



## The Intact Centre

49 Whitby Avenue,  
Ingol, Preston PR2 3YP

Tel: 01772 760 760

Website: [www.intact-preston.org.uk](http://www.intact-preston.org.uk)

Facebook: [intact.centre.3](https://www.facebook.com/intact.centre.3)

Twitter: [@IntactCentre](https://twitter.com/IntactCentre)

## Intact Annual General Meeting (AGM)

Thursday 23<sup>rd</sup> September 2021

12.30pm- 1.00pm 'Lunch & Networking'



1.00pm – 2.00pm Business Meeting

At the Intact Centre, 49 Whitby Avenue, Ingol, Preston PR2 3YP





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## **Notice of Forthcoming Annual General Meeting (AGM)**

### **Ingol and Tanterton Community Trust (Intact) - Thursday 23<sup>rd</sup> September 2021**

Dear Member,

Please find enclosed/attached copies of all documents that have been prepared for Intact's Annual General Meeting.

Intact is holding its AGM this year in the Centre on Thursday 23<sup>rd</sup> September 2021 at 12.30 - 2.00pm.

Please see the enclosed / attached paperwork, which includes the agenda for the day.

We hope that you would not want to miss an opportunity to see the great work that was delivered in the community during 2020-2021.

#### **Please Note:**

Members of Intact who are unable to attend in person may appoint a proxy, under section 324 of the Companies Act and article 14 of the Articles of Association of Intact. Such a proxy may attend, speak and vote at this AGM. Any member wishing to appoint a proxy to vote on their behalf should notify the Company Secretary in writing prior to the meeting.

Yours Sincerely

Denise Hartley MBE  
CEO and Company Secretary

Enc: Intact annual accounts; agenda and all related paperwork

**\*Could you please confirm your attendance by contacting us at the above address.**



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## **Ingol and Tanterton Community Trust (Intact)**

### **Annual General Meeting (AGM)**

**Thursday 23<sup>rd</sup> September 2021 at the Intact Centre**

**12.30 – 1pm – Lunch and Networking**

**1pm – 2pm Business Meeting**

- 1. Welcome and introductions - Bill Shannon; Chair of Intact**
- 2. Apologies**
- 3. Minutes of last year's meeting**
- 4. Annual Accounts – Chair - (full copies available and can be downloaded from our website <https://intact-preston.org.uk/>)**
- 5. Appoint our Independent Examiner – Paul Woodburn of Wallwork Nelson & Johnson**
- 6. Re-election of Trustees; Malcolm Clarke**
- 7. Election of Trustee – Gwyneth Mooney**
- 8. Presentation of Annual Report:**
  - ❖ Presentation from the CEO
- 9. Vote of thanks – Bill Shannon**





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### Intact Annual General Meeting (AGM) Minutes 24<sup>th</sup> September 2020

**Chair:** Bill Shannon

**Attending:** Matthew Beck (Staff), Richard Blackburn (Trustee), Dave Brown (Staff), Ruth Cuthbert (Tanterton Christian Fellowship), Carol Dutchman-Smith (Service User), Vicky Fletcher (Preston City Council), Sharon Grimshaw (Community Gateway), Denise Hartley (Staff), Ben Hunt (Preston City Council), Patsy Jarvis (Volunteer), Jane Keith (Trustee), Lizzie Leeke (Staff), Stephanie Lees-Pinson (Staff), Christine McCallum (Trustee), Gwyneth Mooney (Volunteer), Naomi Parkinson (Ingol CP School), Gail Porter (Trustee), John Potter (Trustee nominee), Bill Shannon (Trustee), Ray Sudlow (Trustee), Pete Whitehead (Volunteer)

**Apologies:** Ali Barkley (Member), Wendy Ferney-Hough (Service User), Mark Jewell (Preston City Council), Barry Mann (Member), Janette Rigby (Volunteer), Debbie Steele (Places for People)

**Minute Taker:** Matthew Beck

Bill welcomed everyone to the meeting, which was held on Zoom this year.

#### **Minutes of the last meeting:**

The minutes were unanimously accepted as a true record. Dave Brown was thanked for arranging this meeting on Zoom.

#### **Annual Accounts:**

Intact made a profit of £7,085 during a difficult year. This is largely down to the partnership that Intact formed with Ingol & Tanterton Neighbourhood Council. They agreed to pay half of Intact's overheads, in exchange for Intact working closely to help them to deliver on their community cohesion and betterment agendas.

Income generated through grant funding fell this year. While income has fallen by around £10,000, expenditure is down by a similar amount, so this has balanced out. Intact managed to raise its General Funds to £74,000, allowing the centre to hit its intended target for reserves for the first time. These reserves are needed to cushion Intact during a bad year. The Restricted Funds is the money set aside for redundancies.

Income overall is around £291,000. That is a surplus of £7,000 this year, but a loss of £15,000 over the last 5 years. Money comes from many sources, but mostly grant funders. The biggest funder last year was Henry Smith, followed by Building Better Opportunities, and the National Heritage Lottery (this funding has now ended, and Helen was made redundant). The Ingol and Tanterton Neighbourhood Council was the next biggest funder after those three.

Bill thanked Preston City Council for providing funding that allowed the centre to run its Fitter Finance and Thrifty Kitchen projects. This year saw the start of the Pantry service. This has

received the support of the Mayor, who attended the opening day, and visited the centre later to check on its progress. Bill thanked all the many funders who contributed last year, and who are assisting with COVID emergency funding this year.

Members unanimously voted to accept the Trustees Report and Intact's record of Financial Statements. It was unanimously agreed by vote to continue to use Gill Davies from CW Accounts as the charity's independent Examiner for the next year.

### **Election and Re-election of Trustees:**

The following Trustees were re-elected unanimously:

Bill Shannon  
Christine McCallum  
Gail Porter  
Richard Blackburn

To replace Pauline Brown, Intact asked John Potter if he would like to join the Trustees. John has been a city councillor since 2010. For the last four years, he has been a county councillor. Additionally he is a parish councillor. These three roles have given him a very active role working in the local community. John also comes from a marketing and advertising background, and runs his own business. He is part of the management committee of Preston Grasshoppers Rugby Football Club. At present, he is working on developing a Marketing and Business Strategy for Intact.

John was unanimously elected to be a Trustee with Intact for the next three years.

### **Presentation of the Annual Report:**

Denise ran through a number of sections in this year's Annual Report.

Discover Dobcroft – This is the project that allowed Intact to develop the nature reserve owned by Intact, which is just behind the main building. Attendees watched a short video showing the work that went on as part of the project. Intact received around £50,000 from the Heritage Lottery. Helen was thanked for her work on this. The project has left behind a helpful legacy. A strategy for running the nature reserve was put together. A number of Land Management Volunteers received training, and they continue to work every week on the nature reserve. They were thanked for their work.

Pantry –After a flood caused severe damage in Whitby's, Denise revamped the kitchen area, and developed the Pantry service just after last Christmas. The service comprises a community food club. Local people can become a member, and receive food for a small cost. The Pantry currently has over 200 members

Thrifty Kitchen – After Lizzie returned from maternity leave, her former project had ended, so she was offered a new role in the Thrifty Kitchen project. This is intended to get people involved in food and cooking. Preston City Council and the Tudor Trust gave money towards the running of the project. For a while, the project was ran online during the lockdown caused by COVID-19, but it is now being ran in the centre again. A short video was shown, highlighting some of the work done as part of the project.

Numbers – The Annual Report provides a helpful breakdown of service user numbers – where they live, their gender, ethnicity, age, and the number with a stated disability. As the report indicates, Intact had 39 volunteers across the centre, and 71 involved in supporting the Nature Reserve as part of the Heritage Lottery project.

Parliamentary Review – Denise was approached by the Parliamentary Review, who offered to include Intact in their publication as an example of good practice. A booklet was produced, and she encouraged everyone to read the Parliamentary Review online.

Funders – This was covered earlier. Whether the contribution is £50,000 or £500, it makes a difference, and Intact is grateful for all support. Denise thanked the funders, trustees, staff and volunteers for their contribution to Intact

What next? – COVID-19 has proven to be a shock this year. The Pantry service kept going throughout the lockdown, and some service users received crisis support. Online services continued, and staff made good use of systems such as Zoom and Workplace. The centre reopened in July. Thanks to an emergency grant from the Big Lottery, Intact was able to make the building COVID-secure for its users, and they are starting to come back. 50-60 people are attending Pantry every week. Staff and Trustees will work on planning future activities at the next Strategy Meeting. The Land Management Team are keeping Dob Croft in a state of decent maintenance for when more funding becomes available.

Stephanie Lees-Pinson was thanked for her work on the Annual Report.

#### **A.O.B:**

Denise was thanked for her role in responding to the current crisis, and ensuring that Intact has stayed open and safe.

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
**(A company limited by guarantee)**

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**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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Just one week into this new financial year, we had to close the Centre and furlough some of our staff, while others started working from home. As the year progressed, first we came out of Lockdown, then went back in. Throughout, we aimed to do our best for the people of Ingol and Tanterton – but we are still operating very much under capacity.

Compared with many other charities, which have been so badly hit by the Covid crisis, we were perhaps fortunate that so much of our work is grant funded. We were able to continue to deliver those projects in different ways: and although we lost out significantly in terms of generated income, as room hire ceased entirely, and as Whitby's café closed down, nevertheless we were hugely thankful for the Covid-related but unrestricted grants we were given through Preston City Council (£22,133) as well as the second year's overhead support grant from Ingol and Tanterton Neighbourhood Council (£20,000), and the £15,000 we received from the Trusthouse Foundation. In addition, we received £24,619 of restricted funding from other sources for Covid related projects. Without that support, particularly the unrestricted grants, we would have made a significant loss on the year: but with it, we were able to show a surplus, building up our reserves and so enabling us to look to the immediate future with a little more confidence than might have been the case. We also received a windfall in the shape of our being commissioned to provide a digital Census service, the only one in Preston, which was well used in the run up to, and immediate aftermath of, the 2021 Census.

Three big news items of the year were, first, the Pantry, which now provides a vital weekly service to more than 80 residents, supplying a range of foodstuffs for a weekly membership of £4 (since increased to £5), now entirely on a pre-booked time-slot basis, and operated safely with full social distancing etc. We were delighted that our efforts in this and other areas was recognised by the Mayor of Preston, who presented us with one of his Coronavirus Pandemic City Hero Award. The second big thing was the development of the Sensory Garden, an amazing new space behind the Centre, which has been developed with support from the Lancashire Environment Fund and a host of other funders, to all of whom we are extremely grateful. A combination of Covid and bad weather put the project back, but we will see it open in the 2021-22 financial year. Finally, the third big news was that we were able to continue throughout the year to work safely and in compliance with the relevant laws and guidance, on developing the Dobcroft Nature Reserve, which will become more and more of a community asset in the years to come.

The full list of our funders appears on pages 23 and 24, but we should note, and particularly thank, our biggest funders, Selnet/BBO, the Big Lottery and Henry Smith Charity.

After many years of losses, we were able in the years to March 2019 and March 2020 to make modest surpluses of £8,161 and £7,085 respectively. The unusual income and expenditure situation of the pandemic year has resulted in our showing a significant, albeit one-off, improvement to a surplus of £10,863. The effect of this upon our reserves is to build our Unrestricted, Undesignated Reserve from £74,045 at March 2020 to £104,132 at March 2021. Last year, for the first time ever, we almost hit our reserve policy target, which has long been to have on hand, in free reserves, enough to allow us, in an emergency, to operate for three months at current expenditure rates (excluding capital expenditure). Last year our expenditure was £284,857, so a reserve of £74,045 was just over that three-month figure (£71,214). This year, on a higher expenditure of £367,085, our reserve is equivalent to nearly fifteen weeks spend, thus putting us in a more comfortable position to face the uncertainties ahead. The unrestricted grants have also resulted in our having, at £112,807, more money in the bank at one time than we have ever had in our entire history.

We were delighted during the year to welcome Cllr John Potter as a new Trustee/Board Member – and to propose Gwyneth Mooney to the AGM as another Trustee/Board Member: but we were sorry to say goodbye to Cllr Pauline Brown, who has been a great supporter of Intact for many years. She has now stood down, but the Board has recognised her long service by making her a Life Member. We would also like to thank Helen Dixon, who we had to make redundant early in the year as her funding came to an end. Helen began her work with us in 2008, and she is sadly missed

Name Bill Shannon  
Chairman  
Date 26 August 2021

**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Designated funds 2021 £	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations and legacies	2	-	3,500	4,306	7,806	3,103
Charitable activities	3	-	240,398	116,621	357,019	267,715
Fundraising income	4	-	-	12,522	12,522	19,497
Other income		-	-	601	601	1,627
<b>TOTAL INCOME AND ENDOWMENTS</b>		<b>-</b>	<b>243,898</b>	<b>134,050</b>	<b>377,948</b>	<b>291,942</b>
<b>EXPENDITURE ON:</b>						
Raising funds		-	-	3,071	3,071	2,946
Other charitable activities		-	265,739	98,275	364,014	281,911
<b>TOTAL EXPENDITURE</b>	6	<b>-</b>	<b>265,739</b>	<b>101,346</b>	<b>367,085</b>	<b>284,857</b>
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>						
Transfers between Funds	14	-	(21,841)	32,704	10,863	7,085
		3,037	-	(3,037)	-	-
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>						
		3,037	(21,841)	29,667	10,863	7,085
Gains on disposals of fixed assets	9	-	-	420	420	-
<b>NET MOVEMENT IN FUNDS</b>		<b>3,037</b>	<b>(21,841)</b>	<b>30,087</b>	<b>11,283</b>	<b>7,085</b>
<b>RECONCILIATION OF FUNDS:</b>						
Total funds brought forward		28,095	179,331	74,045	281,471	274,386
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>31,132</b>	<b>157,490</b>	<b>104,132</b>	<b>292,754</b>	<b>281,471</b>

The notes on pages 15 to 28 form part of these financial statements.



**INGOL AND TANTERTON COMMUNITY TRUST LTD**

(A company limited by guarantee)  
REGISTERED NUMBER: 06716300

**BALANCE SHEET  
AS AT 31 MARCH 2021**

	Note	£	2021 £	£	2020 £
<b>FIXED ASSETS</b>					
Tangible assets	9		736,989		753,701
Investments	10		100		100
			737,089		753,801
<b>CURRENT ASSETS</b>					
Debtors	11	2,393		14,170	
Cash at bank and in hand		112,807		71,841	
		115,200		86,011	
<b>CREDITORS:</b> amounts falling due within one year	12	(29,905)		(17,074)	
<b>NET CURRENT ASSETS</b>			85,295		68,937
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			822,384		822,738
<b>CREDITORS:</b> amounts falling due after more than one year	13		(529,630)		(541,267)
<b>NET ASSETS</b>			292,754		281,471
<b>CHARITY FUNDS</b>					
Designated funds	14		31,132		28,095
Restricted funds	14		157,490		179,331
Unrestricted funds	14		104,132		74,045
<b>TOTAL FUNDS</b>			292,754		281,471

The charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on \_\_\_\_\_ and signed on their behalf, by:

**Trustee**

**Trustee**

The notes on pages 15 to 28 form part of these financial statements.