

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

**TRUSTEES' ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED  
31<sup>ST</sup> MARCH 2021**



Registered Charity No. 1144700  
Company Registration No. 07635719

# The Yews (Haywards Heath) Community Partnership

## TRUSTEES' ANNUAL REPORT

PERIOD ENDED 31 MARCH 2021

### LEGAL AND ADMINISTRATIVE DETAILS

The Partnership was first registered as a Charity on 17<sup>th</sup> 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 Colin Darnell
Hon President	Position 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 16<sup>th</sup> 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

Covid-19 and the consequent government imposed Lockdowns had an immense impact on the Partnership's activities. This impact continues to the present. The building was obliged to close for several months in the Spring and Summer of 2020, opening briefly in the Autumn, only to close again in December. Many of our user groups comprise vulnerable members and so did not return even during the periods when the building was able to open. The effect of this can be seen in the 60% fall in our room hire income compared with the prior year. Fortunately, the Partnership was eligible for financial assistance from the government and received a Grant and also furlough payments to defray some of our staff costs. This, in combination with strict control of discretionary spending ensured the financial survival of the Partnership. during the closure period. Essential maintenance projects undertaken during the period included completion of the external painting of the building, installation of additional smoke detectors and replacement of old furniture.

## 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 £59,000 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.

While Covid 19 continues to have an effect on our business, user groups are beginning to return and provided there are no further waves of the virus, we anticipate a return to pre-Covid occupancy levels by the end of 2021. 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 31<sup>st</sup> March 2021

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 31<sup>st</sup> 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 31<sup>st</sup> March 2021 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

2021.

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 31<sup>st</sup> March 2021, 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

2021

**The Yews (Haywards Heath) Community Partnership**  
**STATEMENT OF FINANCIAL ACTIVITIES (SOFA)**  
**YEAR ENDED 31<sup>ST</sup> MARCH 2021**

		Unrestricted Funds YEAR ENDED 31 <sup>st</sup> March 2021	Restricted Funds YEAR ENDED 31 <sup>st</sup> March 2021	Total Funds YEAR ENDED 31 <sup>st</sup> March 2021	Total Funds YEAR ENDED 31 <sup>st</sup> March 2020
<b><u>General Fund</u></b>	Notes	£	£	£	£
<b><u>Income</u></b>					
Room hire	4	21,148		21,148	49,088
Grants		27,490		27,490	708
Donations Received	9	2,505		2,505	50,369
Investment income		4		4	4
Fund Raising		39		39	1,971
<b>Total income</b>		<b>51,186</b>		<b>51,186</b>	<b>102,140</b>
<b><u>Expenses</u></b>					
Staff Costs	3	22,223		22,223	23,121
Cleaning & cleaning supplies		6,458		6,458	8,982
Other supplies & Miscellaneous items		457		457	448
Insurance and Licences		1,737		1,737	1,203
Water, sewage & refuse		987		987	1,304
Gas and Electricity		2,667		2,667	4,481
Equipment Servicing		1,613		1,613	1,612
Telephone & internet		660		660	968
Repairs & renewals		1,693		1,693	3,016
Stationery		135		135	585
Training		400		400	35
Fund Raising costs		0		0	203
Contingency		2,629		2,629	0
Donations Made		0		0	810
Structural Projects		6,839		6,839	24,447
<b>Total expenses</b>		<b>45,869</b>		<b>45,839</b>	<b>71,225</b>
Increase (Reduction) in General Fund		2,688		2,688	30,915
Transfer (to)/From General Reserve		0		0	0
Transfer (to)/From Capital Spending Reserve		(14,800)		(14,800)	5,500
Transfer (to)/From G. Cloake Memorial Reserve		0		0	(20,000)
Transfer (to)/From Dilapidations Reserve		(1,000)		(1,000)	0
Transfer (to)/From FOY Reserve (Restricted)		0		0	(14,190)
<b>Net Increase (Reduction) in General Fund</b>		<b>(13,112)</b>	<b>0</b>	<b>(13,112)</b>	<b>2,125</b>
General Fund brought forward		17,427	0	17,427	15,202
<b>General Fund carried forward</b>		<b>4,315</b>	<b>0</b>	<b>4,315</b>	<b>17,427</b>

**The Yews (Haywards Heath Community Partnership  
STATEMENT OF FINANCIAL ACTIVITIES (SOFA)  
YEAR ENDED 31<sup>ST</sup> MARCH 2021**

**Other Reserves**

**RESTRICTED FUNDS**

Notes	<b>Restricted Funds YEAR ENDED 31<sup>st</sup> March 2021</b>	<b>Restricted Funds YEAR ENDED 31<sup>st</sup> March 2020</b>
	£	£
<b><u>Friends of Yews Reserve</u></b>		
Reserve brought forward	14,190	0
Transfer From/(To) General Fund	0	14,190
Reserve Carried Forward	14,190	14,190

**Friends of Yews Reserve**

Reserve brought forward  
Transfer From/(To) General Fund  
Reserve Carried Forward

<b>Unrestricted Funds YEAR ENDED 31<sup>st</sup> March 2021</b>	<b>Unrestricted Funds YEAR ENDED 31<sup>st</sup> March 2020</b>
£	£

**UNRESTRICTED FUNDS**

**Capital Spending Reserve**

Reserve brought forward  
Transfer From/(To) General Fund  
Reserve Carried Forward

7

6,000	11,500
14,800	(5,500)
20,800	6,000

**G Cloake Legacy Reserve**

Reserve Brought Forward  
Transfer From/(To) General Fund  
Reserve Carried Forward

20,000	0
0	20,000
20,000	20,000

**General Reserve**

Reserve brought forward  
Transfer From/(To) General Fund  
Reserve Carried Forward

9,250	9,250
0	0
9,250	9,250

**Dilapidation Reserve**

Reserve brought forward  
Transfer From/(To) General Fund  
Reserve Carried Forward

6

8,000	8,000
1,000	0
9,000	8,000

# The Yews (Haywards Heath) Community Partnership

## BALANCE SHEET AT MARCH 31<sup>ST</sup> 2021

		12 month PERIOD ENDED 31 <sup>st</sup> March 2021		12 month PERIOD ENDED 31 <sup>st</sup> March 2020	
	Notes	£	£	£	£
Fixed Assets			0		0
Tangible assets			0		0
Investments			0		0
Current Assets					
Debtors: Room Hire	4	550		1,174	
Debtors: Accrued income	4	965		1,321	
Cash at bank and in hand		82,700		77,082	
		<u>84,215</u>		<u>79,577</u>	
Creditors: amounts falling due within one year	5	(6,660)		(4,710)	
<b>Net Current Assets</b>			<b>77,555</b>		<b>74,867</b>
<b>Net Assets</b>			<b>77,555</b>		<b>74,867</b>
Represented by:					
Restricted Funds	9				
Friends of Yews Reserve			14,190		14,190
Unrestricted Funds					
General Fund			4,315		17,427
G Cloake Legacy Reserve			20,000		20,000
Capital Spending Reserve			20,800		6,000
Dilapidation Reserve			9,000		8,000
General Reserve			9,250		9,250
<b>Total Funds</b>			<b>77,555</b>		<b>74,867</b>

Approved by the Directors/Trustees on

2021

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:

	2020/21	2019/20
	£	£
Salaries	21,595	22,572
Social Security Costs	0	0
Pension Costs	628	559
Total	22,223	23,121

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

The average number of full-time equivalent employees for the year was 1.14 (2020 – 1.10), 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 made up as follows:

	2020/21	2019/20
	£	£
Accrual for trade creditors.	5,205	4,210
Refundable deposits received	1,225	0
Deferred revenue	230	500
Total	6,660	4,710

### 6. Dilapidation Reserve

The dilapidation reserve is 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 donation during 2019 from the Friends of the Yews (FOY) with the stipulation that a part of this donation should be allocated specifically for the benefit of the Yews' charitable users. At the beginning of the current financial year £14,190 of the restricted amount remained and no further distributions were made in the current period.

## **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 £50 and £600 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 Haywards Heath Society  
Haywards Heath Rotary

Donors in memory of Elizabeth Peel  
Other anonymous donors