

Charity Name: Cringleford Hub

Charity Registration No: 1157163

Registered Address: 5 Poppy Close, Cringleford, Norwich NR4 7JZ

Annual Report and Financial Statement

Year Ending 31 March 2016



Charity Trustees:

- Revd. Heather Butcher (term ended 31st March 2016)
- Dr Timothy Clarke
- Revd. Heather Cracknell (*ex-officio*)
- Mr Paul Cracknell
- Mr George Raymond Kenney
- Mr Peter Johns
- Prof. John Malcolm Wagstaff (Resigned 8th Aug 2015)

Report approved by the Trustees 02/12/16

Structure, governance and management

The charity was constituted as a Foundation Model Charitable Incorporated Organisation (CIO), whose only voting members are its charity trustees. The constitution was finalised on 6th May 2014.



Trustees

During the reporting period there was a total of seven trustees, with five at the end of the reporting period (one retired and the other's term of office expired).

Our constitution states there must be at least three trustees, all of whom are of 18 years of age, and the maximum number is eleven. Apart from the first charity trustees, every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

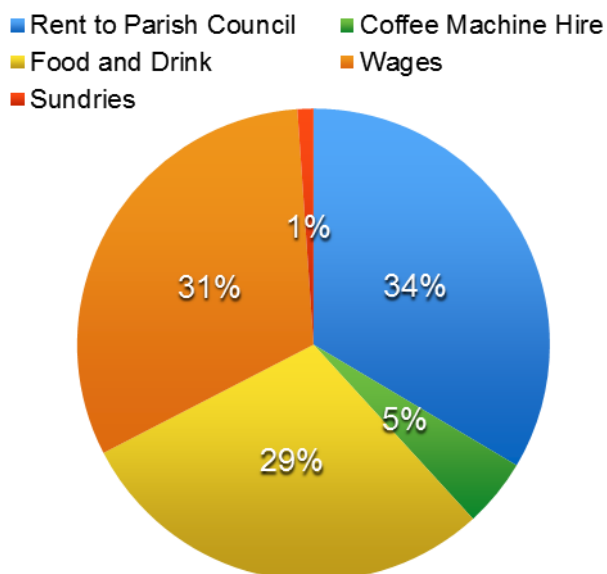
Financial review

- This annual report covers the period from 1st April 2015 until 31st March 2016. The 31st March remains the financial year end going forward.
- The amounts have been prepared on a receipts and payment basis in line with Charity Commission guidance. The Trustees have had the accounts independently examined by Mr Mark Rolfe FMAAT, FCCA.

Summary of Cafe Accounts

	Receipts			Payments
Cash Sales	£17,874.00		Rent to Parish Council	£7,769.00
Card Sales	£2,050.00		M/c Hire	£1,080.00
Catering	£906.00		Equipment	£102.00
Donations	£110.00		Food & Drink	£6763.00
			Till Float	£50.00
			Gross Wages	£7,295.00
			Stock Valuation	£100.00
SUBTOTAL	£20,940.00			£23159.00

Graph of Cafe Outgoings



Summary of General Accounts

General	Receipts		General	Payments
Willowtots	£1535.00		Willowtots	£1431.00
Donations	£0.00		Administration	£497.00
			Printing	£27.00
			Insurance	£397.00
SUBTOTAL	£1535.00		SUBTOTAL	£2352.00

General	Receipts		General	Payments
Cafe Income	£20,940.00		Cafe Payments	£23159.00
TOTAL	£22475.00		TOTAL	£25,510.00

Notes on the Accounts

1. This account covers the first whole year of the charity's activities. Therefore comparisons with the previous 'year' would have limited meaning.
 2. The Charity's assets are its stock of Café consumables as valued on 31 March 2016 at £720.00; the residual value of the refrigerator, freezer, safe, ipad and Café equipment and audio equipment is valued at £670.00.
 3. The Charity's liabilities as at 31 March 2016 were the costs associated with the closedown of the cafe and ending the employment contract of the Cafe Supervisor. This is not expected to exceed
 4. The loss on day-to-day running of the Café is £2219. The overall loss on the day-to-day running of the charity is £3034.
- The reserves policy of the Trustees is to cover an orderly closedown of the charity and/ or specifically the cafe project. The trustees will designate a fund to cover potential identified liabilities with the specific amount kept under review by the relevant subcommittee and reported to the full Trustees. The amount should cover the equivalent of one month's cafe takings, rent of cafe assets until contract expiry or notice periods or early termination fees, the costs of making good any contractual liabilities and any redundancy entitlements of employees.

Foundation Statement

Cringleford Hub is founded by and has grown out of the vision and commitment of the Diocese of Norwich and the local church of St Peter's, Cringleford. The conviction of this church community is that they can have a real and beneficial impact on the communities where they live and work and beyond, with practical and committed loving service.

Those founding this charity believe that the values of Christianity are timeless, relevant and highly motivating. This conviction and these values are at the foundation of Cringleford Hub and are to be lived and worked out in all dimensions of the charity and its work.

These values include love, care, relationship, generosity, integrity, service, excellence and commitment, and can be summed up in the biblical exhortation to "love your neighbour as yourself".

The actions and service that flow out of this foundation are for all people regardless of their faith conviction or position. Cringleford Hub will always serve and help according to need and irrespective of beliefs.

Volunteers

We would like to thank all the volunteers who work so hard to make Cringleford Hub a lively, vibrant, inclusive and welcoming community. In particular, we want to mention: our Café volunteers; our hospitality team for events communications and publicity team; those who host events in their home; those who enable and deliver frontline activities; those who donate skills, experience, time and enthusiasm; as well as those who work behind the scene, helping with activities such as setting up, planning and administration.



Across all of our connection making activities, over 90 people have volunteered in the past 4 years. Volunteers age from 12 to 84, include parents and working professionals, teenagers work alongside the retired, those convalescing from illness, those new to area (sometimes country) looking to make connections and many have their first experiences of volunteering with the Hub.

Volunteering opportunities include roles for trustees, event planning and organisation, a creative team to help generate ideas and artistic expressions, a hospitality team including bakers and those serving at events, publicity and marketing including social media, setting up and clearing up, events stewards, purchasing items, stock taking, evaluating impact and costs, administration, acting as key leads for groups, working with the children and preparing prayer stations.

Summary of Objectives, Activities, Achievements and Public Benefit

Responding to the challenges of increasing diversity is what inspired the inception of Cringleford Hub. Based in Cringleford, Norfolk, geographic diversity is visibly apparent, as the established village is separated from a significant new housing development by a dual carriageway. This physical barrier is accompanied by an increasing and expanding social demographic in Cringleford.

The first phase of new development sees a trebling of the village community, which brings with it increasing ethnic diversity (10% black and minority ethnic population compared to a 4% Norwich average). The need to grow in our mission to act as a catalyst to enable community spirit to flourish is all the more pressing with the continual expansion of the new housing development. From 800 new homes in the past 6 years, it is now expanding to 2000, with the completion of a further 1200 in the next few years.

The age range of the residents is also changing, with an influx of younger people. In addition, there are those coming from an increasing variety of financial backgrounds. Pockets of deprivation now co-exist in a village traditionally associated with the perception of affluence. This diversity inspired the foundation of the charity to react to the opportunities and tensions facing the new emerging community.

We are proud of the achievements of Cringleford Hub in this, our second year. They represent progress towards realising our vision for our community, which is underpinned by our values and the trustee's due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Our formal Charitable Objects are:

1. To provide or assist in the provision of facilities for recreation or other leisure time occupation for the public at large, in the interests of social welfare and with the object of improving the condition of life of the inhabitants of Cringleford and the vicinity.
2. The advancement of the Christian faith in accordance with the doctrines and teachings of the Church of England within the County of Norfolk.

We translate these formal charitable objects into a range of practical expressions. These are to facilitate:

- “living well”, in a holistic sense - physically, socially, spiritually, emotionally, relationally;
- intentional engagement with others, as individuals, families and groups;
- inclusion and cohesion as people encounter one another, sharing a sense of making a difference together;
- experience of Christian spiritual practices and spiritual exploration in a supportive community.



To fulfil our objectives we:

1. Create welcoming, vibrant, inclusive community spaces (online and in venues around the neighbourhood). These spaces are accessible to all without distinction of gender, sexual orientation, race or of political, religious or other opinions. These spaces act as a catalyst for community cohesion and as places for informal connections to develop into deeper, more intentional relationships.
2. Facilitate and co-ordinate a regular program of diverse activities, courses and projects that promote social, spiritual, physical and emotional 'living well'.
3. Facilitate opportunities to encounter and practice the Christian faith, in accordance with the doctrines and teachings of the Church of England.



Activities, Achievements and Public Benefit

1) This year, we have facilitated encounters by running, and encouraging others to run, a varied programme of activities, courses and projects:

Cringleford Hub is approaching the end of its second full year as a registered charity and has, to date, run over 430 events. In the past year, the Hub's regular activities have attracted more numbers and gone from strength-to-strength, including the weekly meetings of Willowtots, Breakfast Church has moved from meeting fortnightly to weekly sessions, and Book Club remains popular, with 6-weekly reading sessions and occasional cinema trips. The Running Club also met regularly throughout 2015.

A range of one-off events has promoted awareness of cultural and social inclusion, including a Diwali Party and a CalAid Drop-off session to help the refugees. The story of Easter was made accessible and explored through a craft and activities workshop, which was successful in uniting members of the established village with the new development; and Christmas saw a host of events which promoted people connecting with one another, including a Carols and Cappuccino session, a craft fair, a Christingle workshop and a New Year's Party.

The Hub has clearly moved out of its establishment phase and into a consolidation phase. This has led trustees to engage in a range of strategic reviews. In preparation for the departure of Revd Heather Cracknell and the arrival of her successor, the Hub has engaged (since March 2016) a part-time freelance administrator on a fixed-term contract to ensure an efficient handover. New trustees are being considered in relation to forthcoming skills gaps, transitioning to a new phase with the imminent departure of the pioneer, and stability and growth as the new housing development continues to rapidly expand.

As part of this review, the trustees felt the need to reach out to more people across the whole of Cringleford, to build community cohesiveness and be more inclusive. We have a vision for a range of

ventures, but current resources (human, financial, time and so on) did not allow new ventures to be pursued and the cafe to run in its current form. So reluctantly the difficult decision was taken towards the end of this financial annual review to close the café (last trading day being 14th May, beyond this reporting period, but closure procedures began during this year), in order to release capacity to undertake new activities.

The cafe, was a great success, due to the enthusiasm, generosity and energy of all the volunteers, especially the dedicated core team that remained to the end, and we traded for over 17 months. Over 3,600 hours were worked by 45 volunteers. 32 were trained and certified in food hygiene, 3 of the volunteers have gone on to paid employment, one part-time cafe supervisor was employed for 17 months, and 11 Duke of Edinburgh placements were offered to high school children.



But the cafe was a means to an end and not an end in itself. Looking forward, in addition to our other regular events, we are already making plans to undertake focus groups and online community consultations, in order to respond to community needs and desires by hosting new events as well as

new regular events for specific groups. We would like to thank the council and Willow Centre for all their support to date and look forward to our new chapter together

The online community is still thriving, with over 430 Facebook likes, a twitter presence and a website. Via the website, residents are encouraged to post calls for the formation of new groups and then maintain contact with those that are sustained. To date, this has inspired 26 calls from the community. Groups are wide ranging; just some examples are wine tasting, tool sharing, and swishing. We also hold a couple of face-to-face planning meetings a year, where people are encouraged to share ideas for activities and help with organising. This ensures community ownership and sense of belonging.

We are developing ...

A weekly Toddler Group, providing a low-cost activity in the Willow Centre (in comparison to other toddler groups, this is much more inclusive for those on all incomes).

An Activities Team of volunteers to ensure new and regular activities and events continue to happen and are varied and respond to community interest and needs.

A Communications Team of volunteers to ensure information about all activities and events reaches the widest number of people possible, as a means to promote volunteering and participation opportunities, and to share the good news of the successes in meeting our charitable objectives.

A hospitality team, to include all those who have volunteered, gained skills and for new members to be part of our baking, catering and welcoming team for Hub events. New registration of the Hub with Food Standards, due to its change in practices. Further food hygiene training for new volunteers who act in the hospitality team beyond the cafe.

Dementia Friendly Community initiative in partnership with the newly built Care Home.

Our relationship with the Parish Council, who run the Willow Centre, needs to be strengthened as we seek to continue to use the venue in the coming year. The Hub welcomes the prospect of a future cafe operation by another supplier in the future, as this would produce a hospitable venue for some of the Hub activities.

Promote donation giving culture and develop other social enterprises in order to diversify our income-generating activities. We seek to develop our portfolio of grant bidding, and the development of partnerships, which further and consolidate the Hub's charitable aims, and will help with in-kind or direct sponsorship, to contribute to the financial sustainability of the charity.

Public Benefit

The public benefit that ensues from these activities is that by bringing together the residents of Cringleford, and associating the neighbourhood and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation, the objective of improving the conditions of life for the residents is achieved (in accordance with the Recreational Charities Act 1958).

The public benefit of the Hub Cafe was twofold.

Firstly, we provided opportunities for volunteering, thereby promoting citizenship.

Secondly, the Cafe space advanced community inclusion and cohesion, by reducing the barriers to participation in activities. We identified factors that could contribute to social exclusion and acted on those needs identified, in particular responding to the changing demographic in Cringleford brought about by new housing development, which is causing an increase in social housing and ethnic diversity.

2) This year, we have also offered opportunities for people to engage with the Christian faith in ways relevant to contemporary living, within a supportive community:



Breakfast Church is an incarnational, contextual mission. It is a group of people who get together to informally explore the Christian faith and how to live well together, promoting social cohesion. We met fortnightly on Saturday mornings in the Willow Centre in April 2015 – March 2016. There is now a core membership with new people always welcomed, helping people take their first steps in their journey in faith, helping others reconnect and supporting those who are ill or vulnerable, prompting concern for neighbours as well as global issues.

Breakfast Church is for all ages, and begins with eating breakfast together. During this year we have changed its title from 'Hub Church' to 'Breakfast Church'. People have a chance to meet and get to know one another, relax and build connections. This breaks down barriers and makes people feel included: fear of not knowing what to do in church can prevent tentative first steps in participation, but everyone knows how to enjoy a good breakfast together!

We then move from physical to spiritual food, with a 'Food for Thought' session. By exploring the storytelling qualities of Jesus's wisdom and the Bible in general, our own storytelling allows us to personalise, apply, engage and journey as our faith community grows.

We also offer a craft activity, aimed for the children to help them understand the day's theme, but



often the 'young at heart' also take part, where adults and children share the experience together. Often play and mind-engaging activities are set up as well. On offer is also a reflective space as well as prayer stations, encouraging personal growth, supporting one another to live well, and reflecting on

contemporary national and global issues. No prior knowledge of 'how to' is assumed, and clear directions are given. A collective sense of shared experiences and journeying together is emerging.

In conjunction with St Peter's Parish Church, we hosted two family learning events in the form of an Easter and Christingle workshops. In this intergenerational forum, families were encouraged to explore the stories of Easter and Christmas through crafts and activities.

There was also a more regular Small Group gathering for adults on a Thursday evening twice a month, until Dec 2016, where a more quiet and focused time is available to discuss the theme from the previous Saturday Breakfast Church. This provided opportunities to learn and reflect more together. Various activities included videos, listening to music, activity sheets, directed discussions and close Bible readings. Due to timetabling difficulties, the plan has been to integrate a more reflective session onto the end of Breakfast Church sessions, for those who wish to remain for quieter time to reflect and go a bit deeper into the issues explored that week.

We are developing ...

Breakfast Church and small group to grow in numbers, deepen relationships and discipleship, and become financially more sustainable and develop indigenous leadership.

Public Benefit

All of these activities are of public benefit. Personal development is promoted through the teaching of spiritual practices and the encouragement of the development of a moral and ethical framework to live by, within a supportive community. This contribution towards spiritual and moral education includes specific activities for children. The opportunities on offer throughout the past year have contributed towards a better society in Cringleford, for example by promoting social cohesion and social capital, and encouraging pastoral care for those in need of practical or spiritual support.

3) This year we have created welcoming, inclusive community spaces online, which are a catalyst for community cohesion:

The inclusive and welcoming physical space of the Hub cafe has been complemented by the development of a virtual space and identity for Cringleford Hub. The virtual medium acts as a tool for sharing ideas, promoting connections and exploring issues. We have continued to develop the website and social media presences, with 304 followers on Twitter, 278 website members, over 400 Facebook 'likes' giving us a reach of over 600, and 98 email subscribers not from our website.

We are developing ...

Pinterest and twitter accounts could be more energised, more regular general updates issued to volunteers via email, and an Instagram account may be created. We will seek more volunteers to look after social media communications.

Public Benefit

The digital spaces act as another means to provide opportunities for volunteering, thereby promoting citizenship. They also improve the condition of life for residents of Cringleford and the neighbourhood by facilitating communal activities that promote 'living well' in a holistic sense.

In Summary, we are facilitating 'Living Well'

Thus, the activities of the past year have impacted on people's physical wellbeing (running), emotional wellbeing (supporting new parents), spiritual wellbeing (meditation, Breakfast Church gatherings), and social wellbeing (informal gatherings and events, as well as the cafe).

In summary, we feel we have a strong fit with local priorities, and make significant contribution to Cringelford being what the South Norfolk Alliance describe as a strong community, which could act as a model for other areas of new housing development:

"The South Norfolk Alliance believes that communities with the following characteristics are what we seek:

- Everyone has a sense of belonging and shares some common values. • Those from different backgrounds have similar life opportunities.
- The diversity of people's backgrounds and circumstances is appreciated and positively valued.
- There is mutual respect for differing opinions and views.
- Strong and positive relationships are being developed between people from different backgrounds in all areas of community life, including workplaces, schools and within neighbourhoods."

- 'Towards Stronger Communities' report



"A vibrant Voluntary and Community Sector is essential for a sustainable community. Community led groups and organisations encourage involvement with a wide range of activities and events, give people a sense of community and help them to feel included." - from 'Your Sustainable Community Strategy for South Norfolk' report



Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

CRINGLEFORD HUB

On accounts for the year ended

3 1 0 3 1 6

Charity no (if any)

1 1 5 7 1 6 3

Set out on pages

1

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 (~~other than that disclosed below~~*):

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
- to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed

Date

22/9/16.

Name

MARK ROLFE, FMAAT FCCA

Relevant professional qualification(s) or body (if any)

FELLOW MEMBER ASSOCIATION OF ACCOUNTING
TECHNICIANS
ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

Address

1, TULIP GARDENS,
CRINGLEFORD
NORWICH
NORFOLK NR4 7JY

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the
examiner wishes to disclose