

Reg.

Charity Registration No 1090543

Company Registration No 04190566 (England and Wales)

**KEIGHLEY HEALTHY LIVING NETWORK**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2012**

THURSDAY



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COMPANIES HOUSE

# KEIGHLEY HEALTHY LIVING NETWORK

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Isobel Scarborough - Chair Pam Essler Jackie Coutts Susan Bartlett Mary Peckett Ann Cryer
<b>Manager</b>	Peter Clarke
<b>Secretary</b>	Peter Clarke
<b>Charity number</b>	1090543
<b>Company number</b>	04190566
<b>Registered office</b>	13 Scott Street Keighley West Yorkshire BD21 3SD
<b>Independent examiner</b>	Stuart B Lodge FCA Stuart B Lodge & Co 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
<b>Bankers</b>	Yorkshire Bank 73 North Street Keighley West Yorkshire BD21 3SD  CCLA Investment Management Ltd COIF Charity Funds 80 Cheapside London EC2V 6DZ

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# KEIGHLEY HEALTHY LIVING NETWORK

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# **KEIGHLEY HEALTHY LIVING NETWORK**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2012**

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The trustees present their report and accounts for the year ended 31 March 2012

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

#### **Structure, governance and management**

The charity is a company limited by guarantee (number 04190566) and was incorporated on 30 March 2001. It was registered with the Charity Commissioners on 12 February 2002 (number 1090543).

The Articles of Association of Keighley Healthy Living Network paras 25-49 detail the requirements and duties of the trustees, their numbers, powers, appointment and retirement, eligibility, disqualification and removal, payment of expenses, appointment of officers, proceedings, quorum, calling for meetings, procedures of meetings, management of bank accounts, passing of resolutions, appointments of sub-committees, rights to expend funds and to enter into contracts.

The trustees, who are also the directors for the purpose of company law, and who served during the year were  
Isobel Scarborough - Chair

Pam Essler

Jackie Coutts

Susan Bartlett

Catherine Kemp

(Resigned 9 May 2012)

Mary Peckett

Sally Townend (Co-optee)

(Resigned 31 May 2011)

Ann Cryer

#### **Recruitment of trustees**

Keighley Healthy Living Network's Articles of Association state trustees shall not be less than three but a maximum of ten.

#### **Trustees can be elected at the Annual General Meeting**

A Keighley Healthy Living Network form for new candidates giving their details, relevant skills and experience must be completed before the meeting. Thereafter, this information is presented at the meeting to assist with the election of new trustees.

No other external body has an automatic right to appoint trustees.

Trustees are elected from member organisations or subscribers admitted to membership by the trustees according to their suitability for the role.

One third of trustees must retire annually by rotation. If no other trustees are elected to the vacancies the retiring trustee(s) shall be deemed to have been re-appointed unless the meeting resolves not to fill the vacancy or the retiring trustee loses the vote to be re-elected.

An additional person may be appointed by the trustees to fill a vacancy. Their appointment will be confirmed or otherwise at the following Annual General Meeting.

Additional committee members with suitable knowledge may be co-opted by the trustees.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

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# **KEIGHLEY HEALTHY LIVING NETWORK**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

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### **Induction of trustees**

New trustees are given advice leaflets provided by the Charity Commission and Companies House about their roles and duties. This can be discussed in more detail with the Company Secretary. They also have access to Keighley Healthy Living Network's policies and procedures files. A number of further training opportunities are available in the area through the Keighley and Ilkley Voluntary and Community Action, the Charity Information Bureau and similar professional training agencies. Trustees are introduced to Keighley Healthy Living Network staff and their work.

### **Organisational decision making**

The Manager, who is also the Company Secretary, reports on the work of the organisation to the Board of Trustees bi-monthly. The Manager also reports on the state of the finances of Keighley Healthy Living Network. Any trustee can ask for further information from staff members.

All legal documents and key financial documents are signed by an officer of the Board, ie Chair, Vice Chair, Treasurer. This includes leases, new grant applications, forms to drawdown funds from our major funders such as Airedale, Bradford and Leeds PCT and Bradford Metropolitan District Council.

Staff are recruited after board planning and approval, members of which are usually involved in the recruitment of new or key staff. Temporary part time staff are usually recruited by the Manager. If there are serious staffing problems these will be discussed by the Manager with Officers. There are written procedures for discipline and grievance in place. Pay is agreed by the Board including annual increments.

Day to day management of funds, staff buildings, work programmes and development of new initiatives is delegated to the Manager.

### **Membership of wider networks**

Keighley Healthy Living Network is a member of Keighley Healthy and Wellbeing Partnership Board, the Bradford Healthy Living Initiative and the National Council for Voluntary Organisations. The organisation is also a member of the Healthy Living Alliance. Membership of either body has no impact on the day to day operations of Keighley Healthy Living Network.

### **Relationships with other organisations**

Keighley Healthy Living Network has no subsidiaries. Keighley Healthy Living Network works in partnership with a range of other voluntary, community and statutory agencies in order to deliver its key work programmes in community settings with local residents. Partnerships exist which include local schools, smaller community associations and centres, specialised voluntary services targeting specific age and needs groups, voluntary sector co-ordinating and representative bodies, the local authority, health authorities, cross sector partnerships. These relationships are informal working relationships and Keighley Healthy Living Network contributes staff and financial resources where appropriate to help them deliver better work programmes that complement our own. Examples would include working with children, young people, families, older people and people with disabilities. Where financial support is involved, an agreement is drawn up with any external agencies that are involved to ensure accountability.

### **Major risks to Keighley Healthy Living Network**

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# **KEIGHLEY HEALTHY LIVING NETWORK**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2012**

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The major risk to which Keighley Healthy Living Network is exposed is the non-renewal of existing commissions beyond March 2013. It is unclear what local commissioning arrangements will be in place and the extent to which services that address health inequalities will be viewed as an affordable priority area for investment. Further reductions in the amount of money available to the local authority may also have an adverse effect on the ability of the organisation to sustain the current levels of service.

#### **Insurance and other risks**

Keighley Healthy Living Network carries public liability, employer's liability and contents insurance through Brit Insurance. The buildings insurance is provided by MIA through the Cellar Project who own the property that Keighley Healthy Living Network occupies.

Keighley Healthy Living Network is a company limited by guarantee.

#### **Objectives and activities**

The charity's objects are:

- To promote for the benefit of the public, in and around Keighley, good practice in public health and health care
- To relieve poverty, hardship and distress associated with poor health for all those living and working in the area of benefit
- To advance education relating to the benefits of good health and social wellbeing and its implications for all those living and working in the area of benefit

#### **How Keighley Healthy Living Network is achieving its objectives**

To achieve its long term objectives Keighley Healthy Living Network is working to develop a trusting relationship with the most difficult to reach communities. The organisation is committed to developing a long lasting trust with vulnerable groups and to support them over the long term to achieve better health and wellbeing through making better lifestyle choices. On-going monitoring compiles information about people who use Keighley Healthy Living Network's services and pulls together data on age, gender, ethnicity and disability for everyone who takes part in our activities.

Over the past year we have engaged with 1597 people who live locally of which 68% are female. The proportion of people over 65 was 45% with young people under the age of 25 representing a further 28% of our profile. 83% of the people we engage with describe themselves as white British or Irish with a further 12% describing themselves as of Asian origin.

We delivered our services in 15 different venues across the district including Children's centres, schools, sheltered housing schemes and other community venues.

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health, wellbeing and citizenship.

# **KEIGHLEY HEALTHY LIVING NETWORK**

## **TRUSTEES' REPORT (CONTINUED)**

### ***FOR THE YEAR ENDED 31 MARCH 2012***

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#### **Activities**

The key work programmes of Keighley Healthy Living Network as a healthy living centre are to -

- Work together with older people particularly those who are socially isolated
- Engage with people to help them address their mental health and wellbeing
- Work to improve the health of young people, particularly those who engage in risky behaviours
- Share knowledge with people from across the community about the benefits of healthy eating
- Promote the benefits of health education in local schools

Staff have key roles in addressing the wellbeing of people from all parts of the community of all ages and backgrounds who have limited means

A range of activities is ongoing around ensuring that the most disadvantaged parts of the community benefit from our programmes. These are designed to ensure that people young and old understand the importance of high nutritional quality food that is appropriate for their age and lifestyle. Together with In-communities and with Bradford Metropolitan District Council's Adult services department, healthy lunches are provided on 4 days of the week in community centres and at sheltered housing schemes around Keighley.

People with learning disabilities are taught how to master the basics of preparing well balanced simple meals, as part of working towards living independent lives. All of our schemes are about bringing people together, to support the efforts of others in the district to overcome isolation which can be detrimental to wellbeing amongst all age groups.

To support young parents and to help their children get off to the best start in life Keighley Healthy Living Network offers a range of support. We offer weekly sessions for young parents to socialise with others and gain access to advice and support on housing and social issues of concern that can make life a little easier. For young mums thinking of breast feeding we run weekly get togethers where experiences can be shared and new friendships made. We also provide breastfeeding mums with peer support from our team of mums who themselves have experience of breastfeeding.

Keighley Healthy Living Network recognises the importance of ensuring that young people are well informed about sexual health. Over the past 12 months the organisation has worked with young people to ensure that they are able to make informed choices in developing their own attitudes to sex and relationships.

# **KEIGHLEY HEALTHY LIVING NETWORK**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2012**

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#### **Role and contribution of volunteers**

Over the past year Keighley Healthy Living Network has benefitted from the contributions from a team of 28 volunteers ensuring that we are able to deliver our services effectively

Our volunteers have actively contributed to the running of our monthly wellbeing cafe for people who are experiencing the early stages of dementia or mild to mental health issues such as depression resulting from isolation or bereavement. Our team undertake a range of tasks from setting up rooms and preparing light refreshments to talking and befriending. They also take part in entertainment sessions that are a feature of the wellbeing programme.

Keighley Healthy Living Network volunteers also contribute to ensuring that a breastfeeding support service is available to mums from across the district.

All of Keighley Healthy Living Network's volunteers who are likely to have contact with children must have an enhanced Criminal Records Bureau disclosure before they can take up their role.

#### **Achievements and performance**

##### **How our activities deliver public benefit**

Keighley Healthy Living Network carries out a wide range of activities to achieve its charitable aims. The Trustees consider that the activities, summarised below, provide benefit to people living in the Keighley area who are interested in achieving better health, happiness and wellbeing.

**Healthy Lifestyle Activities** Over the last year the existing healthy lifestyles projects have been strengthened and new projects developed. Currently there are 9 weekly sessions offering a variety of activities for different age groups and reaching over 100 people each week. An additional 4 new activities are planned to start soon. The Scott Street premises are a multi-use centre from which the organisation co-ordinates and delivers services and activities associated with our remit. During 2011/2012, we offered a range of healthy lifestyle activities including:

**Healthy Weight Groups** We have set up 2 new healthy weight groups to support people wanting to lose and/or maintain their weight. One group focuses on nutrition information and one group on exercise and lifestyle change. Both groups provide an opportunity for being weighed, group discussion and motivation.

**Cooking Classes** Working in partnership with Roshni Ghar, a centre for South Asian Women and Keighley Campus, Leeds City College we have set up regular cooking classes. These classes help to promote cooking skills and tips on eating a balanced diet and offer participants an opportunity to gain an understanding of nutrition.

**F Plan** This project focuses on individuals with learning difficulties and disabilities and promotes exercise, cooking and healthy eating. The project is delivered at Fitness First and at Scott Street and has been remodelled in the past year. New members have joined and we continue to develop and improve what is on offer to those who take part.

**Wellbeing Cafe** The Keighley Wellbeing Cafe meets once a month and caters for up to 32 carers and people who have mild to moderate mental health problems and dementia. The cafe provides an opportunity to overcome isolation and to share experiences where carers can benefit from mutual support. The Cafe offers entertainment, refreshments and information with most of the service being delivered by Keighley Healthy Living Network volunteers supported by members of staff.



# **KEIGHLEY HEALTHY LIVING NETWORK**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2012**

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**Keighley Young Parents Group** Keighley Healthy Living Network provides a meeting place for up to 15 young parents and their children to share experiences make new friends Regular meetings provide opportunities to find out about parenting techniques that help in raising children in a positive way, getting them off to a good start in life

**Training and development** We have run a number of courses over the last year in partnership with Craven College and Bradford Dietetics These have included CIEH Food safety Level 2, CIEH Healthier Diets and Nutrition Courses for Older People and Nutrition in Pregnancy These have been well attended and demand for further courses has been high, so new bookings have been made for this year

**Breastfeeding Peer Counsellors** Keighley Healthy Living Network is the lead organisation for promoting the benefits of mothers' breastfeeding their babies in the Keighley area For many women breastfeeding is physically difficult and there is often a perceived social stigma associated with breastfeeding Peer pressure can often inhibit new mothers from ever trying Through having a team of 16 support volunteers who have experience of breastfeeding, Keighley Healthy Living has successfully worked with new more than 30 new mothers and supported them as they establish for themselves that breastfeeding is a positive and natural alternative to bottle feeding

**Preparation 4 Parenthood** In response to strong evidence that young people under the age of 19 who get pregnant have very poor health and educational outcomes, Keighley Healthy Living Network has developed a specialised programme to offer support to this group From April 2010 - March 2011 we ran 2 pilot programmes with 19 young people and 12 pregnancies Evaluations have shown that after attending the Preparation 4 Parenthood programme, 85% of the mothers have breastfed their babies, two of the families whose pregnancy was classed as a 'child in need' have had their level of Social Services input reduced dramatically and 87.5% of the mothers gave birth vaginally and without drugs intervention We believe that with high quality, well delivered information, we can continue to have significant effects on these young people and their children's lives

**Gardening Classes** To help develop and maintain the garden at KHL we now have regular groups who have worked hard in the garden and as well as creating a lovely garden they are learning new skills especially around growing vegetables, herbs and fruit

Keighley Healthy Living Network also delivers services outside Scott Street which include

**Luncheon Clubs** Keighley Healthy Living Network staff and volunteers prepare food, arrange transport and organize luncheon clubs for up to 50 older people on a weekly basis at venues including the Sue Belcher Community Centre on Bracken Bank, The Foster Gardens Community Centre on Broster Avenue, The Emily Street Community Centre, Farish House in the centre of Keighley and at Elliot Street, Silsden in partnership with In-communities Each Luncheon Club provides a 2 course meal and an opportunity to socialise Each club is supported by volunteers An evaluation of the clubs will take place over the coming year to assess their impact

**Riddlesden Exercise Group (REG)** Meeting every Monday the Riddlesden Exercise Group has grown to healthy 15 regular attendees who meet at the United Reformed Church Under Mary Cuthbert's expert guidance we provide 45 minutes of gentle exercise to music mostly for people over retirement age The exercise session is followed by a social get together with tea and coffee which usually lasts a further hour

**Keighley Exercise classes** 4 new exercise classes have been established at the Sangat Centre, Central Hall, The Highfield Centre and Keighley Asian Women's centre The classes will be based on local need and supported by each centre

# **KEIGHLEY HEALTHY LIVING NETWORK**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2012***

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### **Fundraising**

Keighley Healthy Living Network raises funds through grant applications to charitable trusts and securing commissions for work from statutory agencies including the local authority and the health service. Our main funder is Leeds, Bradford & Airedale PCT. Other funders are shown in the annual accounts.

Our achievements are reported verbally and in writing to members of Keighley Healthy Living Network at our Annual General Meeting.

### **Outside Influences**

There is competition for the limited resources available within the voluntary and community sector and between the voluntary and public sectors. The Government is committed to seeking contracts with the voluntary and community sector for a range of services which support people with less intensive support needs in community settings, allowing statutory sector agencies to focus on providing for people with more intense needs. In principle this should provide more funding opportunities while at the same time bring more contractual controlled relationships.

As a community health development network, Keighley Healthy Living Network believes that it is important to work in partnership with other agencies for the greater benefit of the individuals, families and the wider community. The Trustees believe that it is important to bid jointly for resources and share delivery costs and successes which benefit local people.

### **Financial review**

The Statement of Financial Activities shows net outgoing resources for the year of £36,099 (2011 net outgoing resources of £12,164).

### **Reserves Policy**

Keighley Healthy Living Network has a policy of holding adequate reserves to pay staff for up to three months in the case of redundancy. The trustees have allocated 20% of forecast annual expenditure to contingency reserves. With forecast expenditure for 2012 - 2013 estimated to be between £140,000 and £165,000 KHL has set a Designated Reserve ("Sustainability and Development fund") of between £28,000 and £33,000 to allow for ebbs and flows in income and expenditure levels. All unrestricted funds, including designated funds, come within the definition of free reserves. The trustees consider that the unrestricted reserves are at an acceptable level.

# **KEIGHLEY HEALTHY LIVING NETWORK**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2012**

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#### **Going Concern**

As stated earlier, the major risk to which Keighley Healthy Living Network is exposed is the non-renewal of existing commissions beyond March 2013. Keighley Healthy Living is actively seeking to secure alternative future funding. As the charity has considerable financial resources, the trustees/directors believe that the charity is well placed to manage its financial risks successfully despite the current uncertain economic outlook. The trustees/directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

#### **Asset cover for funds**

Note 16 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

#### **Plans for the future**

The need to continue to address health inequalities is universally recognised as important if society is to avoid the huge costs to public finances that will result if address health inequalities are not addressed. Keighley Healthy Living Network intends to work in partnership with local groups and to secure external funding from trusts and other funders to continue work around diet, mental health, sexual health and young people's health.

For the coming years there is a view in the organisation that the areas that could potentially be of most benefit to the community in our area of expertise are in activities that engage older people and help prevent isolation. As there continues to be concern around what has been described as a Dementia "time bomb" the time is right to explore new ways to provide respite care and support that can benefit people with dementia and those who care for them.

**Ministry of Food** We are actively seeking funding to start a new Ministry of Food project in Keighley town centre, working with Bradford Council and other partners we have set up a working group to look at the feasibility and funding for this exciting project based on the model that was designed and developed by Jamie Oliver.

#### **Funds held as custodian trustee**

The organisation acts as custodians of funds belonging to a local project based in Keighley called Choices. The total funds held as at 31 March 2012 were £3,152 (2011 - £1,083) and is included within other creditors. The object of this organisation is to rehabilitate people whose lives have been spoilt by drug or alcohol dependency. The aims of the Choices Project are consistent with those of Keighley Healthy Living in that the group work to ensure better long term health for people from Keighley who aim to be drug free as a result of working with the project and therefore will live healthier, longer and happier lives as a result. The project funds can only be utilised upon receiving authorisation from Cherry Connolly (chairman of Choices) together with authorised Keighley Health Living cheque signatories. To ensure proper segregation of monies a decision has been made to assign the former Cafe Central Bank account to the Choices Project to ensure their monies remain separate from those of Keighley Healthy Living Network. Safe custody is assured through the safeguards that are applicable to all the Keighley Healthy Living Network bank accounts. The organisation is holding these funds until such times as the project obtains charitable status.

The independent examiners, Stuart B Lodge FCA, are deemed to be reappointed under section 487(2) of the Companies Act 2006.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

# KEIGHLEY HEALTHY LIVING NETWORK

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2012**

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On behalf of the board of trustees

P. M. Essler .

**Pam Essler**

Trustee

Dated

17/12/12

# KEIGHLEY HEALTHY LIVING NETWORK

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF KEIGHLEY HEALTHY LIVING NETWORK

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I report on the accounts of the charity for the year ended 31 March 2012, which are set out on pages 11 to 21

#### Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Keighley Healthy Living Network for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

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

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

#### Basis of independent examiner's report

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

#### Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities,
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

**Stuart B Lodge FCA**

Chartered Accountant  
Stuart B Lodge & Co  
44 Bradford Road  
Idle  
Bradford  
West Yorkshire  
BD10 9PE



Dated

18/12/12

# KEIGHLEY HEALTHY LIVING NETWORK

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2012

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
<b><u>Incoming resources from generated funds</u></b>						
Voluntary income	2	-	-	-	-	100
Activities for generating funds		8,990	-	-	8,990	24,702
Investment income	3	23,932	-	5,670	29,602	26,126
		32,922	-	5,670	38,592	50,928
Incoming resources from charitable activities	4	-	-	103,430	103,430	189,461
Other incoming resources	5	-	-	-	-	6,288
<b>Total incoming resources</b>		<b>32,922</b>	<b>-</b>	<b>109,100</b>	<b>142,022</b>	<b>246,677</b>
<b><u>Resources expended</u></b>						
<b>Charitable activities</b>						
Project running costs		18,646	-	154,628	173,274	251,803
Grants payable		-	-	1,000	1,000	-
<b>Total charitable expenditure</b>		<b>18,646</b>	<b>-</b>	<b>155,628</b>	<b>174,274</b>	<b>251,803</b>
Governance costs		3,847	-	-	3,847	2,698
<b>Total resources expended</b>		<b>22,493</b>	<b>-</b>	<b>155,628</b>	<b>178,121</b>	<b>254,501</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>10,429</b>	<b>-</b>	<b>(46,528)</b>	<b>(36,099)</b>	<b>(7,824)</b>
Gross transfers between funds		(3,234)	-	3,234	-	(4,340)
<b>Net income/(expenditure) for the year/</b>						
<b>Net movement in funds</b>		<b>7,195</b>	<b>-</b>	<b>(43,294)</b>	<b>(36,099)</b>	<b>(12,164)</b>
Fund balances at 1 April 2011		107,290	33,000	67,348	207,638	219,803
<b>Fund balances at 31 March 2012</b>		<b>114,485</b>	<b>33,000</b>	<b>24,054</b>	<b>171,539</b>	<b>207,639</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

# KEIGHLEY HEALTHY LIVING NETWORK

## BALANCE SHEET

AS AT 31 MARCH 2012

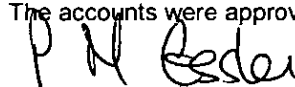
	Notes	2012 £	£	2011 £	£
<b>Fixed assets</b>					
Tangible assets	10		50,566		60,967
<b>Current assets</b>					
Debtors	11	28,618		52,573	
Cash at bank and in hand		100,309		98,894	
		128,927		151,467	
<b>Creditors amounts falling due within one year</b>	12	(7,954)		(4,795)	
<b>Net current assets</b>			120,973		146,672
<b>Total assets less current liabilities</b>			171,539		207,639
<b>Income funds</b>					
Restricted funds	14		24,054		67,348
Unrestricted funds					
Designated funds	15		33,000		33,000
Other charitable funds			114,485		107,291
			171,539		207,639

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2012. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 17/12/12



Pam Essler  
Trustee

Company Registration No 04190566

# KEIGHLEY HEALTHY LIVING NETWORK

## NOTES TO THE ACCOUNTS

**FOR THE YEAR ENDED 31 MARCH 2012**

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### **1 Accounting policies**

#### **1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006

#### **1.2 Incoming resources**

Core funding grants are credited to the income and expenditure account as and when receivable

Revenue grants for specific purposes are credited to the income and expenditure account as and when received and unspent amounts are carried forward as part of the restricted funds in the balance sheet. Income may be deferred if it is received in advance of the period to which it relates.

Donations and other income are credited to the income and expenditure account as and when receivable

#### **1.3 Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the SOFA on a basis designed to reflect the use of the resource.

#### **1.4 Tangible fixed assets and depreciation**

It is the policy of the charity to only capitalise individual items costing in excess of £500. Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold property	10 years straight line
Office furniture	25% reducing balance
Fixtures and fittings	25% reducing balance
Computer equipment	3 years straight line

#### **1.5 Pensions**

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.



# KEIGHLEY HEALTHY LIVING NETWORK

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

#### 1 Accounting Policies

(continued)

#### 1.6 Fund accounting

Funds held by the charity are either

- unrestricted general funds, these are funds which can be used in accordance with the charitable objects at the discretion of the trustees

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

- designated funds, these are unrestricted funds earmarked by the trustees for particular purposes

#### 2 Voluntary income

	Total 2012 £	Total 2011 £
Donations and gifts	-	100

#### 3 Investment income

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Rental income	23,289	5,670	28,959	25,808
Interest receivable	643	-	643	318
	<u>23,932</u>	<u>5,670</u>	<u>29,602</u>	<u>26,126</u>

# KEIGHLEY HEALTHY LIVING NETWORK

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

### 4 Incoming resources from charitable activities

	2012 £	2011 £
Grants receivable for restricted purposes	<u>103,430</u>	<u>189,461</u>

Included within income relating to grants receivable for restricted purposes are the following grants

NHS Bradford & Airedale	85,980	114,185
Bradford MDC	17,450	61,802
Aspire-i - Future Jobs Fund	-	13,474
	<u>103,430</u>	<u>189,461</u>

### 5 Other incoming resources

	Total 2012 £	Total 2011 £
Other income	<u>-</u>	<u>6,288</u>

# KEIGHLEY HEALTHY LIVING NETWORK

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

### 6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Grant funding £	Total 2012 £	Total 2011 £
<b>Charitable activities</b>						
<u>Project running costs</u>						
Activities undertaken directly	108,641	10,401	54,232	-	173,274	251,803
<u>Grants payable</u>						
Grant funding of activities	-	-	-	1,000	1,000	-
	<u>108,641</u>	<u>10,401</u>	<u>54,232</u>	<u>1,000</u>	<u>174,274</u>	<u>251,803</u>
<b>Governance costs</b>	-	-	3,847	-	3,847	2,698
	<u>108,641</u>	<u>10,401</u>	<u>58,079</u>	<u>1,000</u>	<u>178,121</u>	<u>254,501</u>

Governance costs includes payments to the independent examiner of £3,847 (2011 £2,698)

### 7 Grants payable

	Total 2012 £	Total 2011 £
Grants to institutions (1 grants)		
BMDC - Breastfeeding	1,000	
	<u>1,000</u>	<u>-</u>

This was funding towards Bradford Councils mobile creche as part of a breastfeeding initiative funded by the PCT

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, nor did they receive any reimbursement of expenses (2011 £Nil)

# KEIGHLEY HEALTHY LIVING NETWORK

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

#### 9 Employees

##### Number of employees

The average monthly number of employees during the year was

	2012 Number	2011 Number
Management and administration	2	2
Other	8	12
	<u>10</u>	<u>14</u>

##### Employment costs

	2012 £	2011 £
Wages and salaries	100,460	143,149
Social security costs	6,681	10,472
Other pension costs	1,500	1,500
	<u>108,641</u>	<u>155,121</u>

There were no employees whose annual remuneration was £60,000 or more

#### 10 Tangible fixed assets

	Property improvements £	Office furniture £	Fixtures and fittings £	Computer equipment £	Total £
<b>Cost</b>					
At 1 April 2011 and at 31 March 2012	82,759	10,035	598	3,353	96,745
<b>Depreciation</b>					
At 1 April 2011	27,954	4,298	598	2,928	35,778
Charge for the year	8,276	1,913	-	212	10,401
<b>At 31 March 2012</b>	<u>36,230</u>	<u>6,211</u>	<u>598</u>	<u>3,140</u>	<u>46,179</u>
<b>Net book value</b>					
At 31 March 2012	<u>46,529</u>	<u>3,824</u>	<u>-</u>	<u>213</u>	<u>50,566</u>
At 31 March 2011	<u>54,805</u>	<u>5,737</u>	<u>-</u>	<u>425</u>	<u>60,967</u>

# KEIGHLEY HEALTHY LIVING NETWORK

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

<b>11 Debtors</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Trade debtors	<u><b>28,618</b></u>	<u><b>52,573</b></u>
<b>12 Creditors: amounts falling due within one year</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>482</b>	<b>1,012</b>
Other creditors	<b>3,152</b>	<b>1,083</b>
Accruals	<b>4,320</b>	<b>2,700</b>
	<u><b>7,954</b></u>	<u><b>4,795</b></u>

The organisation acts as custodians of funds belonging to a local project based in Keighley called Choices. The total funds held as at 31 March 2012 were £3,152 (2011 - £1,083) and is included within other creditors. The object of this organisation is to rehabilitate people whose lives have been spoilt by drug or alcohol dependency. The aims of the Choices Project are consistent with those of Keighley Healthy Living in that the group work to ensure better long term health for people from Keighley who aim to be drug free as a result of working with the project and therefore will live healthier, longer and happier lives as a result. The project funds can only be utilised upon receiving authorisation from Cherry Connolly (chairman of Choices) together with authorised Keighley Health Living cheque signatories. To ensure proper segregation of monies a decision has been made to assign the former Café Central Bank account to the Choices Project to ensure their monies remain separate from those of Keighley Healthy Living Network. Safe custody is assured through the safeguards that are applicable to all the Keighley Healthy Living Network bank accounts. The organisation is holding these funds until such times as the project obtains charitable status.

### 13 Pension and other post-retirement benefit commitments

#### Defined contribution

During the year payments into the pension scheme amounted to £1,500 (2011 - £1,500) for one member of staff (2011 - 1). No premiums were outstanding at the year end.

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Contributions payable by the company for the year	<u><b>1,500</b></u>	<u><b>1,500</b></u>

# KEIGHLEY HEALTHY LIVING NETWORK

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

#### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes

	Balance at 1 April 2011	Movement in funds		Transfers	Balance at 31 March 2012
	£	Incoming resources	Resources expended	£	£
13 Scott Street Redevelopment	20,020	-	(8,993)	-	11,027
BMDC - Steps	10,655	-	(1,554)	-	9,101
BMDC - AIF	8,000	250	(8,281)	31	-
BMDC - Other	3,676	20,566	(21,411)	1,095	3,926
BMDC Future Jobs fund	-	1,950	(4,173)	2,223	-
NHS - Sexual Health & Healthy Lifestyles	20,979	86,334	(111,004)	3,691	-
Aspire-i - Future Jobs Fund	4,018	-	(212)	(3,806)	-
	<u>67,348</u>	<u>109,100</u>	<u>(155,628)</u>	<u>3,234</u>	<u>24,054</u>

Scott Street Development A fund to pay for improvements to the Scott Street premises

Bradford MDC (Working Neighbourhoods Fund - Steps) This was an employability programme that worked with 60 people who had been out of work for more than 6 months and in some cases for up to 11 years. The idea was to update their skills, CV's and interview techniques to give them a better chance of finding work. It met most of the targets and found work for 14 people.

Bradford MDC (Area Initiatives Fund - AIF) A one off grant to allow KHL to further develop its work around the promotion of breastfeeding in the community. The funding supported a part time breastfeeding support worker post.

Bradford MDC (Older People) A grant from the local authority that enables KHL to organise 2 luncheon clubs in the community, an Art Group for disabled and older people, a crossstitch group and a physical exercise group in Riddlesden for over 65's.

Bradford MDC (Wellbeing Cafe) A BMDC grant that allows KHL to run a monthly get together (wellbeing cafe) which allows people who are showing early signs of dementia and their carers to come together to share experience and overcome what is frequently a very isolating experience. The service offers information and entertainment to participants.

Bradford MDC (Wellbeing Activity Fund) A one off grant to establish a Reminiscence project with older people to enable them to record their experiences of life in Keighley in years gone by. Bradford MDC (Future Jobs fund) A fund to subsidise the salary of two part time cleaners.

NHS Bradford and Airedale Sexual Health & Healthy Lifestyles Grant funding for KHL to work with people from disadvantaged backgrounds who have poor sexual health. The Keighley district has an above average number of teenage pregnancies and there is poor knowledge amongst the communities about how to maintain good sexual health. This grant also enables KHL to work with disadvantaged communities to encourage them to adopt healthier lifestyles, eat less fast food and to demonstrate that it is better and cheaper to eat freshly prepared food than spend money on expensive and poor quality junk food.

Aspire-i Future Jobs Fund An employment scheme which gave participants work experience and a salary for 6 months allowing them to gain experience of the workplace and improve their prospects of finding permanent work.

# KEIGHLEY HEALTHY LIVING NETWORK

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

#### 15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes

	Balance at 1 April 2011	Movement in funds		Balance at 31 March 2012
	£	Incoming resources	Resources expended	£
Sustainability and Development fund	33,000	-	-	33,000
	33,000	-	-	33,000

**Sustainability and Development fund** This fund has been set aside to cover the costs of redundancy costs in the event of the charity having to be wound up

#### 16 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2012 are represented by				
Tangible fixed assets	50,566	-	-	50,566
Current assets	71,873	33,000	24,054	128,927
Creditors amounts falling due within one year	(7,954)	-	-	(7,954)
	114,485	33,000	24,054	171,539

# **KEIGHLEY HEALTHY LIVING NETWORK**

## **NOTES TO THE ACCOUNTS (CONTINUED)**

### ***FOR THE YEAR ENDED 31 MARCH 2012***

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#### **17 Related parties**

Keighley Healthy Living is a stand alone organisation, a registered charity and a company limited by guarantee. The board of Keighley Healthy Living Network shares trustees with other organisations in the area as follows -

Isobel Scarborough is a member of the Board of Keighley Healthy Living Network, a Trustee and Director of KIVCA (Keighley and Ilkley Voluntary and Community Action) and a Trustee on the Board of the Keighley Furniture Project

Pam Essler is the Vice Chair of Keighley Healthy Living Network, the Chair, Trustee and Director of KIVCA and the lay representative on the Board of the Airedale Wharfedale and Craven Clinical Commissioning Group

Jackie Coutts is the Treasurer of Keighley Healthy Living Network and also a Trustee on the Board of the Sangat Centre

Susan Bartlett is a member of both Domestic Violence Services and the local Soroptimists