



**Annual Accounts and Report
1st April 2018 – 31st March 2019**





TRUSTEE ANNUAL REPORT

Lyde Green Community Association is a registered Charity (1172725) at the following address:

Lyde Green Community Centre
Thistle Close
Emersons Green
Bristol
BS16 7GW

1. Introduction

This is LGCA's annual report following a challenging, busy and exciting year!

The year has been full of new and exciting opportunities for the LGCA and our community. As usual our schedule has been jam-packed and LGCA has continued to grow in experience and numbers! We've been faced with a number of challenges this year and have worked hard to overcome them; we're not there yet, but we're pleased to be gaining knowledge and experience every day.

In undertaking our work throughout the year we have had regard to the Charities Commission Guidance on Public Benefit. This report has been prepared in accordance with the Charities Commission Statement of Recommended Practice (SORP).

2. Objectives and Activities

"Creating our Community's future"

Over the past year the association has been busy working hard, bringing the community together and beginning to build the future of Lyde Green. We have taken a few important steps forward this year to help us achieve this.

Our strategic aims are:

- To listen to and represent the views and best interests of those living in Lyde Green
- To develop a community spirit and sense of pride across Lyde Green
- To help improve the local area and support its activities for those that live here
- To work together with all local partners for the benefit of Lyde Green residents.



Our business objectives are:

1. Building the local community through events
2. Strengthening Partnership working
3. Setting up and developing Lyde Green's Community Centre
4. Listening to the Community
5. Communicating with the Community
6. Developing the Association
7. Growing the Board of Trustees

We undertake the following activities in pursuit of achieving the aims and objectives outlined above:

1. Organising events for the local community to attend
2. Quarterly Partnership Meetings and liaison with partners and stakeholders
3. Running Lyde Green's Community Centre
4. Offering opportunities for the community to voice their views about living in LG
5. Communicating with the Community
6. Training and development for staff, volunteers and Trustees

During our third year of operation, and second as a charitable incorporated organisation (CIO), we are pleased to say that we continue to make progress across our aims and objectives. We have summarised this below.

3. Achievements and performance

a. Building the Local Community - Events

Through our events, alongside providing various occasions for residents to meet one another and socialise, we have aimed to provide further opportunities for residents to share their views and concerns about the local area. We feel this has enabled us to be an effective voice for the community.

In July 2018, shortly after receiving the keys, we held an Open Doors event for Community Centre. This presented a key opportunity for interested people and local residents to come into the Centre for the first time. We offered information about the Centre and the activities which we would be hosting as well as using the opportunity to introduce Alv Hirst as the Centre Manager and the Trustees to the local community. The event was a great success and it was fantastic to see the facility being well used and enjoyed by those it is intended to serve.

July 2018 also saw the return of our Summer Sizzler event. Following requests from the community we took the decision to broaden the event and include the sale of alcohol on site. This was a great success and saw the event flourish despite the intense heat and the England Football Match!

In October 2018 we held a Macmillan Afternoon Tea to raise money for Cancer Research. The community really pulled together to donate cakes and other goodies and we raised money for the cause as well as providing a chance for local residents to get together.



In October 2018 we also ran a successful Pumpkin Carving session at the Centre.

November 2018 saw our AGM where we presented last years annual report and accounts to our members and the wider community and elected our Trustees (details can be found in section 5 below).

In December 2018 we held our first Christmas Event at the Centre. This event was largely organised by a dedicated team of volunteers and included Father Christmas' Winter Wonderland, a festive photo studio, music, activities and more. The event was attended and well received by the community.

On New Year's Eve 2018 we held our very first New Year Party. This was a ticketed event with a disco and bar and provided a family friendly space for local people to see in the new year with their community.

We have held a variety of other events throughout the course of the year, all with the intention of bringing the community together and providing opportunities for residents to meet people and talk about their experiences of Lyde Green. These events included a Table Top Sale and free soft play sessions amongst others.

b. Partnership Working

Over the last twelve months, we have been fortunate enough to be part of a partnership network that are committed to developing Lyde Green as a new community. Partners include representatives from South Gloucestershire Council, Emersons Green Town Council, the Consortium of builders, GreenSquare, housing associations, NHS, and the school. This forum has enabled us to put forward residents' concerns and ask for change.

We work closely with other community groups such as Lyde Green Open Spaces and the Neighbourhood Watch in the interests of building relationships and creating a strong, safe and pleasant community.

We are also proud to support the Lyde Green Many Hands volunteer group under the wider LGCA umbrella. The Many Hands Group was created by a small group of local residents with the aim of reaching out to members of the community to offer support and overcome social issues.

c. Lyde Green's Community Centre

Following a string of delays and issues, which we worked hard with our partners to overcome, in late June 2018 we received the keys to our brand new Community Centre!

After a few weeks of hard work furnishing the space and moving in we held an Open Doors event to informally launch the Centre and provide an opportunity for local residents to see the space and meet the staff and Trustees. We also used this as an opportunity to listen to feedback and the views of the community about the Centre.



The Centre officially began offering facilities to residents and partners in September 2018.



Since opening the doors staffing the Community Centre at an appropriate level has proved to be far more challenging than ever anticipated. A balance needs to be reached between providing the level of service required and our limited funds. Due to unforeseen issues and personal circumstances we have also had issues with staff retention and skills/knowledge handovers. We are still working hard to address these issues and this will be a priority for the charity over the coming year.

In October 2018 we undertook a recruitment exercise and appointed two successful candidates to the roles of Community Centre Assistant working underneath Alv Hirst the Centre Manager. However, due to unforeseen circumstances Alv Hirst resigned from his role as Centre Manager at this time. In order to fill the gap a casual worker was also employed and Trustees stepped in to keep the Centre running. We would like to extend our formal thanks to these individuals for their hard work during a very difficult period.

Aymie Elkins-Green on beginning her position as Centre Assistant in late October 2018 used her experience to step-up to the role of Centre Manager. During this time the second Centre Assistant left the Charity and three more casual workers were appointed. Two to cover day to day Community Centre activities and bookings and one to act as an events co-ordinator.

The community centre team have worked hard during challenging and unexpected circumstances to keep the building running and the doors open. We are grateful for their commitment and willingness to jump in at the deep end!

In an unexpected, but positive, challenge the Centre has been far busier than anticipated; by October 2018 we had already reached 25% occupancy rates, our target for year 2. After an initial surge occupancy remains at roughly the same level and further work to fill any gaps and bring new bookings into the Centre is required over the months to come.

Regular activities at the Centre include a fairly large variety of activities with something to suit most ages and abilities. The classes on offer include:

- Pilates
- Zumba
- Martial Arts
- Walking Netball
- Childrens Football
- Yoga
- Youth Theatre
- Beavers and Cubs
- Boogie Bounce (aerobics on mini trampolines)

We also have a number of baby/toddler classes and groups on a regular basis. These sessions include the Health Visitors weekly Hub, music with mummy and several drop-in toddler groups.

We are also able to host meetings and conferences. We also requested and facilitated a drop-in day for GreenSquare the public open space maintenance company for the majority of Lyde Green. This presented an opportunity for local residents to ask any questions and offer feedback about the open spaces in their community.

The Centre is also available for bookings for parties and events and weekends are most often busy with these types of booking.



As a result of all the activities run by the Centre, partners and residents, we have been able to reach far more residents in our first year than originally anticipated. We know that over 100 residents are visiting the Centre each week. We have been able to bring together children, young people, parents, those with particular additional health needs and those who are looking to keep fit and well. Bringing the community together in this way is helping reduce isolation and enhance the health and wellbeing of local residents.

d. Listening to the Community

Aside from connecting with the community at events, we aim to create other opportunities to listen to our residents. We are always open to listen to local residents and are willing to help however we can. At our Summer Sizzler we took the opportunity to talk to as many attendees as possible to seek their views about Lyde Green.

As part of his new role as Community Development and Centre Manager, Alv began to develop relationships with the community. Since his departure we have yet to formally pick up this work and hope to undertake more over the coming year.

We have continued to raise issues and concerns with the Lyde Green Partnership around safety in Lyde Green that we have heard from residents, and promoted local consultations so residents can take part within them.

e. Communicating with the Community

We have continued to communicate using our monthly column in the local free newspaper and offer as many updates as we can using our social media platforms.

The Community Centre has been a fantastic method of sharing with residents what is happening in the local area. We have a notice board packed with activities and promote and share them on a regular basis. At many of our events at the Centre we invite partners to use them as a platform for encouraging residents to engage with their activities and services. An example of this is the local public health and wellbeing services. We estimate that we are actively sharing and promoting over 20 local services offered to residents through our activities.

We also promote local consultations and requests from the Council to encourage residents to have a stronger voice in the community. In the coming months we would like to explore this aspect of our activities and work towards improving the ways we communicate with the community.

f. Developing the Association

Across the course of the year we have used our meetings to share knowledge and experience. Our Trustees have also undertake specific training on subjects such as Asset Based Community Development and First Aid. We propose that over the coming year we will introduce a formal training budget and provide further opportunities for development for staff, volunteers and trustees.

g. Growing the Board of Trustees

We have recruited new Trustees and volunteers across the year and plan to continue this work in the coming year.



Summary of public benefits

In summary the LGCA has provided a number of benefits to those within our area of responsibility and, indeed, many outside of the immediate area. We provide opportunities for members of the community to meet others in the area, thus avoiding the potential pitfalls of social isolation. We offer a variety of events and services through the Community Centre and also provide key information about the local area. Our partnership work aims to provide an opportunity for many to voice their thoughts and for those in positions of responsibility to be held to account. As a whole, the work of the LGCA contributes to making Lyde Green a great place to live with a strong sense of place and community.

4. Financial Review

At 31 March 2019, the charity had net assets of £52,966, with restricted funds of £35,471. The high level of restricted funding being carried forward into 2019-2020 relates to grants from South Gloucestershire Council and Sovereign Housing. Some of this funding is due to the multi-year nature of these grants, but it is also due to an underspend in staffing due to vacancies and absences. We have been in active discussion with our funders regarding how we can effectively use this grant funding in 2019-2020 to further the aims of the charity.

The LGCA does not currently hold a reserves policy due to the low levels of funds received in previous years. However, since accepting responsibility for running the Lyde Green Community Centre in July 2018 the situation has changed and in the coming year the LGCA will agree a reserves policy in line with the Charity Commission's recommended best practice. We do, however, maintain a sinking fund in a separate account to cover any unplanned costs incurred through the repair of the Community Centre.

Going concern

The trustees have reviewed the circumstances of the charity and consider that adequate resources continue to be available to fund the activities of the organisation for the foreseeable future. The trustees are therefore of the view that the charity is a going concern.

5. Structure, Governance and Management

Governance

The LGCA is a Charitable Incorporated Organisation (CIO) and is governed by a constitution which is available to view in full on our website.

We are committed to improving year on year and we intend to begin working with a local partner Charity to improve our Governance, Constitution and Policies in line with best practice.

The board of Trustees

We began the year with 9 trustees, including 4 honorary officials.

At our second AGM in November 2018, 4 Trustees stood down and re-stood for election as trustees. Our Secretary and Treasurer also re-stood for their Honorary Official positions as per our constitution's requirements.



We spent several months in 2018 advertising for new volunteers to join us and were happy to receive some interest from residents to join our board of trustees. We were pleased to welcome Sadik Al-Hassan who chose to stand as a trustee for the first time.

Honorary Officials following our AGM 2018:

Kelly Adams	Chairperson	Remained in post
Robert O'Brien	Vice-Chair	Remained in post
Alison Holliday	Treasurer	Re-elected
Sue Matthews	Secretary	Re-elected

Trustees following our AGM 2018:

Kelly Adams	Remained in post
Robert O'Brien	Remained in post
Alison Holliday	Re-elected
Sue Matthews	Re-elected
Laura O'Brien	Re-elected
Louise Thomson	Remained in post
Sally Sibley	Remained in post
Chris Broster	Not re-elected
Teresa Taylor	Remained in post
Sadik Al-Hassan	Elected

Our Chairperson and Vice-Chair are required to be voted in by the new trustees at the first committee meeting following the AGM. We are pleased the trustees voted in Kelly Adams as Chairperson and Robert O'Brien as Vice-Chair for a second year.

During the course of the year our Treasurer, Alison Holliday, resigned from her role as a Trustee and from her post as Treasurer. We would like to formally extend our thanks to Alison for all of her hard work whilst she was in post. We recently co-opted three new Trustees who are to formally stand for election at the next AGM.

At our third AGM in January 2020, one third of trustees must also stand down (and re-stand, should they wish), with our Secretary and Treasurer positions also required to stand for election each year as per our Charity's constitution. Our Chair and Vice-Chair must be elected by the board of Trustees at the first meeting following the AGM.

The individuals to stand at our next AGM are as follows:

Honorary Officials:

Kelly Adams	Chair	Remaining in post
Robert O'Brien	Vice-Chair	Remaining in post
Vacant	Treasurer	
Louise Thomson	Secretary	To Stand

Trustees:

Laura O'Brien	Remaining in post
Sue Matthews	Remaining in post



Sally Sibley	Standing down
Teresa Taylor	Remaining in post
Sadik Al-Hassan	Remaining in post
Matt Palmer	To Stand
Zeenat Jagroo	To Stand
Ashley Reidy	To Stand
Ed Rosevink	To Stand

Employed staff

The LGCA currently employ a Temporary Community Centre Manager and two Community Centre Assistants. Over the course of the coming year we intend to carry out a full review of this structure and to implement any changes deemed necessary.

Thank You

Since April 2019, there have been lots more exciting changes and challenges, so please keep in touch for all our recent updates and to find out more.

We have received many contributions towards the work we do in Lyde Green and we are grateful for them all. We have received generous donations from our local organisations and partners, including LiveWest Housing Association, Sovereign Housing Association, Emersons Green Town Council and South Gloucestershire Council. We would like to say a huge thank you for the donations and support. It has allowed us to put the correct steps in place to manage and fit out the Community Centre, host more community events, facilitate others to get involved, and work on building a strong sense of pride within our community. We would also like to thank St James Church Mangotsfield for all their time and volunteer support.

Most of all, we would like to thank our volunteers. Thank you for supporting us and taking the time to get involved and to help us move forward and progress as an association. Whether it's an hour or a year of your time, it's extremely beneficial and we are incredibly grateful for every minute you give. Our Association is completely volunteer-led and without the time that our volunteers commit, we wouldn't be able to do any of the work that we do. By having a strong team of volunteers behind us, it has not only allowed us to do the core jobs but has allowed us to grow and develop a much wider variety of things to offer the community. Thank you!

All our members are important, and we love keeping you updated and enjoy hearing your feedback and views. Thank you for supporting us in all that we do.

Lastly, on behalf of LGCA and our Trustees, we want to say a big thank you to our partners, our staff, our supporters, and the community. Thank you also to those that have generously donated prizes to us for raffles and other fundraising activity.

Kelly Adams

Chair, Board of Trustees



STATEMENT OF TRUSTEE' RESPONSIBILITIES

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

Approved by the trustees and signed on their behalf by:

.....

Approved by the Trustees on

Registered office:

Lyde Green Community Association
Lyde Green Community Centre
Thistle Close
South Gloucestershire
BS16 7GW



INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

I report to the trustees on my examination of the accounts of Lyde Green Community Association for the year ended 31 March 2019.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records.

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.

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Joanne Trowbridge MAAT
 Bristol Community Accountants CIC
 The Park
 Daventry Road,
 Knowle
 Bristol BS4 1DQ

Date2020



RECEIPTS AND PAYMENTS ACCOUNTS

	Unrestricted Fund £	Restricted Funds £	TOTAL 2019 £	Total 2018 £
Receipts				
Events	2,836	-	2,836	156
Grant Income	6,698	36,170	42,868	44,989
Centre Hire	19,867	-	19,867	-
Taylor Wimpey	-	-	-	350
Knightstone Housing	-	300	300	300
Miscellaneous Income	1,820	-	1,820	357
Total receipts	31,221	36,470	67,691	46,152
Payments				
Southern Brooks	-	-	-	9,414
Salaries	14,183	6,539	20,722	6,373
Room hire	-	-	-	312
Advertising	-	78	78	135
Website	-	130	130	132
Events	1,299	-	1,299	-
Volunteer costs	-	139	139	-
Insurance	-	502	502	-
Training & support	-	617	617	-
Waste & cleaning	-	7,405	7,405	-
Internet & phone	-	587	587	-
Furniture & equipment	-	18,374	18,374	-
Subscriptions and memberships	-	156	156	-
Recruitment costs	158	-	158	-
Miscellaneous costs	408	4,265	4,673	-
Trustee expenses	-	-	-	44
Total payments	16,048	38,792	54,840	16,410
Surplus / (Deficit)	15,173	(2,322)	12,851	29,742
Transfer between funds	-	-	-	-
Funds brought forward	2,322	37,793	40,115	10,373
Total Funds Carried Forward	17,495	35,471	52,966	40,115



STATEMENT OF ASSETS AND LIABILITIES

	Unrestricted Fund £	Restricted Funds £	TOTAL 2019 £	Total 2018 £
Cash Funds:				
Cash at bank	17,212	35,471	52,683	40,107
Cash in hand	283	-	283	8
	<u>17,495</u>	<u>35,471</u>	<u>52,966</u>	<u>40,115</u>

	Fund to which asset/liability relates	TOTAL £
Other monetary assets		
Debtors	Unrestricted	-
Liabilities		
Independent Examination 2018 & 2019	Unrestricted	708

The trustees declare they have approved the accounts above.

Approved by the trustees and signed on their behalf by:

.....

Approved by the Trustees on



1 Accounting policies

- a) The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross income of £250,000 or less.
- b) The Charitable Incorporated Organisation (CIO)1172725 was registered on 24 April 2017.
- c) Income and expenditure have been analysed in the accounts using natural classification.
- d) The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, grants of a general nature, fees for service provision and payment for service delivery contracts.
Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific reasons.
- e) The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

2 Trustee benefits, payments and expenses

Other than re-imburement for items purchased on behalf of the charity, there were no payments, remuneration or expenses made to trustees during the period.