

# **THE HAILEY CENTRE**

## **REPORT FOR THE YEAR 2023/24**

### **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.**

This past year has seen slight fluctuations regarding attendance at certain events mostly due to health issues for some of our clients and sadly also deaths and changes by way of some going into long stay accommodation. However, the programme of events is gradually returning to the previous schedule. The following numbers are for the whole year.

- The staff served a total of 3,830 delicious, nutritious and tasty meals during the year pleasingly slightly up on last year. In addition to the Monday, Wednesday and Friday formal lunches this year we introduced the Thursday café style meal which is proving very popular with our visitors. Unfortunately, we had to increase the cost of meals due to external pressures, but we are pleased to say that all recipients felt it was good value for money and continued to attend. The Saturday morning service had to be reduced to the first Saturday in the month due to staff availability.
- Weekly activities included – Chair based Yoga, Pilates, Yoga, Bingo, Whist, and Hertswise, (the dementia group), Tea mornings Monday and Fridays.
- Monthly activities include Shopping Bus trip to Brookfield in December. The STC minibus has not been used since December due to maintenance work and the price increase. The Cinema facility is only used between March and September, The Quiz on the last Wednesday in the month continues to be well supported. The Chiropodist holds 2 sessions per month and is fully booked for every session. The Hearing Aid volunteer attends once a month and provides a much-appreciated service.
- service for our visitors.
- External users include Slimming World, Pilates, Sawbridgeworth History Society, Town Twinning, a Bereavement café, a Scrabble Club, a Ladies group, technology support and U3A Gardening groups am and pm and U3A Singing Group.

In the late summer of last year, the Trustees decided to enlarge the building and were granted planning permission to do so in November. However, on reflection, they made the unanimous decision to refurbish and upgrade the Centre instead. Internally it was looking tired and uninviting to our users and in need of an urgent refresh.

Our plans include completely upgrading the lighting and heating systems, plastering the walls and redecorating them – they are currently exposed brise block and painted magnolia. The carpets will be replaced with parquet effect flooring, the windows will be given a more modern look with one new large window in the main hall. The toilets are being redesigned to accommodate those users with wheelchairs and the kitchen cupboards replaced and reorganised as appropriate. The counter area fronting the hall will be remodelled to provide a more attractive and practical space for visitors. The two cupboards in the main hall will be removed and one rebuilt externally but with the access from the hall. The main entrance will be cleared with a glass partition to give a more open and welcoming appearance. All the furniture, tables and chairs will be replaced with more appropriate furniture. The rear patio area will be grassed with attractive plant pots and the rear fence replaced with railings to complement the rear of the adjacent Council offices.

The serving Trustees are:

Councillors - Mr. Eric Buckmaster       )  
                  Mr. Salvatore Pagdades    ) four year terms until May 2026  
                  Mr. Steve Smith            )

Community – Mrs. Angela Alder – Chairman   )  
                  Mr. Colin Gill – Hon. Treasurer   ) three year terms until 2024  
                  Mrs. Debbie Dyball                ) resigned January 2024  
                  Mr. Ross Leary                    )  
                  Mr. Rob Robinson                )

Honorary Minute Secretary Ms. Nickie Hancock

The Trustees were very sorry to receive the resignation of Mrs. Debbie Dyball and wish to record in this Report our grateful thanks for her very considerable contribution to the work of the Charity.

The Trustees are very 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. We are pleased to report our continued good relationship with Town Council Officers which has enabled the Centre to utilise the Council Chamber for some fund-raising events.

The Trustees gratefully acknowledge the generous donations during the year from relatives, friends and local businesses which help to keep our running costs down and continues to keep the Centre a welcoming, attractive and vibrant place to visit for the older people of Sawbridgeworth. Trustees are very fortunate in having an excellent Honorary Treasurer who keeps a tight control on expenditure.

We are blessed with an enthusiastic Manager who has developed a well-honed and happy team due to her excellent leadership qualities. Our employees have the option to join the pension scheme if they wish and Trustees are grateful for the expertise of our Hon., Treasurer, Mr. Colin Gill, who has ensured we are legally compliant with a properly validated Pension Scheme for Centre employees.

Trustees wish to acknowledge with grateful thanks the valuable contribution of the volunteers who give so much help and support to the Centre. The Trustees would also wish to place on record thanks to the staff and especially to the Centre Manager who has provided a welcoming smile and a listening ear during these past few difficult years. It is also my very real pleasure to place on record my thanks to my fellow Trustees for their support and input throughout the year. Their individual contributions are too many to itemise here but very much appreciated by staff, users and myself as Chairman.

Angela Alder  
Chairman of the Board of Trustees  
March 2024

# Friends of The Hailey Day Centre

Registered Charity No : 1030820

## Balance Sheet as at 31 March 2024

	Note	£	31 March 2024 £	£	31 March 2023 £
General Reserve					
Brought Forward		92,842		95,996	
Net Surplus / (Deficit)		<u>-4,796</u>		<u>-3,154</u>	
Carried Forward			<u>88,046</u>		<u>92,842</u>

Represented By:-

<b>Current Assets</b>	2 & 8		
Cash at bank and in hand			
Barclays Current Account		1,995	71
Barclays Reserve		15,000	15,000
Barclays Savings Account		188	4
United Trust 100 Day Account		60,398	77,717
United Trust 40 Day Account		10,000	0
Cheques / Cash not yet banked		415	0
Petty Cash Float		50	50
		<u>88,046</u>	<u>92,842</u>

## Receipts & Payments Account for the 12 months to 31 March 2024

			12 Mths to 31/03/24	12 Mths to 31/03/23
		Note	£	£
Receipts	<b>Events</b>			
	Outings		120	0
	Various other activities		31,138	28,457
	Transport provided		0	739
			<u>31,258</u>	<u>29,196</u>
	<b>Fund Raising</b>			
	Grants and Contracts	3	21,850	18,877
	Hiring out Day Centre		7,573	7,001
	Donations	4	2,994	7,970
	Lottery		2,007	1,524
	Other fund raising activities		608	842
			<u>35,032</u>	<u>36,214</u>
	<b>Financial</b>			
	Interest		2,865	907
	Miscellaenous		0	0
			<u>2,865</u>	<u>907</u>
	<b>Total Receipts</b>		<u>69,155</u>	<u>66,317</u>
Payments	<b>Events</b>			
	Various other activities		11,172	8,901
	Transport provided		0	530
	Lottery		1,050	560
			<u>12,222</u>	<u>9,991</u>
	<b>Support</b>			
	Admin staff salaries	7	46,778	44,507
	Staff training		110	488
	Repairs and Maintenance		3,349	3,475
	Equipment rental and supplies		728	2,426
	Utilities and insurance	6	6,892	5,704
	Miscellaeneous		3,872	1,673
			<u>61,729</u>	<u>58,273</u>
	<b>Equipment</b>	5	<u>0</u>	<u>1,207</u>
	<b>Total Payments</b>		<u>73,951</u>	<u>69,471</u>
<b>Excess of Receipts over Payments for the period</b>			<u>-4,796</u>	<u>-3,154</u>

Approved by the Trustees on

and signed by

Chair Person

		2024	2023
		£	£
1	<b>Basis of Accounting</b>		
1.1	The accounts are prepared on a receipts and payments basis.		
2	<b>Net Assets</b>		
	There are no assets other than the cash funds shown on the Receipts and Payments Account		
3	<b>Contracts</b>		
	Herts County Council Adult Care Services restricted funds		
	<b>Grants</b>		
	in partnership with Herts Community Foundation	19,890	17,000
	Herts County Council Coronation Grant	460	0
	Herts County Council Christmas Grant	500	0
	Herts County Council Jubilee Grant	0	300
	Herts County Council Defibrillator Grant	0	250
	Herts County Council Staff Grant	0	327
	Sawbridgeworth Town Council	1,000	1,000
		<u>21,850</u>	<u>18,877</u>
4	<b>Donations</b>		
	King William PH Donations	515	570
	Wright & Co Estate Agents	650	0
	Keith Chapman	500	0
	Other Masonic Lodges	500	0
	Ms Nina Mitchell/Fringe	0	769
	Barratt Developments	0	1,000
	Mrs E Griffiths - Defibrillator	0	500
	Other Donations - Defibrillator	0	1,383
	Mayor's Charity	0	1,484
	The Grand Charity - Masonic Lodge	0	500
	Sundry Donations	829	1,764
		<u>2,994</u>	<u>7,970</u>
5	<b>Equipment</b>		
	Bingo Machine	0	157
	Defibrillator	0	1,050
		<u>0</u>	<u>1,207</u>
6	<b>Utilities, insurance and licences</b>		
	Electricity	1,536	1,344
	Gas	2,073	1,173
	Water	799	1,003
	Telephone	702	632
	Insurance & Licences	1,782	1,552
		<u>6,892</u>	<u>5,704</u>
7	<b>Staff salaries and expenses</b>		
	Inland Revenue tax bill	5,250	4,398
	Salaries, pensions and expenses	41,528	40,109
		<u>46,778</u>	<u>44,507</u>
8	Income earned carried over to following year	0	1,700
	Income earned carried over from previous year	1,700	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 2024, 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.

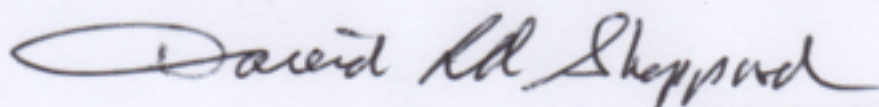
### **Basis of Independent Examiner's report**

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**  
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16<sup>th</sup> July 2024