

**The Yews (Haywards Heath) Community Partnership
A Charitable Social Enterprise**

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
31ST MARCH 2020**



Registered Charity No. 1144700
Company Registration No. 07635719

The Yews (Haywards Heath) Community Partnership

TRUSTEES' ANNUAL REPORT

PERIOD ENDED 31 MARCH 2020

LEGAL AND ADMINISTRATIVE DETAILS

The Partnership was first registered as a Charity on 17th November 2011

Charity Commission Registration Number is 1144700. Company Ltd by Guarantee Number 07635719

Registered address	The Yews 55 Boltro Road Haywards Heath West Sussex RH16 1BJ
Trustees	Ian Sanderson (Chairman) Susan Darnell Timothy Fraser Malcolm Hulatt Norah Jefferys Colin Darnell (appointed 17 July 2019)
Hon President	Elizabeth Peel B.E.M. (dec'd 14 February 2020) Currently vacant
Bankers	Barclays Bank PLC 77 South Road Haywards Heath RH16 4LB
Independent Examiner	Eric Bassett

1. Governing Document

The organisation is a charitable company limited by guarantee, incorporated in 2011. The company was established on 16th May 2011 under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. It is registered as a charity with the Charity Commission. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

The Yews (Haywards Heath) Community Partnership has adopted the model Memorandum and Articles of Association from Community Matters, a charity that champions voluntary and community action at neighbourhood level.

The directors of the company are also charity trustees for the purposes of charity law, and under the company's Articles, are known as members of the Board of Directors.

Aims and activities of the Charity

The objectives of the Charity are:

- a. to promote the benefit of the inhabitants of Haywards Heath and the neighbourhood without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations 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;
- b. to establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;
- c. to promote such other charitable purposes as may from time to time be determined

The main activity of the Charity is the running of the Yews Centre in Haywards Heath and the promotion of those groups who use the Centre's facilities.

2. Public Benefit

The Trustees consider that the Charity's activities reflect our aims and objectives and that they are designed to provide accessible accommodation to benefit the public in accordance with our charitable objectives.

3. Achievements and Performance

The Partnership continued its policy of refurbishment to maintain and improve the quality of the facilities on offer to the community, spending over £24,000 on various structural improvements. The major projects included external painting of the building, replacement of fire doors, asbestos remediation work and major improvements to our staff office. These all helped to maintain room hire income and occupancy rates compared with the prior year. While there is always an amount of churn in our clients the number of regular users during the year was also maintained. During the year over 70 different organisations and individuals used our community centre, of which a third used the premises for the first time, including a number of new repeat users. There are well over 800 regular weekly visitors to the Centre. This reflects the efforts of the management staff and trustees to continue to increase the profile of The Yews in the community.

4. Risk Management

The Charity's Directors have conducted a review of the major risks to which the Charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity might face. Procedures and policies have been implemented to meet the requirements of the General Data Protection Act.

Internal control risks have been minimised by the implementation of sub-committee structures with responsibilities for transactions and projects. Procedures are in place to ensure compliance with Health and Safety regulations and requirements. Such procedures are reviewed regularly.

5. Organisational Structure

The Board of Directors administers the Charity. The Board meets regularly, as required, with sub committees covering such areas as publicity and promotion, fund raising, maintenance and health and safety, Centre matters and liaison with users. The day to day activities of the Charity are managed by a part time office manager and an assistant. The manager carries out certain delegated operational and staff supervision authorities within terms agreed by the Directors.

6. Financial Review

Throughout the year the Board of Directors has reviewed the activities of the Charity in the light of its Business Plan and the Budget set by the directors at commencement of the year.

7. Principal Funding Sources

The Charity's principal source of funding is the charges it levies for the use of the Yews premises, augmented by local authority grants and public donations from individuals and organisations.

8. Reserves Policy

The charity is mindful of the building under its charge and the uncertainty of its future income. In line with its responsibilities it has set specific reserves totalling £43,000 and intends to keep its reserve strategy under regular review.

9. Future Plans & impact of Covid-19

The Board intends, in conjunction with its business plan and budget, to maintain its concept of the service it would like to deliver to the community and the enhancement to the Yews premises necessary to meet that challenge.

Covid 19 had only a limited effect on the financial statements for the year under review, since the centre was fully operational until the final weeks of March 2020 when users began to cancel bookings. Shortly after, the centre closed as a result of the Government lock down. No revenue at all has been received for the period April -June 2020. It is anticipated that we will begin a partial re-opening of the Yews during July, although some of our long term regular users have already ceased to trade and others of our more vulnerable user groups are unlikely to return in the near future. Nevertheless, thanks to Government support, the Yews financial position is stable and the trustees are confident that the Partnership is well positioned for the foreseeable future.

10. Statement of Directors/Trustees Responsibilities

Company law requires the Directors/Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charitable company at the balance sheet date and its financial activities for that period. In preparing those financial statements, the Board is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the 'going concern basis' unless it is inappropriate to presume that the charity will continue in operational existence.

The Directors/Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Directors is also responsible for safeguarding the

assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors/Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report, are set out in page 2.

Ian Sanderson
Chairman

The Yews (Haywards Heath) Community Partnership

Financial Statement

Period to 31st March 2020

This financial statement has been prepared in accordance with the Companies Act 2006 and the Statement of Recommended Practice issued by the Charities Commission in March 2005.

The Directors acknowledge their responsibility for:

- a. Ensuring that the company keeps accounting records which comply with section 386 of the Act.
- b. Preparing accounts which give a true and fair view of the state of affairs of the company at 31st March 2020, and of its income and expenditure for the year then ended in accordance with section 393(1), and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

For the period ended 31st March 2020 the company is entitled to exemption from the audit requirement contained in section 477(2) of the Companies Act 2006.

No member of the company has posted a notice pursuant to section 476 of the Companies Act 2006 requiring an audit of these accounts.

Approved by the Directors/Trustees on

2020.

And signed on their behalf by

Ian Sanderson
Chairman

Independent Examiner's report to the Directors/Trustees of the Yews (Haywards Heath) Community Partnership

I report on the accounts of the Yews (Haywards Heath) Community Partnership for the period ending 31st March 2020, as set out hereunder.

Respective responsibilities of the Directors/Trustees and Examiner:

As the charity's Directors/Trustees you are responsible for the preparation of the accounts; you consider the audit requirements of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of the Independent Examiner's report:

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations for you as Directors/Trustees concerning any such matters. The procedures taken do not provide all the evidence required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement:

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirement to keep accounting records in accordance with section 41 of the Act, to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met, or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Eric Bassett
90 Sunnywood Dv,
Haywards Heath,
RH16 4PB

2020

The Yews (Haywards Heath) Community Partnership
STATEMENT OF FINANCIAL ACTIVITIES (SOFA)
YEAR ENDED 31ST MARCH 2020

		Unrestricted Funds YEAR ENDED 31 st March 2020	Restricted Funds YEAR ENDED 31 st March 2020	Total Funds YEAR ENDED 31 st March 2020	Total Funds YEAR ENDED 31 st March 2019
<u>General Fund</u>	Notes	£	£	£	£
<u>Income</u>					
Room hire	4	49,088		49,088	50,873
Grants		708		708	0
Donations Received	9	35,369	15,000	50,369	18,495
Investment income		4		4	4
Fund Raising		1,971		1,971	1,954
Total income		87,140	15,000	102,140	71,326
<u>Expenses</u>					
Staff Costs	3	23,131		23,131	27,291
Cleaning & cleaning supplies		8,982		8,982	8,263
Other supplies & Miscellaneous items		448		448	839
Insurance and Licences		1,203		1,203	1,134
Water, sewage & refuse		1,304		1,304	942
Gas and Electricity		4,481		4,481	3,427
Equipment Servicing		1,612		1,612	2,862
Telephone & internet		968		968	651
Repairs & renewals		3,016		3,016	1,811
Stationery		585		585	504
Training		35		35	200
Fund Raising costs		203		203	527
Bad & Doubtful Debts		0		0	387
Donations Made		0	810	810	0
Structural Projects		24,447		24,447	19,676
Total expenses		70,415	810	71,225	68,512
Increase (Reduction) in General Fund		16,725	14,190	30,915	2,814
Transfer (to)/From General Reserve		0		0	15
Transfer (to)/From Capital Spending Reserve		5,500		5,500	(7,300)
Transfer (to)/From G. Cloake Memorial Reserve		(20,000)		(20,000)	
Transfer (to)/From Dilapidations Reserve		0		0	(1,000)
Transfer (to)/From FOY Reserve		0	(14,190)	(14,190)	
Net Increase (Reduction) in General Fund		2,125	0	2,125	(5,487)
General Fund brought forward		15,202	0	15,202	20,673
General Fund carried forward		17,427	0	17,427	15,202

**The Yews (Haywards Heath Community Partnership
STATEMENT OF FINANCIAL ACTIVITIES (SOFA)
YEAR ENDED 31ST MARCH 2020**

Other Reserves

RESTRICTED FUNDS

Notes	Restricted Funds YEAR ENDED 31st March 2020	Restricted Funds YEAR ENDED 31st March 2019
	£	£
<u>Friends of Yews Reserve</u>		
Reserve brought forward	0	0
Transfer From/(To) General Fund	14,190	0
Reserve Carried Forward	14,190	0

Unrestricted Funds YEAR ENDED 31st March 2020	Unrestricted Funds YEAR ENDED 31st March 2020
£	£

UNRESTRICTED FUNDS

Capital Spending Reserve

	7		
Reserve brought forward		11,500	4,200
Transfer From/(To) General Fund		(5,500)	7,300
Reserve Carried Forward		6,000	11,500

G Cloake Legacy Reserve

Reserve Brought Forward		0	0
Transfer From/(To) General Fund		20,000	0
Reserve Carried Forward		20,000	0

General Reserve

Reserve brought forward		9,250	9,250
Transfer From/(To) General Fund		0	0
Reserve Carried Forward		9,250	9,250

Dilapidation Reserve

	6		
Reserve brought forward		8,000	7,000
Transfer From/(To) General Fund		0	1,000
Reserve Carried Forward		8,000	8,000

The Yews (Haywards Heath) Community Partnership

BALANCE SHEET AT MARCH 31ST 2020

	Notes	12 month PERIOD ENDED 31 st March 2020		12 month PERIOD ENDED 31 st March 2019	
		£	£	£	£
Fixed Assets			0		0
Tangible assets			0		0
Investments			0		0
Current Assets					
Debtors: Room Hire	4	1,174		2,925	
Debtors: Accrued income	4	1,321		6,559	
Cash at bank and in hand		77,082		39,535	
		<u>79,577</u>		<u>49,019</u>	
Creditors: amounts falling due within one year	5	(4,710)		(5,067)	
Net Current Assets			74,867		43,952
Net Assets			74,867		43,952
Represented by:					
Restricted Funds	9				
Friends of Yews Reserve			14,190		0
Unrestricted Funds					
General Fund			17,427		15,202
G Cloake Legacy Reserve			20,000		0
Capital Spending Reserve			6,000		11,500
Dilapidation Reserve			8,000		8,000
General Reserve			9,250		9,250
Total Funds			74,867		43,952

Approved by the Directors/Trustees on

2020

and signed on their behalf by:

Ian Sanderson
Chairman

Notes to the accounts

1. Accounting policies

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared on the historic cost convention with the exception that investments are valued at market value. The accounts are in accordance with applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993
- b) Investment income is recorded when receivable.
- c) The value of any voluntary help received is not included in the accounts but is described in the Trustees annual report.
- d) Other expenditure is included in the accounts on an accruals basis. Irrecoverable VAT is charged to the SOFA as incurred.
- f) Incoming resources from fundraising and related fundraising costs are reported gross in the SOFA.

2. Taxation

The Yews (Haywards Heath) Community Partnership is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

3. Analysis of employee costs:

	2019/20	2018/19
	£	£
Salaries	22,572	26,859
Social Security Costs	0	0
Pension Costs	559	532
Total	23,131	27,291

No employee received emoluments of over £60,000 during the year.

The average number of full-time equivalent employees for the year was 1.10 (2019 – 1.22), represented by two part time staff employed as centre manager and assistant throughout the year.

4. Analysis of debtors

The room hire debtor figure is for room hire charges invoiced but not yet paid. Accrued income represents room hire bookings unbilled at the year end.

5. Analysis of creditors

The creditor figure is an accrual for trade creditors.

6. Dilapidation Reserve

The dilapidation reserve was established to provide for the obligations of making good dilapidations to the Yews building, such as external decoration.

7. Capital Spending Reserve

These are amounts committed but where work is not yet completed and for which no invoice has yet been received.

8. Restricted funds

The partnership received a large donation during the year from the Friends of the Yews (FOY). The trustees of FOY stipulated that £15,000 of this donation should be allocated specifically for the benefit of the Yews' charitable users.

9. Related party transactions

None of the Trustees were paid any remuneration by the charity while Trustees during the year. Out of pocket expenses of £323 and £33 were incurred by and reimbursed to 2 Trustees.

10. Grants and donations

The Yews is grateful to a number of individuals, organisations and groups, including the following, for their financial support during the year.

The Estate of GC Cloake
Friends of the Yews
Beech Hurst Miniature Railway Society

Franklands Village WI
Sundry anonymous donors