

**WILLOWFIELD PARISH COMMUNITY ASSOCIATION
COMPANY LIMITED BY GUARANTEE****CHARITY REFERENCE AND ADMINISTRATIVE DETAILS
YEAR ENDED 31 DECEMBER 2022**

Registered charity name Willowfield Parish Community Association
Charity registration number NIC103336
Company registration number NI062808

The trustees

The trustees who served the company during the period were as follows:

Rev Clive Atkinson	Chairman
Stephen Harte	Treasurer
Pauline O Neill	Company Secretary
George Newell	
Isobel Blair	
Colin Birnie	
Peter Clugston	
William Withers	
Ruth Glover	

The trustees have delegated day to day management duties to Heather Purdy.

Secretary Pauline O Neill

Registered office The Micah Centre
149A My Lady's Road
Belfast
BT6 8FE

Auditor Jackson Andrews
Chartered Accountants
& Statutory Auditor
6 Mandeville Mews
Portadown
County Armagh
BT62 3NS

Bankers Danske Bank
Donegall Square West
Belfast
BT1 6JS

WILLOWFIELD PARISH COMMUNITY ASSOCIATION COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2022

The trustees present their report and the audited financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the financial statements and applicable accounting standards, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the charity's governing document, the Charities Act (Northern Ireland) 2008, Charities Act (Northern Ireland) 2013, The Charities (Accounts and Reports) Regulations (Northern Ireland) 2015, Companies Act 2006 and UK Generally Accepted Practice.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Willowfield Parish Community Association
Charity registration number	NIC 103336
Company number	NI062808
Registered office	The Micah Centre, 149A My Lady's Road, Belfast, BT6 8FE
	The trustees have delegated day to day management duties to Heather Purdy.
Auditor	Jackson Andrews, Chartered Accountants & Statutory Auditor, 6 Mandeville Mews, Portadown, County Armagh, BT62 3NS
Bankers	Danske Bank, Donegall Square West, Belfast, BT1 6JS

TRUSTEES OF THE CHARITY

The directors of the charitable company are its trustees for the purpose of charity law. The trustees who served during the year and since the year end were as follows:

Rev Clive Atkinson	Chairman
Stephen Harte	Treasurer
Pauline O'Neill	Company Secretary
George Newell	
Isobel Blair	
Colin Birnie	
Peter Clugston	
William Withers	
Ruth Glover	

PUBLIC BENEFIT STATEMENT

The Board of WPCA confirm that they have had due regard for the guidance produced on Public Benefit by the Charity Commission for Northern Ireland, and are pleased to report that during 2022 the Association has continued to provide Public Benefits through the programmes and facilities we offer.

WILLOWFIELD PARISH COMMUNITY ASSOCIATION COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2022

OBJECTIVES AND ACTIVITIES

The objects of the Association is to relieve poverty, sickness and the aged and to promote the benefit of the inhabitants of Willowfield, Woodstock, Lagan Village, the Mount and the surrounding area in East Belfast without distinction of age, gender, sexual orientation, disability/ability, race, political, religious or other opinion, by associating with the statutory authorities, voluntary organisations and the inhabitants in a common effort to advance education, and to provide facilities in the interests of social welfare for recreation or other leisure-time occupation, with the object of improving the conditions of life for the said inhabitants, and in particular:

- a) Children (Pre-school and Primary School Ages).
- b) Teenagers
- c) Unemployed Adults
- d) Single Parent Families
- e) Families struggling with poverty and deprivation
- f) The elderly and vulnerable.

ACHIEVEMENTS AND PERFORMANCE

Total income for the year was £288,162 (2021: £347,231). Donations and legacies income amounted to £285,880 (2021: £344,910), investment income amounted to £332 (2021: £46) and other income amounted to £1,950 (2021: £2,275).

Total expenditure for the year amounted to £316,288 (2021: £326,587). Project management costs amounted to £86,193 (2021: £90,835) and the costs of charitable activities amounted to £230,095 (2021: £235,752).

The net expenditure for the year was £28,126 (2021: net income of £20,644).

2022 continued to see Covid recovery as one of our main challenges as we sought to protect local people and staff from high levels of Covid prevalent in the community. We noted that some people were afraid to attend events, whilst others craved community and rebuilding connections and relationships with other people. Staff were a vital link for people, leading the way in responding to need as it arose and showing kindness and compassion in all that they did. We continued with our Kids, Youth, Moving Forward, Family Support, CAP and Outreach projects, seeking to renew and rebuild relationships with local people, some of whom we hadn't seen much during the Covid period. We were delighted to be able to move past Covid restrictions as the year progressed and have larger events, heading, over the course of the year, to more pre-pandemic levels of people attending our programmes and events.

We noticed a significant increase in people, including children and young people, reporting mental health issues and have sought to address these issues through our programmes. We partnered with East Belfast Community Development Agency to raise awareness of Mental Wellness and have introduced a "Rest and Reflection" element to our Tuesday morning Open House group, amongst other things.

We have enjoyed several placement students with us over the course of this year. We welcomed Cheyenne Roberts from Gordon College in Boston in February. Cheyenne was in Northern Ireland to spend a term at Stranmillis University College. Cheyenne was involved in our Kids and Youth programmes for 7 weeks on her placement and continued to volunteer with us for the rest of her time in Northern Ireland.

WILLOWFIELD PARISH COMMUNITY ASSOCIATION COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2022

ACHIEVEMENTS AND PERFORMANCE *(continued)*

We also welcomed Madi McClintock from Belfast Bible College who has given of her time all year on our Kids and Youth Programmes, attending Summer Schemes and helping out with Girls Group. In the Autumn, we welcomed Jack McFerran from Queen's University who did a three month placement with our CAP project, helping out with our Open House group and learning more about poverty and the related issues.

One of our first big events since Covid was a fun day to celebrate the Queen's Diamond Jubilee. Over 600 local people attended for a barbeque, bouncy castles and face painting. We were able to link in with many people from the area and it was a thoroughly enjoyable event for all! Staff were able to chat to people and provide information on our programmes and volunteers were very much appreciated as we hosted the event.

The WPCA Board took time out to attend a Strategic Review Day in June, facilitated by NICVA. This was a wonderful opportunity for the Board to spend time reflecting on our priorities and what we see as emerging needs coming out of Covid. As WPCA moves into its 20th year, it was important to review what we have done, where we are now, and what we see as the challenges and opportunities to come. Noticeably, coming out of Covid, it is important to consolidate and strengthen what we have, invest in our staff through training and seek to grow our volunteer base.

We were able to run our Summer Schemes this year, with larger numbers than during Covid. Many of the restrictions had eased significantly by this stage and our Kids, Family Support and Youth Summer Schemes were well attended and significant for those who attended. The weather was wonderful over the two weeks of the Schemes and we were delighted to welcome new families, as well as those better known to us. The following comments came as part of our feedback and evaluation:

"We loved it all, thank you to everyone who made it possible!"

"Everything was super fun! We enjoyed the crafts, Jump, Jiggle and Jive and the farm on the last day."

"I'm not sure there is anything that can be done to improve as the kids had fun and the leaders always make them feel so special like they are best kids on the planet. Willowfield have been blessed with some amazing youth leaders."

"There are not many youth programmes like Willowfield that include lots of fun, trips and make all the children feel like they are all important. The summer scheme is so important as it is in an area where a lot of families may not be able to afford holidays or day trips, Willowfield offers these families a chance for their children to get out of the area and just be children. It stops them being bored and maybe getting into trouble, they also get a chance to socialise and make friends."

"Having children and not be able to afford to take my girls out on loads of trips. My girls enjoyed going to summer scheme as it brilliant price for my girls and they really enjoyed doing the trips as there was a mixture of different trips each day."

"The wonderful volunteers that make it so much fun for the kids and really give them time and attention"

WILLOWFIELD PARISH COMMUNITY ASSOCIATION COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2022

ACHIEVEMENTS AND PERFORMANCE *(continued)*

In the Autumn, we had a Christmas Card Competition, where entrants from the four local primary schools and from our programmes designed a Christmas Card. Ten designs were chosen, made into Christmas Cards and were available for sale. This was a great opportunity to involve our local community in helping to raise some much needed funds. We also held a Christmas Tree Festival at the end of November. We had 60 Christmas trees set up as a forest trail in Willowfield Parish Church. These were decorated by 22 local businesses, 3 local schools, several local community groups and various groups from WPCA and Willowfield Parish Church. It was a great event, running over the course of a week. We had local politicians attending as well as the choir from Nettlefield Primary School who opened the event for us. David Brooks MLA said, "I can't think of a better way to connect so many different community groups and businesses with the church."

We also enjoyed Festival Brass who performed for us on the Friday night and we had a special visitor from the North Pole for visiting children. Coming at a time when we were in the midst of a cost of living crisis, we were conscious of the needs of local people and also the pressures of rising costs within WPCA. The Christmas Tree Festival was an opportunity for people to come together to celebrate Christmas after a couple of years when we weren't able to meet together as we might have wished to. The delight and excitement on children's faces as they walked round the trees, enjoying the lights and atmosphere, made this event really worthwhile and many people have asked us to repeat the experience as a yearly tradition!

In December officials from the Department for Communities paid us a visit and we were delighted to be able to show them all that was going on that day, including Nettlefield School carol service preparations, our Tots Christmas party organized by our family support workers, as well as give them a tour of our facilities. This visit also resulted in funding being approved for 10 new laptops to upgrade our IT capabilities, for which we are so grateful to the Department for Communities!

We have benefitted from good links with other statutory, voluntary and community groups in the area, collaborating with East Belfast Alternatives to work with a group of boys. We are also involved in a number of local forums and network groups which help us to keep informed about local issues and what other groups are doing in the area so that we can offer complementary services and support each other. We look forward to building on these good relationships over the coming years.

Staff and Volunteers

As always, our staff and volunteers are what make WPCA what it is. We have wonderful staff who continue to go the extra mile and pour their hearts into our community. We are so grateful for all that they do and the selfless manner in which they do it. Our volunteers give generously of their time, in the midst of busy lives and for that we are enormously grateful. We could not do what we do without their help and support.

In terms of staffing this year, we welcomed Shannon Smillie into our Moving Forward Project. Shannon has great experience working with young people and students and we look forward to seeing this project develop with her involvement.

Hilary McClay, who had been Development Manager for ten years, left her role in July. As part of the succession planning, she had been working alongside the new General Manager, Heather Purdy for several months before finishing in July as the Administrator, Alice McCallum, returned from maternity leave. We wish to publicly thank Hilary for her leadership during her time at WPCA and acknowledge the huge part she played in the inception of WPCA. She has had an enormous impact and influence on the organisation and we wish her well as she moves on to other projects.

WILLOWFIELD PARISH COMMUNITY ASSOCIATION COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2022

FINANCIAL REVIEW (including reserves policy)

At the end of 2022, there is a £40,950 of a surplus in unrestricted funds, of which the Board has set aside £38,000 as a salary reserve representing 2 months salary costs; and there is a surplus on restricted funds of £573,997.

The Board is so grateful for the donations and grants we received during 2022 from many charities, grant making bodies, churches and individuals including:

Belfast City Council, Church of Ireland Priorities Fund, Church of Ireland Orphans and Childrens Society, Garfield Weston Foundation, Enkalon Foundation, Department for Communities, The Tudor Trust, The Ardbarron Trust, David Irvine Foundation (CFNI), Archer Trust, TBF & KL Thompson Trust, EBCDA, Irish Youth Foundation, Hinchley Trust, Anchor Foundation, Halifax Foundation, Belfast Harbour Community Awards, Youth Action NI, Co-op Community Foundation, East Belfast Alternatives, Maurice & Hilda Laing Charitable Trust, Hinchley Trust, Victoria Homes Trust, MindMatters CoI and other donors who wish to remain anonymous.

The policy of the Management Committee is to maintain reserves at such level as limits the risk from a future downturn in income or from increased expenditure in the longer term, including expenditure on fixed assets.

PLANS FOR FUTURE PERIODS

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Willowfield Parish Community Association is a charitable private company limited by guarantee and not having a share capital, whose registered office is situated in Northern Ireland. The Company was incorporated on 24th January 2007, commenced operations on 1st January 2008 and is recognised as a charity by The Charity Commission for Northern Ireland (charity reference number NIC 103336).

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment, appointment, induction and training

Unless otherwise determined by the Association in General Meeting, the number of Trustees shall not exceed fifteen and shall not be less than five. The Board shall comprise of The Chairperson (and Trustee) who at all times will be the Rector of Willowfield Parish Church or other person appointed by him/her to act in that capacity and the number of trustees appointed as follows, half of whom shall be appointed annually by the Select Vestry of Willowfield Parish Church, to be known as "nominated trustees" and half of whom shall be elected at the Annual General Meeting (AGM), to be known as "elected trustees".

All trustees shall be members of the Association. Elected trustees shall hold office for a period of up to two years and shall retire by rotation, with the longest serving half to retire at each AGM. Retiring (elected) trustees shall be eligible for re-election. The number of nominated and elected trustees shall remain equal at all times.

WILLOWFIELD PARISH COMMUNITY ASSOCIATION COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT *(continued)*

The trustees have the power at any time to appoint any person to be a trustee to fill a casual vacancy. Any trustee so appointed shall hold office only until the next following AGM and then shall be eligible for re-election/nomination.

Appropriate training and induction is available to all trustees.

Risk Management

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Charity, and are satisfied that systems are in place to mitigate an exposure to major risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors. These procedures are periodically reviewed at least annually to ensure that they continue to meet the needs of the charity.

Organisational Structure

The Board meets on a regular basis throughout the year, and by careful analysis of management accounts considers if there are any major risks to the future and to ensure that the company is a going concern and able to continue its work to benefit local residents in the Willowfield area of inner east Belfast.

TRUSTEES' RESPONSIBILITIES STATEMENT

The trustees (who are also the directors of Willowfield Parish Community Association for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**WILLOWFIELD PARISH COMMUNITY ASSOCIATION
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2022

TRUSTEES' RESPONSIBILITIES STATEMENT *(continued)*

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware;
and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

AUDITOR

Jackson Andrews are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:
The Micah Centre
149A My Lady's Road
Belfast
BT6 8FE

Signed by order of the trustees



Pauline O'Neill
Company Secretary

24 - 4 - 2023