

Poole Communities Trust

Annual Report and Accounts

for the Year Ended 31 March 2016

Charity Registration Number: 1165309

Company Registration Number: 09490119

Poole Communities Trust

Reference and Administration Details

For the Year Ended 31 March 2016

Charity name

Poole Communities Trust

Company registration number

09490119

Charity registration number

1165309

Registered address

3 Courthill Road
Poole Dorset
BH14 9HJ

Trustees

Christopher Beale	(appointed 14 th March 2015)
John Biggs	(appointed 14 th March 2015)
Deborah Dixon	(appointed 14 th March 2015)
Charles Sheldrick	(appointed 9 th July 2015)
Andrew Ward	(appointed 14 th March 2015)

Company Secretary

Christopher Mills (appointed 14th March 2015)

Staff

Christopher Mills Development Officer

Bankers

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent examiner

Martin Arthur (FMAAT, FFA, FFTA, MIH, ACIE)
Accountancy Co-op Ltd
56 Dorchester Road
Lytchett Minster
Poole
BH16 6JE

Poole Communities Trust

Trustees' Annual Report for the Year Ended 31 March 2016

Structure, Governance and Management

Governing document

Poole Communities Trust is constituted as a company limited by guarantee, incorporated on 14th March 2015 and registered as a charity on 28th January 2016. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

Appointment of trustees

The directors of the company are also charity trustees for the purposes of charity law. The Articles of Association require that there are at least three trustees. Trustees are appointed at the Annual General Meeting (AGM) and are required to retire by rotation, with one third of the board of trustees retiring each year. Trustees who retire at an AGM may, if still willing to act, be reappointed. The board of trustees may also appoint new trustees during the year, although such persons will hold office until the next AGM, where they may be re-appointed.

Trustee induction

New trustees undergo an induction to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit, and inform them of the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction they meet employees and other trustees. Trustees are also encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Management structure

The board of trustees governs and administers the charity and meets at least quarterly. They are responsible for the governance of the charity and for the use of its funds. In particular, the trustees are responsible for setting the charity's strategy and policies, and monitoring progress and fulfilment of these.

The Trustees appointed a Development Officer in September 2015 to manage the day-to-day operations of the charity. To facilitate effective operations, the Development Officer has delegated authority, within terms of delegation approved by the trustees, for operational matters.

Related parties

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity and another organisation with which the Trust transacts must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year, there were no such related party transactions.

Risk management

The trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity face;
- the establishment of policies, systems and procedures to mitigate those risks identified; and,
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

Objectives and Activities

Why the charity was established

The Poole Communities Trust was founded in March 2015. It was established by the founding members because they recognised that innovative and sustainable ways were needed to sustain important community assets in Poole. The financial crisis of 2007/2008 and the subsequent economic recession had led to significant constraints on public sector finances, which meant that public sector investment in community facilities and local services was at risk. Furthermore, there was a concern that various community assets in Poole were under-utilised, in a poor state of repair and in need of significant re-investment. Unless creative and sustainable approaches could be developed, there was a risk that important places for the delivery of services and activities for the benefit of local communities would be lost, which would impact disproportionately on disadvantaged communities.

At the same time, the Trust's founding members recognised that there was growing public policy interest in the social, economic & environmental benefits of community ownership of assets. In particular, the Localism Act of 2011 had introduced a wide range of new mechanisms to encourage community led development. This provided greater potential for local voluntary and community organisations to take positive action to make a difference for their communities. Since Poole did not have a development trust to take this work forward, the Poole Communities Trust was established by the founding members, who became its first trustees.

Charitable purposes

The purposes of the Trust, as set out in our charitable objects, are:

The promotion for the benefit of the public of urban regeneration in areas of social and economic deprivation (and in particular in the Borough of Poole) by all or any of the following means:

(a) the relief of financial hardship:

(b) the relief of unemployment:

(c) the advancement of education, training or retraining, particularly among unemployed people, and providing unemployed people with work experience:

(d) the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help: (i) in setting up their own business, or (ii) to existing businesses:

(e) the creation of training and employment opportunities by the provision of workspace, buildings, and/or land for use on favourable terms:

(f) the provision of housing for those who are in conditions of need and the improvement of housing in the public sector or in charitable ownership provided that such power shall not extend to relieving any local authorities or other bodies of a statutory duty to provide or improve housing:

(g) the maintenance, improvement or provision of public amenities:

(h) the preservation of buildings or sites of historic or architectural importance:

(i) the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, have need of such facilities:

(j) the protection or conservation of the environment:

(k) the provision of public health facilities and childcare:

(l) the promotion of public safety and prevention of crime:

(m) such other means as may from time to time be determined subject to the prior written consent of the Charity Commissioners for England and Wales.

Strategic plan

In pursuit of these charitable objects, the Trustees have developed a strategic plan to guide the charity through the period between 2015 and 2018. This plan sets out the Trust's vision, mission, long-term strategic objectives and the values that will underpin its work:

Vision

Our vision is that of strong communities and sustainable economies in Poole's less advantaged areas, supported by high quality community assets.

Mission

To promote economic and community growth in the less advantaged areas of Poole, by developing, managing and advising on a range of community assets.

Long-term strategic objectives

- To support local communities in less advantaged areas of Poole by developing and sustaining high quality spaces for community activities, recreational activities and the delivery of social welfare services.
- To support sustainable local economic development in less advantaged areas of Poole by providing flexible and affordable workspace for voluntary organisations, social enterprises, small businesses and the training of unemployed people.
- To improve the local environment in less advantaged areas of Poole by creating attractive community assets from under-utilised and/or heritage buildings, and by incorporating green technology and renewable energy into Trust properties.

Values

The following key values will underpin the Trust's work:

- Rooted in the community: We respond to local need.
- Inclusive: We embrace and promote our differences.
- Collaborative: We work in partnership with others.
- Integrity: We behave ethically, honestly, and fairly.
- Not-for-profit: We re-invest all financial surpluses in community assets.

Achievements and Performance

In the year to 31 March 2016, the Trust made good progress in initiating a programme of work in pursuit of its long term strategic objectives.

Early engagement with the Borough of Poole led to the Trust being awarded a grant of £60,000 from the council. This provided the seed funding for the Trust to employ a Development Officer to provide the necessary human resource to start advancing the Trust's strategic plan.

The Trust was also successful in a bid to the Community Ownership and Management of Assets (COMA) programme, which was funded by the Department for Communities and Local Government and delivered in partnership with Locality and Groundwork UK. This provided the Trust with specialist support and resources to start developing our plans.

With these resources in place, the Trust was able to make progress against its strategic objectives. Key achievements for the first year were:

- ***Developing an appropriate local framework for the community ownership and management of assets.***
The Trust worked closely with the Borough of Poole to develop an appropriate local framework for the community ownership and management of assets. In particular, the Trust has helped the Borough to draft a community asset transfer policy. The council plans to set in motion a timetable for adopting the policy later in 2016. If this becomes formal council policy it will set out a clear process to be followed by the Borough in relation to assets being transferred to voluntary and community organisations.
- ***Identifying priority areas for our work.***
Based on research of local statistics and consulting with key local stakeholders, the Trust has identified three key areas within Poole that demonstrate high concentrations of disadvantage and comparatively few sustainable community assets. These are north-east Poole, Turlin Moor and Poole Town, and they will become the core focus of the Trust's work over the coming years. The Trust has also identified other areas in Poole which exhibit pockets of disadvantage and limited community assets. The Trust will continue to monitor these areas and provide support to local communities on a case by case basis.
- ***Bringing partners together to pursue a project to develop a community hub in the Bourne Valley.***
During the year, the Trust was invited by the Bourne Valley Action Group and the Borough of Poole to take on the project management of a scheme to develop a community hub at the heart of the Bourne Valley community, which is located in north-east Poole. This project proposes to redevelop the site of the Bourne Valley Youth Centre so that it provides modern facilities for a pre-school, youth services and a community centre. Although a number of previous attempts to redevelop the site have not proved fruitful, the Trust has been able to introduce a fresh perspective and a Project Advisory Group was established in March 2016 to move the project forward once again.
- ***Developing a long-term plan for the delivery of youth and community activities in north-east Poole.***
The Trust has also become involved with a project on the site of the Parkstone Sports and Arts Centre for Young People, which is located in north-east Poole. The site had been operated as youth centre for over 60 years but the local voluntary organisation running the centre was increasingly struggling to sustain its services. The Trust therefore worked in partnership with the trustees of the Parkstone Sports and Arts Centre to perform extensive community consultation work. This involved speaking to young people, local resident and stakeholders, with the aim of establishing what services and activities were needed locally. This consultation work was completed between January and March 2016, and the Trust is now in the process of developing a long-term plan for the Centre.
- ***Supporting the local community in Canford Heath to improve their community centre.***
The Trust provided support to the Canford Heath Residents and Community Association in their management of the Canford Heath Community Centre. Although not falling into a high priority area, Canford Heath has pockets of disadvantage and the community centre needed support to ensure that its activities and services were well targeted. The Trust supported the Association with the performance of community consultation work, a review of existing activities and facilities, a full building condition survey, the development of a business plan and fundraising for capital improvements to the building. As a result of this support the Association has been able to develop a positive vision for the future. The result of the funding bids will not be known until the summer of 2016 but, if successful, should enable the Association to invest in facilities with the aim of hosting a wider range of activities and services for local people, improving accessibility to the centre, and increasing participation in community activities.

Financial Review

The charity's income for the year was £72,658, with expenditure of £32,728. This meant that by the end of the year the level of reserves stood at £39,930, which is in line with the charity's reserves policy and will ensure that the Trust is able to pursue its programme with confidence in 2016/17.

Reserves Policy

The Trustees have established a reserves policy and determined that this should be reviewed at least annually. In determining the policy, the Trustees sought to ensure that the Trust has sufficient free reserves that will provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. In setting the policy, the Trustees also had due regards to the manner of its operations and funding streams.

The Trustees have set a reserves policy that seeks to maintain free reserves at a level which is equivalent to between six and twelve months operational expenditure. Based on current rates of expenditure, this amounts to holding reserves in the range of £20,000 to £45,000.

Plans for Future Periods

The Trust's key priority for 2016/17 will be to support local communities in less advantaged areas of Poole to develop vibrant community hubs that will deliver community activities, recreational activities and social welfare services to local people. The main focus of work will be on three projects:

- By working in partnership with local stakeholders, the Trust will develop a long-term sustainable plan for a community hub at the heart of the Bourne Valley community.
- Using the site of the former Parkstone Sports and Arts Centre, the Trust will create a dynamic youth and community centre in north east of Poole that prioritises the provision of positive developmental activities for young people, whilst also providing affordable facilities for wider community activities.
- By undertaking community consultation work in Turlin Moor, the Trust will establish the need for community facilities and services in the local area.

The Trust will also seek to support sustainable local economic development in less advantaged areas of Poole by exploring options for the development of an enterprise centre in Poole Town. The aim will be to create an enterprise centre that offers flexible and affordable work space for the new business start ups, with on-site wrap-around business advice, training and networking opportunities for the unemployed.

The Trust will continue to engage with local people in Poole so that we can build a collective vision for the benefit of our communities. In particular, the Trust will develop the membership of the Trust by promoting membership to local people and organisations. This will ensure that the Trust's membership is representative of the diverse communities it serves and is made up of local people and organisations who have a positive interest in the services the Trust provides.

Trustees' Responsibilities in Relation to the Financial Statements

The charity trustees (who are also the directors of the Poole Communities Trust for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material 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 business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Declaration

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

Signed on behalf of the Charity's Trustees



Christopher Beale
Trustee

Date: 12th May 2016

Independent Examiner's Report on the Accounts

Independent examiner's report to the Trustees of Poole Communities Trust

I report on the accounts of the company for the year ended 31 March 2016, which are set out on pages 10 to 16.

Respective responsibilities of Trustees and Examiner

The Trustees (who are also the Directors of the Company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

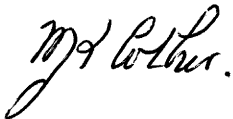
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



Martin Arthur (FMAAT, FFA, FIPA, FFTA, MIH, ACIE)
Accountancy Co-op Ltd
56 Dorchester Road
Lytchett Minster
Poole
BH16 6JE

Date: 7-JUNE-2016

Poole Communities Trust
Statement of Financial Activities for the Year Ended 31 March 2016
(incorporating the Income and Expenditure Account)

	Notes	Un- restricted funds £	Restricted funds £	Total 2016 £
Incoming resources				
Donations	3	60,010	9,528	69,538
Incoming resources from charitable activities:				
Provision of advice		3,120	-	3,120
Total incoming resources		<u>63,130</u>	<u>9,528</u>	<u>72,658</u>
Resources expended				
Expenditure on charitable activities:				
Community asset development	4	(23,200)	(9,528)	(32,728)
Total resources expended	5	<u>(23,200)</u>	<u>(9,528)</u>	<u>(32,728)</u>
Net income for the year		<u>39,930</u>	<u>-</u>	<u>39,930</u>
Total funds brought forward		<u>-</u>	<u>-</u>	<u>-</u>
Total funds carried forward	12	<u>39,930</u>	<u>-</u>	<u>39,930</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

As this is the Trust's first year, there are no prior year comparative figures.

The notes on pages 12 to 16 form part of these financial statements.

Poole Communities Trust
Balance Sheet as at 31 March 2016

	Notes	Unrestricted funds £	Restricted funds £	Total £
Current assets				
Debtors	10	3,296	-	3,296
Cash at bank & in hand		38,478	-	38,478
Total current assets		41,774	-	41,774
Creditors: amounts falling due within one year				
	11	(1,844)	-	(1,844)
Net current assets		39,930	-	39,930
Net assets		39,930	-	39,930
Funds of the charity				
Unrestricted funds		39,930	-	39,930
Restricted income funds		-	-	-
Total funds	12	39,930	-	39,930

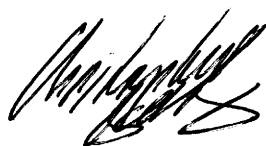
For the year ended 31 March 2016, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

As this is the Trust's first year, there are no prior year comparative figures.

The financial statements on pages 10 to 16 were approved by the trustees on and signed on their behalf by:



Christopher Beale
Trustee

Date: 12th May 2016

The notes on pages 12 to 16 form part of these financial statements.

Poole Communities Trust

Notes to the Accounts for the Year Ended 31 March 2016

1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16th July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

1.2 Going concern

The Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future and the company is well placed to manage its risks successfully. Accordingly, they adopt the going concern basis in preparing the annual report and accounts.

2 Accounting policies

2.1 Income recognition

Items of income are recognised and included in the accounts when all of the following criteria are met:

- the charity has entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and,
- the amount can be measured reliably.

For legacies, entitlement is taken as the earlier of:

- the date on which the charity is aware that probate has been granted;
- the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made; or,
- when a distribution is received from the estate.

Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

2.2 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Trust's work or for specific artistic projects being undertaken by the Trust.

2.3 Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds and their associated support costs.
- Expenditure on charitable activities to further the purposes of the charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

2.4 Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Trust's activities. These costs are allocated between cost of raising funds and expenditure on charitable activities.

2.5 Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Leasehold buildings	- Over the term of the lease
IT and office equipment	- 4 years

2.6 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

2.7 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.8 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2.9 Pensions

The Trust makes an employer's contribution to a money purchase pension scheme for its employees. The Trust makes a matching contribution of 5% of salary for employees that make a 5% contribution from their own salary. The employer contributions are treated as an expense.

3 Analysis of income from donations

	£
Donations from individuals	10
Government grants:	
Borough of Poole	60,000
Department for Communities & Local Government	9,528
	<hr/>
	69,538
	<hr/>

4 Analysis of expenditure on charitable activities

	Community asset development £	Total £
Staff costs (see note 8)	21,602	21,602
Staff training	255	255
Staff travel	327	327
Professional services	9,056	9,056
Support costs (see note 4)	1,116	1,116
Governance costs (see note 5)	372	372
	<hr/> 32,728	<hr/> 32,728

The charity only had one category of charitable expenditure during the year.

5 Analysis of support costs

	£
IT software and equipment	344
Insurance	246
Office costs	341
Other miscellaneous costs	185
	<hr/> 1,116

6 Analysis of governance costs

	£
Independent examination of accounts	372
	<hr/> 372

7 Net income / (expenditure) for the year

Net income / (expenditure) for the year is stated after charging:

	£
Independent examiner's fees	372

8 Staff costs

	£
Gross wages	20,417
Employer's national insurance contributions	164
Pension contributions	1,021
	<hr/>
	21,602
	<hr/>

The charity has one employee who was employed from September 2015.

There were no employees whose emoluments exceeded £60,000.

9 Trustee remuneration and expenses

No remuneration or out-of-pocket expenses were paid to trustees during the year or the preceding year. Furthermore, no charity trustee received payment for professional or other services supplied to the charity.

10 Debtors

	£
Trade debtors	3,120
Prepayments and accrued income	176
	<hr/>
	3,296
	<hr/>

11 Creditors: amounts falling due within one year

	£
Taxation and social security costs	817
Other creditors and accruals	1,027
	<hr/>
	1,844
	<hr/>

12 Analysis of charitable funds

	B/f at 15 Mar 2015 £	Incoming resources £	Outgoing resources £	C/f at 31 Mar 2016 £
Unrestricted funds	-	63,130	23,200	39,930
Restricted funds				
COMA Programme	-	9,528	9,528	-
Restricted funds total	-	9,528	9,528	-
Total funds	-	72,658	32,728	39,930

Details of the restricted funds are as follows:

Community Ownership and
Management of Assets (COMA)
Programme

Funding provided by the Department for Communities and
Local Government to support organisations pursuing
community asset transfers.

13 Transactions with related parties

There were no transactions with related parties during the year.