



## 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)

Wednesday 21<sup>st</sup> September 2022

12.30pm- 1.00pm 'Refreshments'



1.00pm – 2.00pm Business Meeting

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





**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)

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

### **Ingol and Tanterton Community Trust (Intact) - Wednesday 21<sup>st</sup> September 2022**

Dear Member,

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

Intact is holding its AGM this year in the Centre on Wednesday 21<sup>st</sup> September 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 2021-2022.

#### **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.**



**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)

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

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

**Wednesday 21<sup>st</sup> September 2022 at the Intact Centre**

**12.30 – 1pm – Refreshments**

**1pm – 2pm Business Meeting**

- 1. Welcome and introductions - Bill Shannon; Chair of Intact**
- 2. Apologies**
- 3. Minutes of last year's meeting - 23<sup>rd</sup> September 2021**
- 4. Annual Accounts – Chair - (full copies available and can be downloaded from our website <https://intact-preston.org.uk/>)**
- 5. Re-Appointment of our Accountant and Independent Examiner – Gill Davies; CW Accountants; Paul Woodburn of Wallwork Nelson & Johnson**
- 6. Re-election of Trustees; Jane Keith; Ray Sudlow**
- 7. Changes to our Charities Objects – see attached**
- 8. Presentation of Annual Report:**
  - ❖ Presentation from the CEO
- 9. Vote of thanks – Bill Shannon**



## 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) Minutes 23<sup>rd</sup> September 2021

**Chair:** Bill Shannon

**Attending:** Stephanie Afifi (Staff), Tom Anderson (Councillor), Matthew Beck (Staff), Gillian Blackburn (Volunteer), Dave Brown (Staff), Malcolm Clarke (Trustee), Robert Gregson (Staff), Trevor Hart (Councillor), Denise Hartley (Staff), Jane Keith (Trustee), Janette Rigby (Volunteer), Lizzie Leeke (Staff), Stephanie Lees-Pinson (Staff), Neil Logsdon (Volunteer), Alistair McCallum (Member), Christine McCallum (Trustee), Ian McKay (Member), Gail Porter (Trustee), John Potter (Trustee), Janette Rigby (Volunteer), Bill Shannon (Trustee), Ray Sudlow (Trustee), Pete Whitehead (Volunteer), Doreen Williams (Volunteer), Ian Wright (Staff), Annie Wynn (Partner)

**Apologies:** Debra Fitzsimmons Jean Foran, Sally Hodson, Patsy Jarvis, Barbara Long, Gwyneth Mooney, Naomi Parkinson (Ingol CP School), Joy Sabour, Debbie Steele, Rie Walker, Alistair White

**Minute Taker:** Matthew Beck

#### **Welcome and Introductions**

Bill welcomed everyone to the meeting, held in person this year, and not on Zoom. Bill introduced himself and Denise to attendees. A warm welcome was extended to Ian Wright, who is beginning at Intact on 4 October in the role of Natural Heritage Wellbeing Coordinator.

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

The minutes were unanimously accepted as a true record.

#### **Annual Accounts:**

The full accounts will be made available on Intact's website, and will go out to funders and to the Charity Commission. These cover the period from 1 April 2020 to 31 March 2021. This was the period of lockdown due to Covid, and a few staff were furloughed during the year. The centre continued receive to receive existing grant funding and was able to access emergency Covid funding, resulting in a surplus for the year. This puts Intact in a good position, and the funding received from Preston City Council, Ingol & Tanterton Neighbourhood Council and other local sources helped to prevent Intact from running at a loss this year. The centre now has enough money in reserves to continue for 15 weeks, set against its target of having three months reserves. Successful funding bids means that Intact can feel confident that they will be hear for at least the next three years. The Pantry service was recognised by the Mayor of Preston, and given an award. A new Sensory Garden was funded and launched. The Heritage Lottery bid was successful, and Land Management volunteers were able to work throughout lockdown, ensuring Dobcroft has been well-maintained. John Potter was welcomed as a new trustee last time, and he has contributed greatly to the development of a Comms strategy for Intact. Gwyneth Mooney was co-opted

as a trustee a few months ago, and has proven to be a great asset to the centre. Due to ill health, Pauline Brown stood down as Trustee, and is now an Intact Life Member. Gail Porter is standing down as trustee due to personal circumstances. The Annual Accounts were approved by Intact members.

### **Independent Examiner**

Steve Woodburn has been appointed as Independent Examiner to ensure an independent person oversees the Accounts produced by Intact's accountant, Gillian Davies. His appointment was approved by Intact members.

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

Malcolm Clarke was re-elected as Intact trustee for another three years. Gwyneth Mooney was formally elected as a trustee for Intact for the next three years.

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

This year's Annual Report follows a timeline structure showing Intact's journey over the year. The last 18 months has been a situation that nobody has experienced in living memory. Due to the pandemic, the building and café closed. Funders cancelled bids, and issued short-term grants instead. Some staff were furloughed, and some of the team worked from home. A number of services had to move online. Denise needed to keep watch on the continually changing guidelines, and see how they affected staff.

This level of change to staff working patterns was an enormous task. It necessitated buying new equipment for staff and trustees. Staff have used Workplace and Zoom to keep connected in meetings and one-to-ones, with attendant training for trustees. The centre is now prepared for future lockdowns.

Meanwhile the Pantry continued to stay open to help with the crisis, and a new home made food service was developed selling healthier foods to the public. A rule of six was introduced for volunteers on the Nature Reserve.

Intact managed to secure a Big Lottery grant to sustain itself for six months., The centre need to use the expertise of the team find creative and innovative ways to deliver services. There have been changes to Stephanie Lees-Pinson's role. Robert Gregson was appointed as Transformational Coach to look after the Building Better Opportunities project. This freed Steph to work as Community Development Manager. Intact has successfully secured two major three-year funding bids in recent months with the Big Lottery and the Heritage Lottery. This was possible thanks to the hard work of volunteers and trustees, and the willingness of staff to take on additional responsibilities in order to make Intact successful.

There have been changes in the way Intact communicates digitally, in a bid to keep Intact on people's radar, and Intact members were encourage to like and share social media posts, and to join our newsletter.

Denise thanked the Ingol & Tanterton Neighbourhood Council for providing money that has helped to free the centre to look for new funding, and run existing activities.

### **Vote of Thanks**

A thank you was given to everyone for coming, and to Denise, and the Intact staff, volunteers and trustees. An especial thanks was offered to Gail, who is stepping down. She has been an asset to the team, and her work was acknowledged gratefully.

---

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

---

**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

---

We began the year in Covid Lockdown, which continued until July, as the Government implemented its 'phased exit'. We had hoped to launch the Sensory Garden on 25 June, but the extension of Lockdown saw us put the launch back to 27 August. In the event, though, it was well attended, and a great success. Throughout Lockdown we had managed to keep the Centre open, especially the Pantry, as we saw demand increasing: and we were delighted to receive recognition for our efforts in the form of the Preston City Hero Award, presented to us by the Mayor. We had also managed to keep a team of volunteers on Dobcroft right through Lockdown, in compliance with the relevant regulations. Its value as a community asset continues to grow: and in September, we added a new member of staff, Ian Wright, as our Natural Heritage Well-being Co-ordinator. He hit the ground running, and under his guidance I am sure we will see Dobcroft going from strength to strength, using the funding we secured from the Heritage Lottery Fund for 'Digital Dobcroft'.

During the year, two of our Trustees resigned from the Board, Richard Blackburn and Gail Porter: each had brought their own special skills to the Board, and we were sorry to see them go. We were, however, pleased to welcome Gwyneth Mooney to the Board, who has already made a significant contribution, especially in her service on the Finance Committee, and her involvement with Dobcroft. One of the things that has much occupied us in Finance Committee during the year has been the question of 'Free Reserves'. It is generally accepted as good practice that a charity should aim to have Free Reserves equivalent to about three months normal expenditure (excluding capital purchases). The idea is that, should we have a major funding failure, and all our sources of income dry up, this Reserve would give us breathing-space to continue to pay our people and keep the Centre open while we sought new funding. Note that this is not the same as having a Reserve set aside to meet redundancies, in the event we had to close – we have long made that provision, as a Designated Fund (see page 15): it currently stands at £35,810. Anyway, during the year, we redefined our definition of Free Reserves as the sum of our Unrestricted Funds, less Tangible fixed assets and fixed asset investments – we excluded those because they cannot readily be turned into cash. On this basis, our current Free Reserves are only £19,165 (compared with £54,163 on the same basis last year). This is significantly less than the £80k or so it would take to run the charity for three months, so in an ideal world we should be seeking over the next year or so to try to make a surplus, and build up our reserves again. However, there is no cause for alarm – we have agreements with our funders that will see us fairly safely through the next few years.

Visitors to the Centre will be aware of the flood-lit Sports Hub that sits on land belonging to Ingol Community Primary School, behind our Sensory Garden. The Hub, which opened in 2006, was the brain-child of Neighbourhood Management, and was funded by grants raised by our CEO, Denise. However, the legal position of its ownership has never been clarified. In March this year, we made an agreement with the school which recognised that the Sports Hub belongs to them, but that, as the funding was raised on behalf of the Ingol and Tanterton community, the school recognises that it is a community facility, and access by the community, through Intact, will continue out of school hours and during vacations.

Members' attention is drawn to the intention for us to modify slightly our Memorandum and Articles of Association, in order to include a reference to our ecological role. We probably should always have had this, but the growing importance of Dobcroft makes it imperative, and we shall be asking the AGM to vote on this.

After three years of modest surpluses, I am afraid that this year I have to report a deficit of £25,169 which wipes out the combined surplus of the previous three years, which totalled £17,948. Expenditure was down year on year, at £337,873 compared with £367,085 the previous year: but this was more than offset by the fall in our total income, from £377,948 in 2020-21 to £312,704 in 2021-22. Of this, the biggest contribution was the fall in our funding bids received, down £36,115 from £317,075 in 2021 to £280,960 this year. For details of all our funders, see the new section of this report on page 7. We would also like to thank Ingol and Tanterton Neighbourhood Council for the third tranche of Core Funding received this year: too many funders are happy to fund specific projects, but are reluctant to pay for overheads. Yet without the overheads, we could not provide those projects to the community.

Name Bill Shannon  
Chairman  
Date 4 August 2022

**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 2022**

	Note	Designated funds 2022 £	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations and legacies	2	-	1,242	2,258	3,500	7,806
Charitable activities	3	-	239,920	46,794	286,714	357,019
Fundraising income	4	-	-	16,635	16,635	12,522
Other income		-	-	5,855	5,855	601
<b>TOTAL INCOME AND ENDOWMENTS</b>		<b>-</b>	<b>241,162</b>	<b>71,542</b>	<b>312,704</b>	<b>377,948</b>
<b>EXPENDITURE ON:</b>						
Raising funds		-	-	9,070	9,070	3,071
Charitable activities:						
Governance costs		-	17,537	2,630	20,167	21,339
Other charitable activities		-	251,979	56,657	308,636	342,675
<b>TOTAL EXPENDITURE</b>	6	<b>-</b>	<b>269,516</b>	<b>68,357</b>	<b>337,873</b>	<b>367,085</b>
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>						
Transfers between Funds	14	4,678	(28,354) 27,970	3,185 (32,648)	(25,169) -	10,863 -
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>						
		4,678	(384)	(29,463)	(25,169)	10,863
Gains on disposals of fixed assets	9	-	-	-	-	420
<b>NET MOVEMENT IN FUNDS</b>		<b>4,678</b>	<b>(384)</b>	<b>(29,463)</b>	<b>(25,169)</b>	<b>11,283</b>
<b>RECONCILIATION OF FUNDS:</b>						
Total funds brought forward		31,132	157,490	104,132	292,754	281,471
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>35,810</b>	<b>157,106</b>	<b>74,669</b>	<b>267,585</b>	<b>292,754</b>

The notes on pages 16 to 29 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 2022**

	Note	£	2022 £	£	2021 £
<b>FIXED ASSETS</b>					
Tangible assets	9		718,866		736,989
Investments	10		100		100
			718,966		737,089
<b>CURRENT ASSETS</b>					
Debtors	11	10,700		2,393	
Cash at bank and in hand		97,632		112,807	
			108,332		115,200
<b>CREDITORS:</b> amounts falling due within one year	12	(53,357)		(29,905)	
<b>NET CURRENT ASSETS</b>			54,975		85,295
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			773,941		822,384
<b>CREDITORS:</b> amounts falling due after more than one year	13		(506,356)		(529,630)
<b>NET ASSETS</b>			267,585		292,754
<b>CHARITY FUNDS</b>					
Designated funds	14		35,810		31,132
Restricted funds	14		157,106		157,490
Unrestricted funds	14		74,669		104,132
<b>TOTAL FUNDS</b>			267,585		292,754

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 16 to 29 form part of these financial statements.



## **Changes to Mem and Arts**

TO FURTHER OR BENEFIT THE RESIDENTS OF PRESTON AND THE SURROUNDING AREAS, PRIMARILY BUT NOT EXCLUSIVELY THOSE INHABITANTS OF INGOL AND TANTERTON WARDS THEREOF THROUGH:

- A. THE ADVANCEMENT OF EDUCATION THROUGH TRAINING, ADVICE AND GUIDANCE BY WHATEVER CHARITABLE MEANS THE DIRECTORS THINK FIT;
- B. THE RELIEF OF POVERTY AND THE PROMOTION OF GOOD HEALTH THROUGH THE PROVISION OF DROP IN, ADVICE, COUNSELLING, TRAINING, INFORMATION AND GUIDANCE SESSIONS;
- C. THE PROVISION OF FACILITIES FOR RECREATION AND OTHER LEISURE TIME OCCUPATION FOR THOSE PERSONS WHO HAVE NEED BY REASON OF THEIR YOUTH, AGE, INFIRMITY, SOCIAL OR ECONOMIC CIRCUMSTANCES WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE AS A WAY OF PROMOTING COMMUNITY COHESION;
- D. TO PROMOTE THE CONSERVATION PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT BY PROMOTING BIOLOGICAL DIVERSITY THROUGH:
  - I. THE PROVISION, CONSERVATION, RESTORATION, OR ENHANCEMENT OF A NATURAL HABITAT OR
  - II. THE MAINTENANCE OR RECOVERY OF A SPECIES IN ITS NATURAL HABITAT, ON LAND OR IN WATER SITUATED IN THE VICINITY OF A LANDFILL SITE