

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENT FOR
2019/2020**



The Life Project (Bath)
Registered Charity: 1142459
Company number: 07573284

THE LIFE PROJECT (BATH)

ANNUAL REPORT AND FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2020

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The trustees present their report for the year to 31 March 2020. Due to the trustees' status as directors under the Companies Act 2006 this report constitutes a directors' report as required by section 415 of the Companies Act 2006 and has been prepared taking advantage of the exemptions conferred by Part 15 of this Act.

1. OBJECTIVES AND ACTIVITIES

The overall objective of the charity is to promote and protect the health and wellbeing of people with learning difficulties or other mental or physical disabilities in Bath.

The Life Project is committed to:

- Providing a home(s) for life, rooted in Christian principles and ethos, with opportunities for spiritual growth, leisure, learning, training, education and employment for people with disabilities, primarily learning disabilities, reflecting their individual needs; to fulfil their potential in community together, living lives that have purpose, security and dignity.
- Enabling each of these vulnerable people to live a vibrant and abundant life, expressing their God-given gifts/talents and positively impacting the community around them. Also offering the church and wider community an insight into the significance and power of inclusive and intentional Christian community.
- Providing an environment where these individuals can grow and mature in their relationship with God and respond to His 'call' on their lives.

The trustees have had due regard to the Charity Commission guidance on public benefit in deciding what activities we should undertake and confirm that all our activities are undertaken to further our charitable purposes for the public benefit.

We set down three key objectives for the year 2019-2020 and our performance against these are reported in detail in Section 2 of this report.

In summary Life Project ongoing activities over the year comprised:

- creative and purposeful activities in the Old Acorn Barn, meeting twice weekly
- maintaining an allotment
- a weekly parent carer 'drop in' group with play area for pre-school children
- evening activities for adults in the Springs group, meeting twice monthly
- afternoon activities for families in the Mini-Springs group, meeting monthly, and
- a programme of social events for families, friends and volunteers.

Life Project staff, volunteers and families are members of a number of Christian churches and congregations around Bath and NE Somerset and are committed to the Christian ethos of the organisation. They strive to reflect these Christian values in the way they contribute their efforts to Life Project work and activities.

2. ACHIEVEMENTS AND PERFORMANCE

Overview

The Life Project worked assiduously to progress its aims and objectives for 2019-2020 throughout the year and trustees undertook a specific review of medium-term strategic goals at an away day in December 2019. New approaches and timelines were ratified in March 2020. As the reporting year drew to a close we became aware of how our goals and activities might need to change in the short term due to the COVID-19 crisis. Projects and activities abruptly ceased to take place in face-to face format and a 'crisis team' of trustees and the Operations Director was convened on a weekly basis from the new financial year to address the critical operational and financial implications of the pandemic.

2.1 Achievement against objectives

Our stated strategic framework for the financial year from April 2019 to March 2020 concentrated on three key strands namely:-

- Homes for Life
- Community Projects
- Communications and Resourcing

Our priorities, and progress made in achieving key goals, within each of these strands were as follows:-

Homes for Life

- a) *To continue to pursue the potential partnership with the HAS Trust with a view to purchasing a property for use by Life Project community members.*

We have remained in close contact with the HAS Trust which completed the purchase of a two flat property in Bloomfield Park, Bath in 2019 with a view to making adaptations to form a single dwelling for use by potential housemates. Initial discussions were held with Golden Lane Housing about managing this arrangement with a view to housemates moving to it in August 2021. Planning these new arrangements are ongoing.

- b) *To support Life Project community members transitioning from living at home with their parents to moving into the property mentioned above.*

Moves to create a new housemate group to potentially move to this property made a slow start but due to unexpected changes in circumstances for a current household of housemates associated with the Life Project it was agreed that this group would be prioritised for the new HAS trust house. We continue to be alert to others who are looking for future supported accommodation and developing independent living skills remain an objective in our project activities.

Community Projects

- a) *To research and launch a new project based in the Barn providing additional support for adults with learning disabilities.*

In April 2019 we applied and were successful in gaining a grant from the St John's Foundation for a new one-year post, Barn Development and Outreach Worker, designed a) to reach out to the local community and discover what activities were wanted and needed by the many adults with learning disabilities whose needs are currently not catered for, and b) to maximise the asset we have in the Barn facility to improve the sustainability of the Life Project's work. We appointed Tom Riley to this post and he commenced work in September 2019 (see details of his work in Section 3.2).

One objective of this development was to increase daytime activities at the Barn to three days by September 2020 and to ensure the wants and needs of individuals were fully taken into account and thereby potentially extending the range of interests and skills beyond those currently delivered. A second objective was to consider the opportunities for those with mild learning disabilities who may not have personal budgets but who are looking to develop personal skills and enjoy a range of social activities. Whilst a variety of options have been considered piloting any new programmes has been put on hold due to the onset of COVID-19 and social distancing restrictions.

This and our other community projects have continued to develop their reach into the community with new relationships built with local SEN schools and colleges and networks of potential service users. The new Springs group for those in Keynsham and Saltford was trialled and about to launch just as lockdown began in March 2020 so we look forward to this and other developments reaching fruition when safe to do so in 2020-21.

Communications and Resourcing

- a) *To expand the volunteer base and recruit new Trustees.*

We were successful in recruiting two new female trustees in the reporting year, Ruth Taylor and Alison Tucker, achieving our desire to better reflect the gender mix of our board and service users. Both come with impressive work experience in the health and social and care sectors and Ruth has now undertaken the role of the Life Project's Safeguarding lead.

The position of Chair of the Life Project Board of Trustees was not taken up by any current trustees and remains unfilled despite advertising the position through local churches and third sector networks from November 2019.

A small number of new volunteers have joined our projects during the year though appeals for volunteer assistance for events and fundraising, and help with central administration, has not been forthcoming. More targeted advertising of these needs will continue in 2020-21.

b) To develop our ICT capabilities and use technology to reach out to a wider audience.

We began our work to improve IT safety and performance by recruiting a new IT support company in Bath who reviewed our IT functionality and recommended improvements. We were successful in gaining a grant from the Woodward Resilience Fund to carry out the recommended IT improvements and this provided additional resource to fund the development of a new website which was launched in 2020 and which better reflects the breadth and scope of Life Project work to all who engage with us digitally.

The year saw a significant expansion of our reach to potential users and supporters of all ages by the use of social media. We are now regularly using Facebook, Twitter and Instagram to promote our cause with news updates and fundraising prompts. We also use the online campaigning facilities of LocalGiving to support our fundraising activities.

As the reporting year came to a close with the onset of the Coronavirus lockdown we were spurred into using new digital tools to communicate internally and externally such as Zoom and YouTube and we continue to utilise these new formats to address the challenges of communicating well in particular to those we support.

2.2 Additional strategic activities during the year

a) Life Project Membership

Trustees have long held a desire to extend membership of the Life Project to all those who are committed to the work of the Life Project and share in its community: as service users, family, friends, volunteers or staff. A working group devised a new model for membership, and it was launched at our AGM in October 2019. Whilst initial interest has been slow the meaning and benefit of being a Life Project Member will be re-promoted across the organisation in 2020-21.

b) Extending our reach

Efforts to spread knowledge of our work has continued, especially to the churches of Bath and through diocesan links. The Life Project signed up to the *Compassionate Communities Charter* which is facilitated through the Bath 3rd Sector Group network – a concept that has come into its own through the COVID-19 lockdown. We continue to seek ways of making our project work accessible to more people and have proactively looked at spreading our reach to other parts of the city, in particular south of the river.

In summary

We are thankful for God's ongoing faithfulness and provision to the work of the Life Project. We have also been humbled by God's response and provision to us with generous gifts, fundraising successes and unforeseen avenues to grant funds which have opened up, in particular as the year closed with uncertainty looming for all charities like our own.

We continue to be blessed by the skilled and dedicated people who work and volunteer for us which has ensured that we can continue working with and for the individuals that we support. The following details about our projects and activities demonstrate their inspiration and commitment to our ongoing work.

3. LIFE PROJECT ACTIVITIES (detail provided by project coordinators)

3.1 The Old Acorn Barn

Activities at The Barn continued on the established basis of two days a week during term time with three main aims:

- to provide opportunities for learning and training in skills necessary for producing quality items and increased independence in daily living
- to create an environment which nurtures healthy relationships, whilst celebrating uniqueness and encouraging personal growth
- to generate ways in which we can positively impact the wider community

Most days started with time at the allotment, then later making items in the workshop, art and craft, cooking and time to enjoy the beautiful countryside around the Barn. After a freshly cooked lunch, drama and music filled the afternoon sessions. New this year was the opportunity for Makers to work one-to-one learning musical pieces to play, sing or improvise. Our workshop continued to be a real hub of activity providing dedicated working space for our plant support project as well as some new wooden products such as clocks, pencil blocks, boot jacks and serving platters.

Three paid staff lead the activities each day, aided by several volunteers and personal assistants who support our Makers during sessions. Our team has an international make-up and we love the richness this brings. In the depths of winter (when unable to attend the allotment) we also benefitted greatly from additional Pilates sessions which were good exercise for our Makers and gave confidence, strength and freedom of movement.

In June 2019 we opened our doors again to our neighbours, family and friends and offered cream teas on two glorious summer afternoons. Then, during the summer and Easter holidays, we ran a programme of special activity days. The slideshow put together at the end of the summer demonstrated that a diverse and joyful time was had by all including cycling, weaving, forest skills and a day on the Litanian canal boat.

Much of the autumn was spent preparing items to sell at Bath Christmas Market. The skills learned and the satisfaction of making quality items that people wanted to buy was a great boost for our Makers. We also participated in other community events like the Keynsham Christmas Tree Festival and Englishcombe church's harvest and carol services.

Each term has an over-arching theme and this year we focused on:

- Hopes and dreams. Makers were encouraged to explore these topics and the culmination was a beautiful piece of wall art depicting their dreams on flying kites.
- Home. As well as thinking about our own homes and how to take care of them (important for daily living skills) we thought about those who are homeless. The Makers worked on a powerful drama depicting a refugee family and linked this to the Christmas story.
- Small changes that make a big difference. Here we discovered small ways we can make a positive change to our world both environmentally and in our relationships. Our Makers were able to see that they can make a positive impact on the world around them.

3.2 Barn Development and Outreach

Having received a year's funding from St John's Foundation for this new development, the charity appointed Tom Riley in September 2019 with the purpose of researching the potential for providing additional daytime activities at the Barn and then trialling and running at least one new day per week to develop a sustainable model for the work to grow in the future.

Tom has reached out and successfully increased awareness of the Life Project and the Barn, consulting widely with as many relevant people and local organisations as possible. These include: local clubs for adults with learning disabilities, parents/carers, SEN schools and colleges, doctors, social workers and Englishcombe residents. He also investigated possibilities of revenue-producing activities to contribute to employability and sustainability and has established some good connections with local projects (including a horticulture training scheme) which could lead to partnership working in the future.

The conclusion of these consultations has been that, due to the limited size and out-of-town location of the Barn, sustainability will best be achieved at present by reaching and serving people with a personal budget and similar needs to those already attending the two existing days. It was felt that in the first instance we needed to focus on the Barn's unique selling points – its beautiful peaceful location, the wholesome and meaningful activities on offer, and the strong sense of welcome and belonging for everyone there.

With this in mind, visits were arranged for key SEN school teachers, college link tutors, and social workers to see the Barn in action. Their positive response led to a number of visits from parents and students preparing for transition to adult services, resulting in four young adults expressing an intention to attend the Barn in September 2020. Teachers and link tutors also indicated they have students, finishing in the next two years, who they wish to introduce to the Barn.

Additional developments: In response to the findings of his research, Tom is also investigating the possibility of establishing some new club-like activities aimed at drawing in a wider range of people and increasing the breadth of the Life Project community. These ideas include a drama workshop, a walking group and a music group or choir.

The way forward: Based on how this new role has enabled the Life Project to broaden its reach, lay the foundations for a new day at the Barn, and establish key connections that promise to feed in new people for the years ahead, it is hoped that funding will be secured to enable the role to continue beyond the end of the current contract. We are hopeful that the newly gained momentum could lead to the establishment of a further additional day in September 2021.

3.3 Allotment Project

This project is based at the Monksdale Road Allotments where the Life Project is assigned a large plot, with six high raised beds, four ground level raised beds and a further level patch with a circular paved area. Makers from the Barn start each day there and during harvest time crops are shared and taken back to the Barn to cook for lunch.

We are fortunate to have such a lovely large plot and we remain enormously grateful to our volunteers who help us maintain it as well as occasional working parties from local businesses who give us a day's hard labour from time to time. This year we were helped by working parties from Lyons Foods and Royal London Insurance who, following their experience, have been keen to remain in touch with the Life Project. We benefit hugely from the heavy jobs they do that we cannot manage, and everyone enjoys meeting the Makers. These are invariably very joyful occasions.

3.4 Parent Carer 'Drop-in' Group

This group, which was set up to support those with caring responsibilities for children or adults with learning disabilities, continues to provide a safe space where parent carers can take time out and find mutual support. The format includes enjoying a café style meeting place, sharing lunch and an optional Pilates session. This opportunity to truly relax has created a strong focus on the carers' own physical health and mental wellbeing.

We have enjoyed a second year meeting at the Weston Hub, a venue which benefits from parking and outdoor space. Numbers attending have continued to increase – in March 2019 there were 20 people registered with up to 12 regular members, but by the end of March 2020 there were 30 people registered with 18 regular attenders. There has been a natural ebb and flow of the group with some members being with us for over two years and others using the support for a season. The WhatsApp group, which remains a key tool for peer support, has provided a bridge for those who, for a variety of reasons cannot attend the sessions, know they can still access support if they need it.

We have benefitted from having an additional project worker in post who has experience in family support. The growth of the group has meant that there have been some days when the room has felt too small to accommodate the numbers, especially as more parents are attending with pre-school children and using our crèche facilities so they can access the Pilates session. We had considered the need for an additional playworker but progress on making an appointment was interrupted by the COVID-19 crisis. Termly retreat days at Wick Farm outside of Bath have continued and the format of these days allows participants to completely switch off, unwind for the day and to build friendships.

Feedback from the group continues to demonstrate that this supportive network of people, who share very specific caring responsibilities, are able to creatively combat their feelings of isolation and low levels of mental health and wellbeing. However, moving into lockdown in March has already demonstrated how quickly the challenges of caring have created a significant level of stress which we are looking to creatively offset by maintaining contact in the coming months.

3.5 Springs Group

Springs, our fellowship group for adults with learning disabilities, continued to meet twice monthly in the evening for sharing, worship, Bible study and prayer. The group now has around 20 regular members and 11 committed volunteers. Members come from across Bath and from a variety of churches, or none. The group meets at the Weston Hub and transport is provided by the team either in a minibus or in private cars. Members are asked to contribute £25 a year to help cover costs and we have also been kindly supported by further grants from the Jug of Oil Trust and Widcombe Baptist Church.

Over the year we concluded a series of meetings where members shared their faith stories and we moved on to look at well-known Bible passages and how they might be relevant to us. Each member loves contributing by taking their turn to be the leader of the meeting, playing instruments when we sing or by taking part in discussions. The time of prayer is very precious at the end of each evening when anyone can share anything that is troubling them or the things they want to give thanks for.

In the summer we enjoyed another summer meal in the garden of the Old Acorn Barn and at Christmas we enjoyed a Strictly Come Dancing-themed party at St Mary's School.

During the year an additional group for those based in nearby Keynsham was discussed and eventually trialled with a social event at the One Community Trust base in the centre of town. With a new group name 'the K-team' and a monthly programme ready to go our new members and leaders were disappointed when lockdown prevented all but the initial meeting in February from going ahead.

3.6 Mini-Springs Group

Over the past year Mini Springs has been led by its two project leaders and supported by a volunteer. Its aim remains the same: to see families who have children with additional needs and their siblings be able to access and engage with age appropriate Biblical input and fellowship time within a safe and fun environment. There has been an increase in families engaging with the group this year which has been really exciting, and there are now six families who regularly attend a session.

The group has continued meeting at the Weston Hub on the first Sunday of the month. This year we have been looking at creation and taking time to marvel at all that God has made. This has included lots of sensory play and story-telling, getting wet exploring water and muddy planting seeds!

In March 2020 we needed to meet on Zoom, which is more challenging for our families to access but we have plans over the COVID-19 crisis period to reach out to them with post, emails and phone calls.

It has been great to journey with these families, and Mini Springs has become a place of community for the families that attend each month. There is a real joy and positive atmosphere which stems from our time together. From the stories we share, to each young person being given opportunity to choose a song, everyone is included and has a part to play in the session.

3.7 Social Programme

The aim of the Life Project socials has been to build a time when everyone involved or associated with the Life Project can come together, where friendships and trust is built and people gain a deeper knowledge of one another, thus bridging the gap between the different projects.

Socials continued to take place on a bi-monthly basis in 2019, encompassing a variety of activities at different locations, though the best attended seem to be the city centre events such as the curry evening, the '80s disco and picnic in the park. Sadly one event was cancelled through lack of interest and the barn dance scheduled for March 2020 could not take place because of lockdown. However other ad hoc social opportunities such as bowling sessions and eating out, were able to take place as part of our project programmes.

We continued to evaluate, during the year, what work in terms of activity and frequency and acknowledged that transport, in particular, is a key factor in enabling everyone to participate.

4. SAFEGUARDING

The Life Project has continued to subscribe to *Thirtyone:eight* (previously known as the *Churches Child Protection Advisory Service*) and to use them as the umbrella organisation for the processing of Disclosure and Barring Service applications for volunteers and staff.

There were no serious safeguarding incidents during the reporting year, but we have consulted with *Thirtyone:eight* experts for occasional advice where we felt it necessary.

Our Safeguarding Policy was reviewed and brought up to date in September 2019.

5. FUNDRAISING

5.1 Community Fundraising

Following the success of the new community fundraising strategy in 2018-19 ambitious targets were set, and met, in 2019-20. A variety of challenges and events were organized through the year culminating in our most successful event to date, the Bath Half Marathon 2020, at which we raised £12,500.

Highlights of the fundraising calendar included the now annual cream tea on two very sunny summer days which drew lots of local people to the beautiful rural setting at the Barn; a Swim 100 event produced some magnificent achievements in terms of lengths swum and then the Life Project's first foray into the Bath Christmas Market was an exciting opportunity to generate significant interest in our Makers' products. Additional personal challenges in aid of the Life Project included a concert in Bitton, the South West Coastal Path walk and a run through the Two Tunnels. The Life Project really appreciates all the immense energy and effort put into raising funds in these innovative ways.

We continued to pursue raising the number of regular givers to the Life Project and were also in receipt of one-off and regular financial support from a number of local churches, including All Saints Weston, Widcombe Baptist, Holy Trinity Combe Down and St Mary Bathwick.

5.2 Grant funding

The identification and sourcing of dedicated funding to support the work of the Life Project has continued to be a time consuming and sometimes frustrating task, though assisted by some pro bono consultation and support by a professionally qualified charity fundraiser. Priority was given to seeking funding for up to three years for core costs and some significant bids were made, albeit unsuccessful. This meant that core cost requirements continued to be covered largely by general donations and fundraising activity.

Successful applications however were submitted for key developments such as those to the for the Barn Development and Outreach Worker post and our IT and web related development work. We also received further support for the Springs and Mini-Springs groups.

Part way through the year we were successful in being nominated as a locally supported charity for the national Co-op Community Fund and we look forward to being advised of the full year total raised in October 2020.

Therefore we would like to extend our gratitude to the following funding bodies that have supported us this year:

- St John's Foundation
- Leonard Stoate Charitable Trust
- Woodward Resilience Fund
- Jug of Oil Trust
- The Co-op Community Fund
- Waitrose Community Fund

6. FINANCIAL REVIEW

Over the year, the Charity received income of £93,910, with expenditure of £89,710, and finished with a surplus of £4,200. Income was down by 17% on the previous year, reflecting some significant grants received in that year. Expenditure was also down on the previous year, due largely to not having a Time for God volunteer or paying for specialist support at the Parent Carer group.

At 31 March 2020, the Charity had net assets of £50,566 of which £27,200 were restricted funds and £23,366 unrestricted.

After some uncertainties during the previous year, the finances were more stable in 2019/20 and, as the year drew to a close, the trustees were confident that the Charity was financially secure to deliver its established programme of activities for 2020/21. However, at the very end of the year the initial effects of the COVID-19 pandemic were being felt, with all activities being closed down in late March. This has had only a minor impact on the current year accounts, and the trustees have responded swiftly to the changes since then.

Looking further ahead, the Life Project will need to secure additional funding for its core costs and to support the preparatory work for setting up new programmes. The trustees are continuing their efforts to broaden the range of income sources to become less dependent on grants, with the main success to date being developing and sustaining a fundraising strategy. In addition, the final instalment of the Parent Carer grant is due late in 2020, so new funding will need to be sought to maintain that work beyond 2021.

Investment policy

The increased turnover means that there has been generally more money in the Current Account, so the Life Project also holds funds in a Deposit Account and a Treasurer's Reserve Account so as to provide some interest. These savings have been placed with Triodos Bank, which has a strong ethical investment policy.

Reserves policy

The trustees have examined the charity's requirements for reserves in the light of the main risks to the organisation. As a result of this they aim to hold reserves equal to at least three months' unrestricted running costs. This is to ensure the continued running of the charity if unrestricted funding decreases, until new sources of funding can be found. At the year-end unrestricted reserves were £23,366, amounting to over four months' unrestricted running costs.

7. FUTURE PLANS

The opportunity for the trustees to examine the direction of travel for the Life Project, whilst acknowledging the many changes in the last 5-10 years in terms of the social, political and economic landscape, was a valuable exercise which produced both a confirmation of core goals and acknowledgement of new opportunities and emerging challenges.

When the following three strategic themes were identified no-one was aware of the specific trials which would befall our work (and the world) as we set upon devising a business plan to meet these goals starting in April 2020. We quickly became aware not only of delivering our services in very different ways but also of the anticipated constraints of future funding and of the challenges of reacting quickly and creatively to changing circumstances.

Therefore meeting the following themes and objectives remains our aspiration, whilst recognising the time-frame in which they can be met may be protracted.

Strategic Theme 1 - To become a sustainable organisation

- a) To establish a balanced portfolio of fundraising activities in order to diversify our income streams (e.g. to include community fundraising, personal giving, grant funding);
- b) To maximise the use of the Barn by increasing activity days to at least three days per week and thereby its contribution towards central costs;
- c) To increase the contribution made via trading, e.g. products or commissioned services;
- d) To expand the volunteer base to support and sustain existing and future services.

Strategic Theme 2 – To expand our reach and impact

- a) To sustain and further develop the Outreach Worker role for the development of new initiatives and activities catering for the currently unmet needs of our learning disabled (LD) community;
- b) To develop our profile with the churches in Bath, demonstrating that the Life Project offers credible Christian outreach and is the organisation that can assist them to support those within their congregations with learning disabilities;
- c) To increase our presence and profile across our local area through social media and networking;
- d) To actively develop our relationships with potential partners e.g. Liveability, B&NES/Virgin Care, Golden Lane and other smaller local organisations.

Strategic Theme 3 - To nurture and grow the Life Project 'community' of families, individuals and housemate groups

- a) To promote the sense of belonging to a Life Project community amongst all those associated with our work and mission;
- b) To continue working with HAS to establish our first Life Project home in Bath;
- c) To develop proposals for purchasing our own house(s);
- d) To develop a Chaplaincy service for the households we support and to provide prayerful support for the whole organisation including staff, volunteers, groups and project teams.

8. STRUCTURE, GOVERNANCE AND MANAGEMENT**8.1 Governing Document**

The organisation is a charitable company limited by guarantee. 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. The company was incorporated on 22 March 2011. The company was registered as a charity on 17 June 2011.

The Life Project (Bath) was initiated by over a dozen Christian families, mainly from the Bath area but also including Keynsham, most of whom had children, teenagers or adults with a range of learning disabilities. The families involved represented a variety of different denominations, but all shared a vision and passion for enabling their children to play a full role in the life of the church and in the community. The Life Project (Bath) aims for the highest standards of care and professionalism but is not seeking to create a home(s) or meaningful occupation(s) that isolate or removes those with learning disabilities from the wider world.

8.2 Governance Roles

The directors of the company are also charity trustees for the purposes of charity law.

Role descriptions for the Chair of Board and for individual trustees were updated in 2017 and a Code of Conduct for Trustees and other guidance and induction documentation has been collated for use by new trustees.

8.3 Recruitment and Appointment of the Trustees

The trustees regularly review the skills and experience base of its board and new trustees are sought to reflect the needs of the organisation. A three-year term of office, with potential to renew, has been established. Based on a skills audit of trustees and identified skills gaps, potential trustees are approached. In order to join as a trustee DBS clearance is checked and new trustees must sign up to all elements of the Confirmation of Trustee Appointment form. Two new trustees joined the board during the 2019-2020 year and one trustee resigned.

8.4 Trustee Induction and Training

Induction is seen as a key element in retaining and supporting trustees. New trustees are given clear advice and support in relation to their obligations. A new Trustee Induction Checklist has been put into use and all relevant documentation is made available, including: details of its resourcing, the current financial position as set out in the latest set of accounts and information about future plans and the strategic development of the charity. Other training organised by the staff has been made available to trustees.

8.5 Day to Day Management

The charity is run by its Operations Director, Sue Snell, and during 2019-20 seven part-time staff. The office base is based at 13 Church Street, Weston, Bath, BA1 4BU.

9. RISK MANAGEMENT

The Life Project maintains a risk register that captures the main events that might have a significant adverse impact on the Life Project's service delivery, service users or financial/reputational integrity.

The register describes the event, the impact of the event being realised and the probability of it happening with a simple red, amber, green score-based marking system, and whether the risk can be treated or tolerated. Each Life Project activity has its own Risk Assessment and these are regularly reviewed between the Project Coordinators and the Operations Director with relevant elements being included in the management level risk register.

At the start of the year there were seven risks relating to the funding of key paid posts and building leases, having sufficient activity leaders and deputies, safeguarding, health and safety and data protection. During the year new risks have been identified related to the need to recruit a new Life Project chair, the extension of the Barn Development Worker post, the capacity of the hub to accommodate the growing number of pre-school children effectively, legislation on new employment contracts and the impact of the emerging COVID-19 pandemic. As the reporting year drew to a close the business continuity plan was being revised to reflect the emerging crisis and actions such as identification of staff for the Government's Job Retention Scheme were being put in place to mitigate impending financial risks.

Risk is on the standing Trustee meeting agenda and all red/red, red/amber, amber/red risks are reviewed at every Trustee meeting and all updates documented. The trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks effectively.

10. REFERENCE AND ADMINISTRATIVE DETAILS**Name and Charity Number:**

The Life Project (Bath)
Registered Charity Number: 1142459
Company Number: 07573284

Registered Office:

61 Cedric Road
Bath
BA1 3PE

Trustees:

Clive Brooks
James Couchman (Chair, resigned 20/10/19)
Colin McSherry
Duncan Nash

Tony Russell
Ruth Taylor (from 20/10/19)
Alison Tucker (from 13/11/19)
David Twine

Independent Examiner:

Colin Goater
102 Freeview Road
Bath
BA2 1DZ

Bankers:

The Co-operative Bank Plc
PO Box 250
Skelmersdale
WN8 6WT

Triodos Bank UK Ltd
Deanery Road
Bristol
BS1 5AS

11. TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The charity trustees (who are also the directors of The Life Project (Bath) for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each 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 the financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and 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;
- Prepare financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

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


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.

Statement as to disclosure to the Independent Examiner

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant audit information, being information needed by the Independent Examiner in connection with preparing their report, of which the charitable company's Independent Examiner is unaware; and
- the trustees, having made enquiries of fellow directors and the charity's Independent Examiner that they ought to have individually taken, have each taken all steps that they are obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the Independent Examiner is aware of that information.

Approved by the Trustee Board on: 16th September 2020

and signed on its behalf by:  Duncan Nash (Trustee)

12. INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LIFE PROJECT (BATH)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Name: 
Colin Goater

Date: 23/7/20

Address: **102 Freeview Road, Bath BA2 1DZ**

13. STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

INCOME AND EXPENDITURE		Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds	2020	2019
INCOME	Note	£	£	£	£
Donations		8,929	0	8,929	12,494
Gift aid on donations		1,778	0	1,778	1,588
Grants receivable		694	35,000	35,694	55,415
Contributions towards activities		27,378	1,228	28,606	26,079
Fundraising income		18,694	0	18,694	16,998
Interest on bank		210	0	210	56
TOTAL INCOME		57,682	36,228	93,910	112,631
EXPENDITURE					
Fundraising costs		1,654	0	1,654	2,260
Charitable Activities					
Activity costs		1,034	4,136	5,170	11,172
Allotment costs		0	110	110	1,859
Transport costs		553	0	553	745
IT costs		116	0	116	120
Staff travel and expenses		2,078	542	2,620	1,640
Equipment and tools		966	56	1,022	819
Volunteer gifts		214	58	272	141
Staff Costs	4	40,895	21,742	62,637	61,255
Telephone, stationery and postage		599	0	599	634
Administration costs		354	0	354	1,717
Premises rent and running costs		9,385	2,472	11,857	11,723
Professional fees		488	1,468	1,957	613
Insurance		592	0	592	536
Accountancy costs		200	0	200	200
		57,472	30,584	88,056	93,173
TOTAL EXPENDITURE		59,126	30,584	89,710	95,433
Net (expenditure)/income for the year	3	(1,444)	5,644	4,200	17,198
Reconciliation of funds:					
Fund balances brought forward at 1 April		24,810	21,556	46,366	29,168
Fund balances carried forward at 31 March		23,366	27,200	50,565	46,366

All of the charity's operations are classed as continuing.
The notes on pages 20 to 25 form part of these accounts.
See Note 2 for fund accounting comparative figures.

14. BALANCE SHEET AS AT 31 MARCH 2020

	Notes	2020 £	2019 £
Current Assets			
Debtors – Gift Aid		1,778	1,588
Prepayments		841	389
Accrued income		2,869	3,512
Cash at bank		47,709	44,559
		53,197	50,047
Creditors: Amounts falling due within one year			
Accruals and deferred income	5	2,632	3,682
		50,565	46,365
Net Current Assets			
Funds of the Charity			
Restricted	6	27,200	21,556
Unrestricted	7	23,366	24,809
		50,565	46,365
Total Charity Funds			

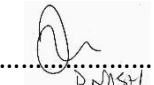
The Trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006. These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Trustees on 16th September 2020 and signed on their behalf by:

Name:  Duncan Nash Date: 16/09/20

COMPANY NO. 07573284 The notes on pages 20 to 25 form part of these accounts.

15. NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**Note 1: Accounting Policies***Basis of preparation*

16. The financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Life Project (Bath) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Preparation of the accounts on a going concern basis

The trustees have considered the immediate future of the charity for the next 12 to 18 months and consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Grants and donations are credited to the Statement of Financial Activities in the year in which they are receivable and are allocated to the appropriate fund.

Investment income is included when receivable.

Expenditure recognition and irrecoverable VAT

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual basis.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. As the charity has only one activity, all costs are allocated against the charitable activity. They include attributable VAT which cannot be recovered.

Fund accounting

Funds held by the charity are:

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 (continued)

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Note 2: Prior Year Comparatives

INCOME AND EXPENDITURE	Unrestricted Funds	Restricted Funds	Total Funds 2019
	£	£	£
INCOME			
Donations	9,561	2,933	12,494
Gift aid on donations	1,588	0	1,588
Grants receivable	13,076	42,339	55,415
Contributions towards activities	25,827	253	26,080
Fundraising income	16,798	200	16,998
Investment income			
Interest on bank	56	0	56
TOTAL INCOME	66,906	45,725	112,631
EXPENDITURE			
Fundraising costs	801	1,459	2,260
Charitable Activities			
Activity costs	2,625	8,547	11,172
Allotment costs	0	1,859	1,859
Transport costs	745	0	745
IT costs	120	0	120
Staff travel, expenses & training	1,563	77	1,640
Equipment and tools	783	36	819
Volunteer gifts	83	58	141
Staff Costs	40,245	21,010	61,255
Telephone, stationery and postage	634	0	634
Administration costs	1,717	0	1,717
Premises rent and running costs	5,217	6,506	11,723
Professional fees	613	0	613
Insurance	536	0	536
Accountancy costs	0	0	0
Independent Examination costs	200	0	200
	55,081	38,093	93,174
TOTAL EXPENDITURE	55,882	39,552	95,434
Net (expenditure)/income for the year	11,024	6,173	17,197

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 (continued)**Note 3: Net Income/(Expenditure) for the year**

This is stated after charging:	2020	2019
	£	£
Independent examiner's remuneration	200	200

Note 4: Staff Costs and Related Party Transactions

	Unrestricted £	Restricted £	2020 Total	2019 Total
Gross wages and salaries	39,393	21,075	60,468	59,199
Pension contributions	1,502	667	2,168	2,055
	<u>40,895</u>	<u>21,742</u>	<u>62,637</u>	<u>61,255</u>

Note

None of the Trustees receive fees or reimbursed expenses in respect of their trusteeship. The value of waived expenses were not considered significant. There are no other related party transactions that require disclosure in the accounts.

The aggregate value of donations received from Trustees and related parties was £780. (2019 - £5,020).

The Trustees considers its key management personnel is the Operations Director who received total employment benefits of £23,876. Sarah Couchman, the wife of a Trustee, is employed as Barn Manager. No employee received emoluments of more than £60,000.

	2020 Number	2019 Number
The average number of persons employed as full-time or full-time equivalents by the charity during the year is detailed below.		
Management	0.9	0.8
Carers	2.1	2.0
	<u>3.0</u>	<u>2.8</u>

The average headcount during the year was 7.5 (2019 - 7).

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 (continued)**Note 5: Creditors: Amounts falling due within one year**

	2020	2019
	£	£
Accruals	2,632	3,682
Deferred income	0	0
	2,632	3,682

Note 6: Restricted Funds

	Springs	Retreat Days	Workshop Fund	Barn development	Website
b/f 1 April 2019	727	99	56	0	0
Income	1,475	280	0	9,137	2,978
Expenditure	840	379	56	4,465	1,526
c/f 31 Mar 2020	1,362	0	0	4,672	1,452

	Barn activities & allotment	Parent carer	Office costs	Core costs	Totals
b/f 1 April 2019	1,276	15,252	145	4,000	21,556
Income	0	22,358	0	0	36,228
Expenditure	256	18,917	145	4,000	30,584
c/f 31 Mar 2020	1,020	18,693	0	0	27,200

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 (continued)*Purpose of Funds:*

Springs and Mini-Springs - Springs caters for adults with learning disabilities which meets twice a month in the evening, supported by volunteers. Mini-Springs, which meets monthly, is open to families with children who have any type of additional needs.

Retreat Days - Funds have been raised specifically to provide retreat days for carers.

Workshop Fund – For improvements being made to the recently installed outside workshop at the Old Acorn Barn.

Barn Development – Grant received for employment of an outreach worker to develop an additional day at the Barn.

Website – Grant received for redevelopment of the Life Project website.

Barn Activities and Allotment – A grant was received to allow additional activities to be provided for users of the Barn, such as Pilates and Wheels for All sessions, and to improve and develop the allotment.

Parent / Carers – Further funding to continue the Parent / Carer group piloted successfully using the Drop-in Days funding (see above).

Office Costs – Donation to help fund the first six months of the new office in Weston.

Core Costs – Grants received specifically to cover core costs.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 (continued)**Note 7: Unrestricted Funds**

	Balance at 1 April £ 2019	Income £	Expenditure £	Balance at 31 March £ 2020
General Fund	24,810	57,682	59,126	23,366
Total	24,810	57,682	59,126	23,366

Note 8: Analysis of Net Assets between Funds

	General Funds £	Restricted Funds £	Total Funds £
Current assets	5,488	0	5,488
Cash at bank	19,986	27,723	47,709
Current liabilities	(2,109)	(523)	(2,632)
TOTAL	23,365	27,200	50,565

Note 9: Bank Balances 31 March 2020

	£
Petty Cash	231
Current Account	10,278
Deposit Account	7,057
Treasurer's Account	30,143
TOTAL	47,709