

# THE HAILEY CENTRE

## REPORT FOR THE YEAR 2021/2022

### 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 last year Covid 19 has had an impact on our activities, however we have more or less returned to our normal programme of events and activities as follows:

- The Centre served a total of 4,156 delicious, nutritious and tasty meals during the year always abiding by the socially distanced criteria. This service is highly valued by our users and while we had to increase the cost per meal during the year all those recipients felt it was good value for money.
- Weekly activities included - Chair based Yoga; Pilates; Yoga; Bingo; Whist; Tea mornings Monday and Friday plus Hertswise, (Dementia support group, a much appreciated and needed facility for families and friends with early to mild dementia)
- Monthly activities covered – Shopping bus; Cinema; Quiz; Bereavement café and a visiting Chiropodist which is a much valued service for our users.
- External users include – Slimming World; Pilates; Sawbridgeworth History Society; Town Twinning; U3A Gardening Group and U3A Singing Group. Both these groups meet in the daytime and are open to our users to attend.

The plans we have 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 at 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 are pleased to report on support from local organisations and we are particularly delighted that the Town Mayor has chosen the Centre as one of the two charities he will be supporting throughout his mayoral year.

The Board met on four 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 three 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 )  
Mrs. Coysten resigned October 2021 replaced by Cllr. Greg Rattey

Community – Mr. Eric Buckmaster )  
Mr. Colin Gill – Honorary Treasurer )  
Mr. Ted Noakes ) three year terms until 2024  
Mr. Adrian Robinson )  
Cllr. Greg Rattey was appointed Town representative  
Mrs. Debbie Dyball was appointed in January as the Community representative

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 and East Herts Council for 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.

Some of our previous activities have had to be put on hold this year including our Annual Questionnaire of Users and the “Thank you lunch” for volunteers.

The Board had agreed that major fund raising events should be run on the back of town centre activities. Unfortunately the Switching on of the Christmas lights in late November, always a big crowd event, was ruined by heavy rain thereby decimating the people supporting the event and consequent loss of an anticipated fund raising opportunity.

On the staff side there has been some changes of the catering staff with the Assistant Cook moving to become head Cook and a new Assistant recruited. We are blessed with a really enthusiastic Manager who has developed 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 had to make one member of staff redundant in May 2021 due to lack of activity and fall in income..

The Board wishes to acknowledge with grateful thanks the valuable contribution of the volunteers who give 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 couple of years 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 throughout the year.

Thank you

Angela Alder  
Chairman of the Board of Trustees  
April 2022

# Friends of The Hailey Day Centre

Registered Charity No : 1030820

## Balance Sheet as at 31 March 2022

	Note	£	31 March 2022 £	£	31 March 2021 £
General Reserve					
Brought Forward		84,373		70,444	
Net Surplus / (Deficit)		<u>11,623</u>		<u>13,929</u>	
Carried Forward			<u><u>95,996</u></u>		<u><u>84,373</u></u>

Represented By:-

### Current Assets 2 & 8

Cash at bank and in hand

Barclays Current Account	7,136	15,910
Barclays Reserve	15,000	15,000
Barclays Savings Account	8,374	18,371
United Trust Deposit Account	0	0
United Trust Reserve Account	64,830	34,468
Cheques / Cash not yet banked	606	574
Petty Cash Float	50	50
	<u><u>95,996</u></u>	<u><u>84,373</u></u>



## Receipts & Payments Account for the 12 months to 31 March 2022

			12 Mths to 31/03/22	12 Mths to 31/03/21
	Note		£	£
<b>Receipts</b>				
<i>Events</i>				
Outings			0	0
Various other activities			27,187	5,636
Transport provided			368	0
			<u>27,555</u>	<u>5,636</u>
<i>Fund Raising</i>				
Grants and Contracts	3		31,360	72,325
Hiring out Day Centre			5,204	483
Donations	4		10,338	3,590
Lottery			1,765	1,428
Other fund raising activities			435	0
			<u>49,102</u>	<u>77,826</u>
<i>Financial</i>				
Interest			365	686
Miscellaenous			0	0
			<u>365</u>	<u>686</u>
<b>Total Receipts</b>			<u>77,022</u>	<u>84,148</u>
<b>Payments</b>				
<i>Events</i>				
Outings			0	394
Various other activities			8,571	1,814
Transport provided			152	126
Lottery			775	588
			<u>9,498</u>	<u>2,922</u>
<i>Support</i>				
Admin staff salaries	7		46,855	47,850
Staff training			23	24
Repairs and Maintenance			2,728	1,884
Equipment rental and supplies			1,667	6,174
Utilities and insurance	6		4,599	4,189
Miscellaeneous			29	56
Donations			0	106
			<u>55,901</u>	<u>60,283</u>
<i>Equipment</i>	5		<u>0</u>	<u>7,014</u>
<b>Total Payments</b>			<u>65,399</u>	<u>70,219</u>
<b>Excess of Receipts over Payments for the period</b>			<u>11,623</u>	<u>13,929</u>

Approved by the Trustees on

and signed by

Chair Person

		2022	2021
		£	£
<b>1</b>	<b>Basis of Accounting</b>		
1.1	The accounts are prepared on a receipts and payments basis.		
<b>2</b>	<b>Net Assets</b>		
	There are no assets other than the cash funds shown on the Receipts and Payments Account		
<b>3</b>	<b>Contracts</b>		
	Herts County Council Adult Care Services	16,408	16,011
	<b>Grants</b>		
	Herts County Council Infection Control	0	8,250
	Herts County Council Bereavement Grant	323	0
	East Herts District Council Covid related Grants	8,000	20,241
	HMRC Corona Job Retention Scheme	5,629	27,823
	Sawbridgeworth Town Council	1,000	0
		<u>31,360</u>	<u>72,325</u>
<b>4</b>	<b>Donations</b>		
	KTC News Donations	250	300
	Masonic Lodge Cheshunt	500	0
	St Michael's Lodge	1,000	0
	Other Masonic Lodges	500	0
	Legacy from Dorothy Smith	5,000	0
	Wright & Co Estate Agents	700	0
	King William PH Donation	400	1,000
	Dorothy Blackaby Collection	500	0
	Camera Club Donation	0	365
	East Herts Border Lodge Donations	0	800
	Monte Salmeron Donation	0	524
	Sundry Donations	1,488	601
		<u>10,338</u>	<u>3,590</u>
<b>5</b>	<b>Equipment</b>		
	Xerox Altalink C8030 Photocopier	0	7,014
		<u>0</u>	<u>7,014</u>
<b>6</b>	<b>Utilities, Insurance and licences</b>		
	Electricity	1,018	588
	Gas	1,138	907
	Water	499	412
	Telephone	578	600
	Insurance & Licences	1,366	1,682
		<u>4,599</u>	<u>4,189</u>
<b>7</b>	<b>Staff salaries and expenses</b>		
	Inland Revenue tax bill	5,034	4,051
	Salaries, pensions and expenses	41,821	43,799
		<u>46,855</u>	<u>47,850</u>
<b>8</b>	Income earned carried over to following year	0	2,570
	Income earned carried over from previous 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 31<sup>st</sup> March 2022, 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.

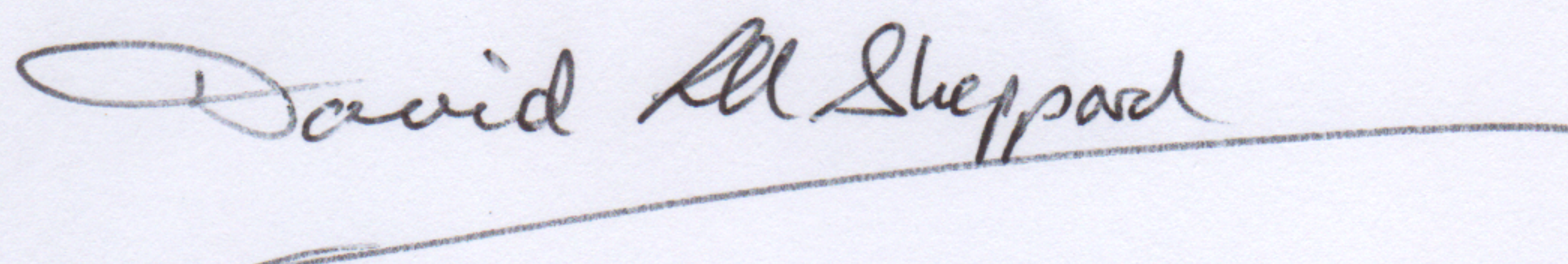
## **Basis of Independent Examiner's report**

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.



**D L A Sheppard BA (Hons), FCA**  
**21 Avenue Road**  
**Bishop's Stortford**  
**Hertfordshire**  
**CM23 5NT**  
**7<sup>th</sup> July 2022**