HIGHGATE NEWTOWN COMMUNITY CENTRE

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS 31 MARCH 2011

THURSDAY



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Charity Number 290712

GROMAN & COMPANY

Chartered Accountants & Statutory Auditor 5 Violet Hill St John's Wood London NW8 9EB

HIGHGATE NEWTOWN COMMUNITY CENTRE

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2011

The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2011

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name

Highgate Newtown Community Centre

Charity registration number

290712

Company registration number

1859173

Registered office

25 Bertram Street

London N19 5DQ

THE TRUSTEES

The trustees who served the charity during the period were as follows:

Ms. Anıta Broome (Chair)

Mr. Albert Williams

Ms. Celia Michaels-Evans (resigned 31.03 2011) Ms Barbara Stowell (resigned 31 03 2011) Ms Henna Chowdhury (resigned 31 03.2011)

Ms Ruth Corney Ms Fran Geelani

Ms Mary Cane (Co-opted) (resigned 31.03 2011)

Ms Kate Wilson

Ms. Dorothy Carr (resigned 31 03 2011)

Ms Magaret Ann O'Reilly

Ms Sarah Harrison (co-opted 01.04 2010) Mr Martin Pole (resigned 31 03 2011) Ms Mani Rowley (resigned 31.03.2011) Ms Alexandra Colman (resigned 31 03.2011)

Ms Maya de Souza

Mr. Nicolas Champ (Treasurer) (appointed 01 04 2011)

Ms Linda LeFevre (appointed on 01 04.2011) Ms Linda Treherne (appointed 01 04.2011)

Secretary

Ms A Broome

Chief executive officer

Ms. Kristine Monaghan (resigned 10 02 2011)

Ms. Kate Wilson (appointed 10 02 2011)

Auditor

Groman & Company
Chartered Accountants
& Statutory Auditor

5 Violet Hill St. John's Wood London NW8 9EB

Bankers

Lloyds TSB

Highbury Corner

London

TRUSTEES ANNUAL REPORT YEAR ENDED 31 MARCH 2011

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association dated 29th October 1984, and also registered with the Charity Commissioners

Appointment, induction & training of Trustees

All members are circulated with invitations to nominate trustees prior to the AGM advising them of the retiring trustees and requesting nominations for the AGM. When considering coopting trustees, the Board has regard to the requirement for any specialist skills needed

New trustees are provided with a management committee handbooks, a copy of the charity commission's recommended document, The Essential Trustee, and are provided with information about their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent performance of the charity. Trustees are encouraged to attend appropriate external training events that facilitate the undertaking of the role.

Organisation

The charity is organised so that the directors meet regularly to manage its affairs. There is one executive who manages the day to day administration of the charity and organises the fundraising initiatives. The remaining staff are employed to run particular service sections or with specific administration or building responsibilities.

Risk management

The trustees have a risk management strategy which comprises -

- An annual review of the risks the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the plan, and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise

OBJECTIVES AND ACTIVITIES

The charity's object and principal activity continues to be to promote the benefit of the inhabitants in that part of the London Borough of Camden being the Highgate Ward area, without distinction of sex, race, sexual orientation, disability, political affiliation, religious or other opinions, by associating the local authorities, voluntary organisation 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 conditions of life of the said inhabitants.

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2011

The strategies employed to achieve the charity's objectives are to

- Offer opportunities for a broad range of people to get involved in activities in order to explore and expand their own social, recreational, educational and vocational skills and abilities;
- Offer opportunities for co-production and member-led service delivery;
- Offer opportunities for skills development through volunteering, work experience and training,
- Offer opportunities to donate funds and services to the Centre and its members;
- Provide facilities for people of all ages and backgrounds to come together as a community which respects and values differences in age and culture and cares about the welfare of its component parts

ACHIEVEMENTS AND PERFORMANCE FOR PUBLIC BENEFIT

The Board of Directors is satisfied with the performance of the charity this year—Significant achievements and developments through 2010/11 include—

- a) The Charity continued to deliver a high quality service for the Under 5's. The preschool is complemented with a drop-in and baby boost service, gym babes, little kickers
- b) The Charity continued to deliver excellent after school and holiday activities for children aged 4 and above, including the DIY Café funded by the London Borough of Camden The charity has also provided childcare cover when the local school has been closed for teacher training days and strike days.
- c) The Phiz-n-Biz project concluded on 31st March 2011, having benefited in excess of 250 young people in London
- d) The Charity established positive partnership agreements with other community centres operating in the borough.
- e) The Charity established positive partnership agreements focused on time banking, the co-productive method of service delivery and social enterprise
- f) The Charity has applied for significant Transition Funding from the Cabinet Office, allowing for improved governance training, website and IT development, staff training, partnerships that will improve the sustainability of the Centre
- g) The Charity undertook a company-wide redundancy and restructuring process.

FINANCIAL REVIEW

The statement of financial activities shows income for the year of £499,017 and total expenditure of £516,225. Although there is a deficit for this financial year of £17,208, the Charity has made necessary adjustments to its core costs, specifically staffing costs, to ensure it is not in deficit in the forthcoming financial year. The Charity also benefits from a Transition Fund with a value of £70,000 that will cover the expenses of restructuring, IT and website development to provide for greater sustainability

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2011

Reserves

The charity has reviewed its reserve policy, to be implemented in the forthcoming financial year.

PLANS FOR FUTURE PERIODS

This year provided an opportunity for the Charity to re-evaluate its position within the voluntary sector and make necessary adjustments to remain sustainable in the current economic climate. The Charity devised a short term business plan to guide it through the adjustments and ensure its ethos of equality, respect and opportunities for all was underpinned by the Charity's activities and services for 2011/2012

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Highgate Newtown Community Centre for the purposes of company law) are responsible for preparing the Trustees Annual 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 judgements and estimates that are reasonable and prudent,

state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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

In so far as the trustees are aware

there is no relevant audit information of which the charitable company's auditor is unaware, and

the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2011

AUDITOR

Groman & Company are deemed to be re-appointed under section 487(2) of the Companies Act 2006

Registered office 25 Bertram Street London N19 5DQ Signed on behalf of the trustees

Ms Margaret O'Reilly

Chair

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INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES YEAR ENDED 31 MARCH 2011

We have audited the financial statements of Highgate Newtown Community Centre for the year ended 31 March 2011 on pages 8 to 17, which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and on the basis of the accounting policies set out on pages 11 to 12

This report is made solely to the charity's trustees, as a body, in accordance with section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

The responsibilities of the trustees (who also act as directors of Highgate Newtown Community Centre for the purposes of company law) for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Responsibilities of the Trustees on page 4

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 1993 rather than the Companies Act 2006 Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

We report to you our opinion as to whether the financial statements give a true and fair view and have been prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the information given in the Trustees Annual Report is not consistent with those financial statements, if the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with these accounting records and returns, or if we have not received all the information and explanations we require for our audit

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES (continued)

YEAR ENDED 31 MARCH 2011

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out below

In common with many other entities of similar size and nature, the company has instructed us to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements

Going concern

The financial statements have been prepared on the going concern basis which assumes that the charity will continue to operate for the foreseeable future. The charity is dependent on the continued support of its funders and creditors. In the event that it ceased operations, adjustments would have to be made to reduce the value of the assets to the net realisable amount, to reclassify fixed assets and long term liabilities as current assets and liabilities and to provide for any further liabilities which may arise

OPINION

In our opinion.

• the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended, and

the financial statements have been prepared in accordance with the Companies Act 2006.

5 Violet Hıll St John's Wood London NW8 9EB

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A I GROMAN FCA (Senior Statutory Auditor)

For and on behalf of

GROMAN & COMPANY

Chartered Accountants

& Statutory Auditor

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2011

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
INCOMING RESOURCE Incoming resources from generating funds	EES	~	~	~	~
Voluntary income Investment income	2/16 3	136,781 81	235,250	372,031 81	419,437
Other incoming resources	4	126,905		126,905	136,662
TOTAL INCOMING RESOURCES		263,767	235,250	499,017	556,099
RESOURCES EXPEND Costs of generating funds Costs of generating	ED				
voluntary income	5	(5,591)	_	(5,591)	(7,210)
Charitable activities	6/7	(270,268)	(235,250)	(505,518)	(564,502)
Governance costs	8	(5,116)	_	(5,116)	(11,306)
TOTAL RESOURCES EXPENDED		(280,975)	(235,250)	(516,225)	(583,018)
Net outgoing resources for the year/net expenditure for the year RECONCILIATION OF FUNDS	9	(17,208)	-	(17,208)	(26,919)
Total funds brought forwa	rd	25,617	27,012	52,629	79,548
TOTAL FUNDS CARRI FORWARD	ED	8,409	27,012	35,421	52,629

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities

BALANCE SHEET

31 MARCH 2011

		2011		2010	
	Note	£	£	£	£
FIXED ASSETS			4.004		1.01.4
Tangible assets	12		1,021		1,814
CURRENT ASSETS					
Debtors	13	3,827		20,901	
Cash at bank and in hand		137,828		152,229	
		141,655		173,130	
CREDITORS: Amounts falling		141,055		173,130	
due within one year	14	(107,255)		(122,316)	
•		`		`	
NET CURRENT ASSETS			34,400		50,814
					
TOTAL ASSETS LESS CURRE	NT				
LIABILITIES			35,421		52,628
NET ASSETS			35,421		52,628
FUNDS					
Restricted income funds	16		27,012		27,012
Unrestricted income funds	17		8,409		25,617
TOTAL FUNDS			35,421		52,629

The Balance sheet continues on the following page
The notes on pages 11 to 17 form part of these financial statements

BALANCE SHEET (continued)

31 MARCH 2011

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act. However it is required to have a statutory audit under the Charities Act 1993

The trustees acknowledge their responsibilities for.

- (1) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- (11) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity

These financial statements were approved by the members of the committee on the 18.7 2011 and are signed on their behalf by

Kes. M

MS K WILSON

Trustee

Company Registration Number 1859173

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2011

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Fixed assets

All fixed assets are initially recorded at cost Assets costing less than £1,000 are not capitalised

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows

Improvements to property - 33% reducing balance Fixtures & fittings - 33% reducing balance

Funds

Restricted funds are to be used for specific purpose as laid down by the donor Expenditure, which meets these criteria, is charged to the fund together with a fair allocation of management and administrative costs

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes

Designated funds are unrestricted funds earmarked by the management committee for particular purposes

Incoming resources

Voluntary income and donations are included in incoming resources when they are receivable except when the donors specify that they must be used in future accounting periods or donors' conditions have not been fulfilled, then the income is deferred The income from fundraising ventures is shown gross.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Expenditure, which is directly attributable to specific activities, has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2011

Cost of generating funds includes salaries, direct expenditure and overhead costs of the staff who promote fundraising including events

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements

Support costs

Management and administration expenses excluding governance costs are re-allocated as fund-raising costs in the proportion of direct project costs incurred.

Restricted Capital Funds

Any income receivable specifically for fixed assets is accounted for separately within the Restricted Capital Income Fund. The fund will be charged with amounts equivalent to any depreciation charge associated with assets acquired with fund monies.

Restricted Revenue Funds

Grants and income receivable for a specific purpose other than to purchase fixed assets have been accounted for separately within the Restricted Income Fund. Relevant expenditure will therefore be charged against this income.

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2011

2. VOLUNTARY INCOME

2.	VOLUNTARY INCOME				
		Unrestricted Funds £		Total Funds 2011 £	Total Funds 2010 £
	Donations				
	Membership fees	1,281	_	1,281	2,427
	Grants receivable				
	LBC Main grant	135,500	_	135,500	135,950
	Other grants receivable		235,250	235,250	281,060
		136,781	235,250	372,031	419,437
3.	INVESTMENT INCOME				
			TT 1	m 4 1 m 1.	T-4-1 D 1-
			Unrestricted	Total Funds 2011	Total Funds 2010
			£	£	£
	Bank interest receivable		81	81	
4.	OTHER INCOMING RESOURC	ES			_
		L O			
			Unrestricted		Total Funds
			Funds £	2011	2010
	Centre activities		61,553	£ 61,553	£ 61,003
	Hall & room hire		45,077	45,077	37,142
	Family Centre		20,275	20,275	38,517
			126,905	126,905	136,662
5.	COSTS OF GENERATING VOL	UNTARY II		Total Funda	Total Funds

	Unrestricted	Total Funds	Total Funds
	Funds	2011	2010
	£	£	£
Costs of generating income	5,591	5,591	7,210

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2011

6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2011	2010
	£	£	£	£
Centre activities	185,977	235,250	421,227	475,325
Support costs	84,291	_	84,291	89,177
	270,268	235,250	505,518	564,502

7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Grant			
	funding	Support	Total Funds	Total Funds
	activities	costs	2011	2010
	£	£	£	£
Centre activities	421,227	84,291	505,518	564,502

8. GOVERNANCE COSTS

	Unrestricted	Total Funds	Total Funds
	Funds	2011	2010
	£	£	£
Accountancy fees	_	_	6,677
Audit fees	4,202	4,202	4,000
Legal fees	564	564	529
Costs of trustees' meetings	150	150	100
Other governance costs	200	200	-
	5,116	5,116	11,306

9. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging:

	2011	2010
	£	£
Depreciation Auditors' remuneration	793	894
- audit of the financial statements	4,202	4,000

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2011

10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:	2011	2010
	£	£
Wages and salaries	352,930	366,945
Social security costs	26,680	29,331
	379,610	396,276

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows

	2011	2010
	No	No
Direct charitable work	17	18
Administration and fundraising	2	2

No employee received remuneration of more than £60,000 during the year (2010 - Nil).

11. TRUSTEES' REMUNERATION AND RELATED PARTY

In accordance with the approval received from the Charity Commission Ms Kate Wilson was in receipt of remuneration of £3,425 whilst acting as Interim-Chief Executive Officer No other Trustees received remuneration or re-imbursement of expenses.

12. TANGIBLE FIXED ASSETS

		Improvements to premises £	Fixtures & Fittings	Motor Vehicles £	Total £
	COST				
	At 1 April 2010 and				
	31 March 2011	97,992	73,760	27,091	198,843
	DEPRECIATION				
	At 1 April 2010	96,971	72,967	27,091	197,029
	Charge for the year		793	_	793
	At 31 March 2011	96,971	73,760	27,091	197,822
	NET BOOK VALUE				
	At 31 March 2011	1,021	_	_	1,021
	At 31 March 2010	1,021	793	_	1,814
13.	DEBTORS				
			2011		2010
			£		£
	Grants receivable		_		17,189
	Other debtors		2,324		1,600
	Prepayments		1,503		2,112
			3,827		20,901

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2011

14.	CREDITORS:	Amounts	falling due	within	one year

14. CREDITORS: Amounts fa	lling due withi	n one year		
	· ·	201	1	2010
	£			£
Accruals		19,88	26,790	
Taxation and social security		6,93	30	15,086
Deferred income		80,440		80,440
_ +				
		107,255		122,316
15. DEFERRED INCOME				
	Balance at	Incoming	Outgoing	Balance at
	1 Apr 2010	resources	resources	31 Mar 2011
	£	£	£	£
LBC Youth Academy				
Building Project	46,565	-	-	46,565
NFA	33,875	135,950	(135,950)	33,875
	80,440	135,950	(135,950)	80,440
		133,530		
16. RESTRICTED INCOME	FUNDS			
	Balance at	Incoming	Outgoing	Balance at
	1 Apr 2010	resources	resources	31 Mar 2011
	£	£	£	£
Neighbourhood				
Partnership	22,964	-	-	22,964
Restricted Capital Fund	4,048	-	_	4,048
LDA Fizz & Bızz	-	73,710	(73,710)	-
Baby Boost	-	30,835	(30,835)	-
Neighbourhood Care			•	
Services	=	60,704	(60,704)	-
UK Online	-	1,000	(1,000)	_
Youth Connexions		,	())	
Service	-	13,480	(13,480)	_
CBT Fresh	-	15,124	(15,124)	_
Playschemes	-	14,097	(14,097)	_
LBC Transport grant	-	4,479	(4,479)	_
LBC Future Jobs Fund	_	6,437	(6,437)	-
LBC yr2 pilot grant	-	3,690	(3,690)	_
LBC Youth Opportunities	-	4,775	(4,775)	_
LBC football grant	_	500	(500)	_
LBC Neighbourhood	_	512	(512)	_
LBC Luncheon Club	_	907	(907)	_
LBC 2 touch football	-	30 /	(307)	~
project	-	5,000	(5,000)	_
hungan.			(2,000)	<u>_</u>
	27,012	235,250	(235,250)	27,012
	-			

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2011

17. UNRESTRICTED INCOME FUNDS

	Balance at	Incoming	Outgoing	Balance at
	1 Apr 2010	resources	resources	31 Mar 2011
	£	£	£	£
General Funds	25,617	263,767	(280,975)	8,409

18. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee of £1 per member without share capital.