



# The Hangleton & Knoll Project

Working for a better community

Registered Charity Number: 1139971  
Company Limited by Guarantee Number: 7260539  
[www.hkproject.org.uk](http://www.hkproject.org.uk)

**REPORT OF THE TRUSTEES  
AND FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31 MARCH 2012**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2012**

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## **1. REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES/DIRECTORS, ADVISERS, STAFF AND VOLUNTEERS**

**Name:** The Hangleton and Knoll Project

**Registered Charity Number :** 1139971

**Registered Company Limited  
by Guarantee Number:** 7260539

**Principal Office:** The Hangleton & Knoll Project  
St. Helen's Parish Offices  
Hangleton Way  
Hove  
East Sussex BN3 8ER

**Trustees/Directors:** Mrs Patricia Weller (Chair)  
Ms Michelle Pooley (Vice Chair)  
Lady Ann Tizzard (Treasurer)  
Ms Elaine Batchelor  
Fr Keith Perkinton  
Mr Keith Mason  
Ms Kay Densley  
Ms Sophie Murphy

**Company Secretary:** Lulu Russell

**Non-voting Observers:** Cllr Dawn Barnett; B&H City Councillor

**Chief Executive:** Joanna Martindale

**Auditors:** Clark Brownscombe Limited  
8 The Drive  
Hove  
BN3 3JT

**Bankers:** The Bank of Scotland  
8 Air Street  
Brighton  
East Sussex

**Staff employed during the year  
Ended 31st March 2012:**

**Management & Administration:**

Joanna Martindale – Chief Executive Officer  
Kathryn Farrell - Finance Co-ordinator  
Lulu Russell - Project Administrator

**Community Development:**

Claire Sillence – Community Development Worker  
Lizzie Beckett - Community Development Worker (Left  
September 2011)  
Amy Liddell – Community Development Worker  
(Started October 2011)

**Youth Work:**

Helen Bartlett - Youth Participation Worker  
Max Wheeler – Youth Music Trainer  
Michelle Old – Youth Work Co-ordinator  
Nina Bhirangi-Bishop – Youth Worker  
Polly Brooks – Youth Participation Worker (Started May  
2011)

**HaKIT:**

David Purkiss – Freelance Trainer  
Debbi Thomas – Freelance Trainer  
Patricia Hughes – Freelance Trainer  
Ruth Melia - HaKIT Co-ordinator (left August 2011)

**IT Technical Support :**

Sam Simmons of EmbedX

**Volunteers:**

Alexander Monney – HaKIT & website  
Angie Walker – Community Action  
Ann Marie Roberts – HaKIT  
Bee Bop – HaKIT website  
Con O'Neil - HaKIT  
Jane Bates – HaKIT  
Karen Bridger - HaKIT  
Keith Mason – HaKIT trainer  
Lorraine Beal – HaKIT Volunteer  
Nick Goslett – Community Development 50+  
Nicki Catteral – Community Development  
Pat Hunt – Community Development 50+  
Ron Hodgton – Community Development  
Alex Steele Martin- Youth work  
Bethany Mitchell – Youth Work  
Gavin Meany – Youth Work  
George Ross- Youth Work  
Hannah Greer – Youth Work  
Hannah Norman- Youth work  
Jack Stanford – Youth Work  
Laura Williams – Youth Work  
Luke Steele Martin- Youth work  
Sarah Brigden – Youth Work  
Saffron Franklin – Youth Work  
Sophie Murphy – Youth work

**Project Offices:**

St. Richards Church & Community Centre  
Egmont Road  
Hove BN3 7FP  
Tel: 01273 706 469

Hangleton Community Centre  
Harmsworth Crescent  
Hove BN3 8BW  
Tel: 01273 821 380

The Trustees (who also act as Directors for Companies Act purposes) present their report together with the audited financial statements of the company for the year ended 31 March 2012.

The Trustees believe that the financial statements comply with statutory requirements and the Charity's Governing Document.

## **2. STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Constitution**

The Charity was registered on 20<sup>th</sup> May 2010 as a company limited by guarantee (registered company number 7260539) and commenced activities on 1<sup>st</sup> April 2011. On that day it took over the activities of the previous Hangleton & Knoll Project (registered charity number 1009953 on 21<sup>st</sup> March 1992).

### **Nature of governing document**

The Projects governing document is its Memorandum and Articles of Association dated 19<sup>th</sup> January 2010.

### **Board Membership**

The Trustees when complete shall consist of at least 4 and not more than 16 individuals. One third of the Trustees must retire at each Annual General Meeting, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A Trustee retiring under this Article may stand for re-election.

### **Recruitment and appointment of Trustees**

Throughout the year Project staff encourage local residents to take up membership of the Project and, as the AGM approaches, to put themselves forward for election to the Board of Trustees. Invitations to the AGM are sent to all members and local community groups and to a wide range of people within the statutory and voluntary sector. All residents are invited via the local newsletters, which are distributed to houses on the estates. The covering letters encourage non-members to become members and non-Trustees to consider standing for election on the Management Committee. There are a range of skills represented on the Board, and good representation of different sections of the community.

### **Project Membership**

We are actively seeking to increase Project membership. Membership is open to all individuals (over the age of 18) who are interested in furthering the work of the Charity.

### **Policies and procedures for induction and training of trustees**

All newly appointed Trustees receive an Induction Pack and undergo an induction training period. This includes attending the first Management Committee Meeting held shortly after the AGM, meeting with staff, and shadowing an appointed, existing Trustee. Roles and responsibilities are explained in accordance with the Charity Commission Leaflet CC3(a).

### **Equal Opportunities Policy**

The Hangleton & Knoll Project is an equal opportunity organisation. The aim of our policy is to ensure that no job applicant, employee, volunteer, or recipient of our services receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, creed, religion, disability or age, or is disadvantaged by conditions or requirements which have a disproportionately adverse effect on his or her racial group, sex, marital status, religion, disability or age and which cannot be shown to be justifiable on grounds other than those of race, colour, nationality ethnic or national origins, sex, marital status, sexual orientation, creed, religion, disability or age. Selection criteria and

procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees and trustees will be given equal opportunity and, where appropriate and where permissible under the Race Relations Act and Sex Discrimination Act, employees of under-represented groups will be given training and encouragement to achieve equal opportunity within the organisation.

### **Organisational structure and how decisions are made**

See the Hangleton & Knoll Management Structure diagram (Appendix 1)

### **Management Committee**

The Management Committee meets four times a year and is the forum where all major decisions are made and agreed. The Committee receive written reports from the staff and from its Sub-Committees on work in progress and opportunities arising. The Committee sets policy and takes decisions on major matters that arise. The Minutes and papers for the Management Committee Meetings are also circulated to the staff to keep them aware of the decisions being taken by the Board. Officers for the Management Committee are elected at the AGM and invitations include an invite for new members to join the Management Committee.

### **Sub-Committees of the Management Committee**

The Employment and Finance Sub-Committee meets regularly and consists of at least 3 persons nominated by the Project's Management Committee. The Chief Executive and Finance Co-ordinator attend when required. The Sub-Committee ensures the Project's Trustees control the finances of the organisation and reports to the Management Committee making recommendations on financial and employment matters where necessary, or at least on an annual basis. The Sub-Committee considers (and instructs staff accordingly on) the following aspects:

- i) The general financial health of the Project
- ii) Financial planning and annual budgeting
- iii) Income & expenditure accounts
- iv) Cash flow analysis
- v) Annual accounts and audits
- vi) Fundraising and income generation
- vii) Payroll and staff salaries
- viii) All other matters of a financial nature

In addition, the Sub-Committee, in consultation with the Chief Executive, agree the Terms and Conditions of Employment of the Project's staff, take responsibility for the process of employment of new or replacement staff and advise the Management Committee of the process to be adopted for selection and interview of candidates, following equal opportunities policies. The Sub-Committee acts as an advisory group for personnel and employment matters on any relevant issues in such a way as to pre-empt and prevent situations of difficulty to the Project arising.

### **Related Parties**

The Charity is not part of a wider network where any relationship impacts on the operating policies adopted by the Charity. The Charity is committed to supporting 'good-will' partnership work wherever it meets the charitable objectives as laid out in The Constitution. We have worked with (this list is not exhaustive):

- Active for Life
- Blatchington Mill School
- Brighton & Hove City Council
- Brighton & Hove Food Partnership
- Brighton & Hove Libraries
- B&H Adult Learning Group
- Community Transport
- Community & Voluntary Sector Forum

- Embrace
- Friends Centre
- Hove Park School
- Hove YMCA
- Local Councillors Brian Fitch, Dawn Barnett & Tony Janio
- Mental Health Forum
- Neighbourhood Care Scheme
- People Can Do
- Public Health Team
- Portslade Community College
- Serendipity
- Sussex Community Internet Project
- Sussex Police
- Trust for Developing Communities
- Working Together Project

The Charity is a member of the Community and Voluntary Sector Forum (CVSF), the Community Development Exchange (CDX) and the Urban Forum. The CEO attends the Reps Council, Budget & Scrutiny and the Stronger Communities Partnership meetings as a nominated CVSF Representative, and attends the Children & Young People's Network and the Adult Learning Group meetings.

### **Risk Management**

The Charity has examined the major risks to which it is exposed and systems have been established to mitigate these risks.

The Charity recognises that it has a responsibility to manage hazards and risks and supports a structured and focused approach to managing them through approval of the risk management strategy. In this way The Hangleton & Knoll Project will better achieve its overall objectives and enhance the quality of work delivered.

The Charity has systems in place that enable us to regularly examine the risks to which we are exposed. Primarily, the Employment and Finance committee, comprised of a minimum of three persons nominated by the Management Committee, and the Chief Executive and the Finance Co-ordinator, meets as regularly as twice a month where necessary to address imminent risks to the organization's operation. In addition, the Charity's Management Committee meets four times a year, and more frequent meetings are convened where required, as this is the forum where all major decisions and proposals are agreed. All activities delivered by Hangleton & Knoll Project staff are subject to detailed risk assessments.

The Charity's risk management strategy's objectives are to:

- Integrate risk management into the culture of the Hangleton & Knoll Project
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent injury, damage and losses and reduce related costs
- Raise awareness of the need for risk management by all those connected to the Hangleton & Knoll Project and the delivery of its services

## **3. OBJECTIVES AND ACTIVITIES**

### **Objects of the Charity**

- a) To promote the benefits of Brighton & Hove (as covered by the newly formed Brighton & Hove City Council) hereinafter called "the area of benefit" without the distinction of race, or sex, or of political, religious or other opinions by associating the Local Authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for

recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants. The Charity shall be non-party in politics and non-sectarian in religion.

- b) In furtherance of the said objects the Charity shall:
- i) Assist and support existing community groups and work with local residents to initiate new groups responding to identified need in the “area of benefit”
  - ii) Promote and support community resources for the area in association with other voluntary groups and Statutory Agencies
  - iii) Promote and support the development of community buildings to provide facilities for all residents
  - iv) Encourage the participation of local residents in all forms of voluntary activity, education, and employment, which may improve the quality of life in “the area of benefit”.

### **Charity’s Aims**

**Mission Statement:** “The Hangleton and Knoll Project exists to work in partnerships with residents to access and develop opportunities and resources and to facilitate positive change as identified by the residents of our communities.”

### **Strategic Aims:**

1. To encourage people to have a greater sense of ownership of their community, resources and environment.
2. To ensure longer sustainability of the Hangleton and Knoll Project
3. To empower residents to establish sustainable skills and activity in response to their needs.
4. To promote the use and development of community facilities.
5. To actively seek working relationships and partnerships with residents, organisations and agencies, to share skills and information and to influence on behalf of residents.
6. To promote best practice as a community development organisation and as an employer
7. To continually identify, respond to and support residents’ needs.

### **Main Activities**

#### Community Development

Community development is the process of enhancing socially or economically disadvantaged communities by working with local people to develop the skills, knowledge and experience necessary to collectively improve their community's resources.

In practical terms, the Community Development Team:

- makes contact with residents,
- develops relationships,
- raises the awareness of residents’ common concerns and responsibilities,
- helps foster a feeling of ownership of their area,
- co-ordinates the coming together of residents to agree a plan of action,
- supports the development of a group to undertake the tackling of an issue, and supports them through their development for 6 months to a year so that they are able to fully undertake their individual and group roles and manage issues such as fundraising, financial management, forward planning, working as a team, and the delivery of a service.

At the end of the process, the community has an additional resource, targeted at an identified need, which is independent, self-sustainable and physically and financially accessible to residents.

The community development process is effective in maximising organisational time as the independent management of pieces of work by the community enables the community development worker to move on to support the development of further community initiatives. Community managed services also alleviate the demand placed upon the resources of statutory agencies.

Within the process, the development work is taking place primarily not for the end product – e.g. to set up a group that produces an annual festival - but for the benefits that residents will receive from the process:

- increasing the capability and skills of individuals;
- developing support networks and easing isolation;
- increasing the skills base of the community as a whole;
- improving community resources.

Additional to direct work with residents is work with statutory agencies and other providers to develop a climate in which residents and local community groups are able to have an active role in the development of their neighbourhood. This includes:

- the development of meetings where residents can request information, make suggestions and challenge agencies;
- liaising with agencies to signal the needs of the target area or to raise difficulties caused by policies or practice;
- informing residents of new and existing policy, opportunities presented by these, and facilitating a process where involvement and planning can take place.

### Youth Work

All youth work delivered by the Charity follows the community development ethos as listed above. In addition it works to the Youth & Connexions Service Core Curriculum:

- Personal and Social Education: helping young people in making informed and constructive choices about their personal well-being regarding health, education and training, employment, recreation and legal issues as well as making and maintaining positive personal relationships.
- Participation and Empowerment: good youth work practice puts young people at the centre of its programmes – young people voluntarily participate in the planning and direction of the programmes as decision makers as well as participants. It encourages young people's development of critical faculties and promotes the confidence with which to take control of their own lives – at local, community, City, national and international levels.
- Equality of Opportunity: youth workers are expected to challenge oppression and inequality as well as encouraging young people to do the same.
- Voluntary Engagement: the Charity provides a range of programmes that young people can engage with voluntarily. These programmes offer a range of opportunities and challenging experiences in the company of their peers and the local community. The work supports a successful transition into adulthood.

These aims are achieved through the implementation of a range of youth work methodologies including:

- Detached youth work
- Group and project work
- Work in schools
- Partnership work with other agencies and services

### HaKIT

Hangleton & Knoll Information Technology (HaKIT) has developed two award winning UK Online IT Training Suites, one at Hangleton Community Centre and the other at St. Richards

Church and Community Centre. Free and low cost training courses are delivered from these suites and the facilities are offered as a resource for local community groups and individuals.

HaKITs strategic aims are:

1. To provide a locally based, accessible and responsive I.T. resource for residents, community groups, voluntary, statutory and business organisations.
2. To encourage and support residents and community groups in the use of I.T. in all forms of voluntary activity, education, training and employment..
3. To continually identify, respond to, and support residents' I.T. needs.
4. To support the development and integration of I.T. and multi-media needs across all departments of the Hangleton & Knoll Project.

### **Public Benefit**

In shaping our objectives and planning our activities for the year, the trustees have given due consideration to the duties set out in Section 4 of the Charities Act 2006 to have due regard to public benefit. In particular, the trustees have considered how the planned activities will contribute to the overall aims and objectives they have set.

### **The Charity's Objectives for 2011-12**

1. Reshape and reframe the work of the Youth team post YSDF and undertake a whole scale youth consultation to put young peoples voice at the centre of planning. Continue to develop the Youth Forum and integrate young people into decision making across the whole community.
2. Continue to develop project activities and ways of working that better integrate the different service providing areas of the organization, providing clear progression and transition routes for benefiting residents and community groups.
3. Planning an increase in volunteers within our organization especially the use of volunteers in the delivery of open access IT and support in getting online through Hakit. Increasing the use of IT, technology and social media to increase our reach into the community and ensuring our communities can benefit from recent advances in technology.
4. Successfully continuing to manage the ongoing changes required at all levels of our structure to meet the constantly changing climate. Ensuring that all development is clearly and demonstrably sustainable and continues to meet our core purpose.

### **Charity's Strategies**

The Charity has a finalised three year Development and Strategic Plan, of which this was the final year. The plan will be under review from April 2012 and will be refreshed in July 2012.

### **Significant Activities**

#### Activities for generating funds:

These activities include providing payroll bureau and administration services to community groups for a nominal fee and charging minimal course fees as a contribution towards HaKIT course costs.

#### Investment Income:

The Charity spreads its funds over several interest bearing bank accounts in order to minimize risk, however in the current economic climate, some of these accounts have produced no interest at all and others only a small amount.

#### Other Incoming resources for charitable activities:

The Charity received funding from B&H City Council's 3 Year Strategic Grants programme as a contribution towards the organisation's overall management and administration costs.

## **Community Development**

B&H City Council (BHCC), through the Trust for Developing Communities, funds Community Development work that enables the Charity to provide community development support to local residents and community groups, and to continue to support the development of the Hangleton & Knoll Community Action group. BHCC Contingency Fund was received to provide community development support to a local community group and to respond to the Financial and Digital Inclusion agenda.

Hangleton & Knoll has been identified as a priority neighbourhood for developing a comprehensive community development programme of interventions for residents aged 50+. The Charity has continued to receive funding through B&H City Council to support this process through engagement with local residents, and the development of a 50+ Steering Group through which priorities can be identified and appropriate interventions developed.

The Charity received funding to deliver a number of smaller projects including BHCC 'We Live Here' Pilot project; BHCC Community Places and the Brighton & Hove Primary Care Trust 'big alcohol debate'.

The Charity received funding from the Novas Scarman Group to manage a small community based grants programme to enable local community groups to apply for funding to deliver health promoting activities.

## **Youth Work**

Brighton & Hove Integrated Youth Support Service continued to fund the Charity to deliver a range of universal, detached and project based youth work for young people aged 13-19 years. Funding is also provided to deliver a holiday youth work programme based on the Youth Service delivery framework. Young people engaged through these projects are supported to enrol on the B&H Youth Award and other recognised accreditation opportunities.

The Charity received funding from B&H City Council through the Children, Youth and Families Team and NHS Brighton & Hove to provide a sexual health drop-in service for young people. And to offer young people aged 13-19 years focused behaviour change interventions where young people are identified as being at risk of teenage pregnancy or poor sexual health.

Funding was received from the Community Trust of the Blessed Virgin Mary for targeted work with young women, Brighton University Sportivate programme to deliver a summer football programme, and Children Can Do for a programme of fun and educational activities for children aged 8-12 years.

In addition, the Charity received funding from:

### Big Lottery – Young People's Fund 2

The Charity received three year funding which commenced in December 2009. This funding enables the Charity to assist local young people to further develop and formalize their involvement in the planning, delivery and control of the services/facilities offered for them by our organisation and other local community organisations /service providers through :-

- a) Engaging with young people at times, and using methodologies, most appropriate for them,
- b) Supporting young people wanting to take action in their community and become young activists / community champions,
- c) Developing more 'formal' community structures to enable young people to have a voice within the community,
- d) Facilitating the development of a Hangleton & Knoll Youth Forum.

### Children in Need

The Charity received three year continuation funding from May 2009 from BBC Children in Need to continue to employ a Youth Participation Worker. The aim of this post is to support

young people's participation in local community groups, events and activities, to develop provision for the 8-12 year old age group, and to enable young people to have a voice within their own community.

#### The Henry Smith Charity

The Charity received three year funding in 2009 to increase the participation of the area's most 'disengaged' and 'at risk' young people, aged 8-19, in community based work and activities and to support them to shape and deliver new and existing services, activities, & facilities, which are aimed at improving their own wellbeing and life chances.

#### **HaKIT**

The Charity received *Neighbourhood Learning in Deprived Communities* funding through Brighton & Hove City Council Post 16 Development Team to deliver and promote community based training, learning and volunteering opportunities and IAG, including first steps non-accredited courses, pre-employment and accredited courses, capacity building courses for community groups and engagement taster sessions for local residents.

#### **Grant making policies**

Grantmaking is not a material part of the Charity's activities.

#### **Social or programme related investments**

The Charity does not hold any social or programme related investments.

#### **Volunteer help**

Volunteer input to the work of the Project consists of the valuable contribution made by the Trustees, local residents and others (names can be found under Trustee and Volunteer sections). The Project works with many volunteers in the local community and seeks to increase volunteer participation in the various existing and newly formed community organisations. Local volunteers support the delivery of a range of IT training opportunities. When recruiting new staff, the Project seeks the involvement of at least one local, volunteer resident in the shortlisting and interview process.

## **4. ACHIEVEMENTS AND PERFORMANCE**

#### **Performance achieved against objectives set**

The Committee believes that the Charity has met the objectives set for the year through the diverse range of work undertaken, highlights of which are listed below:

#### **Chairperson's Report**

A big thank you to all of the staff who have given another great year of activities to the community, and also to our many volunteers who pay a very big part in the everyday working of the Project - the Trustees, who form the management committee, and the great volunteers who support many other aspects of the Project. Thank you to you all.

Once again due to restraints in funding we have had to say goodbye to some of the staff, the work done by the Project is valued and the contribution by both past and present staff appreciated.

This year saw the end of our Youth Services Development Funding, and our YSDF staff, Sally Holder, Simon Topham and Daniel Booker. We were fortunate to retain Adam Muirhead through our Big Lottery funded project.

Our Youth Participation Worker Lucy Henry left and we welcomed Polly Brooks, thanks to Henry Smith Charity.

In August, our long serving Community Development worker Lizzie Beckett left for new adventures and we welcomed Amy Liddell.

Our HaKIt Co-ordinator post became redundant with the ending of National funding, so we sadly said farewell to Ruth Melia after 11 years with the Project.

This year our chief executive Nicole Monney decided to leave and concentrate on her role as a new mother. Nicole greatly contributed to the great work done by the Project and we were sad to see her go after 10 years employment.

We were fortunate to recruit Joanna Martindale as our new CEO, who brings with her very wide experience of working in communities in Brighton and Hove, and now has the difficult task of sustaining the Project during these difficult economic times.

The Hangleton and Knoll Project continues to be strong in the delivery of Community Development, Youth work, Community Learning, and IT to the communities of Hangleton and Knoll. You will read more from the staff later but I would like to highlight a few things. With the support of our youth team, Community Action and local Councillors the young people of our area fundraised for an AstroTurf court to be installed in Knoll Park. This has been a long wanted and much needed improvement to the park. This is the Project at its best, bringing everyone together to make things happen in our area. We have also been recognised externally for our work with a second shortlist for the Queens Award and a national award for our Youth Music Project. We continue to lead the field with our Community Development and Learning reaching the most vulnerable in our community. During this period we have, despite the funding reductions continued to support the fantastic work of both the 50 plus steering group and Multi cultural Women's group.

We acknowledge with gratitude our funders who continue to support our very worthy Project. In particular, the ongoing support from Brighton and Hove City Council who continue to support all aspects of our youth, community and education work, and without whom we could not operate.

**Patricia Weller**

*Chair*

## **HIGHLIGHTS FOR 2011-12**

### Management and Administration

I joined the project at the beginning of this financial year, and I would like to note some of my first impressions. The Hangleton and Knoll Project is unique in Brighton and Hove. It is the only community that runs and manages its own community development, youth and education work. This makes the Project and my job very special. There is simply nowhere else like it and as someone who has worked across the City I feel qualified to say that. In this area groups help one another and together there is a strong sense of purpose to create improvements for everyone who lives here. The Project works at all levels, for established groups we are there to help in times of difficulty or change, we've delivered several bits of specific and ongoing work this year for local organisations and groups that have found themselves in trouble. For new groups the project is there to help them set up, get legal and fundraising support, and for all residents the project is there to help turn their ideas for their community into a reality. We are truly bottom up and our work is needs led at all levels and in all ways and I am very very pleased to be part of such a fantastic organisation.

I have been lucky to inherit a Board that is so expert in the area and in the running of community organisations. This Board keeps a close eye and takes a keen interest in all that we do, constantly reviewing where we can have the most impact and ensuring that we never stray from our purpose. Every single member of the Board has supported me and made me welcome as I have settled into my job.

I would also like to thank the staff. This year has not been an easy one for them. With the loss of National funding for adult education came the difficult loss of a dedicated staff member for Hakit. The climate of cuts, local and national has been affecting everyone in the community and the Project is facing its own uncertain times as we try to ensure that we secure the funds to continue our work against a back drop of Local Authority budget reviews.

We are fortunate to have a wide range of Trust funders supporting our work but as funding periods end we know we will face intensive competition to replace those grants. We are working hard to prepare as best we can to make our organisation sustainable and allowing us to continue to serve our local community, looking at new technologies, finding new partnerships and focussing clearly on what is most needed.

Despite this ongoing uncertainty the staff have continued working very hard and I am very proud of our strong effective delivery and of them all. As am I grateful for the endless hours of support provided by the small army of volunteers who, without their time and energy, we would not be able to achieve the level of work that we currently do.

The Project is so much more than the sum of its parts the Board, the staff and volunteers all go the extra mile and beyond for the community and what a great neighbourhood we have.

**Joanna Martindale**

Chief Executive Officer

2011-12 was another busy year in the Management and Administration department. The year began with a flourish when we welcomed a new CEO Joanna Martindale and HKP become a company limited by guarantee as well as a Charity.

We continued what had been started in the previous year and stepped up our publicity and marketing with a project page in each edition of the Hangleton Harbinger and the Knoll Scroll, spreading word of the project as well as events and activities. Also at the very end of the year our resident database was complete and we are now able to email up to date news to over 200 (and counting) residents, then we stepped further into the 21<sup>st</sup> Century by having a twitter account.

After lots of hard work over two years we were finally able to self assess to Level 1 PQASSO. PQASSO is a quality mark and has 12 areas in which to self assess that covers everything in the project from governance to finance to user centred service with each area having about 8 points of reference it was a big job, but a great way to make sure that we as a project are serving Hangleton and Knoll to the best of our abilities.

We also continued to support Hangleton & Knoll Community Action through the year, this forum is going from strength to strength.

**Lulu Russell**

Project Administrator

### Community Development Work

My highlight of the year has been supporting the development of the Friends of Hangleton Park Group. The group became formally constituted in July 2011 and have a strong committee who not only organise activities but also represent themselves at local decision making forums such as Hangleton and Knoll Community Action. The group have been working in partnership with the park ranger to organise some great events and monthly work shops open to all residents. They have also been working with our Youth Team to support local young people get involved in painting the Youth Shelter. It's lovely to see residents of all ages taking ownership and making decisions about their local park.



*Hangleton Park Christmas Wreath making event  
December 2011*

**Claire Silience**

Community Development Co-ordinator

My highlight of the year has been working with the local park ranger to deliver monthly creative, nature workshops in Knoll Park.



*Knoll Park Easter Event*

We worked together to come up with some great ideas to engage the local community and encourage residents to enjoy using their park. The most popular workshop was Easter Sunday Event, residents made Easter baskets, painted eggs and designed rabbit masks...it was fantastic and everyone had such a good time. It was great to see children making crafts and seeing them having fun while creating masterpieces makes everyone smile! I really like these events because the crafts are not just for the children, adults have been getting creative too and with volunteers from the 50+ group

helping out on the day it creates a real community atmosphere.

We also have residents interested in setting up a Friend's of Knoll Park Group which is really exciting .

**Amy Liddell**

*Community Development Worker - Knoll*

<b>Number of community groups supported throughout the year</b>	<b>15</b>
<b>Number of new community groups supported to start up during the year</b>	<b>1</b>
<b>Number of people managing and attending local community groups</b>	<b>544</b>
<b>Number of new people recruited to/involved with local community groups during the year</b>	<b>14</b>
<b>Number of people from Black and Minority Ethnic communities supported to be involved in local community groups</b>	<b>65</b>
<b>Amount of funding successfully received by community groups where community development worker has supported the bid writing</b>	<b>£20,530</b>
<b>Numbers of community/public involved in or attended 'open' community events</b>	<b>1297</b>
<b>Number of 'open' community events supported</b>	<b>22</b>

### 50+ Community Development

#### *50+ Celebration July 2011*

This was a wonderful event which brought together service providers and residents who sat at individual tables relating to different activities that are delivered in the area. The purpose was to highlight the achievements of older people who make such a difference by volunteering in their community. The areas of discussion included healthy exercise, social activities, and community covering resources, buildings, environment, food learning and volunteering. These are areas that the 50+ Steering Group have prioritised for action.

*In total, 46 people attended both existing residents who were already involved in some form of local activity or group and volunteers who run groups.*

There were many themes covered and what was repeated time and again were the benefits of both volunteering for the community and for residents having local activities and things to do. For others, it was a chance to meet with like minded volunteers and residents with similar experiences and raise issues of concern around transport, resources, further learning opportunities, communication and marketing. In total, eight local residents offered to become volunteers for future events including publicity, refreshments and delivering the local newsletter.



*Councillor Dawn Barnett presenting the 50+ volunteer of the year award at the 50+ annual event*

Three providers who attended also asked to be present and give information at stalls at the October event of which they did and again thoroughly enjoyed it. Another provider said they would like to develop activities around food projects. The 50+ group took this on board and with the support of the CD worker have now put an application in to B&H Food Partnership to fund the next annual 50+ event in October which will be themed around health and food.

Other outcomes since the celebration:

- One resident asked to become involved in the delivery of future Hangleton Harbinger newsletters.
- The local Get Together Group has been offered speakers from Social Care and the NHS to promote healthier living and is being supported to organise this.
- A list of transport options available city wide was circulated and wider transport concerns were on the agenda at the September Hangleton and Knoll Community Action Meeting.
- Linking of future events with City Wide initiatives, for example Embrace.

50+ trips 2011/2012	50+ Events 2011/2012
<b>6 trips ran between January 2011 and March 2012</b>	<b>3 big events ran between July 2011 and January 2012, including a celebration event in July, the AGM and the group's annual event in October.</b>
<b>A total of 76 residents went on these trips</b>	<b>A total of 136 residents attended these events</b>

### Youth Work Department

My highlight of the year was a camping trip for 11-14 year olds in Summer 2011. Six young people supported by two youth workers planned a trip to a National Trust Barn in Slindon, near Arundul. The trip activities included playing wide games in the woods, building a fire, cooking food, and a talent show. All the young people engaged really positively with all the activities and learnt a variety of new skills e.g team work, communication skills and cooking skills. The group of young people developed new friendships and further strengthened their relationships with youth a worker which has led onto their higher participation in other projects since. Fun was had by all! During the evaluation all young people expressed how much they had enjoyed it and hope to do another one again soon.



*Summer Camping Trip 2011*

Change the Community, in partnership with the council and with the support of a range of other local community groups. It was really an incredible achievement, and has completely transformed the use of the area. From being a facility that was never, or certainly very rarely, used, it is now in use all the time, from small groups of 5-10 children and young people to large, self-organised games of up to 25 young people. It has become a space that young people want to, and feel able, to hang out at. One young man, speaking to detached youth workers, was talking about how great it was to have the floodlights and court and that, in his opinion, it was “probably the best facility this side of London”. Adult residents have commented on the decrease in vandalism and anti-social behaviour carried out in the park, since the new court was built. Young people have real ownership over the facility and it’s clear how much it means to them. Certainly it’s something that has been wanted for many years, so it’s amazing to see it come to fruition...and to reflect on what can be achieved.

**Helen Bartlett**  
*Youth Participation Worker*

Another highlight of 2011 is the motivation I have experienced from managing such an amazingly skilled team of youth workers at the project. Their commitment to the young people in Hangleton and Knoll and the high quality of the work that is delivered is a privilege to witness and manage.

**Michelle Old**  
*Youth Work Co-ordinator*

My highlight for the year has to be seeing the new sports court in Knoll Park finally built after just over 3 years of work by the young people’s group 100 Felt-Tips



*Knoll Sports Court Opening June 2011*



*Young Women’s Group*

My highlight of the year was the Valentine’s disco and karaoke event that happened as part of the youth teams half term holiday activity programme in February this year.

This was a highlight for a number of reasons. We have been working with the young women’s group now for a significant period of time. 3 of the young women, who now volunteer at this as well as other youth team projects, and have been developing their leadership skills through the sessions, which is really positive. These 3 young women gave up their time to decorate the Knoll Pavilion to a

valentines theme for the event. The young women, who attend the regular Monday group, are all completing their arts award, as are the other group members, so they got their creative juices flowing, and used some of their arts skills to pimp up the pavilion!

Bill Nye a local resident, also gave up his time to help us out, and provide the karaoke element, and although the young people who attended didn't know all his songs, (which were mainly from the 80's and 90's), they seemed to love the 'retro' aspect, and sang along with gusto! Even some of the young people who said they would not sing, ended up doing so, and young people supported each other to get up and have a go! Some of the young people who we work with brought some of their friends, so we were able to engage new young people too! The final karaoke song 'American Pie' was sung (sort of) by the youth team, and ended the evening off nicely.

It was a great event to encapsulate some of the learning and development some of the young women have undergone, from initial contact with them, through to their participation and leadership and peer support and education.

**Nina Bhirangi-Bishop**

*Youth Worker*

My highlight of this year has been working with the young women to help them to complete their Youth Arts Award level 1 national qualification. So far 10 of the young women have taken part in the youth arts festival. They have been working hard to build a portfolio of their work exploring different techniques such as graffiti, collage, painting and sculptured canvases as well as various topics such as aspirations and healthy lifestyles. The aim was for the young women to express their opinions through their art. They have almost completed their 40hrs of participation in the arts. The young women have really enjoyed developing their creativity, learning and sharing skills. It's been really amazing to see such a high level of dedication from the young women involved.



*Young Women's Group*

**Polly Brooks**

*Youth Participation Worker*



*Youth Music Group 'The Tales'*

For me as a worker and for Ustudios as a project it was great to branch out and release our first rock record, especially one involving older young people (17-21 years old) who historically hadn't always engaged with the music project. It has helped me to develop a new range of skills and potentially found a new audience for the project outside 'urban' music. It is also really nice to see that the band 'The Tales' are really pleased with their first ever release. It has also helped to show that Ustudios doesn't just do hip hop, rap and grime music, which we have mainly been known for in the past and have had a lot of success with. It

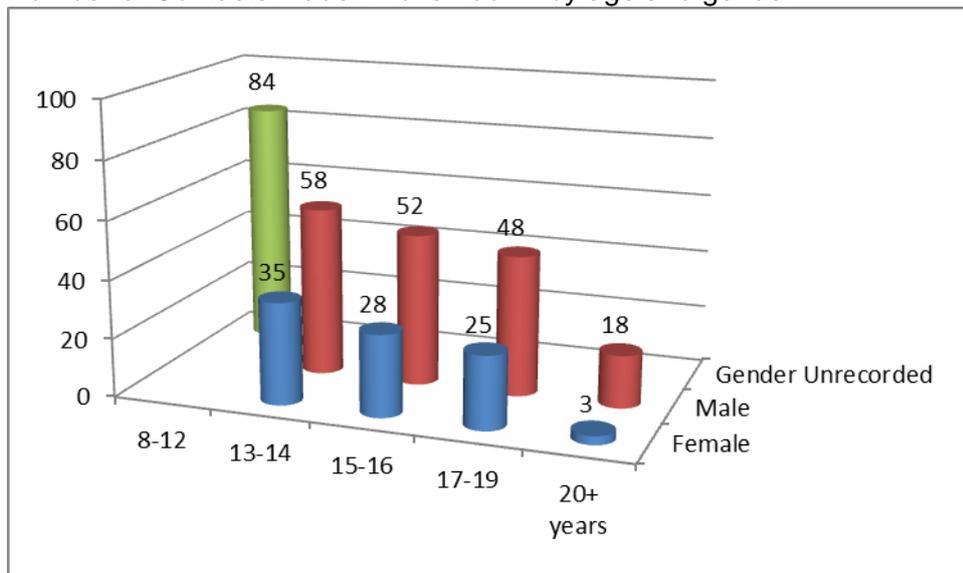
was also a great year for the project generally, as we took part in several large scale performances and released more music online.

To download the Projects music for free please see <http://maxprojects.bandcamp.com>"

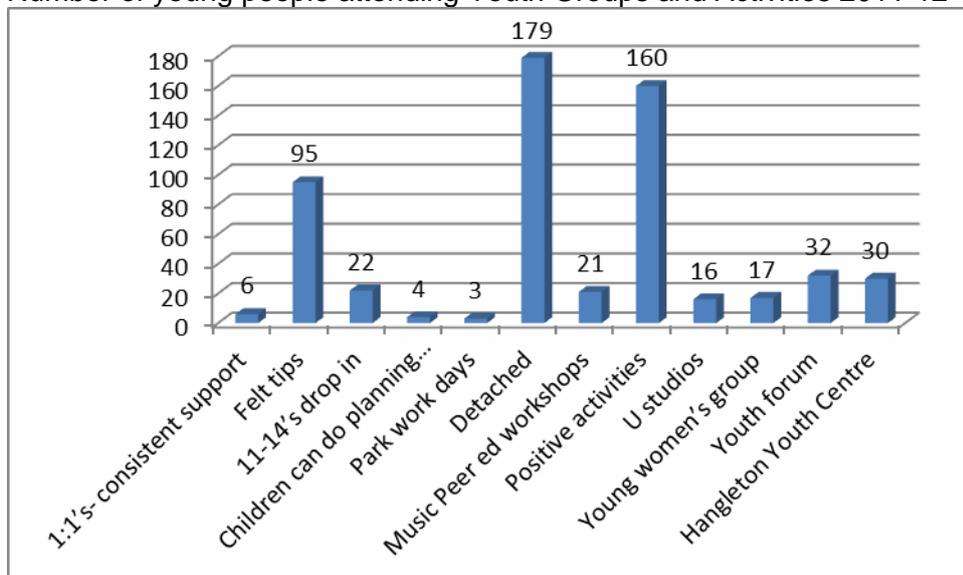
**Max Wheeler**

*Youth Music Trainer*

Number of Contacts made: Broken down by age and gender



Number of young people attending Youth Groups and Activities 2011-12



### HaKIT (Hangleton & Knoll Information Technology)

During this year the HaKIT team have offered the following courses, tasters and special one day events either free or very low cost:

- Courses
- Using a computer/Word and file management
- Beginners Computing
- ESOL/Basic IT Skills x 2
- Word & file Management
- Creative Word/Poster design
- Digital Photography
- T Shirt Printing – Computer design
- Consumer rights and the internet

### **73 people attended courses:**

- Tasters
- Word Press
- Buying a laptop Q & A

The department, in partnership with the Hangleton & Knoll Project Youth Team and Community Development Team, offered IT for holiday activities ran tasters at the annual 50+ event and did outreach work to the multicultural women's group. We also jointly ran a social media session with the 'We Live Here' project helping community groups and local residents the chance to get help and information with Facebook, Twitter, Web sites and blogs.

The free HaKIT weekly drop-ins are still very popular with residents and community groups alike. Our Tutor lead drop-in continues to go from strength to strength offering a wide range of help and support with:

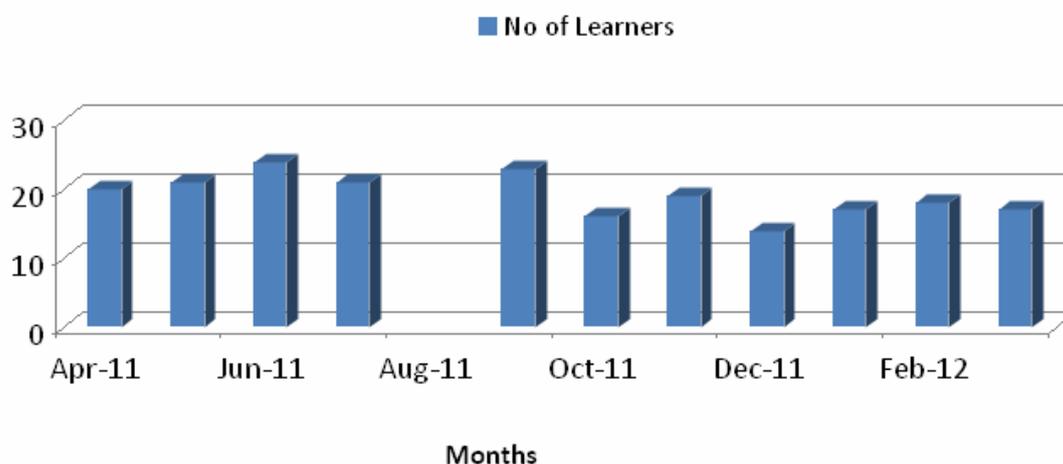
- Getting online; using search engines and web sites
- Setting up email accounts & emailing
- Using windows
- Creating documents
- Help with C.V.'s
- Job applications
- On line courses
- Set up of cameras, lap tops and phones
- Twitter and facebook accounts
- Information about other courses, training and community groups

The drop-ins attract a wide range of people who are able to receive 1 to 1 help with a friendly tutor with the support of helpful, trained volunteers.

This year also saw the start of the Volunteer lead drop-ins that ran through August and on Wednesday nights, headed up by two of our longest standing volunteers (one an ex Adult learner of the year) we wanted to offer supported drop in for those with commitments during the day. We have been developing our team of volunteers over this year to enable the continuation of one to one support and expand our service to meet demand within given financial constraints.

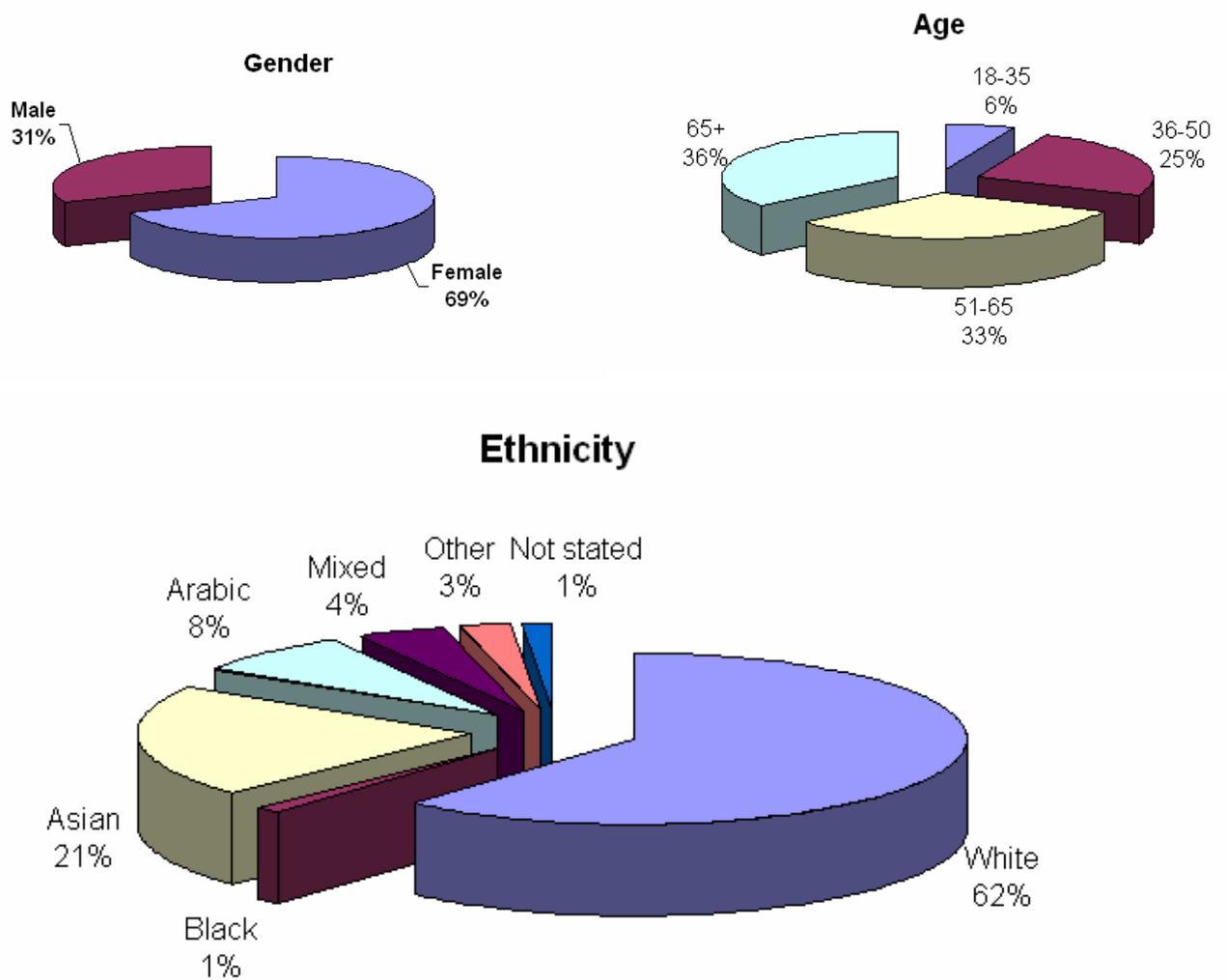
Over the year we saw a marked increase in demand for job related skills and experience at the drop ins. These needs are being fed into course development and we are also developing additional IAG sessions from April 1<sup>st</sup> at both St Richards and Hangleton Community Centre to meet this. These sessions are led by level 4 trained workers and bring the additional benefit to residents of the links into community volunteering provided by the project.

**Over this year the month on month figures for the tutor led drop-in are:  
Number of Learners 210; Total Visits 452**



During this year we are especially pleased with our ESOL and IT courses. This partnership work with the Multicultural women's group (supported by our CD workers) identified the need for women to have ESOL classes tailored with some basic IT. 17 women have undertaken the 5 week course and another is planned for June. This course has had significant impact on participants lives and has been a progression for them from social activity. This piece of work highlights HKP holistic approach in working with marginalised and or isolated people.

**The graphs below take into account participants at both our computer drop-ins and our HaKIT courses.**



### **Fundraising performance**

The Charity provides payroll and administration services to community groups for a nominal fee. Students on HaKIT courses pay a small contribution towards the cost of their training. The Charity does not aim to make a profit from undertaking these activities.

### **Investment performance**

The Trustees confirm that the investments held by the Charity are in accordance with the Trustees' powers.

### **Factors affecting performance**

There have been a variety of factors that affected our internal and external operating environment. Internally, the departure of our Knoll based community development worker, a very long-standing and experienced member of staff, had the potential to affect delivery. However we took the opportunity to restructure our Community Development operations, creating a Coordinator role and hiring a junior member of staff. This restructure ensured that there was no adverse effect on performance. Similarly we found ourselves able to mitigate some of the loss of our longstanding Hakit coordinator through the use of skilled volunteers and the willingness of our administrator to develop her role.

Externally the economic climate has been very tough for our community who have felt the impact of job losses and benefit changes. This has resulted in increased demand for our service particularly in Hakit. The Governments drive for austerity and reduced budgets across health and social care have also meant increased competition for resources. We responded robustly by reviewing our operations and evidence base to become better prepared for the commissioning environment. Our new CEO has driven the required changes and started in motion a 12 month collation of local consultation and stakeholder feedback which will result in a new 5 year strategic plan in 2012/13. We have always been a partnership driven organisation but during 11/12 we took this natural cooperation to a new level by starting a collaboration with 7 other Youth organisations to think about how we can work together to give the young people of our whole city the best service. We are hoping that this will lead to joint funding applications and shared systems and working.

## **5. FINANCIAL REVIEW**

### **Reserves policy**

The Hangleton & Knoll Project Trustees hold financial reserves because it is solely dependent on grant aid and donations. These reserves are necessary to a) allow continuity of work where there is a gap between the ending of one programme of funding and the start of another and b) to cover staff redundancy and Project closure costs should the necessity arise. This is subject to fluctuation from year to year and therefore the trustees have decided that the reserves will be kept to a level that equates to approximately twelve months operating costs. The reserves figure is reviewed annually by the Finance Sub-Committee and a recommendation made to the following meeting of the Management Committee with whom the final decision rests.

### **Any funds in deficit**

There are no funds in deficit.

### **Principle funding sources, and how expenditure has supported key objectives**

98% of our expenditure is on staff costs and expenses. The process of community development and youth work requires skilled staff as a fundamental resource to undertake the significant activities and meet the planned objectives and outcomes through regular face to face contact with local community groups and residents.

### **Investment policy**

The trustees confirm that the investments held by the Charity are in accordance with the Trustees' powers.

## 6. PLANS FOR FUTURE PERIODS

### Key objectives for the future

The Trustees intend the Charity to continue to deliver a high standard of community development, IT training and youth work in Hangleton and Knoll within existing partnerships, and to develop further initiatives where the need arises and subject to available funding. Key priorities for the period 2012-13 include:

- Work with our Board on the production and implementation of a new three year strategic and fundraising plan
- Maximise our organisation's capacity and systems to recruit, involve and support volunteers so that some elements of our organisation's service delivery, namely the HaKIT department, can be increasingly volunteer supported to meet growing demand and shrinking resource.
- Ensure our organisation is "Commission Ready" in response to the local authority's move to tendering and procurement for securing the services of third sector organisations,
- Explore and develop more opportunities for partnership working with other relevant organisations and local community groups, including joint bidding for funding and exploring new ways of delivering services together.
- Develop our existing use of IT and Social Media as an efficient and cost effective means of providing information and support to residents and a method of increasing participation, as well as a means of further empowerment in relation to decisions/work being considered or implemented by our own organisation and other local service providing organisations.
- Create and implement a framework for demonstrating outcomes within our Youth offer.

## 7. FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS

### Description of assets held

Small amounts of money are held for fifteen local community groups.

### Details of charity (or charities) concerned

The local community groups for whom funds are held are:

- Hangleton Wildlife Group
- Knoll Scroll
- Youth Training
- Homework Club
- Healthy Projects Scheme
- Digital Photography Group
- Knoll Youth Drop In
- Hangleton & Knoll Running Sisters
- Health & Mind
- HaKIT Drop-In Centre
- H&K Yoga
- Knoll Football Club
- Inclusive Communities Coffee Morning
- Crafty Adults
- Hangleton & Knoll Festival

### Safe custody and segregation arrangements

A small amount of funds are held on behalf of community groups that do not hold their own bank accounts. These funds are held and accounted for in separate departments within the

Project accounts. Movements of these funds are recorded in the notes to the financial statements.

## 8. Statement of Trustees' responsibilities

The trustees (who are also the directors of The Hangleton & Knoll Project for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial 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 charitable company for that period. In preparing these 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 judgments 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 charitable company will continue in business.

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

### Statement as to disclosure of information to auditors

So far as the Trustees (Directors) are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each Trustee has taken all steps that he or she ought to have taken as a Trustee in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

### Auditors

A resolution will be proposed at the Annual General Meeting that Clark Brownscombe Limited be re-appointed for the ensuing year.

This report has been prepared in accordance with Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the Trustees:

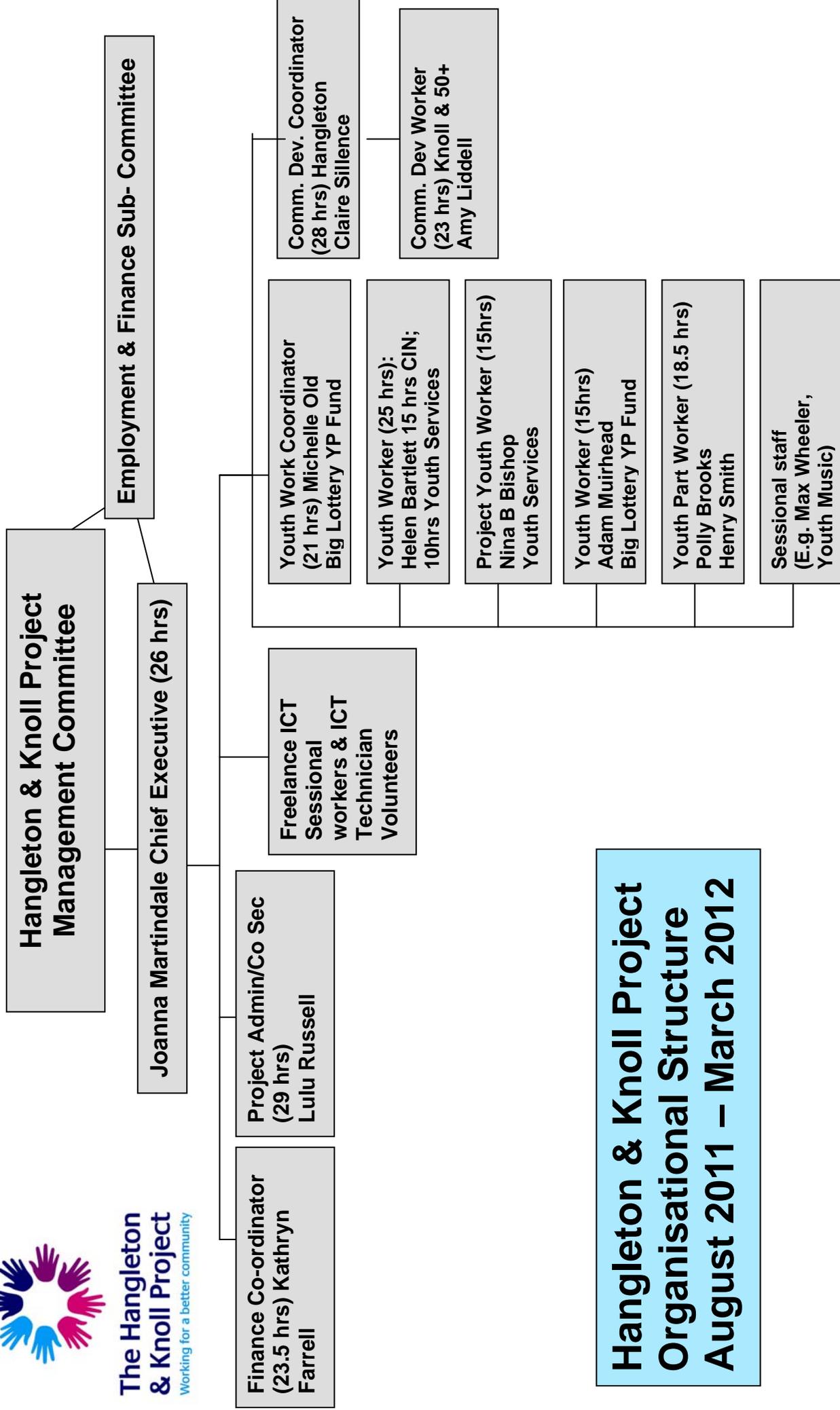


Trustee

Date: 1/10/12



**The Hangleton  
& Knoll Project**  
Working for a better community



**Hangleton & Knoll Project  
Organisational Structure  
August 2011 – March 2012**

**THE HANGLETON & KNOLL PROJECT**  
**COMPANY NO: 7260539**  
**CHARITY NO: 1139971**

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF  
THE HANGLETON AND KNOLL PROJECT**

We have audited the financial statements of the Hangleton & Knoll Project for the year ended 31<sup>st</sup> March 2012, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's member those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion of the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material misstatements or inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31<sup>st</sup> March 2012 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the Companies Act 2006.

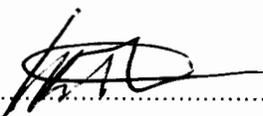
## **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit.



Date: 3<sup>rd</sup> October 2013

**Christopher Robert Tyler FCA DChA  
Senior Statutory Auditor**

**For and on behalf of Clark Brownscombe Limited  
8 The Drive  
Hove  
East Sussex  
BN3 3JT**

**HANGLETON & KNOLL PROJECT  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2012**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Restricted Funds Big Lottery £	Total Funds 2012 £	Total Funds 2011 £
<b>Income and Expenditure</b>							
<b>Incoming Resources</b>							
<b>Incoming Resources from Generated Funds</b>							
Voluntary Income		190	-	2,565	-	2,755	-
Activities for generating funds	14	-	-	5,787	-	5,787	-
Investment Income		589	-	-	-	589	-
<b>Incoming Resources from charitable activities</b>							
Other incoming resources		-	-	254,252	55,582	309,834	-
<b>Total Incoming Resources</b>		£ 779	-	262,604	55,582	318,965	-
<b>Resources Expended</b>							
Costs of generating voluntary income	15	-	-	-	-	-	-
Fundraising trading: costs of goods sold & other costs	16,20	-	-	5,787	-	5,787	-
Investment management costs	17,20	-	-	116	-	116	-
Charitable activities	18	121	-	202,333	54,849	257,303	-
Governance costs	19	-	-	9,957	-	9,957	-
Other resources expended	20	-	-	18,431	-	18,431	-
<b>Total Resources Expended</b>		£ 121	-	236,624	54,849	291,594	-
<b>Net Incoming / (Outgoing) Resources before Transfers</b>		£ 658	-	25,980	733	27,371	-
<b>Transfers</b>							
Gross transfers between funds		-	119,000	-119,000	-	-	-
<b>Net Incoming Resources before other recognised gains and losses</b>		£ 658	119,000	-93,020	733	27,371	-
<b>Other recognised gains and losses</b>							
Gains on revaluation of fixed assets for charity's own use		-	-	-	-	-	-
Gains/Losses on investment assets		-	-	-	-	-	-
Actuarial gains/losses on defined benefit pension schemes		-	-	-	-	-	-
		£ -	-	-	-	-	-
<b>Net Movement in Funds</b>		£ 658	119,000	-93,020	733	27,371	-
<b>Reconciliation of funds</b>							
Total funds transferred from Unincorporated Charity		25,578	224,440	233,524	14,450	497,992	-
<b>Total funds carried forward</b>		£ 26,236	343,440	140,504	15,183	525,363	-

The notes on pages 29 to 34 form part of these Accounts

**HANGLETON & KNOLL PROJECT**  
**BALANCE SHEET AT 31ST MARCH 2012**  
(Registered Charity Number: 1139971)  
(Registered Company Number: 7260539)

	Note	2012	2012	2011	2011
		£	£	£	£
<b>Fixed Assets</b>	4		<b>5,012</b>		-
<b>Current Assets</b>					
Stock	6	2,150		-	
Debtors & prepayments	2	6,442		-	
Short term deposits		545,270		-	
Cash at bank and in hand		284		-	
			554,146		-
<b>Current Liabilities</b>					
Amounts falling due within one year	3		33,795		-
<b>Net Current Assets</b>			<b>520,351</b>		-
<b>NET ASSETS</b>		<b>£</b>	<b>525,363</b>	<b>£</b>	-
<b>Funds</b>	4				
Unrestricted			26,236		-
Designated	7		343,440		-
Restricted			155,687		-
		<b>£</b>	<b>525,363</b>	<b>£</b>	-

Approved by the Trustees on

1 / 10 / 12

(date) and signed on their behalf by



Trustee

The notes on pages 29 to 34 form part of these Accounts

**HANGLETON & KNOLL PROJECT  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2012**

**1. ACCOUNTING POLICIES**

**Basis of Preparation**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the Charity follows best practice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in March 2005.

Statements on Fixed Assets, depreciation policies and stock valuation may be found in Notes 5 & 6 respectively.

Our policy on the recognition of grants received is to recognise them when they are received, however on occasions where a final grant payment relating to an existing grant is due but unpaid at the end of a financial year, the amount will be brought in to the accounts as a debtor. If grants are received in advance of any financial year they are apportioned to the relevant year.

There is one Designated Fund - Note 7 refers.

Balances relating to all funds are shown in the Financial Summary on page 35.

**Cash Flow Statement**

The company has taken advantage of the exemptions from preparing a cash flow statement on the grounds that it qualifies as a small company.

<b>2. DEBTORS &amp; PREPAYMENTS</b>	<b>Note</b>	<b>2012</b>	<b>2011</b>
Debtors	£	5,319	-
Prepayments		1,123	-
		6,442	-
	£	6,442	-

<b>3. CURRENT LIABILITIES</b>		<b>2012</b>	<b>2011</b>
Amounts falling due within one year:			
Balances held for Community Groups	11	3,926	-
Accruals		337	-
Other Creditors		29,532	-
		33,795	-
	£	33,795	-

**HANGLETON & KNOLL PROJECT**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2012**

4. <b>FIXED ASSETS</b>		<b>Furniture &amp; Fittings</b>	<b>Computers</b>	<b>General Equipment</b>	<b>Total</b>
<u>Cost</u>		£	£	£	£
At 1st April 2011 (Transferred from Unincorporated Charity)		3,247	48,887	8,069	60,203
Additions in year		-	-	-	-
Disposals in year		-	-	-	-
<b>At 31st March 2012</b>	<b>£</b>	<b>3,247</b>	<b>48,887</b>	<b>8,069</b>	<b>60,203</b>
<b><u>Depreciation</u></b>					
At 1st April 2011 (Transferred from Unincorporated Charity)		3,064	43,106	7,764	53,934
Charge for year		37	1,158	62	1,257
Depreciation on Disposals		-	-	-	-
<b>At 31st March 2012</b>	<b>£</b>	<b>3,101</b>	<b>44,264</b>	<b>7,826</b>	<b>55,191</b>
<b>Net Book Value 31.3.12</b>	<b>£</b>	<b>146</b>	<b>4,623</b>	<b>243</b>	<b>5,012</b>
Net Book Value 31.3.11	£	-	-	-	-

Depreciation has been provided on the following basis:

Furniture & Fittings	20% - Reducing Balance
Computers	20% - Reducing Balance
General Equipment	20% - Reducing Balance

A full year's depreciation to be charged in the year of acquisition, none in the year of disposal.

**5. STOCKS**

Stocks of stationery and postage stamps held at 31st March 2012 to be used in the year to 31st March 2013, amounting to £1430 and £118 respectively, are valued at cost.

**HANGLETON & KNOLL PROJECT  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31ST MARCH 2012**

	Note		
<b>6. ANALYSIS OF NET ASSETS BETWEEN FUNDS</b>		<b>2012</b>	<b>2011</b>
Unrestricted Funds	£	26,236	-
Restricted Funds			
General funds		733	-
Big Lottery		154,954	-
		<hr/>	
		181,923	-
Designated Fund	8	343,440	-
		<hr/>	
<b>Total Funds</b>	<b>£</b>	<b>525,363</b>	<b>-</b>
		<hr/> <hr/>	
<b>7. DESIGNATED FUND</b>		<b>2012</b>	<b>2011</b>
		<b>£</b>	<b>£</b>
The Designated Fund was introduced to cover possible future shortfalls in funding, relating specifically to staff.			
Transferred from Unincorporated Charity at 1st April 2011		224,440	-
Transferred to fund in year		119,000	-
Transferred from General Fund		-	-
Less: Charge to Fund in year		-	-
		<hr/>	
Balance as at 31st March 2012	<b>£</b>	<b>343,440</b>	<b>-</b>
		<hr/> <hr/>	
<b>8. STAFF COSTS &amp; EXPENSES</b>		<b>2012</b>	<b>2011</b>
		<b>£</b>	<b>£</b>
Salaries		171,093	-
Employer's National Insurance		13,000	-
Pension Costs		7,135	-
Sessional Staff		11,674	-
Other Staff Costs & Expenses		85,765	-
		<hr/>	
	<b>£</b>	<b>288,667</b>	<b>-</b>
		<hr/> <hr/>	

Average number of employees ( Full time equivalent)

7

No employee earned £60,000 or more.

The Charity operates a stakeholder pension scheme available to all employees. The employer contribution (available to employees who have completed their trial period) for 2011/12 was 6%.

**HANGLETON & KNOLL PROJECT  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31ST MARCH 2012**

**9. TRANSACTIONS WITH TRUSTEES AND CONNECTED PERSONS**

There were no material arrangements, including transactions, contracts and grants, that existed during the period with any trustee or connected person.

No expenses were reimbursed to the Trustees during the period

**10. GRANTS RECEIVED**

The main sources of income in the year were grants & brief details of major funders are shown below:-

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>
	£	£
Brighton & Hove City Council	-	95,059
Grants from Trusts	-	42,488
The Trust for Developing Communities	-	39,182
BBC Children in Need	-	21,559
Youth Music	-	2,890
Novas Scarman	-	880
University of Brighton	-	280
UFI	-	210
		<hr/>
Total	-	202,548
Big Lottery Young People's Fund	-	55,582
		<hr/>
Grand Total	<b>£ -</b>	<b>258,130</b>
		<hr/> <hr/>

**11. MOVEMENT OF FUNDS HELD FOR COMMUNITY GROUPS**

	Opening Transfer £	Income in Year £	Expenditure in Year £	Closing Balance £
Hangleton Wildlife Group	70	-	-	70
Youth Training	300	-	-	300
Homework Club	735	-	-	735
Healthy Projects Scheme	494	-	-	494
Knoll Scroll	13	-	13	-
Knoll Youth Drop In	271	-	-	271
H&K Running Sisters	97	-	-	97
Health & Mind	170	-	-	170
HaKIT Drop In Centre	160	-	160	160
H&K Yoga	18	-	-	18
Knoll Football Club	399	-	-	399
Inclusive Communities CM	180	-	180	-
Crafty Adults	147	-	147	-
Digital Photography Group	153	-	-	153
Hangleton & Knoll Festival	-	1,500	281	1,219
				<hr/>
	<b>£ 3,207</b>	<b>1,500</b>	<b>781</b>	<b>4,086</b>
				<hr/> <hr/>

**HANGLETON & KNOLL PROJECT  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31ST MARCH 2012**

**13. CORE COSTS**

Core costs have been funded for the year 2011/12 by management fees for the individual projects worked on, together with funds brought forward from the previous year in the Management & Administration department, a part of the YSDF grant and a grant from Brighton & Hove City Council.

**14. ACTIVITIES FOR GENERATING FUNDS**

Income generated from the provision of payroll and administration services to community groups and from contributions from participants in IT training courses. No profit is made from provision of these services.

**15. COSTS OF GENERATING VOLUNTARY INCOME**

£ Nil

**16. FUNDRAISING TRADING**

Staff costs and expenses £ 5,787

**17. INVESTMENT MANAGEMENT COSTS**

Bank charges £ 116

**18. CHARITABLE ACTIVITIES**

Staff costs and expenses directly related to achieving the objectives of the charity £ 296,304

**19. GOVERNANCE**

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Staff costs and expenses	-	4,125	4,125
Audit fee	-	2,280	2,280
Professional fees	-	-	-
	-	6,405	6,405

**HANGLETON & KNOLL PROJECT  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31ST MARCH 2012**

**20. OTHER RESOURCES EXPENDED**

Staff costs and expenses incurred in the day to day management and administration of the charity

Management	£	10,792
Finance		7,680
Information Technology		-
Human Resources		7,775
		<hr/>
		26,247
Fundraising trading expenditure included above		535
Investment Management costs included above		116
		<hr/>
Total Other Resources Expended	<b>£</b>	<b>25,596</b>
		<hr/> <hr/>

**21. Capital**

The charity is a company limited by guarantee. Every member promises, if the charity is dissolved while he or she is a member or within twelve months after he or she ceases to be a member, to contribute such sum (not exceeding £1) as may be demanded of him or her towards the payment of the debts and liabilities of the charity incurred before he or she ceases to be a member, and of the costs charges and expenses of winding up, and the adjustment of the right of the contributories among themselves

The members of the Charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:-

- a) directly for the Objects, or
- b) by transfer to any Charity or Charities for purposes similar to the Objects, or
- c) to any Charity for use for particular purposes that fall within the Objects.

**HANGLETON & KNOLL PROJECT  
FINANCIAL SUMMARY  
FOR THE YEAR ENDED 31ST MARCH 2012**

	Opening Transfer £	Income for year £	Costs of Vol Income £	Fundrais'g Trading £	Investment Mgmt costs £	Charitable Activities £	Gov'nance £	Other £	Transfer Funds £	Surplus / Deficit Yr £	Closing Balance £
<b>Restricted Funds</b>											
Community & Youth Work	60,417	97,430	-	30	-	71,372	-	-	34,000	-7,972	52,445
Neighbourhood Review	122	300	-	-	-	33	-	-	-	267	389
HaKIT	40,780	27,824	-	5,222	-	27,808	-	-	10,000	-15,206	25,574
SRB Administration	55	-	-	-	-	12	-	-	-	-12	43
Opportunity Centre	584	-	-	-	-	118	-	-	-	-118	466
Park Life	1,519	-	-	-	-	-	-	-	-	-	1,519
Management & Admin	68,472	50,197	-	535	116	3,438	9,957	18,431	75,000	-57,280	11,192
Inclusive Communities	2,420	-	-	-	-	2,420	-	-	-	-2,420	-
Youth Projects	22,068	39,853	-	-	-	41,499	-	-	-	-1,646	20,422
PCT Health Promotion	2,759	3,600	-	-	-	3,002	-	-	-	598	3,357
H&K Parks	7,472	-	-	-	-	-	-	-	-	-	7,472
Football Development	5,000	-	-	-	-	-	-	-	-	-	5,000
Work with Parents	729	-	-	-	-	-	-	-	-	-	729
Local Area Agreement	1,622	18,000	-	-	-	19,622	-	-	-	-1,622	-
Youth Participation	19,505	25,400	-	-	-	33,009	-	-	-	-7,609	11,896
Young People's Fund 2	14,450	55,582	-	-	-	54,849	-	-	-	733	15,183
	247,974	318,186	-	5,787	116	257,182	9,957	18,431	119,000	-92,287	155,687
<b>Unrestricted Funds</b>											
General Fund	25,578	779	-	-	-	121	-	-	-	658	26,236
<b>Designated Funds</b>											
Designated Fund	224,440	-	-	-	-	-	-	-	119,000	119,000	343,440
<b>GRAND TOTAL</b>	<b>£ 497,992</b>	<b>318,965</b>	<b>-</b>	<b>5,787</b>	<b>116</b>	<b>257,303</b>	<b>9,957</b>	<b>18,431</b>	<b>-</b>	<b>27,371</b>	<b>525,363</b>