

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

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
31ST MARCH 2022**



Registered Charity No. 1144700
Company Registration No. 07635719

The Yews (Haywards Heath) Community Partnership

TRUSTEES' ANNUAL REPORT

PERIOD ENDED 31 MARCH 2022

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 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 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 year under review was one of gradual recovery after the enforced closure and ravages of Covid-19 during the previous two years. Many of our user groups comprise vulnerable members and so were slow to return after the building was re-opened for use. Although room hire revenues have increased markedly compared with the prior year, they are still around 20% less than pre pandemic levels.

Nevertheless, the Charity was able to maintain its activities without any additional financial assistance from the government. This was largely due to the efforts of our office staff who have managed the return of our regular users and have attracted a number of new occupants over recent months. We are hopeful that the coming year will show further increases.

The accounts show that almost £34,000 was spent on essential capital projects. The primary expense was to improve the building's fire safety to comply with latest regulations including the installation of new and upgraded fire retardant doors. We also had to replace the building's ageing gas boiler. Fortunately, the Trustees policy of maintaining adequate reserves allowed us to meet these large costs without adverse effect. Our reserves levels are however now depleted and we will seek funds to restore these to allow us to withstand any future unexpected costs.

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 two part time office managers. The managers carry out certain delegated operational 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 specific reserves totalling £25,000 (2021 £59,000) and, as mentioned above 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 some effect on our business, most of our user groups have now returned and, provided there are no further waves of the virus, we anticipate a return to pre-Covid occupancy levels by the end of 2022. The Yews financial position is stable and the trustees are confident that the Partnership is financially secure 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 2022

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 2022, 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 2022 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

2022.

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 2022, 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

2022

The Yews (Haywards Heath) Community Partnership
STATEMENT OF FINANCIAL ACTIVITIES (SOFA)
YEAR ENDED 31ST MARCH 2022

		Unrestricted Funds YEAR ENDED 31 st March 2022	Restricted Funds YEAR ENDED 31 st March 2022	Total Funds YEAR ENDED 31 st March 2022	Total Funds YEAR ENDED 31 st March 2021
	Notes	£	£	£	£
<u>General Fund</u>					
<u>Income</u>					
Room hire	4	40,104		40,104	21,148
Grants		0		0	27,490
Donations Received	9	950		950	2,505
Investment income		4		4	4
Fund Raising		360		360	39
<u>Total income</u>		41,418		41,418	51,186
<u>Expenses</u>					
Staff Costs	3	25,678		25,678	22,223
Cleaning & cleaning supplies		7,503		7,503	6,458
Other supplies & Miscellaneous items		1,339		1,339	457
Insurance and Licences		1,774		1,774	1,737
Water, sewage & refuse		457		457	987
Gas and Electricity		4,259		4,259	2,667
Equipment Servicing		1,577		1,577	1,613
Telephone & internet		960		960	660
Repairs & renewals		1,326		1,326	1,693
Stationery		136		136	135
Training		0		0	400
Contingency		0		0	2,629
Structural Projects		33,966		33,966	6,839
<u>Total expenses</u>		78,975		78,975	48,500
Increase (Reduction) in General Fund		(37,557)		(37,557)	2,688
Transfer (to)/From General Reserve		0		0	0
Transfer (to)/From Capital Spending Reserve		17,800		17,800	(14,800)
Transfer (to)/From G. Cloake Memorial Reserve		16,000		16,000	0)
Transfer (to)/From Dilapidations Reserve		0		0	(1,000)
Transfer (to)/From FOY Reserve (Restricted)		0		0	0
Net Increase (Reduction) in General Fund		(3,755)	0	(13,112)	(13,112)
General Fund brought forward		4,315	0	4,315	17,427
General Fund carried forward		558	0	558	4,315

**The Yews (Haywards Heath Community Partnership
STATEMENT OF FINANCIAL ACTIVITIES (SOFA)
YEAR ENDED 31ST MARCH 2022**

Other Reserves

RESTRICTED FUNDS

Notes	Restricted Funds YEAR ENDED 31st March 2022	Restricted Funds YEAR ENDED 31st March 2021
	£	£
<u>Friends of Yews Reserve</u>		
Reserve brought forward	14,190	14,190
Transfer From/(To) General Fund	0	0
Reserve Carried Forward	14,190	14,190

Friends of Yews Reserve

Reserve brought forward

Transfer From/(To) General Fund

Reserve Carried Forward

Unrestricted Funds YEAR ENDED 31st March 2022	Unrestricted Funds YEAR ENDED 31st March 2021
£	£

UNRESTRICTED FUNDS

Capital Spending Reserve

7

Reserve brought forward

Transfer From/(To) General Fund

Reserve Carried Forward

20,800	6,000
(17,800)	14,800
3,000	20,800

G Cloake Legacy Reserve

Reserve Brought Forward

Transfer From/(To) General Fund

Reserve Carried Forward

20,000	20,000
(16,000)	
4,000	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

6

Reserve brought forward

Transfer From/(To) General Fund

Reserve Carried Forward

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

The Yews (Haywards Heath) Community Partnership

BALANCE SHEET AT MARCH 31ST 2022

		12 month PERIOD ENDED 31 st March 2022		12 month PERIOD ENDED 31 st March 2021	
	Notes	£	£	£	£
Fixed Assets			0		0
Tangible assets			0		0
Investments			0		0
Current Assets					
Debtors: Room Hire	4	1,644		550	
Debtors: Accrued income	4	366		965	
Cash at bank and in hand		42,911		82,700	
		<u>44,921</u>		<u>84,215</u>	
Creditors: amounts falling due within one year	5	(5,129)		(6,660)	
Net Current Assets			39,792		77,555
Net Assets			39,792		77,555
Represented by:					
Restricted Funds	9				
Friends of Yews Reserve			14,190		14,190
Unrestricted Funds					
General Fund			352		4,315
G Cloake Legacy Reserve			4,000		20,000
Capital Spending Reserve			3,000		20,800
Dilapidation Reserve			9,000		9,000
General Reserve			9,250		9,250
Total Funds			39,792		77,555

Approved by the Directors/Trustees on

2022

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:

	2021/22	2020/21
	£	£
Salaries	24,804	21,595
Social Security Costs	0	0
Pension Costs	874	628
Total	25,678	22,223

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 (2021 – 1.14), 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:

	2021/22	2020/21
	£	£
Accrual for trade creditors.	4,923	5,205
Refundable deposits received	206	1,225
Deferred revenue	0	230
Total	5,153	6,660

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 £116 and £93 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.

Haywards Heath Rotary

Other anonymous donors