



## FORMAL NOTICE OF

### INTACT ANNUAL GENERAL MEETING 2023

**Wednesday 27<sup>th</sup> September      2pm to 4pm**

JOIN US                      Agenda and paperwork for the AGM will follow when you sign up.

We are giving all members and non-members of Intact formal notice of our 2023 Annual General Meeting, which will take place at the Intact Centre.

We hope that you would not want to miss an opportunity to see the great work that was delivered in the community during 2022-2023.

**Let's celebrate together with: 2pm – 3pm**

- **Refreshments**
- **A catch-up**
- **And brief look back at all that we have achieved together.**

Intact's formal AGM business will follow at around 3pm

We are always looking for new people to join the Board in order to help give strategic direction to the organisation. At the meeting, two of Intact's Trustees will be standing for re-election. We will also be presenting Intact's Annual Accounts, and our Annual Report.

# The Intact Centre

## Tel: 01772 760 760

49 Whitby Avenue, Ingol, Preston PR2 3YP



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

 [Intact.Centre.3](https://www.facebook.com/Intact.Centre.3)

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



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

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

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

**Wednesday 27<sup>th</sup> September 2023 at the Intact Centre**

**2pm – Refreshments and networking**

**3pm Business Meeting**

- 1. Welcome and introductions - Bill Shannon; Chair of Intact**
- 2. Apologies**
- 3. Minutes of last year's meeting - 21<sup>st</sup> September 2022**
- 4. Annual Accounts – Chair - (full copies available and can be downloaded from our website <https://intact-preston.org.uk/> from the 31<sup>st</sup> October 2023**
- 5. Re-Appointment of our Accountant and Independent Examiner – Gill Davies; CW Accountants; Paul Woodburn of Wallwork Nelson & Johnson**
- 6. Re-election of Trustees; Bill Shannon;**
- 7. Presentation of Annual Report:**
  - ❖ Presentation from the CEO
- 8. Vote of thanks – Bill Shannon**





## Centre

3YP

## The Intact

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Ingol, Preston PR2

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

### **Intact Annual General Meeting (AGM) Minutes 23<sup>rd</sup> September 2021**

**Chair:** Bill Shannon

**Attending:** Nuriya Abbasi (Member), Dave Brown (Staff), Arthur Chappell (Member), Malcolm Clarke (Trustee), Pearl Cooper (Staff), Robert Gregson (Staff), Trevor Hart (Councillor), Denise Hartley (Staff), Joan Honeychurch (Volunteer), Patsy Jarvis (Member), Jane Keith (Trustee), Lizzie Leeke (Staff), Stephanie Lees-Pinson (Staff), Alistair McCallum (Member), Christine McCallum (Trustee), Ian McKay (Member), Naomi Parkinson (Ingol CP School), Philip Parramore (Member), John Potter (Trustee), Jan Rankin (Member), Janette Rigby (Staff), Paul Ward (Member), Robert Winder (Member), Sheila Winder, Ian Wright (Staff)

**Apologies:** Tom Anderson (Councillor), Ruth Cuthbert (Member), Sharon Dawson (Member), Carol Dutchman-Smith (Member), Bruce Ellison (Member), Wendy Ferneyhough (Member), Debra Fitzsimmons (Staff), Sally Hodson (Staff), Pat Livingstone (Member), Barbara Long (Volunteer), Barry Mann (Member), Gwyneth Mooney (Trustee), Ray Sudlow (Trustee)

**Minute Taker:** Matthew Beck

#### **Welcome and Introductions**

Bill welcomed everyone to the meeting, Intact's 29<sup>th</sup> AGM. Two trustees, Richard Blackburn and Gail Porter have left. Gwyneth Mooney, a new Trustee from last year, has settled in, and had made many helpful contributions.

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

The minutes were unanimously accepted as a true record. No matters arising.

#### **Annual Accounts:**

Intact's annual income was £312,000, down on the previous year but still an impressive amount. The charity has secured available funding for the next three years. Bill thanked Denise for her work in making this possible.

Expenditure for the year was £337,000, a loss of £25,000 after two years of surpluses. This was partly due to COVID.

The Sensory Garden was launched. The centre has stayed open for the Pantry service throughout the lockdown, and demand for the Pantry is still increasing. Intact was awarded Preston Council Hero of the Year honour this year. Dobcroft volunteers were also able to continue working throughout lockdown.

Intact is in a strong position with £292,000 at the end of the year. This adds up to free reserves of £19,000. This is not as much as the company would like. To improve supplies of reserves, Intact has been encouraging additional donations from the public, and working on an increased public profile via social media and the press. Bill thanked John Potter and the Intact team for their work. This led to two unexpected results – Intact was featured on Breakfast TV, and received a generous anonymous donation. The legal position of the Sports Hub was finally clarified. Intact made an agreement with Ingol CP School, whereby they own the hub, but Intact has access when it is not being used by the school. Bill thanked Naomi and the school governors for their work on this. At present, Intact is in discussion with Lancashire County Council, regarding securing a 99-year lease for the land on which the building is situated.

Philip Parramore asked what Intact brings to the table in terms of future plans. Intact has secured funding from all the mainstream funders. It is now time to look for new sources. Intact has approached the NHS and made progress there. The last two Strategy Away Days have focused on this, and the next Away Day will look at other ideas. Intact will look at public and private sector opportunities, and the organisational structure will change to reflect this. Intact will also seek more opportunities for receiving unrestricted funding.

Intact members approved the Annual Accounts.

### **Reappointment of Accountant and Individual Examiner**

Steve Woodburn is Intact's Independent Examiner who oversees the Accounts, and Gillian Davies is Intact's accountant.

Intact members approved their reappointment to those roles for another year.

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

Jane Keith and Ray Sudlow were re-elected as Intact trustees for another three years.

### **Changes to Our Charity's Objects**

One of Intact's funders drew the centre's attention to the fact that it has not adequately spelled out its ecological role in the Memorandums and Articles. Intact agreed new wording with the Charities Commission on how this could be changed, and the amendment was included with the agenda and notes. The amendment is as follows:

*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*

Intact members accepted the proposed amendment.

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

The Annual Report provided a good summation of the hard work done by everyone that went into producing the timeline, stats and photos, and yet was only a snapshot of the work achieved by Intact.

Funding success has only been possible due to staff being able to demonstrate the good that Intact does for community. Denise thanked staff, volunteers and trustees for their work over the year. They have offered services and captured data for funders, demonstrating the centre's impact, and allowing the centre to know whether it is providing the right level of support to service users.

Intact has secured funding from the Big Lottery, Heritage Lottery, Henry Smith and PCC. This has generated extra responsibility in the reports and monitoring. However Intact needs to consider what further opportunities can be found, e.g. food for the Pantry.

There have been fantastic strides in Intact's comms, through social media and press releases. This has led to an increase in donations. Intact now needs to find staff who can maintain and develop this.

Intact's press release concerning the appointment of a Mental Health Practitioner led to Good Morning Britain approaching Intact, and a television appearance. This then led to Denise receiving a phone call from an organisation offering support and money to employ more people and buy resources for a warm spaces programme.

Intact is appointing new staff. The centre is currently advertising for a Digital Mentor, and is about to advertise for a Food Hub Manager. A new management role looking at energy and fuel poverty role will be needed.

Intact needs to get ready to be in position for new NHS initiatives. There are possibilities with other groups across Lancashire too. It is not just about Intact, but how we can come together as a community. The Unite partnership of stakeholders in the community have approached Ingol & Tanterton Neighbourhood Council to seek funds for warm spaces. Fundraising initiatives will look at corporate support, and text donate to make donations easier.

Jen Rankin asked when the extra opening hours in the evening would start. Denise is looking into this now. There are only two available nights, Monday and Friday. Intact is still waiting on funding. It is hoped that October will be the start date. Denise will let people know when the centre is ready. All community organisations across the area are working collectively to offer services, not just Intact. This will result in a collective programme of places people can go, which should be available next month.

Nuriya Abbasi said that she had heard about a new grant for electricity, and asked if there was a way of having useful and more easily understandable advice on this. Information will be cascaded through the drop in service, and when the new appointment for warm spaces is made.

Philip Parramore drew the meeting's attention to a government consultation on putting a cap on social house rent costs. There may be an increase in people coming through the doors who are worrying about their rent, or any other services that housing associations may be obliged to cut. John Potter added that current problems are tied

to the energy crisis. The inflation on food prices may create a problem of malnourishment.

Arthur Chappell asked about vouchers for the food bank, which are no longer offered by Intact. Naomi Parkinson said that these are now available at Ingol CP School. Share It still offers help too. Intact does refer people to Share It, and offers crisis support to the most needy. Ingol CP School is cooking and supplying hot meals for a £1 donation. The new funding to Intact will include free slow cookers. The centre is looking at buying more microwaves. Other help is available from Tanterton Christian Centre and Tanterton Village Hall.

### **Vote of Thanks**

A thank you was given to everyone for coming, and to Denise, and the Intact staff, volunteers and trustees. Next year will be Intact's 30<sup>th</sup> year of serving the community, and the Centre plans to hold a celebration.

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
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**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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Well, that was quite a year! While 2021 had seen the end of the dominance of Covid in all our lives, 2022 saw a new threat to our service users– the Cost of Living Crisis – with the rapid increase in energy prices. In August 2022 we were approached out of the blue by ITV's 'Good Morning Britain' to do a live piece from the Centre to talk about how the Crisis was hitting our service users, and what we were doing to mitigate their problems. One unforeseen outcome of the airing of that programme was that we were approached by Cadent Gas Network, which led to our entering into a partnership with them for us to deliver Centre-based support and advice, especially energy and money advice. This involved our taking on a new Energy and Money Advice Manager, Shannon Williams, who joined us early in the new financial year (May 2023). Over the winter of 2022-23, though, we had also, in collaboration with the Unite Partnership, and partially funded by Ingol and Tanterton Neighbourhood Council, beginning in November 2022, led a Warm Space Programme, whereby we, and our partners, provided a range of events and activities each day throughout the week at a range of venues, with the aim of ensuring no-one in Ingol was left cold and alone. These activities will be repeated next winter, but with the emphasis much more on the social side, and less on warmth as such.

During the year we had quite a churn of personnel. Jane Keith, a Director since 2017, stood down from the Board. Long-serving staff member Debra Fitzsimmons left us in November 2022, while Steffi Affi left in June. David Brown retired at the end of the financial year, as his funding came to an end; and early in the new financial year, in May 2023, Ian Wright moved from us to a new role. Lia (Erphelia) Chambers left her role in Whitby's Homemade, and Sally Hodgson retired from the Pantry. All will be missed. As you can imagine, this has led to substantial restructuring, and in terms of newcomers, we were delighted to be able to offer all three of our Kickstart trainees permanent positions, Pearl Cooper as Centre Administrator, Amie Cookson as Pantry Co ordinator and Katrina Duxbury as Homemade and Café Assistant: while we also welcomed Amy Welsh and Janet Fielding as Receptionist/Centre Support Officers: and Janette Rigby joined us as Mental Health Practitioner. Meanwhile Rob Gregson accepted a new role as Whitby's Food Hub Manager. All the newcomers have hit the ground running, but as you can imagine, there has been a lot of disruption during the year, which has put a huge strain upon Denise, Steph, Matthew and Lizzie – so the Board are most grateful for the way they have kept the plates spinning during this difficult time.

Ten years ago, in November 2013, we signed a new 21-year lease with Lancashire County Council (LCC) for the land upon which our Centre stands (we own the building, but not the land). As we approach the half-way mark in that lease, we were concerned that grant-funders would start to express doubts about our long-term sustainability, and so the Board decided that we should contact LCC with a request to extend the lease to 99 years. It has been a slow process negotiating the details of this, but we hope to report a successful outcome next year.

Turning to our financial results, compared with last year's loss of £25,169, this year we achieved a surplus of £27,615. This figure is after accounting for the notional cost of our transfer to Ingol Community Primary of our interest in the Sports Hub behind our premises (which still had an asset value of £22,320). We had a significant increase in grant funding, from £286,714 in 2021-22 to £447,096 this year, thanks in particular to the bid-writing skills of Denise and the team. Details of the income from 'restricted' grants can be seen on page 27, and on page 8, but we would also like to thank Ingol and Tanterton Neighbourhood Council for agreeing a new three year stream of unrestricted, Core Funding starting in 2023. However, a significant contributor to this year's surplus was an anonymous donation of £14,195. We shall be eternally grateful to the donor, whoever they are. We have not yet spent the donation, but have set it aside as a Designated fund known as the Gold Fund, which will be spent during the coming year(s) on revenue or capital projects to be decided by the Board. As a result of the surplus, our total Funds at the year-end have risen from £267,585 to £295,200. However, members should note that only £5,562 of this is Free Reserves (see the definition on page 9: note that the prior year figure has been adjusted), whereas the Board considers a 'safe' level of Free Reserves, given our current level of expenditure, would be between £80,000 and £110,000. We will therefore continue to aim to make modest surpluses in the coming years, rather than deplete those reserves – which are there to help us through any future emergency. Moreover, in scrutinising the draft accounts, particularly the allocation of assets between restricted and unrestricted, the Finance Committee thought it advisable to delve further into the detail, which might take some time. As this may further impact upon the level of Free Reserves, the Board will not take any new decisions to spend our Free Reserves (unless forced to do so by circumstances beyond our control).

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
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**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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Name Bill Shannon  
Chairman  
Date 6 September 2023



**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 2023**

	Note	Designated funds 2023 £	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations and legacies	2	14,195	2,500	9,879	26,574	3,500
Charitable activities	3	-	415,494	31,602	447,096	286,714
Fundraising income	4	-	-	21,185	21,185	16,635
Other income		-	-	495	495	5,855
<b>TOTAL INCOME AND ENDOWMENTS</b>		<b>14,195</b>	<b>417,994</b>	<b>63,161</b>	<b>495,350</b>	<b>312,704</b>
<b>EXPENDITURE ON:</b>						
Raising funds		-	-	15,517	15,517	9,070
Charitable activities:						
Governance costs		-	-	4,002	4,002	2,630
Other charitable activities		-	386,436	39,460	425,896	326,173
<b>TOTAL EXPENDITURE</b>	6	<b>-</b>	<b>386,436</b>	<b>58,979</b>	<b>445,415</b>	<b>337,873</b>
<b>NET INCOME / (EXPENDITURE) BEFORE INVESTMENT LOSSES</b>						
		14,195	31,558	4,182	49,935	(25,169)
Net losses on disposal of fixed assets		-	(22,320)	-	(22,320)	-
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>						
		14,195	9,238	4,182	27,615	(25,169)
Transfers between Funds	14	(2,648)	17,037	(14,389)	-	-
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>						
		11,547	26,275	(10,207)	27,615	(25,169)
<b>NET MOVEMENT IN FUNDS</b>		<b>11,547</b>	<b>26,275</b>	<b>(10,207)</b>	<b>27,615</b>	<b>(25,169)</b>
<b>RECONCILIATION OF FUNDS:</b>						
Total funds brought forward		35,810	157,106	74,669	267,585	292,754
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>47,357</b>	<b>183,381</b>	<b>64,462</b>	<b>295,200</b>	<b>267,585</b>

The notes on pages 17 to 31 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 2023**

	Note	£	2023 £	£	2022 £
<b>FIXED ASSETS</b>					
Tangible assets	9		683,413		718,866
Investments	10		100		100
			683,513		718,966
<b>CURRENT ASSETS</b>					
Debtors	11	21,229		10,700	
Cash at bank and in hand		142,133		97,632	
			163,362	108,332	
<b>CREDITORS:</b> amounts falling due within one year	12	(64,820)		(53,357)	
<b>NET CURRENT ASSETS</b>			98,542	54,975	
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			782,055	773,941	
<b>CREDITORS:</b> amounts falling due after more than one year	13		(486,855)	(506,356)	
<b>NET ASSETS</b>			295,200	267,585	
<b>CHARITY FUNDS</b>					
Designated funds	14		47,357		35,810
Restricted funds	14		183,381		157,106
Unrestricted funds	14		64,462		74,669
<b>TOTAL FUNDS</b>			295,200	267,585	

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

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.