



# Belmont Community Association

Charity No 1177041



# Annual Report 2020

**HALLMARK**



a quality  
standard scheme  
for village halls

*Hallmark 3 achieved*



**Belmont Community Association,  
Belmont Community Centre,  
Sunderland Road,  
Gilesgate Moor,  
Durham,  
DH1 2LL.**

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**Website: [www.belmontcommunityassociation.org.uk](http://www.belmontcommunityassociation.org.uk)**



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## Overview and Mission Statement

1 Established in 1971, Belmont Community Association (DH1 2LL) operates from Belmont Community Centre, a purpose built community centre located at Gilesgate Moor, on the outskirts of the city of Durham. The community centre consists of a sports hall (Caldecote) and three rooms (Hardy, Grange & Kepier) which are used for many different purposes, office, kitchen and washrooms. There is also an external (enclosed) play area. In addition, Belmont Parish Council office is in the Centre. The centre has been extensively modernised in recent years. The community centre is surrounded by a park which comprises playing fields (football and cricket), a children's play area, tennis and basketball courts and a bowling green. Footpaths around the park are popular with dog walkers. A car park, owned by Durham County Council, is adjacent to the community centre and can accommodate approximately 50 cars.

2 Belmont Community Association has a "shared use" agreement with Belmont Community School, located on Buckinghamshire Road within Belmont itself (DH1 2QP), and approximately half a mile from the centre. Here the facilities include a large sports hall which can accommodate four badminton courts, a gymnasium, performing arts block, sports fields, classrooms and a floodlit five a side football court. BCA is able to make use of the facilities outside of normal school hours. 90% of surplus made is paid to the school as a contribution towards the upkeep of facilities.

3 Both the Community Centre and the school site are located close to bus stops, with frequent services between Durham and Sunderland, Seaham, Peterlee & Sherburn Hill. Durham railway station is approximately two miles from the centre, and well served by buses. The A1M motorway is also approximately two miles away, in the opposite direction!

4 Since 2016 Belmont Community Association has had a Hallmark Level 3 award (the highest possible). In September 2019 the Association was re-assessed, with a Hallmark Level 3 award once again being attained.

5 While our facilities are not continually staffed, the school facilities are staffed when in use; at the community centre, a member of staff is present each morning. An answering machine is in operation when offices are not staffed.

6 BCA has a website ([www.belmontcommunityassociation.org.uk](http://www.belmontcommunityassociation.org.uk)) which gives details of facilities, notifications of "what's on" and the opportunity to make bookings.

7 The mission statement of Belmont Community Association is to "work in partnership with Belmont Community School to provide a community centre for recreational use and a wide range of sports facilities at affordable cost to the residents of Belmont, Carrville, Gilesgate Moor and the surrounding areas."

8 Belmont Community Association is firmly committed to diversity and equality in all of its activities. We are committed to promoting equality of opportunity within our Association and with partners. We recognise that the strength of the Association is built upon the understanding of individual strengths and differences and seeks to respect these. We recognise that certain groups and individuals in society are disadvantaged because of discriminations experienced. We seek to ensure that our Association respects and includes everyone, and that no user, partner, employee or job applicant receives less favourable treatment on the basis of age, disability, marital status (including civil partnerships) race, religion or belief, sexual orientation, pregnancy and maternity, trade union membership, political views or affiliations.



### Governance

1 Trustees are drawn from the community and user groups. Officers are elected at the Annual General Meeting, which is held (under normal circumstances) on the second Wednesday in March. Regular bi-monthly meetings are held, with additional "reserve" dates in intervening months, should additional meetings be deemed necessary. The Trustees are responsible for the governance of the Association; Under certain circumstances the Officers (all of whom are also trustees) may be called upon to determine certain decisions.

At the Annual General Meeting of the Association held on March 11th 2020 the Trustees / Officers of the Association appointed were as follows:

**Chair**

Dave Drinkwater



Sadly, Dave collapsed in December 2020 and died in hospital on February 6th 2021.

R.I.P.

**Vice Chair**

Erica Denholm

**Treasurer**

Mick Bennett

**Secretary**

Peter Corbett

**Trustees**

Patrick Conway, Anne Corbett, Eileen Finlay, Barbara Howarth, Phil Jackson, Stephen Laverick, Joe Knight & Mandy Stagg.

**Auditor** Tim Hardman

2 With effect from 1 January 2019, BCA began operating under a new Constitution, as a Charitable Incorporated Organisation (CIO) (Charity No 1177041).

3 Because of the pandemic of 2020-21, & with a severely reduced income, it was felt necessary for BCA to part company with our only salaried member of staff Community Development Manager Sue Smith.

The School Site Co-ordinator responsible for activities at the school site is Jacqui Miller, who is available during open hours.

The staff team attend to everyday running of the community centre and school facilities, ensuring that the Association's affairs are handled in a smooth and efficient manner. The Association further benefits from the contributions of many individuals who offer their services freely on a regular basis.



### **BCA in 2020**

The year 2020 will, sadly, remain a memorable year for the wrong reasons! The Covid-19 pandemic effectively brought to an abrupt end the normal way of life, and the activities of groups, businesses and individuals were strictly curtailed. Restrictions were placed on people travelling or socialising for most of the time from March 23rd 2020 (when BCA activities effectively closed down) until the time of writing in March 2021. This included sporting activities held at BCA and at Belmont School, and indoor meetings of groups were prohibited. The Parish Council were able to maintain their services in the Parish Office (albeit without access for the general public) and the Cheesy Waffles and Wider World groups were able to continue with severely curtailed provision for young people with special needs.

With the loss of almost all of BCA's income from March 23rd onwards it was reluctantly decided that the salaried post of BCA's Community Development Manager Sue Smith could no longer be sustained, resulting in a redundancy. Effectively, BCA have relied on the income from Belmont Parish Council and grants to remain solvent.

It was largely due to grants and a healthy reserve that BCA was able to ensure that the Community Centre was well maintained.

At the time of writing (mid March 2021) it is hoped that our facilities will be able to reopen on Monday, April 12th 2020, although it is feared that there may well be delays in some groups returning, and it may well be that some groups may not resume activities at all.

Largely due to the pandemic and to hygiene matters in general it was decided that it was inappropriate for BCA to permit animals on the premises; this has resulted in the termination of the lease of Pretty Pawz dog grooming and the decision to refuse to accommodate dog shows in future.

### January 2020

- i) A repair was made to the accessible toilet wall panelling.
- ii) New blinds were fitted in Grange Room..
- iii) The annual heating service was carried out.
- iv) A number of staff members and the Secretary of the Association began a course on Safeguarding and Prevent (Cache Level 2) on January 28<sup>th</sup>.

### March 2020

- i) A Defibrillator Training session was well attended (a defibrillator is located at the community centre, adjacent to the main entrance). Outside signs for the Defibrillator, purchased by Belmont Parish Council, have been placed around the neighbouring park.



- ii) The Winter Newsletter was published.
- iii) New car park signage was erected, and white lines painted on the driveway.
- iv) Because of the coronavirus and other major concerns about cleanliness a complete deep cleaning of the community centre was carried out.
- v) Peterlee Fire Company serviced the fire extinguishers
- vi) It was decided that notices should not be placed on windows, and that all notices should be printed and not handwritten.
- vii) Staff meetings are to be held twice annually.
- viii) Unfortunately, because of the Covid-19 outbreak (coronavirus) it was necessary to close all BCA facilities, with effect from March 23rd. Belmont Parish Council office continued to operate, but was not accessible to members of the public.

### April 2000

- i) The office administration was re-organised.

### May 2020

- i) Because of the Covid-19 situation all BCA facilities remained closed.



ii) New fencing was erected around the play area and garden at the rear of the Community Centre, following security issues in the past. This was funded by the County Durham Community Foundation.

iii) Sadly, owing to the Covid-19 pandemic it was reluctantly decided that, because of the severe loss of income, BCA would have to make the Community Centre manager redundant.

iv) BCA were fortunate to receive a Small Business Grant of £10k from Durham County Council.

### **July 2020**

i) Cheesy Waffles re-commenced Centre based sessions under targeted youth work and education regulations. Grange and Hardy rooms and men's and women's toilets cordoned off to create a Covid secure area.

### **August 2020**

i) With the Covid-19 epidemic still rampant a number of measures were decided upon regarding the re-opening of facilities, scheduled for September 1st. Restrictions were placed on the number of people able to use facilities. One way systems were put into place and washroom facilities restricted. The kitchen was off limits to users. Not all groups were planning to return immediately.

ii) It was decided that it was inappropriate for dogs to be in the building. As a result all future dog shows were to be cancelled and the "Pretty Pawz" dog grooming facility would be closed. Following the termination of the Pretty Pawz lease the room was converted to an office hub and now hired by Cheesy Waffles.

iii) Group leaders were informed that future payments would not be accepted in cash.

iv) A computerised booking system was being trialled.

v) Outdoor activities were able to resume from August 1st, but with limited access to changing facilities.

vi) BCA's risk assessment in the current situation was finalised with a meeting with staff. Factors included covered social distancing, cleaning schedules, the "one way system", & sanitizers.

vii) Groups were required to submit risk assessments.

viii) The facility of settling accounts by cash payments was withdrawn; payments may now be made via cheques or, preferably, direct payments to BCA's bank account.

### **September 2020**

- i) The Community Development Manager was made redundant in order to address the budget deficit (nb the entry for May).
- ii) Although School and Centre facilities re-opened on September 1st many groups were not legally able to continue with their activities, & the governing bodies of some organisations prohibited them from operating under present restrictions. Other groups decided that it would be unwise to resume activities with the risk of exposing members to the risk of Coronavirus.

#### **October 2020**

- i) A new series of government restrictions were enforced.
- ii) A curtain was installed to facilitate the division of the sports hall at the community centre into two areas, to enable use of the area by two separate groups simultaneously. BCA was able to carry out this work thanks to a grant from the Department for Digital, Culture, Media and Sport.
- iii) On October 14th Tier 2 restrictions were imposed.
- iv) External lighting was installed, to improve the safety of Cheesy Waffles clients entering the facilities via the rear entrance (to maintain a "one way system"). This was funded by Neighbourhood Budgets of County Councillors.

#### **November 2020**

- i) Staff member Kevin carried out renovation work in the Community Centre office.
- ii) £3,902.50 was awarded to BCA by the County Council, as a Covid Local Restrictions Support Grant.
- iii) On November 5th a second lockdown was imposed.

#### **December 2020**

- i) It is planned to proceed with redecoration of the sports hall at the Community Centre in the new year.
- ii) Work is planned on the replacement of the three polycarbonate panels on the roof of the Community Centre entrance porch, at a cost of £550.
- iii) Durham County Council have confirmed that the derelict sports changing rooms which border the Community Centre, and which have not been used for years, are to be demolished.
- iv) With effect from December 2nd the school site was only open for outdoor sport for a limited number of Under 18 groups. The Community Centre remained closed except for a limited number of users.

Throughout the year all servicing contracts have been carried out and the Centre remains legally compliant. The School Site Co-ordinator and Temporary Community Centre Co-ordinator have been proactive in chasing up outstanding invoices, cleaning, maintaining contact with regular hirers, interpreting ever changing regulations and taking bookings for permissible activities.

Use of the Job Retention Scheme (JRS) (Furlough) has ensured that our staff retain an income, remain loyal to BCA and can operate flexibly by working reduced hours and claiming a top-up through JRS

BCA has been guided by national regulations, governing bodies of our hirers and, in particular, "COVID-19: Guidance for the safe use of multi-purpose community facilities".



### Hiring Charges

Outlined below are the details of charges for the use of BCA facilities throughout 2020. Any non-routine requests are to be referred to the Community Development Manager.

Belmont Community Centre	£ per hour		
	Regular	Casual	Commercial
Room	£12	£15	£22
Hall	£16	£23	£28
Kitchen	£11	£11	£11
Badminton Court	£14	£17	£25

#### Notes:

- 1 A cleaning fee of £50 applies to dog shows and £30 to other groups where appropriate. This does not relieve groups of the responsibility to clean up after their function.
- 2 A registration fee of £25 per calendar year is due from each user group on January 1st in order to qualify for regular user rates.
- 3 A full day rate for room hire is available - £70 for regular users, £90 for casual users and £200 for commercial users.
- 4 Full centre hire is available - £200 for casual users and £250 for commercial users.
- 5 Kitchen and adjoining room - £21 for regular users.

Belmont School	£ per hour		
	Regular	Casual	Commercial
Sports Hall	£28	£34	£40

Gymnasium	£17	£22	£30
Astroturf	£37	£42	£65
<i>(including use of floodlights)</i>			
Badminton Court	£14	£17	£25
Football Pitch	£18	£21	£25
Performing Arts Block	£33	£40	£50
<i>(full facility)</i>			
Performing Arts Block	£20	£30	£40
<i>(part facility)</i>			
Classroom	£13	£16	£25
Car park	£13		
<i>(by special arrangement)</i>			

**Notes:**

1 A registration fee of £25 per calendar year is due from each user group on January 1st in order to qualify for regular user rates.

2 Football pitch hire for a full season is £720, based on 20 matches at 2 hours each, plus £13 per hour for training sessions. A discount is available where payments are made in advance (£665) or where arranged monthly payments are made (£95x 7 months).

If two teams from the same club play at the same time the combined season charge is £1,200.



# BELMONT COMMUNITY ASSOCIATION

## STATEMENT OF ACCOUNTS

# 2020



**BELMONT COMMUNITY ASSOCIATION**

**Income and Expenditure Account**

**Year to 31 December 2020**

	<b>2020</b>		<b>2019</b>	
<b><u>INCOMING RESOURCES</u></b>				
<b>Centre:</b>				
Lettings	24,921.00		51,591.94	
Pretty Pawz / CWP Office	625.00		1,000.00	
Parish Council office rent, hirings & re-charges	<u>4,879.05</u>	30,425.05	<u>4,657.96</u>	57,249.90
Unallocated		0.00		197.00
<b>School:</b>				
School - Classroom	493.00		1,003.50	
School - Car Park	117.00		169.00	
Performing Arts Block	5,725.00		9,573.00	
School - Astroturf	1,072.00		4,894.75	
School - Sports Hall	11,158.18		23,572.00	
School - Gym	5,784.50		12,571.45	
School - Field	<u>2,936.00</u>	27,285.68	3,767.75	55,551.45
<b>Membership fees:</b>				
Centre	575.00		550.00	
School	<u>450.00</u>	1,025.00	575.00	1,125.00
Grants (see Note 8)		27,198.50		7,850.00
Job Retention Scheme		10,908.00		
Bank interest		683.19		641.95
Misc		<u>935.00</u>		<u>0.00</u>
<b>TOTAL INCOMING RESOURCES</b>		<b>98,460.42</b>		<b>122,615.30</b>
<b><u>EXPENDITURE</u></b>				
Wages - Centre	18,757.44		11,492.22	
Wages - School	12,366.12		20,539.17	
Cleaning contract	1,515.00		4,333.43	
Heating and Lighting	6,790.37		3,908.32	
Water Rates	1,094.23		960.99	
Refuse collection	377.30		445.90	
Cleaning Materials	1,722.43		1,485.07	
Maintenance - routine	3,220.04		3,164.19	
Maintenance - non budgeted	4,429.83		12,585.00	
Maintenance Wages	598.09		1,008.00	
Servicing contracts	2,204.63		2,372.03	
Telephone	476.56		477.69	
Printing, Postage, Stationery & IT	704.27		2,039.04	
Insurance	2,558.32		2,447.18	

Shared Use (Belmont Community School)	13,326.62	31,371.67
Audit fee	130.00	130.00
Sundries	907.80	307.97
Music Licence	1,238.20	981.64
Depreciation (see Note 2)	10,761.77	393.31
Business Rates	0.00	0.00
<b>TOTAL EXPENDITURE</b>	<u>83,179.02</u>	<u>100,442.82</u>
<b>NET INCOMING RESOURCES FOR YEAR</b>	15,281.40	22,172.48
<b>TOTAL INCOMING RESOURCES BROUGHT FORWARD</b>	889,246.74	844,927.32
<b>REVALUATION OF COMMUNITY CENTRE</b>	772.00	22,489.00
<b>Add: TRANSFER TO RESERVES / RESTRICTED FUNDS (see Note 3)</b>	10,000.00	38,500.00
<b>Less: TRANSFER FROM RESERVES / RESTRICTED FUNDS (see Note 3)</b>	10,000.00	38,500.00
<b>"THEIR WAR, OUR HISTORY" PROJECT (see below)</b>	0.00	342.06
<b>TOTAL INCOMING RESOURCES AT 31 DECEMBER 2020</b>	<u><u>905,300.14</u></u>	<u><u>889,246.74</u></u>

**BELMONT COMMUNITY ASSOCIATION**  
**"THEIR WAR, OUR HISTORY PROJECT" (RESTRICTED FUND)**  
**Income and Expenditure Account**

	Year to 31 December 2020	
	2020	2019
<b><u>INCOMING RESOURCES</u></b>		
<b>TOTAL INCOMING RESOURCES</b>	0.00	0.00
<b><u>EXPENDITURE</u></b>		
Remembrance (HLF)	0.00	342.06
<b>TOTAL EXPENDITURE</b>	0.00	342.06
<b>NET INCOMING RESOURCES FOR YEAR</b>	0.00	-342.06
<b>TOTAL INCOMING RESOURCES BROUGHT FORWARD</b>	5,853.84	6,195.90
<b>TOTAL INCOMING RESOURCES AT 31 DECEMBER 2020</b>	5,853.84	5,853.84

**BELMONT COMMUNITY ASSOCIATION**

**Balance Sheet At 31 December 2020**

	<b>2020</b>	<b>2019</b>
<b>FIXED ASSETS (see Note 2):</b>		
Property	772,885.00	772,113.00
Furniture & Equipment	<u>0.00</u>	<u>0.00</u>
	772,885.00	772,113.00
<b>CURRENT ASSETS</b>		
Cash in hand	220.00	270.00
<b>Bank Accounts (see Note 4):</b>		
Deposit Notice Account	52,881.45	52,258.27
Variable interest Deposit Account	12,264.45	12,204.44
Current Account	81,691.65	80,555.73
Less: unpresented cheques	578.49	341.35
Add: Debtors (see Note 5)	0.00	0.00
Add: pre-payment (see Note 6)	<u>2,620.75</u>	<u>2,558.32</u>
	149,099.81	147,505.41
<b>CURRENT LIABILITIES</b>		
Creditors (see Note 5)	15,634.67	30,371.67
Receipts in Advance (see Note 7)	<u>1,050.00</u>	
	16,684.67	
<b>NET CURRENT ASSETS</b>	132,415.14	<u>117,133.74</u>
<b>TOTAL NET ASSETS</b>	<u>905,300.14</u>	<u>889,246.74</u>
<b>REPRESENTED BY</b>		
Capital Fund	772,885.00	772,113.00
<b>Restricted Funds (see Note 3):</b>		
Roof replacement reserve	30,000.00	30,000.00
External Building Repairs	20,000.00	20,000.00
Centre Improvement Fund	20,000.00	20,000.00
Emergency Fund	20,000.00	20,000.00
Electrical Re-wiring	10,000.00	
"Their War our History" Project	5,853.84	5,853.84
Income Reserves	<u>26,561.30</u>	<u>21,279.90</u>
<b>TOTAL FUNDS</b>	<u>905,300.14</u>	<u>889,246.74</u>

**BELMONT COMMUNITY ASSOCIATION**  
**Charity No 1177041**

**Notes to the Accounts**  
**Year to 31 December 2020**

**1. ACCOUNTING POLICIES**

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting for Charities.

**2. FIXED ASSETS**

**Land and Buildings** – Expenditure on the Community Centre has been capitalised as follows:

Brought forward	772,113
Revaluation revision	0.772
Depreciation charge for year	<u>Nil</u>
Per Balance Sheet	772,885

(Trustees are aware that the open market value of the building at the present time is “nil” and the amount shown on the balance sheet is a reflection of the re-building cost)

**Furniture and Equipment:**

Brought forward	0.00
Additions in year:	
Concertina partition	10,677.60
Step ladders	16.99
Pedal bin	<u>67.18</u>
Total to date	10,761.77
Depreciation charge for year	<u>10,761.77</u>
Per Balance Sheet	<u>0.00</u>

**3. RESTRICTED FUNDS**

The Trustees agreed changes to the level of Restricted Funds during the year:

Roof Replacement b/f	30,000
Added during the year	<u>0,000</u>
	<u>30,000</u>
External Building Repairs b/f	20,000
Added during the year	<u>0,000</u>
	<u>20,000</u>
Centre Improvement Fund b/f	20,000
Added during the year	<u>0,000</u>
	<u>20,000</u>
Emergency Fund b/f	20,000
Added during the year	<u>0,000</u>
	<u>20,000</u>
Electrical Re-wiring Reserve b/f	0,000
Added during the year	<u>10,000</u>
	<u>10,000</u>

**Project Fund**

"Their War our History" b/f	5,854
Used during the year	<u>0,000</u>
Remaining at the year-end	<u>5,854</u>

**4. CAPITAL**

No new capital was introduced. A variable interest Virgin Money Charity Deposit Notice Account and a Virgin Variable Deposit Account are held to maximise the interest on money held in reserves, whilst ensuring that sufficient funds are available on demand. Other accounts held are Barclays Community Account for day to day transactions.

**5. CREDITORS AND DEBTORS**

A sum of £13,326.62 was due to Belmont Community School, in accordance with a shared use agreement; it is estimated that £750.00 is due to Scottish Electric for electricity consumption uncharged because of a broken meter. Staff leave payments of £1,558.05 remain to be paid. At present, there are no other outstanding liabilities that the Trustees are aware of.

**6. PRE-PAYMENTS**

A sum of £2,620.75 was paid in advance to Barrie of Durham, in respect of insurance premiums for the period 1 January – 31 December 2021.

**7. RECEIPTS IN ADVANCE**

A sum of £1,050 was received in advance from Cheesy Waffles Project for rental of an office hub in the Community Centre.

**8. GRANTS**

Total grant income of £27,198.50 was received. £10,000 Covid-19 Small Business grant was awarded by Durham County Council. County Councillors allocated £1,296 from their Neighbourhood Budget towards the cost of external lighting. The Department of Digital, Culture, Media and Sport awarded a grant of £10,000, from their National Emergency Trust Programme, towards partitioning of the Hall. County Durham Community Foundation provided £2,000 towards fencing of the community garden. £3,902.50 was awarded as a Covid Local Restrictions Support Grant.

**9. INSURANCE**

Insurance cover includes Buildings, contents, public liability and Trustee indemnity.

**10. PAYROLL**

Durham County Council is engaged as our Payroll Bureau and submits all HMRC returns and makes appropriate payments under a Service Level Agreement. All staff receive a letter advising them of their right to join a workplace pension, even though BCA is not required to automatically enrol them, as they do not meet the criteria of earning £192 per week. No staff have decided to join the Pension Scheme.

**11. LEGAL STATUS**

Belmont Community Association is registered as a Charitable Incorporated Organisation (Charity Commission number 1177041).

**12. TRUSTEE REMUNERATION AND EXPENSES**

No remuneration or expenses was paid either directly or indirectly out of the funds of the Charity to any Trustee or any person or persons known to be connected with any Trustee during the year ended 31 December 2020.

**13. FINANCIAL COMMITMENTS**

The Trustees are confident that all financial obligations and commitments of Belmont Community Association can be met.

**14. INDEPENDENT EXAMINER**

Fees were paid to Mr T J Hardman in his position as independent examiner of the Charity's accounts.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE BELMONT COMMUNITY ASSOCIATION, DURHAM**

I report on the accounts of the Belmont Community Association for the year ended 31 December 2020 which are as set out on the attached pages.

**Respective Responsibilities of Trustees and Examiner**

The Charities Trustees are responsible for the preparation of the accounts. The Charities 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.

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 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 130 of the 2011 Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

T J Hardman CTA  
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Durham DH1 3DA  
3 February 2021