

THE HAILEY CENTRE

REPORT FOR THE YEAR 2020/2021

Objects and Powers

The Trust is established for the benefit of older people in the Parish of Sawbridgeworth with the object of improving their quality of life.

As was predicted in my report for last year the impact of Covid 19 has had a huge impact on our activities and hence income for this last financial year. This year, the Centre has only been open for 13 weeks out of the total of 52. During this limited period of opening the Centre was only providing meals on 3 days a week and that was with limited numbers due to social distancing legislation. Every day we opened for meals was run at a loss but the view was taken by the Board, in consultation with the Manager and Hon. Treasurer, that even running at a loss, the benefit to our users on those days fully justified being open for our most vulnerable users. The Manager organised the arrangements to ensure that those most in need were catered for on a rotational basis to ensure fairness in distribution across the needy spectrum of vulnerable people.

The plans we had for the past year are still there and in the course of time we will enable them to be implemented. The Centre Manager had great ideas, one being a Summer Ball, all sadly brought to naught due to the Covid pandemic. The other ambition of the Trustees is to raise funds to extend the Centre in order to create two separate areas to accommodate more activities. However, these plans while delayed for the time being will eventually be realised due to the enthusiasm and hard work of the Centre Manager and the determination of the Board to further improve the facilities of the Centre for the benefit of the older people the Centre serves. The other major impact on the Centre as a consequence of the pandemic has been our income stream. However, we have received heartening support from local organisations and we are particularly delighted that the Town Mayor has chosen the Centre as one of his two charities he will be supporting throughout his mayoral year.

The Board met on three occasions during the period covered by this report and has dealt with matters relating to the efficient running of the Centre including reviewing the health and safety policy, financial management arrangements, staffing and safeguarding issues and rates of pay. The Management Committee has not met due to the pandemic as the membership is mostly composed of users, many of whom are in the shielded category group plus 3 Trustees. The Board is hopeful that the Management Committee will be reconstituted and enabled to meet once further relaxation of Covid measures have been eased.

The serving Trustees are:

Councillors – Mrs. Angela Alder - Chairman)
Mr. John Burmicz) four year terms until May 2023
Mrs. Pat Coysten)

Community – Mr. Eric Buckmaster)
Mr. Colin Gill – Honorary Treasurer)
Mr. Ted Noakes) three year terms until
Mr. Greg Rattey) May 2021
Mr. Adrian Robinson)

The Board is grateful to the Town Council for the grant towards the cost of utilities and to Hertfordshire County Council Social Services for its grant towards staffing costs including the additional Covid related grant and the allocation of furlough monies from Government to pay staff during the closure periods..

The Board gratefully acknowledges the very generous donations during the year from relatives and friends who expressly remember the Centre often through collections made at Funerals and Thanksgiving for the lives of loved ones. Contributions from all sources of financial support are much appreciated and help to keep the running costs down and continue to keep the Centre a welcoming, attractive and vibrant place to visit for the older people of Sawbridgeworth. The Board is very aware of the pressure on local authorities and makes every effort to control expenses as well as raise funds for the benefit of the users of the Centre. The Board is fortunate in having an excellent Honorary Treasurer who keeps a tight control on expenditure.

I am pleased to report our continued good relationship with Sawbridgeworth Town Council officers which has in the recent past enabled the Centre to utilise the Council Chamber for some fund raising events. We look forward to renewing this arrangement once the pandemic has faded from our memory.

So many of our previous activities have had to be put on hold this year including our Annual Questionnaire of Users, the “Thank you lunch” for volunteers, Outings, Quizzes, Cinema afternoons, Bingo, Visiting speakers, Whist and Musical afternoon etc. We have also been forced to suspend our seven Exercise classes, Hearing Aid and Chiropody Services.

Healthwise had continued providing a specialist service for people with dementia until the Lockdown in March. This is of invaluable assistance to so many families with relatives suffering from early/moderate forms of dementia to mild memory loss. The establishment of this much needed service highlighted the inadequacies of the current building as in providing this facility and the exercise sessions has necessitated closing the hall for casual morning coffee visitors. We anticipate the Dementia sessions to restart in the autumn.

The Board had agreed that major fund raising events should be run on the back of town centre activities i.e. the May Fayre and big Christmas Lights switch on. Unfortunately these events have also been put on hold until Covid restrictions are eased.

On the staff side there has only been minor changes in timing for some of the catering staff but we have been blessed with a really enthusiastic Manager and excellent catering staff who have developed into a well-honed and happy team due to the leadership qualities of the Manager. Our employees have the option to join the pension scheme if they wish and the Board is grateful for the expertise of our Honorary Treasurer, Mr. Colin Gill, who has ensured that we are legally compliant with a properly validated Pension Scheme for Centre employees. Unfortunately, due to the pandemic we have had to make one member of staff redundant due to lack of activity.

The Board wishes to acknowledge with grateful thanks the valuable contribution of the volunteers who have in the past given so much help and support to the Centre. The Board would also wish to place on record their thanks to the staff and especially to the Centre Manager who has provided a welcoming smile and a listening ear to our visitors and users during this particularly difficult year when we have been open for business. It is also my very real pleasure to place on record my thanks to my fellow Trustees for their support and input through this awful year we have all endured.

Thank you

Angela Alder
Chairman of the Board of Trustees
July 2021

Friends of The Hailey Day Centre								
Registered Charity No : 1030820								
Balance Sheet as at 31 March 2021								
						31 March 2021		31 March 2020
			Note	£		£	£	£
General Reserve								
	Brought Forward			70,444			73,925	
	Net Surplus / (Deficit)			13,929			-3,481	
	Carried Forward					84,373		70,444
Represented By:-								
	Current Assets		2 & 8					
	Cash at bank and in hand							
	Barclays Current Account			15,910			1,145	
	Barclays Reserve			15,000			15,000	
	Barclays Savings Account			18,371			359	
	United Trust Deposit Account			0			0	
	United Trust Reserve Account			34,468			53,794	
	Cheques / Cash not yet banked			574			96	
	Petty Cash Float			50			50	
						84,373		70,444

Friends of The Hailey Day Centre							
Registered Charity No : 1030820							
Receipts & Payments Account for the 12 months to 31 March 2021							
					12 Mths to 31/03/21	12 Mths to 31/03/20	
			Note		£	£	
Receipts	Events						
	Outings				0	3,228	
	Various other activities				5,636	38,153	
	Transport provided				0	667	
					5,636	42,048	
	Fund Raising						
	Grants and Contracts		3		72,325	17,011	
	Hiring out Day Centre				483	8,390	
	Donations		4		3,590	9,588	
	Lottery				1,428	4,258	
	Other fund raising activities				0	0	
					77,826	39,247	
	Financial						
	Interest				686	804	
	Miscellaenous				0	0	
					686	804	
	Total Receipts				84,148	82,099	
Payments	Events						
	Outings				394	1,734	
	Various other activities				1,814	14,938	
	Transport provided				126	1,300	
	Lottery				588	2,978	
					2,922	20,950	
	Support						
	Admin staff salaries		7		47,850	48,096	
	Staff training				24	45	
	Repairs and Maintenance				1,884	3,599	
	Equipment rental and supplies				6,174	7,000	
	Utilities and insurance		6		4,189	5,309	
	Miscellaeneous				56	252	
	Donations				106	0	
					60,283	64,301	
	Equipment		5		7,014	329	
	Total Payments				70,219	85,580	
Excess of Receipts over Payments for the period					13,929	-3,481	
	Approved by the Trustees on			and signed by			
	Chair Person						

Friends of The Hailey Day Centre

Registered Charity No : 1030820

Notes to the Accounts for the year ended 31 March 2021

							2021	2020
							£	£
1	Basis of Accounting							
	1.1	The accounts are prepared on a receipts and payments basis.						
2	Net Assets							
		There are no assets other than the cash funds shown on the Receipts and Payments Account						
3	Contracts	Herts County Council Adult Care Services					16,011	16,011
	Grants	Herts County Council Infection Control					8,250	0
		East Herts District Council Covid related Grants					20,241	0
		HMRC Corona Job Retention Scheme					27,823	0
		Sawbridgeworth Town Council					0	1,000
							72,325	17,011
4	Donations							
		KTC News Donations					300	0
		Camera Club Donation					365	0
		East Herts Border Lodge Donations					800	0
		Monte Salmeron Donation					524	0
		King William PH Donation					1,000	0
		Legacy from Peggy Knight					0	4,843
		Betty Northrop Donation					0	1,000
		Stortford Lodge Donation					0	1,003
		The Old Bell Donation					0	1,030
		Sundry Donations					601	1,712
							3,590	9,588
5	Equipment							
		Xerox Altalink C8030 Photocopier					7,014	329
							7,014	329
6	Utilities, insurance and licences							
		Electricity					588	1,347
		Gas					907	948
		Water					412	706
		Telephone					600	570
		Insurance & Licences					1,682	1,738
							4,189	5,309
7	Staff salaries and expenses							
		Inland Revenue tax bill					4,051	3,623
		Salaries, pensions and expenses					43,799	44,473
							47,850	48,096
8		Income earned carried over to following year					2,570	0
		Expenditure incurred carried over from previous year					0	0
		Expenditure incurred carried over to following year					0	0

Independent Examiner's Report to the Trustees of the Friends of the Hailey Day Centre (Registered Charity No 1030820)

This report on the accounts of the Friends of the Hailey Day Centre ('the charity') for the year ended 31st March 2021, which comprise the attached Receipts and Payments Account, Balance Sheet and related notes. This report is made solely to the Trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees for my examination work.

Respective responsibilities of Trustees and Examiner

As the charity's Trustees you are responsible for the preparation of the accounts; you 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 Commissioners (under Section 145(5)(b) of the Charities Act); and
- ◆ to state whether particular matters have come to my attention.

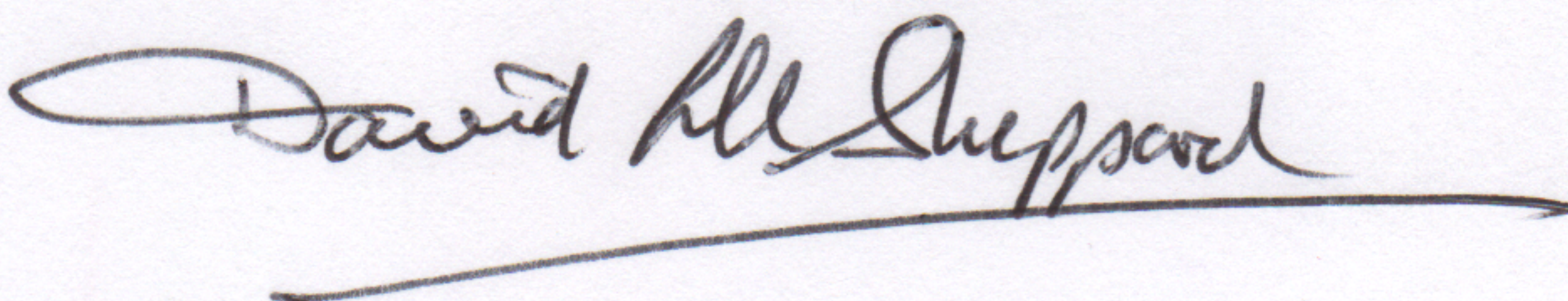
Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. That examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as 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:

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; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the 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.



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5th July 2021