

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

(A company limited by guarantee)

**TRUSTEES REPORT
AND
FINANCIAL STATEMENTS**

FOR THE PERIOD ENDED 31 MARCH 2003

Charity No: 1093814

Company No: 4504085

Saint & Co
Chartered Accountants
Poets Walk
Penrith
Cumbria CA11 7HJ

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

Contents	Page
Legal and administrative information	1
Report of the trustees	2 - 5
Independent Examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes forming part of the financial statements	9 - 12

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

LEGAL AND ADMINISTRATIVE INFORMATION

Constitution

Northern Fells Rural Community Development Group is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association.

Directors and trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. At each Annual General Meeting all serving trustees retire, however, they shall be eligible for re-election.

The Chairman, Vice Chairman and Treasurer are elected at the first meeting of Trustees following the Annual General Meeting.

The trustees during the period were :-

Jim Cox	(Chairperson)
Lesley Smith	(Vice Chairperson)
David Sykes	(Treasurer)
Pauline Bibby,	
David Bruin,	
Richard Eccles,	
Michael Elderkin,	
Graham Gash	
Len Gleed,	
Anne Manger,	
Joe Mumberson,	
Fraser Shaw,	
Roger Stacey	
Malcolm Threlkeld,	
Alan Tyson	
David Ward,	
Joyce Wetherell	

Secretary

Zoë Sutton

Registered Office

Millhouse Village Hall, Millhouse, Wigton, CA7 8HR

Registered Company Number

4504085

Accountants

Saint & Co., Chartered Accountants, Poets Walk, Penrith, Cumbria, CA11 7HJ

Bankers

Lloyds TSB Bank plc, Carlisle

Registered Charity Number

1093814

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

REPORT OF THE TRUSTEES PERIOD ENDED 31 MARCH 2003

The trustees are pleased to present their report together with the financial statements of the charity for the period ended 31 March 2003.

The charity was incorporated on 6 August 2002 and began its charitable activities on that date.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Objects of the charity

The Northern Fells Rural Community Development Group promotes and undertakes (either alone or on behalf of or in association with other bodies, organisations and individuals) charitable activities of any kind for the general benefit and welfare of the inhabitants, communities, and organisations in the parishes of Ireby with Uldale, Boltons, Westward, Sebergham, Caldbeck, Castle Sowerby and Mungrisdale in the County of Cumbria and elsewhere.

Organisation

The management of the Group is entrusted to the Committee, which consists of the Officers namely Chairman, Vice Chairman, and Treasurer and up to twelve other members plus co-opted members. The Committee meets no less than four times per year.

All Officers and Committee Members are members of the Group. Each of the Parish Councils of the seven parishes of Ireby with Uldale, Boltons, Westward, Sebergham, Caldbeck, Castle Sowerby and Mungrisdale nominate a Committee Members at the Annual General Meeting who serve for the following year. Other Officers and Committee Members are elected annually at the Annual General Meeting.

The Committee has powers to do all things necessary and desirable in pursuit of the objects of the Group.

Services

The Group runs the following services:

- Core administration, research, development and fundraising;
- The Lend a Hand Group provides neighbourly support to people who are ill or less able and their carers;
- Youth Initiative runs a range of activities including cycling, first aid for baby sitter, arts and sport as well as networking with local, county and national youth schemes;
- The Benefits Awareness and Advice Scheme assists the elderly, those with disabilities and families on low income;
- The minibus service provides a flexible, accessible door to door service for people of any age without their own transport and group hire;
- In addition we organise parish based lunch clubs and Tai-Chi for older people.

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

REPORT OF THE TRUSTEES PERIOD ENDED 31 MARCH 2003

Review of activities

The Northern Fells Rural Community Development Group (Northern Fells Group) took over from the Northern Fells Rural Project (NFRP). This was one of HRH The Prince of Wales's three 'Rural Revival Projects'.

The Northern Fells Group was incorporated into Companies House on the 6 August 2002. The funding for the Group was in place by October 2002 from the public and private sector including contributions from the seven civil parishes in the Northern Fells Area. (refer to list below). Once funding was in place a co-ordinator was recruited to take over the running of the Group from the Northern Fells Rural Project Co-ordinator. The Northern Fells Group was officially launched on the 11 November 2002. The management committee was appointed on the 11 December 2002 during the first Annual General Meeting (AGM). There have been four committee meetings since the first AGM.

Since incorporation five part-time co-ordinators of the Northern Fells Group have run the following services:

- **Core administration, research, development and fundraising.** The funding package has been put in place, additional funding is being sought for the Lend a Hand Group for the next financial year. The operating procedures have been put into place and are currently being optimised. Monitoring reports and financial claims have been provided to meet the requirements of the various funding organisations. The Group has set up an office in Millhouse Village Hall that can provide office facilities to the Group and wider community.
- **The Lend a Hand Group provided neighbourly support to people who are ill or less able and their carers.** Two main areas of help are offered : Handyman Help and Personal and Domestic Help. The Handyman Scheme undertakes the types of small jobs that tradesmen often regard as not being worth their while, e.g. replacing a tap washer. A volunteer could do this task and the only outlay would be for materials used. Time is given free. To date, dog walking and gardening tasks are in greatest demand. The Personal/Domestic strand of the Lend a Hand Group is in partnership with the British Red Cross. Carer relief is an important area, both on a regular and occasional basis, but the volunteers also administer eyedrops, accompany people on outings, do shopping, look in on those home from hospital and make occasional snacks. The demand for this service has increased significantly since its launch. The range of activities catered for by the 30 volunteers has expanded. Since September 2002 there have been 227 handyman and 392 personal and domestic visits.
- **Youth Initiative ran a range of activities including cycling, first aid for baby sitter, arts and sport as well as networking with local, county and national schemes.** A new youth worker was appointed in January to fill the vacancy left by the previous co-ordinator. During the Easter and Summer Activity Programmes more than 130 places have been taken by young people on a range of activities and training workshops organised by a committed youth team. A Family Ceilidh with the 'Solway Stomper' playing held in Rosley this summer proved to be very popular. Networking has enabled 17 places on the Cumbria Outdoors Passport to Activity and six young people were involved in the North Allerdale Youth Council consultation meeting.
- **The Benefits Awareness and Advice Scheme assisted the elderly, those with disabilities and families on low income.** The scheme has been advertised in the parish and community newsletters and responses to requests for information or help with completion of forms have been made. These contacts have been with elderly people, younger people with disabilities, carers, and one person with a query about job seekers allowance. An awareness campaign for families has been initiated. A questionnaire is being sent out to families via schools, nurseries

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

REPORT OF THE TRUSTEES PERIOD ENDED 31 MARCH 2003

and playgroups, and we are very grateful for the help of these organisations in enabling us to reach most families with young children.

- ***The minibus service provided a flexible, accessible door to door service for people of any age without their own transport and group hire.*** Twenty-two voluntary drivers from the seven parishes cover a rota from 9 to 6, Monday to Friday. There is also a driver on Saturdays to take young people into town or drive for group hire. The minibus has become established as a flexible service for people without their own transport and those who need the disabled access. It also helps people during temporary periods of illness or disability and can relieve carers. The minibus takes people to both medically related appointments and social visits to friends, village activities, shopping etc. It brings teenagers home from school when they stay for sport or musical activities and miss the school bus. It takes older people to lunch groups. The service takes passengers out of the area to appointments or to public service connections for longer journeys. Over a hundred individuals have used the minibus service and their number increases monthly. It does about a hundred passenger journeys a month and then there are the extra group hire journeys.
- ***In addition we provided administrative support to parish based lunch clubs and Tai-Chi for older members of the community.*** The opportunity for older people to get out and meet up with friends and neighbours over lunch has been taken up by many in the Northern Fells Area. Due to the interest and organisation of lunch club leaders lunch groups have met in Caldbeck, Hesketh Newmarket, Ireby, Mungrisdale, Rosley, Sebergham, Welton and Castle Sowerby. The lunch groups meet mainly in local pubs and restaurants. In January 2003 a Tai Chi class started at Caldbeck Cricket Club and followed by tea and biscuits provided by Lend a Hand Group volunteers. About fourteen people attend on a regular basis, most of whom are in the over 55 age group and the sessions have proved to be eagerly anticipated social events, as well as being beneficial to all concerned.

His Royal Highness the Prince of Wales, was at the forefront of supporting the development of the Northern Fells Rural Project and has shown a keen interest as it has grown from a fledgling project to the Northern Fells Group, a limited company with charitable status. The Prince joined with users of the services, co-ordinators, committee members and sponsors at the Oddfellow's Arms, Caldbeck to celebrate the tremendous work of the volunteers of the Group in assisting members of the community in their daily lives. To highlight this, Beatrice Earl and Bega Hood gave warming accounts on the difference the Minibus Services and the Lend a Hand Group has made to them and other users of the service. A group of young people informed the Prince of their enjoyment of activities organised by the Group and the doors opened to them such as the Passport to Activities Scheme.

Having made the transition from a pioneering project to an established, community based company we are keen to continue to try to address 'unmet need' by capitalising on the wonderful energy and commitment of community volunteers in the community and by seeking funds from wherever is appropriate.

Membership

There are currently 95 Members of the Northern Fells Group. Membership cost £5 per annum (reviewed annually) and is open to anyone living within the Northern Fells Area or wishing to support the aims of the Northern Fells Group.

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

**REPORT OF THE TRUSTEES
PERIOD ENDED 31 MARCH 2003**

Funders

- Countryside Agency
- Rural Regeneration Cumbria
- Lloyds TSB
- Caldbeck Surgery Charitable Fund
- Boltons, Caldbeck, Castle Sowerby, Ireby & Uldale, Mungrisdale, Sebergham & Welton, and Westward. Civil Parishes
- Voluntary Donations

Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity to enable them to undertake projects and take advantage of opportunities that present themselves.

Risk management

The trustees have examined the major strategic, business and operational risks which the charity faces and that confirms that the systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial period which give a true and fair view of the charity's activities during the period and of its financial position at the end of the period.

In preparing those financial statements the trustees should follow best practice and:

- select suitable accounting policies and 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 assume that the company will continue on this basis.

The trustees are responsible for maintaining proper accounting records which 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 Charities Act 1993. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

I declare, in my capacity as trustee, that the trustees have approved this report and have authorised me to sign it on their behalf.

.....
Jim Cox (Chairman)

Dated:

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

**REPORT OF THE TRUSTEES
PERIOD ENDED 31 MARCH 2003**

We report on the accounts of the Charity for the period ended 31st March 2003, which are set out on pages 5 to 10.

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is our responsibility to :-

- examine the accounts (under section 43(3)(a) of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with 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 presented with those records. It also includes a consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the accounts.

Independent examiner's statement

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

1. which gives us reasonable cause to believe that in any material respect the requirements :
 - a. to keep accounting records in accordance with section 41 of the 1993 Act ; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met ; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Saint & Co

Chartered Accountants & Registered Auditors
Poets Walk
Penrith
Cumbria, CA11 7HJ

Date:

**NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP
STATEMENT OF FINANCIAL ACTIVITIES
(Including Income and Expenditure Account)
FOR THE PERIOD ENDED 31 MARCH 2003**

	<u>Notes</u>	<u>2003</u>		<u>Total Funds</u> £
		<u>Unrestricted</u>	<u>Restricted</u>	
		<u>Funds</u> £	<u>Funds</u> £	
Incoming resources				
Lloyds TSB Foundation		-	4,034	4,034
Cumbria CC -Rural Development Programme		-	2,993	2,993
Countryside Agency		-	5,934	5,934
Parish Council Grants		-	583	583
Caldbeck Surgery Charitable Trust		-	1,042	1,042
Voluntary Action Cumbria		-	3,000	3,000
Membership Subscriptions		440	-	440
Miscellaneous Income	3	2,358	-	2,358
		<u>2,798</u>	<u>17,586</u>	<u>20,384</u>
Other income				
Deposit account interest		69	-	69
		<u>2,867</u>	<u>17,586</u>	<u>20,453</u>
Resources expended				
Salaries, NIC & superannuation	6	-	8,572	8,572
Overhead expenses		2,553	4,132	6,685
Depreciation		-	750	750
	4	<u>2,553</u>	<u>13,454</u>	<u>16,007</u>
Net incoming resources for the period/ Net income for the period				
		314	4,132	4,446
Total funds at 6 August 2002				
		-	-	-
Total funds at 31 March 2003				
	11	<u>314</u>	<u>4,132</u>	<u>4,446</u>

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

**BALANCE SHEET
AS AT 31 MARCH 2003**

	<u>Note</u>	<u>2003</u>	
		£	£
Fixed assets			
Tangible assets	8		2,250
Current assets			
Debtors	9	180	
Cash in Hand and at Bank		<u>19,025</u>	
		19,205	
Creditors: amounts falling due within one year	10	<u>17,009</u>	
Net current assets			<u>2,196</u>
Total assets less current liabilities			4,446
Net assets			<u><u>4,446</u></u>
Unrestricted Funds			314
Restricted Funds			4,132
Total Funds	11		<u><u>4,446</u></u>

The directors are satisfied that the company was entitled to exemption under subsection (1) of section 249A of the Companies Act 1985 and that no member or members have requested an audit pursuant to subsection (2) of section 249B in relation to the accounts for the financial period.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with section 221; and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 226, and which otherwise comply with the requirements of this Act relating to the accounts, so far as applicable to the company.

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Trustees on and signed on its behalf by :-

.....
David Sykes (Treasurer)

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2003

1 Accounting Policies

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and the Companies Act 1985. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) issued in October 2000.

Incoming resources

Income is received by way of grants, service level agreements / contracts and services provided and are included in full in the Statement of Financial Activities when receivable.

Investment income is accounted for in the period in which the charity is entitled to receipt.

Resources expended

Resources expended are included on an accruals basis. They include attributable VAT which cannot be recovered. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life as follows:

Motor vehicles	4 years straight line
Computer equipment	4 years straight line

Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds

Restricted funds are those that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2 Incoming resources

All income is attributable to the one principal activity of the company. Material grants received and included in income are:

	£
Lloyds TSB Foundation	4,034
Cumbria CC -Rural Development Programme	2,993
Countryside Agency	5,934

NORTHERN FELS RURAL COMMUNITY DEVELOPMENT GROUP

**NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31 MARCH 2003**

3 Miscellaneous income

	<u>2003</u>
	£
Minibus fares	1,038
Donations	590
Fundraising	457
Sundry income	273
	<u>2,358</u>

4 Total resources expended

	<u>2003</u>		
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
Management and admin salaries	-	8,572	8,572
Recruitment	587	-	587
Room hire	22	41	63
Premises costs	487	-	487
Equipment rental	244	-	244
Insurance	308	-	308
Sundry expenses	-	7	7
Travelling and subsistence	80	776	856
Printing, postage and stationery	516	113	629
Telephone	212	416	628
Books and publications	85	275	360
Subscriptions	-	10	10
Vehicle costs	-	2,479	2,479
Legal and professional fees	12	15	27
Depreciation	-	750	750
	<u>2,553</u>	<u>13,454</u>	<u>16,007</u>

5 Trustees remuneration and expenses

Trustees received no remuneration for their services to the charity. Travel costs incurred in performing their duties were reimbursed.

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

**NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31 MARCH 2003**

6 Employees

	<u>Core</u>	<u>2003 Project</u>	<u>Total</u>
	£	£	£
Wages and salaries	3,933	338	4,271
Employers National Insurance	611	95	706
Honoraria	-	3,595	3,595
	<u>4,544</u>	<u>4,028</u>	<u>8,572</u>

Average no of employees in the period 3

During the period no individual staff's emoluments exceeded £50,000.

7 Taxation

The charitable company is exempt from taxation on its charitable activities.

8 Tangible fixed assets

	Motor Vehicles £	Computer Equipment £	<u>Total</u> £
Cost			
At 6 August 2002	-	-	-
Additions	2,500	500	3,000
Disposals	-	-	-
At 31 March 2003	<u>2,500</u>	<u>500</u>	<u>3,000</u>
Depreciation			
At 6 August 2002	-	-	-
Charge for the period	625	125	750
Elimination on disposals	-	-	-
At 31 March 2003	<u>625</u>	<u>125</u>	<u>750</u>
Net book value			
At 31 March 2003	<u>1,875</u>	<u>375</u>	<u>2,250</u>

All the fixed assets were donated to the charity by Voluntary Action Cumbria and they have been included at market value at that date.

NORTHERN FELLS RURAL COMMUNITY DEVELOPMENT GROUP

**NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31 MARCH 2003**

9 Debtors

	<u>2003</u>
	£
Trade debtors	-
Prepayments	180
	180

10 Creditors

	<u>2003</u>
	£
Trade creditors	474
Advanced receipts	16,535
	17,009

11 Movement in funds

	<u>Unrestricted</u>	<u>Restricted</u>
	<u>Funds</u>	<u>Funds</u>
	£	£
At 6 August 2002	-	-
Transfer to funds	314	4,132
At 31 March 2003	314	4,132