiletries or tea, coffee and biscuits. These donations mean that we can carry on supporting people in Hartlepool.

I could not complete any report without thanking Lin our Manager, for all her work and wise guidance in the last 12 months and, with her, Gordon for his fund-raising efforts and the vital task of caring for our finances. We were all delighted when upon "retirement" he promptly volunteered his services to return as a board member. Not forgetting Becky, Maddie and Jacqui all vital members of the Centre with their various roles. I am in a good position to see how the whole team at Raby Road works as I am also a "customer" with my own group hiring facilities and able to see the quality of the work they all perform, all with a friendly and welcoming manner.

I must also thank my fellow board members John, Joan, and Gordon for their support and contribution over the year. An extra special thankyou to Jean for all her years of being a board member and volunteer at Hartlepool People. Jean made the decision to retire from the board earlier in the year, Jean is a big miss, but we all send her our love and best wishes.

So, I look forward to another year as Chair and all the exciting things that will happen at Hartlepool People.

Chris McLoughlin  
Chairman

## Project Managers Report

Another busy year has come and gone. Hartlepool People are now into their 36<sup>th</sup> year of providing support and activities to the communities of Hartlepool. I am into my 30<sup>th</sup> year of being part of that great record.

When I first came to Hartlepool People as a volunteer I was unaware of the impact that a Charity could make to improve the lives of local people but, it didn't take me long to see that and to make me want to stay a part of that great work. I guess that the type of support we now give is very different to that of 30 years ago, then it was more about supporting people who had lost jobs, learn a new skill that Hartlepool People had courses to offer to help people re-train as, at that time there were a number of training providers in Hartlepool that could provide that support and, it was mostly free of charge. Hartlepool People also had a large group of volunteer tutors, some retired who would deliver quality courses to people looking to improve their quality of life. Now, although we do have some good training providers working with us Greatest Expectations, Eden Training and Step Forward Tees Valley we find ourselves helping more and more people who are in need of basic life skills to help them on a day to day basis.

Our work that we do in an unpublicised capacity to help individuals and families who are refugees, homeless, sofa surfing, hungry and in need of clothes and shoes has again increased throughout the year. I am grateful to my wonderful staff and volunteer team who always make time to sit and talk to people who just need some company and a cuppa. With the help of our group members and the kind citizens of Hartlepool we are able to help them on their way with some clothes, non-perishable food and toiletries. I am not in a position as to say why the increase has happened, but I can say how much the need for this service we provide has increased.

Sadly, our ability to draw down core funding has been even harder this year. The number of trusts that give voluntary sector core grants has been even less this year and we have become more and more reliant on our room hire income to provide the expenditure costs to run Hartlepool People. Looking and applying for funding is a team effort and takes up a lot of time. It is always disappointing when we receive news that a grant has not been

awarded but we have a good team spirit and we just get on with the next application.

The team I am privileged to manage are wonderful and we have a great bond after working with each other for so many years. Our volunteers are the unsung heroes and run and deliver classes and activities for us as well as bringing in donations for us to hand out to needy people. My deep thanks go to everyone for all the help and support they continue to give me.

I would also like to sincerely thank the board of directors for all the help and support they give me and the team. They oversee every part of the organisation and help out in any way they can.

Jean, one of our long-standing board members retired this year. Jean was not only a board member but also a fabulous volunteer and started our very successful craft group some years ago. Jean is greatly missed by the team and Monday and Tuesday mornings a much quieter without her. Thank you, Jean, for all your help and support and we know that you are very much enjoying your retirement.

And so, another year to look forward to and continue helping and supporting the people of Hartlepool.

Onwards and Upwards  
Love and Light

Lin Craddy  
Project Manager.

## Treasurer's Report

The difficulty in obtaining funding seems to be increasing every year. Unfortunately, there are an increasing number of charities chasing the same decreasing pot of money available, and an unsexy, steady old plodder of a charity such as Hartlepool People is missing out. During the year April 2018 to March 2019, less than 7% of the letters we sent out asking for funding were replied to. This means that 93% went unanswered - we understand that trusts are busier, and have less time to devote to answering requests, but perhaps an email would at least let us know whether we were successful or not.

To those trusts, companies, groups and individuals who have helped us throughout this last year, we would like to say a big thank you - your assistance is invaluable and very much appreciated. We still have our Ebay account and a permanent tombola in reception, to help with funding, and, as always, any other ideas will be welcomed.

The attendance figures for the last year show that the People Centre is still a popular venue for various groups, and also for people who are in need. We try to keep a supply of clothing items, hygiene items and non-perishable food items for those who are homeless, or who have very little money, and we thank everyone who donate to this vital part of our support.

Once again, I must thank the staff and volunteers for their support and help over the year. They're always cheerful and have a wonderful attitude towards everyone who comes into the Centre. It does not go unnoticed by the visitors to the Centre - a friendly face is always welcome when you feel sad or lonely.

I'm sure that the next few years will be as good, if not better, than this one - if everyone keeps on doing what they do now, there won't be a problem! Good luck to everyone in keeping this wonderful building open and helping people.

Gordon Lathan  
Acting Treasurer

## Group Support and Admin Support Officer

Where does the time go?

Hartlepool People have welcomed a new volunteer this year, Louise, who works on an evening in reception to allow Jackie to get on and do all the jobs she would not be able to do if the reception needed manning, and it's made a huge difference, we have had so many nice comments about how well the building looks, smells and feels.

As for the building itself, we have had no unwanted problems since we had the rainwater harvester removed, boy was I glad to see the back of that troublesome thing.

This year we have seen many new groups start at the People Centre, which have been recommended by word of mouth, some of which are Safe in Tees Valley, Dementia Support, Youth Offending Team and Headway. Hartlepool People Centre is also doing their bit to continue to support other voluntary groups. We find ourselves being one of the only places for struggling voluntary group to turn to - we offer our rooms free of charge in these situations, helping the voluntary group establish, grow or continue their good work, thus enabling them to help the vulnerable person/people in need.

Hartlepool People Centre could not run as successfully if it was not for the dedication of the staff and volunteers. We are lucky at Hartlepool People Centre; our staff are fantastic at quickly reading a situation and gently helping the person in need. Our approach has always been to treat people with respect, compassion and humanity. Unfortunately, we have seen a steady rise of people who are homeless, people in crisis and people going hungry. This year we have been involved with a greater amount of people who we have helped house, feed and find services that could help them with their diverse needs.

The dedicated team at Hartlepool People Centre continue to fund raise through grants, writing to local companies and holding in-house raffles. I

dream of a day when a trust gives us a huge grant and we do not have to worry year to year where and if funds will enable us to continue our much-needed work.

Rebecca Taylor



## Maintenance, Cleaner and Receptionist

Another year, hard to believe I've been here for 13 of them now and I still can't imagine wanting to work anywhere else. I work an evening shift so I mostly see the same groups week in week out. This makes for a more personal service because I know most people by name. I interact with many of the most vulnerable people/groups who use the building, for example AA, ALANON, Probation and the food provision for the homeless. Working with these groups/ people has given me a greater ability to communicate in a tailored way to make people feel comfortable in accessing services within Hartlepool People Centre - in turn aiding on their road to recovery and enabling them to reach their full potential.

This year, while covering my colleague's holidays, I have worked during the day. This was lovely because I met other groups that access the Centre that I would not normally see. When returning to my normal evening shift, I was told by many people that they had missed me - this was very humbling and made me feel really appreciated.

Working for Hartlepool People Centre has always felt like I am not really coming to work but visiting people whose company I enjoy. My colleagues are all very supportive and feel like family rather than staff members.

I'd also like to welcome Louise this year, who has well as volunteering several hours also fund raises for us through her day job.

Jacqui Todd

## Volunteer Receptionist

I work at Hartlepool People Centre two days a week on a Tuesday (with Becky) and a Thursday (with Lin). My duties are to open the door and welcome customers in, direct people to rooms, help make tea and coffee and some cleaning. I try my best to help everyone but if I am unsure about anything Becky and Lin are there to help me. On a Thursday I take part in the Line Dancing group this keeps me fit and healthy. I really enjoy working at Hartlepool People Centre I have lots of friends and everyone is very nice to me. I like working and helping Probation they do a good job and work very hard.

I like to work and volunteer with my friends, it is a nice change from being at home with my mum and dad and I meet new people and learn new things all the time.

Madeleine Dawkins

Grants and kind contributions

Sue and Peter Hill  
Herrema  
Tesco  
Round Table  
Dennis Gowen  
Louise and Lloyds TSB  
Syder Foundation  
Grace Trust  
Devonport family Charitable Trust  
Reso Charitable Trust  
29<sup>th</sup> May 1961 Charitable Trust  
Coutts and Company  
HVDA  
Our Wonderful Groups and Members.

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

Aims	Classes
A self-help group that meets to share craft skills that include, crochet, cross stitch and knitting. The group is informal and volunteer led.	Knit and Natter
Provides classes for people wanting to learn more about all aspects of photography. This is volunteer led.	Night Photography
Provides holistic support for recovering alcoholics.	AA
Provides day care, holiday care and out of school care for children aged from birth to 11 years old.	Footprints Day Nursery
Fitness and self-defense class.	Tae Kwan Do
Provides classes for adult learners which cover a wide range of activities and skills e.g. nervous about numbers, health and social care, IT, improve your English sign language, computer for beginners, substance misuse awareness, deaf awareness and communication, cup cake creations, introduction to patch work and quilting, paper crafts, drawing and painting, make do and mend, silk crafts, batik painting, baby signing, read and rhyme, make your own story stack, family reading breakfast, GCSE maths, functional maths, Spanish for beginners and ESOL (beginners and intermediate). Courses and times change each year.	Hartlepool Lifelong Learning Adult Education Partnership.
Provides social interaction and keep fit for the user, from beginner to advanced.	Line Dancing
Provides skills learning and interaction, this is volunteer led.	Hartlepool People Art Group
An occasional group	U3A Gardening Group
Historical lectures and field trips to historic sites	U3A History
Coir singing practice	U3A Singing
Relaxation techniques	Spiritual Workshop and meditation
Counseling service	Mental Health Matters
Activities giving families the opportunities to learn together.	Family Learning
A group supporting families	Dementia Awareness
Occasional meetings, helping dog owners and dog health.	The Dogs' Trust
Seasonal sport for all ages.	Table Tennis

Hot meal and drinks for the homeless and needy. Free to anyone in need clothing and other donated items.	Hartlepool People food and clothing provision
Support, advice and information for families affected by a loved one's alcohol misuse.	Alanon
Giving people the knowledge and support to improve their way of life.	Life Skills
Volunteer led group that enjoy doing a wide range of crafts including knitting, sewing, cross stitch, making bags and sewing boxes and many other crafts.	Happy Crafters
Support group - occasional meetings	Positive Support In Tees
Meditation and coping strategies.	Mindfulness
Support group for people living with brain injuries	Headway
Educational skills aimed for people to find employment	Safe in Tees Valley
Educational skills aimed for people to find employment	Greatest expectations
Support group - occasional meetings	Social Inclusion
Support group - occasional meetings	Epilepsy Outlook
Support Group - occasional meetings	Lifeline Project
Support group - occasional meetings	Refugee/Asylum Service
Counselling service	Cornerstones
Support group - occasional meetings	Hartlepool Access Group
Service that provides help and advice with creating cvs and supporting clients back to employment.	National careers service
Supporting individuals to make changes to their lives to help integrate them back into the community.	National Probation service
Teaching English to people who speak various different languages, to help integrate within the community.	ESOL

Support Groups



Educational



Social Groups



Fitness groups



## Words from our Lovely Groups

### Clinical Psychologist

I am a clinical psychologist and have been renting a talking room here since 2015. I offer a prompt and professional service to clients experiencing mental health problems. Therapy appointments need to be conveniently arranged so that the client and I can meet in private and confidential setting to explore their emotional problems.

Hartlepool People Centre has supported me in offering this service. I have found working with the Centre a pleasure. The service is both professional and friendly, offering an efficient and reliable service. It has a welcoming, relaxed and accepting approach to both clients and service providers. I find booking rooms stress free as the Centre wants to support you in the delivery of your services.

### U3A History Group

The center provides good quality accommodation to service the many community groups within the town. The U3A member groups that have used the facilities at Hartlepool People Centre highly recommend the centre to any prospective user.

### Knit and Knatter

Staff are warm and helpful; rooms are always clean and tidy, it's a lovely place to have meetings. We have a few members who are unsteady on their feet and the lift and ramp access enables all members to be included.

### Camera Club

The staff and facilities are excellent we have no complaints whatsoever. Many happy successful years in the club, and they have always proved to be accommodating and professional.

### Happy Crafters

Since the group started some years ago, the numbers have steadily grown and everyone who attends agrees that the Centre is the perfect place. The staff are always very friendly and

helpful, and nothing is ever a bother for them. The room is perfect for the various crafts that we do, so everything is ideal!

### **Soup Kitchen**

We are so very thankful and grateful for all that the center and its staff do to accommodate the soup kitchen. Thank you for all your help and support we really do appreciate it. If it wasn't for the centre allowing us to use their facilities free of charge we would be still serving food from the back of our car in the cold winter months.

### **Edith Harrison Dance**

We use the facilities at Hartlepool People Centre twice a week and find it to have excellent services, staff and room hire costs. Our parents and children find it to be very welcoming and a perfect environment for the teaching of dance.

### **Art Group**

We have met at Hartlepool People Centre for many years the staff are always helpful welcoming and polite, we are able to store some of our bulkier items in a cupboard provided to us which is a great help. The building is a very large building which is maintained to a high standard.

### **Greatest Expectations**

Great helpful staff, beautiful building with excellent facilities, we couldn't find anywhere better on room hire costs.

### **Weight Watchers**

Accommodating staff very friendly and helpful. Building and rooms suit our needs perfectly.

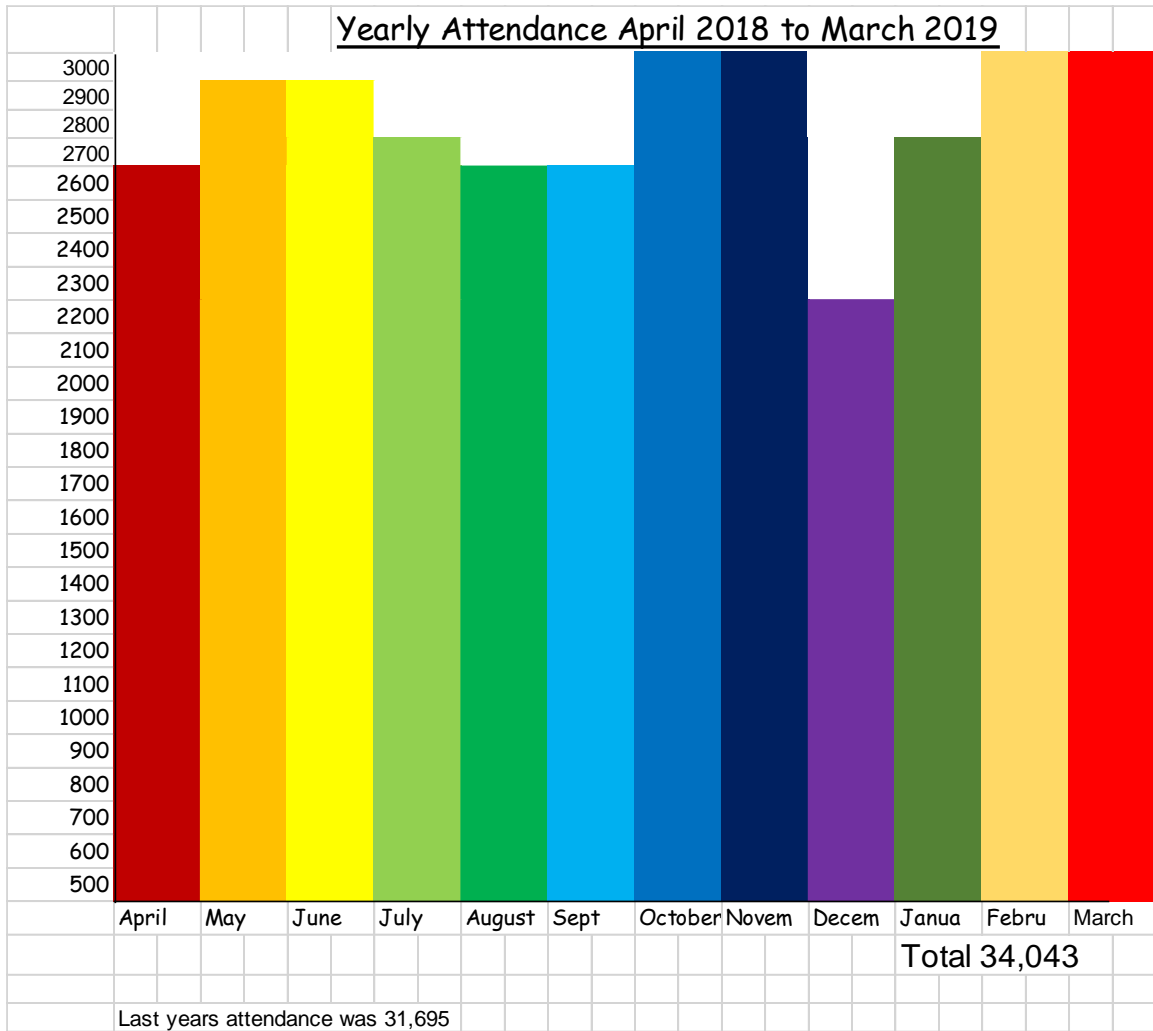
### **Step Forward Tees Valley**

We deliver our Step Forward Tees Valley Digital Inclusion Programme from Hartlepool People Centre and it is a real success. The Centre is ideally located within the center of Hartlepool on good transport links. The staff are welcoming and always happy to help. The

Wifi is strong and the rooms have the perfect temperature and lighting to deliver training. Massive thanks to Lin and the rest of the team. We hope to continue working together in 2020 and beyond.

Lorraine Nevison, Digital Inclusion Coordinator, Safe in Tees Valley.





**Hartlepool People Limited**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2019**

**CENSIS**

Chartered accountant  
Exchange Building  
66 Church Street  
Hartlepool  
TS24 7DN

**Hartlepool People Limited**  
**Company Limited by Guarantee**  
**Financial Statements**  
**Year ended 31 March 2019**

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	<b>Page</b>
Trustees' annual report (incorporating the director's report)	<b>1</b>
Independent examiner's report to the trustees	<b>4</b>
Statement of financial activities (including income and expenditure account)	<b>5</b>
Statement of financial position	<b>6</b>
Statement of cash flows	<b>8</b>
Notes to the financial statements	<b>9</b>

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# Hartlepool People Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2019

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2019.

#### Reference and administrative details

**Registered charity name** Hartlepool People Limited

**Charity registration number** 1062163

**Company registration number** 02027732

**Principal office and registered office** Hartlepool People Centre  
Raby Road  
Hartlepool  
TS24 8AH

#### The trustees

G H Culley  
J A Dinning  
J Lathan  
C McLoughlin  
J Wilson

**Company secretary** L J Craddy

**Accountants** Censis  
Chartered accountant  
Exchange Building  
66 Church Street  
Hartlepool  
TS24 7DN

# Hartlepool People Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2019

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#### Structure, governance and management

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

#### The Recruitment and Appointment of new Trustees

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

#### The Induction and Training of Trustees

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

#### The Organisational Structure of the Charity

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

#### Risk Management

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

A risk management plan has been introduced as part of the formal risk management process in order to assess organisational risk and implement appropriate strategies. The plan takes into account the types of risk faced by the charity, prioritising them in terms of impact and likelihood of occurrence, and identifying means of mitigating the risks.

#### Objectives and activities

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

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

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

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

# Hartlepool People Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2019

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#### Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

#### Achievements and performance

Attendance figures show an average of just under 2,900 visits to the Centre each month. We provide education, leisure and specialised services to thousands of people per year, either directly or in partnership with other statutory and voluntary agencies. We provide support to victims of crime, and to those who have been affected by rape and abuse. We are a social outlet for those living in isolation, those whose families have grown up, moved away or are bereaved. We offer a lifeline of support and company to many people with low confidence or self-esteem, or who are educationally or emotionally challenged.

#### Financial review

The statement of financial activities shows a deficit for the year of £5,703.

Restricted reserves amount to £776,679 (that is those funds committed to projects). Included in restricted reserves are Building and fixed assets to the value of £776,679.

The unrestricted funds of the charity at 31 March 2019 amounted to £213,569 of which free reserves (that is those not tied up in fixed assets) amount to £64,388.

The Trustees are delighted to announce that the mortgage of £150,000, kindly provided by Hartlepool Revival Ltd at a low rate of interest, has finally been repaid. This ensures that the building with a net book value of £924,564 is now secured for charitable use by the residents of Hartlepool, who greatly benefit from the use of its facilities.

#### Reserve Policy

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

The trustees' annual report and the strategic report were approved on 18 November 2019 and signed on behalf of the board of trustees by:

C McLoughlin  
Trustee

# Hartlepool People Limited

## Company Limited by Guarantee

### Independent Examiner's Report to the Trustees of Hartlepool People Limited

Year ended 31 March 2019

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I report to the trustees on my examination of the financial statements of Hartlepool People Limited ('the charity') for the year ended 31 March 2019.

#### Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the charity'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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.

CENSIS  
Chartered accountant

Exchange Building  
66 Church Street  
Hartlepool  
TS24 7DN

19 November 2019

# Hartlepool People Limited

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

31 March 2019

		Unrestricted funds £	2019 Restricted funds £	Total funds £	2018 Total funds £
	Note				
<b>Income and endowments</b>					
Donations and legacies	5	13,835	—	13,835	25,010
Charitable activities	6	74,237	—	74,237	67,795
Investment income	7	56	—	56	19
<b>Total income</b>		<u>88,128</u>	<u>—</u>	<u>88,128</u>	<u>92,824</u>
<b>Expenditure</b>					
Expenditure on charitable activities	8,9	<u>75,242</u>	<u>18,589</u>	<u>93,831</u>	<u>93,277</u>
<b>Total expenditure</b>		<u>75,242</u>	<u>18,589</u>	<u>93,831</u>	<u>93,277</u>
<b>Net expenditure and net movement in funds</b>		<u>12,886</u>	<u>(18,589)</u>	<u>(5,703)</u>	<u>(453)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		200,683	795,268	995,951	996,404
<b>Total funds carried forward</b>		<u>213,569</u>	<u>776,679</u>	<u>990,248</u>	<u>995,951</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 9 to 16 form part of these financial statements.



**Hartlepool People Limited**  
**Company Limited by Guarantee**  
**Statement of Financial Position**  
**31 March 2019**

		<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
<b>Fixed assets</b>			
Tangible fixed assets	<b>14</b>	925,860	947,378
<b>Current assets</b>			
Debtors	<b>15</b>	14,476	10,852
Cash at bank and in hand		50,982	50,639
		<u>65,458</u>	<u>61,491</u>
<b>Creditors: amounts falling due within one year</b>	<b>16</b>	<u>1,070</u>	<u>10,560</u>
<b>Net current assets</b>		<u>64,388</u>	<u>50,931</u>
<b>Total assets less current liabilities</b>		990,248	998,309
<b>Creditors: amounts falling due after more than one year</b>	<b>17</b>	<u>—</u>	<u>2,358</u>
<b>Net assets</b>		<u>990,248</u>	<u>995,951</u>
<b>Funds of the charity</b>			
Restricted funds		776,679	795,268
Unrestricted funds		213,569	200,683
<b>Total charity funds</b>	<b>19</b>	<u>990,248</u>	<u>995,951</u>

For the year ending 31 March 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The statement of financial position  
continues on the following page.

The notes on pages 9 to 16 form part of these financial statements.

# **Hartlepool People Limited**

## **Company Limited by Guarantee**

### **Statement of Financial Position** *(continued)*

**31 March 2019**

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These financial statements were approved by the board of trustees and authorised for issue on 18 November 2019, and are signed on behalf of the board by:

C McLoughlin  
Trustee

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The notes on pages 9 to 16 form part of these financial statements.

**Hartlepool People Limited**  
**Company Limited by Guarantee**  
**Statement of Cash Flows**  
**Year ended 31 March 2019**

	<b>2019</b>	2018
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Net expenditure	(5,703)	(453)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	22,815	22,788
Other interest receivable and similar income	(56)	(19)
Interest payable and similar charges	(1,204)	402
<i>Changes in:</i>		
Trade and other debtors	(3,624)	6,724
Trade and other creditors	(282)	311
Cash generated from operations	11,946	29,753
Interest paid	1,204	(402)
Interest received	56	19
Net cash from operating activities	<u>13,206</u>	<u>29,370</u>
<b>Cash flows from investing activities</b>		
Purchase of tangible assets	(1,297)	—
Net cash used in investing activities	<u>(1,297)</u>	<u>—</u>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	(11,566)	(9,032)
Net cash used in financing activities	<u>(11,566)</u>	<u>(9,032)</u>
<b>Net increase in cash and cash equivalents</b>	343	20,338
<b>Cash and cash equivalents at beginning of year</b>	<u>50,639</u>	<u>30,301</u>
<b>Cash and cash equivalents at end of year</b>	<u>50,982</u>	<u>50,639</u>

The notes on pages 9 to 16 form part of these financial statements.

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements

Year ended 31 March 2019

---

#### 1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Hartlepool People Centre, Raby Road, Hartlepool, TS24 8AH.

#### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### Going concern

There are no material uncertainties about the charity's ability to continue.

##### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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#### 3. Accounting policies *(continued)*

##### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

---

#### 3. Accounting policies *(continued)*

##### **Tangible assets *(continued)***

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	-	5% straight line
Fixtures and fittings	-	25% straight line

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### **Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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#### 4. Limited by guarantee

Hartlepool People Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

#### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
<b>Donations</b>				
Donations	633	633	60	60
Hartlepool Round Table	—	—	200	200
Dennis Dowen	200	200	150	150
Lloyds Bank	183	183	—	—
S G Petch	—	—	50	50
Charities Aid Foundation	—	—	350	350
<b>Grants</b>				
Coulthurst Trust	—	—	500	500
1989 Willan Charitable Trust	—	—	5,000	5,000
The Vardy Foundation	—	—	2,000	2,000
The Clarence House Trust	—	—	500	500
The Grace Trust	500	500	—	—
The Reso Charitable Foundation	—	—	5,000	5,000
Devonport Family Charitable Trust	200	200	—	—
Reso Charitable Trust	5,000	5,000	—	—
HVDA	1,119	1,119	—	—
The 29th 1961 May Charitable Trust	3,000	3,000	—	—
Coutts & Co	1,000	1,000	—	—
The Syder Foundation	2,000	2,000	—	—
The Fitton Trust	—	—	200	200
Tees Valley Community Foundation	—	—	6,000	6,000
The Louis Nicholas Residuary Charitable Trust	—	—	5,000	5,000
	<u>13,835</u>	<u>13,835</u>	<u>25,010</u>	<u>25,010</u>

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

#### 6. Charitable activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Room hire - footprints	27,945	27,945	27,588	27,588
Room hire	46,292	46,292	39,207	39,207
Other	—	—	1,000	1,000
	<u>74,237</u>	<u>74,237</u>	<u>67,795</u>	<u>67,795</u>

#### 7. Investment income

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Bank interest received	56	56	19	19

#### 8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
General Fund	75,242	—	75,242
Freehold Property Fund	—	18,589	18,589
	<u>75,242</u>	<u>18,589</u>	<u>93,831</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
General Fund	70,489	—	70,489
Freehold Property Fund	—	22,788	22,788
	<u>70,489</u>	<u>22,788</u>	<u>93,277</u>

#### 9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2019 £	Total fund 2018 £
General Fund	75,242	75,242	70,489
Freehold Property Fund	18,589	18,589	22,788
	<u>93,831</u>	<u>93,831</u>	<u>93,277</u>



# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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#### 10. Net expenditure

Net expenditure is stated after charging/(crediting):

	<b>2019</b>	2018
	<b>£</b>	£
Depreciation of tangible fixed assets	<u>22,815</u>	<u>22,788</u>

#### 11. Independent examination fees

	<b>2019</b>	2018
	<b>£</b>	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>840</u>	<u>840</u>

#### 12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2019</b>	2018
	<b>£</b>	£
Wages and salaries	35,671	35,884
Employer contributions to pension plans	<u>232</u>	<u>120</u>
	<u>35,903</u>	<u>36,004</u>

The average head count of employees during the year was 4 (2018: 4). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2019</b>	2018
	<b>No.</b>	No.
Charitable activities	3	3
Management	<u>1</u>	<u>1</u>
	<u>4</u>	<u>4</u>

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

#### 13. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2019

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#### 14. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 April 2018	1,139,406	62,603	1,202,009
Additions	–	1,297	1,297
<b>At 31 March 2019</b>	<b>1,139,406</b>	<b>63,900</b>	<b>1,203,306</b>
<b>Depreciation</b>			
At 1 April 2018	192,054	62,577	254,631
Charge for the year	22,788	27	22,815
<b>At 31 March 2019</b>	<b>214,842</b>	<b>62,604</b>	<b>277,446</b>
<b>Carrying amount</b>			
<b>At 31 March 2019</b>	<b>924,564</b>	<b>1,296</b>	<b>925,860</b>
At 31 March 2018	947,352	26	947,378

#### 15. Debtors

	<b>2019</b> £	2018 £
Trade debtors	13,916	10,753
Prepayments and accrued income	560	99
	<b>14,476</b>	<b>10,852</b>

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

	<b>2019</b> £	2018 £
Bank loans and overdrafts	–	9,208
Accruals and deferred income	1,035	1,035
Social security and other taxes	–	317
Other creditors	35	–
	<b>1,070</b>	<b>10,560</b>

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

	<b>2019</b> £	2018 £
Bank loans and overdrafts	–	2,358

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2019

---

#### 18. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £232 (2018: £120).

#### 19. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2018 £	Income £	Expenditure £	At 31 March 2019 £
General funds	200,683	88,128	(75,242)	213,569

##### Restricted funds

	At 1 April 2018 £	Income £	Expenditure £	At 31 March 2019 £
Freehold Property Fund	795,268	—	(18,589)	776,679

#### 20. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Tangible fixed assets	149,181	776,679	925,860	947,378
Current assets	65,458	—	65,458	61,491
Creditors less than 1 year	(1,070)	—	(1,070)	(10,560)
Creditors greater than 1 year	—	—	—	(2,358)
<b>Net assets</b>	<b>213,569</b>	<b>776,679</b>	<b>990,248</b>	<b>995,951</b>

**Hartlepool People Limited**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2019**

**CENSIS**

Chartered accountant  
Exchange Building  
66 Church Street  
Hartlepool  
TS24 7DN

**Hartlepool People Limited**  
**Company Limited by Guarantee**  
**Financial Statements**  
**Year ended 31 March 2019**

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	<b>Page</b>
Trustees' annual report (incorporating the director's report)	<b>1</b>
Independent examiner's report to the trustees	<b>4</b>
Statement of financial activities (including income and expenditure account)	<b>5</b>
Statement of financial position	<b>6</b>
Statement of cash flows	<b>8</b>
Notes to the financial statements	<b>9</b>

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# Hartlepool People Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2019

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2019.

#### Reference and administrative details

**Registered charity name** Hartlepool People Limited

**Charity registration number** 1062163

**Company registration number** 02027732

**Principal office and registered office** Hartlepool People Centre  
Raby Road  
Hartlepool  
TS24 8AH

#### The trustees

G H Culley  
J A Dinning  
J Lathan  
C McLoughlin  
J Wilson

**Company secretary** L J Craddy

**Accountants** Censis  
Chartered accountant  
Exchange Building  
66 Church Street  
Hartlepool  
TS24 7DN

# Hartlepool People Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2019

---

#### Structure, governance and management

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

#### The Recruitment and Appointment of new Trustees

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

#### The Induction and Training of Trustees

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

#### The Organisational Structure of the Charity

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

#### Risk Management

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

A risk management plan has been introduced as part of the formal risk management process in order to assess organisational risk and implement appropriate strategies. The plan takes into account the types of risk faced by the charity, prioritising them in terms of impact and likelihood of occurrence, and identifying means of mitigating the risks.

#### Objectives and activities

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

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

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

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

# Hartlepool People Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2019

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#### Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

#### Achievements and performance

Attendance figures show an average of just under 2,900 visits to the Centre each month. We provide education, leisure and specialised services to thousands of people per year, either directly or in partnership with other statutory and voluntary agencies. We provide support to victims of crime, and to those who have been affected by rape and abuse. We are a social outlet for those living in isolation, those whose families have grown up, moved away or are bereaved. We offer a lifeline of support and company to many people with low confidence or self-esteem, or who are educationally or emotionally challenged.

#### Financial review

The statement of financial activities shows a deficit for the year of £5,703.

Restricted reserves amount to £776,679 (that is those funds committed to projects). Included in restricted reserves are Building and fixed assets to the value of £776,679.

The unrestricted funds of the charity at 31 March 2019 amounted to £213,569 of which free reserves (that is those not tied up in fixed assets) amount to £64,388.

The Trustees are delighted to announce that the mortgage of £150,000, kindly provided by Hartlepool Revival Ltd at a low rate of interest, has finally been repaid. This ensures that the building with a net book value of £924,564 is now secured for charitable use by the residents of Hartlepool, who greatly benefit from the use of its facilities.

#### Reserve Policy

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

The trustees' annual report and the strategic report were approved on 18 November 2019 and signed on behalf of the board of trustees by:

C McLoughlin  
Trustee



# Hartlepool People Limited

## Company Limited by Guarantee

### Independent Examiner's Report to the Trustees of Hartlepool People Limited

Year ended 31 March 2019

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I report to the trustees on my examination of the financial statements of Hartlepool People Limited ('the charity') for the year ended 31 March 2019.

#### Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the charity'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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.

CENSIS  
Chartered accountant

Exchange Building  
66 Church Street  
Hartlepool  
TS24 7DN

19 November 2019

# Hartlepool People Limited

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

31 March 2019

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		Unrestricted funds	2019 Restricted funds	Total funds	2018 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	13,835	—	13,835	25,010
Charitable activities	6	74,237	—	74,237	67,795
Investment income	7	56	—	56	19
<b>Total income</b>		<u>88,128</u>	<u>—</u>	<u>88,128</u>	<u>92,824</u>
<b>Expenditure</b>					
Expenditure on charitable activities	8,9	<u>75,242</u>	<u>18,589</u>	<u>93,831</u>	<u>93,277</u>
<b>Total expenditure</b>		<u>75,242</u>	<u>18,589</u>	<u>93,831</u>	<u>93,277</u>
<b>Net expenditure and net movement in funds</b>		<u>12,886</u>	<u>(18,589)</u>	<u>(5,703)</u>	<u>(453)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>200,683</u>	<u>795,268</u>	<u>995,951</u>	<u>996,404</u>
<b>Total funds carried forward</b>		<u>213,569</u>	<u>776,679</u>	<u>990,248</u>	<u>995,951</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

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The notes on pages 9 to 16 form part of these financial statements.

**Hartlepool People Limited**  
**Company Limited by Guarantee**  
**Statement of Financial Position**  
**31 March 2019**

		<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
<b>Fixed assets</b>			
Tangible fixed assets	<b>14</b>	925,860	947,378
<b>Current assets</b>			
Debtors	<b>15</b>	14,476	10,852
Cash at bank and in hand		50,982	50,639
		<u>65,458</u>	<u>61,491</u>
<b>Creditors: amounts falling due within one year</b>	<b>16</b>	<u>1,070</u>	<u>10,560</u>
<b>Net current assets</b>		<u>64,388</u>	<u>50,931</u>
<b>Total assets less current liabilities</b>		990,248	998,309
<b>Creditors: amounts falling due after more than one year</b>	<b>17</b>	<u>—</u>	<u>2,358</u>
<b>Net assets</b>		<u>990,248</u>	<u>995,951</u>
<b>Funds of the charity</b>			
Restricted funds		776,679	795,268
Unrestricted funds		213,569	200,683
<b>Total charity funds</b>	<b>19</b>	<u>990,248</u>	<u>995,951</u>

For the year ending 31 March 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The statement of financial position  
continues on the following page.

The notes on pages 9 to 16 form part of these financial statements.

# **Hartlepool People Limited**

## **Company Limited by Guarantee**

### **Statement of Financial Position** *(continued)*

**31 March 2019**

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These financial statements were approved by the board of trustees and authorised for issue on 18 November 2019, and are signed on behalf of the board by:

C McLoughlin  
Trustee

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The notes on pages 9 to 16 form part of these financial statements.

**Hartlepool People Limited**  
**Company Limited by Guarantee**  
**Statement of Cash Flows**  
**Year ended 31 March 2019**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Net expenditure	(5,703)	(453)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	22,815	22,788
Other interest receivable and similar income	(56)	(19)
Interest payable and similar charges	(1,204)	402
<i>Changes in:</i>		
Trade and other debtors	(3,624)	6,724
Trade and other creditors	(282)	311
Cash generated from operations	11,946	29,753
Interest paid	1,204	(402)
Interest received	56	19
Net cash from operating activities	<u>13,206</u>	<u>29,370</u>
<b>Cash flows from investing activities</b>		
Purchase of tangible assets	(1,297)	—
Net cash used in investing activities	<u>(1,297)</u>	<u>—</u>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	(11,566)	(9,032)
Net cash used in financing activities	<u>(11,566)</u>	<u>(9,032)</u>
<b>Net increase in cash and cash equivalents</b>	343	20,338
<b>Cash and cash equivalents at beginning of year</b>	<u>50,639</u>	<u>30,301</u>
<b>Cash and cash equivalents at end of year</b>	<u>50,982</u>	<u>50,639</u>

The notes on pages 9 to 16 form part of these financial statements.

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements

Year ended 31 March 2019

---

#### 1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Hartlepool People Centre, Raby Road, Hartlepool, TS24 8AH.

#### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### Going concern

There are no material uncertainties about the charity's ability to continue.

##### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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#### 3. Accounting policies *(continued)*

##### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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#### 3. Accounting policies *(continued)*

##### **Tangible assets *(continued)***

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	-	5% straight line
Fixtures and fittings	-	25% straight line

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### **Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.



# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2019

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#### 4. Limited by guarantee

Hartlepool People Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

#### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
<b>Donations</b>				
Donations	633	633	60	60
Hartlepool Round Table	—	—	200	200
Dennis Dowen	200	200	150	150
Lloyds Bank	183	183	—	—
S G Petch	—	—	50	50
Charities Aid Foundation	—	—	350	350
<b>Grants</b>				
Coulthurst Trust	—	—	500	500
1989 Willan Charitable Trust	—	—	5,000	5,000
The Vardy Foundation	—	—	2,000	2,000
The Clarence House Trust	—	—	500	500
The Grace Trust	500	500	—	—
The Reso Charitable Foundation	—	—	5,000	5,000
Devonport Family Charitable Trust	200	200	—	—
Reso Charitable Trust	5,000	5,000	—	—
HVDA	1,119	1,119	—	—
The 29th 1961 May Charitable Trust	3,000	3,000	—	—
Coutts & Co	1,000	1,000	—	—
The Syder Foundation	2,000	2,000	—	—
The Fitton Trust	—	—	200	200
Tees Valley Community Foundation	—	—	6,000	6,000
The Louis Nicholas Residuary Charitable Trust	—	—	5,000	5,000
	<u>13,835</u>	<u>13,835</u>	<u>25,010</u>	<u>25,010</u>

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

#### 6. Charitable activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Room hire - footprints	27,945	27,945	27,588	27,588
Room hire	46,292	46,292	39,207	39,207
Other	—	—	1,000	1,000
	<u>74,237</u>	<u>74,237</u>	<u>67,795</u>	<u>67,795</u>

#### 7. Investment income

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Bank interest received	56	56	19	19

#### 8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
General Fund	75,242	—	75,242
Freehold Property Fund	—	18,589	18,589
	<u>75,242</u>	<u>18,589</u>	<u>93,831</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
General Fund	70,489	—	70,489
Freehold Property Fund	—	22,788	22,788
	<u>70,489</u>	<u>22,788</u>	<u>93,277</u>

#### 9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2019 £	Total fund 2018 £
General Fund	75,242	75,242	70,489
Freehold Property Fund	18,589	18,589	22,788
	<u>93,831</u>	<u>93,831</u>	<u>93,277</u>

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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#### 10. Net expenditure

Net expenditure is stated after charging/(crediting):

	<b>2019</b>	2018
	<b>£</b>	£
Depreciation of tangible fixed assets	<u>22,815</u>	<u>22,788</u>

#### 11. Independent examination fees

	<b>2019</b>	2018
	<b>£</b>	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>840</u>	<u>840</u>

#### 12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2019</b>	2018
	<b>£</b>	£
Wages and salaries	35,671	35,884
Employer contributions to pension plans	<u>232</u>	<u>120</u>
	<u>35,903</u>	<u>36,004</u>

The average head count of employees during the year was 4 (2018: 4). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2019</b>	2018
	<b>No.</b>	No.
Charitable activities	3	3
Management	<u>1</u>	<u>1</u>
	<u>4</u>	<u>4</u>

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

#### 13. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2019

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#### 14. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 April 2018	1,139,406	62,603	1,202,009
Additions	–	1,297	1,297
<b>At 31 March 2019</b>	<b>1,139,406</b>	<b>63,900</b>	<b>1,203,306</b>
<b>Depreciation</b>			
At 1 April 2018	192,054	62,577	254,631
Charge for the year	22,788	27	22,815
<b>At 31 March 2019</b>	<b>214,842</b>	<b>62,604</b>	<b>277,446</b>
<b>Carrying amount</b>			
<b>At 31 March 2019</b>	<b>924,564</b>	<b>1,296</b>	<b>925,860</b>
At 31 March 2018	947,352	26	947,378

#### 15. Debtors

	<b>2019</b> £	2018 £
Trade debtors	13,916	10,753
Prepayments and accrued income	560	99
	<b>14,476</b>	<b>10,852</b>

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

	<b>2019</b> £	2018 £
Bank loans and overdrafts	–	9,208
Accruals and deferred income	1,035	1,035
Social security and other taxes	–	317
Other creditors	35	–
	<b>1,070</b>	<b>10,560</b>

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

	<b>2019</b> £	2018 £
Bank loans and overdrafts	–	2,358

# Hartlepool People Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2019

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#### 18. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £232 (2018: £120).

#### 19. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2018 £	Income £	Expenditure £	At 31 March 2019 £
General funds	200,683	88,128	(75,242)	213,569

##### Restricted funds

	At 1 April 2018 £	Income £	Expenditure £	At 31 March 2019 £
Freehold Property Fund	795,268	—	(18,589)	776,679

#### 20. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Tangible fixed assets	149,181	776,679	925,860	947,378
Current assets	65,458	—	65,458	61,491
Creditors less than 1 year	(1,070)	—	(1,070)	(10,560)
Creditors greater than 1 year	—	—	—	(2,358)
<b>Net assets</b>	<b>213,569</b>	<b>776,679</b>	<b>990,248</b>	<b>995,951</b>