



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1st April 2023 To 31<sup>st</sup> March 2024**

**Charity name: DUNMOW DAY CENTRE**

**Charity registration number: 1035090**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To provide hot lunches for local residents</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Managed letting of accommodation to local organisations to raise funds for the provision of hot lunches</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>yes</b>

## **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Not Applicable</b>
Policy on social investment including program related investment	Para 1.38	<b>Close relations with local organisations supporting predominantly the senior members of the community</b>
Contribution made by volunteers	Para 1.38	<b>Volunteer led. 12 volunteers and a professional cook run the hot lunch service. All trustees are volunteers</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>Direct benefits are affordable hot lunches, warm space, and social cohesion.</b></p> <p><b>Indirect benefits include the community activity of hiring organisations ranging from U3A to blind and housebound.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Successful reinstatement of the hot lunch service following the Covid period, when the centre was shut by government edict.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Successful, more latterly the use of pre covid hire rates resulted in a short term under recovery of costs during the reintroduction of the hot meal service.</b>
Investment performance against objectives	Para 1.41	<b>Not Applicable</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Slight growth in reserves resulting from hiring restarting before the hot meal service. Cashflow now negative and will need addressing.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>6 months operating costs without income,</b>
Amount of reserves held	Para 1.22	<b>£14,000</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Sufficient unallocated reserves held to operate for an extended period before the imbalance between hire income and hot food production becomes problematic. However, Local council Landlords are seeking to decant some of their costs to the Charity, which may well be unaffordable.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Hire of the Centre to local organisations</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Close working arrangements exist between the Trustees of the Centre and the Trustees / organisers of the hiring organisations.</b>
A description of the principal risks facing the charity	Para 1.46	<b>Local Council Landlords are seeking to change tenure arrangements and to decant some of their running costs to the Charity. Insufficient detail yet to assess the implications, but may well be unaffordable.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Constitution and Management Agreement with Local Authority</b>
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>Unincorporated association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Potential trustees are met and evaluated by the current Trustees, and their inclusion taken to a vote in a Trustee meeting that include retired Trustees. Unanimous voting is required.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>No set down policy, but Current Trustees work alongside new Trustees to effect an induction</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Very simple. Chair, Secretary, Treasurer.</b>  <b>Other tasks allocated as needed</b>
Relationship with any related parties	Para 1.51	<b>No directly related parties, but close relations are maintained with local organisations supporting predominantly the senior members of the community</b>
Other		

## Reference and Administrative details

Charity name	Dunmow Day Centre
Other name the charity uses	Rowena Davey Centre
Registered charity number	1035090
Charity's principal address	The Dunmow Day Centre Chequers lane Dunmow Essex CM6 1EQ

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Colin Bradley	Chair and treasurer	Whole Year	Colin Bradley
2	Christine Bishop	Secretary	Whole Year	Christine Bishop
3	Patrick Lavelle		Whole Year	
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		
Colin Bradley		
Christine Bishop		
Patrick Lavelle		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
Colin Bradley		
Christine Bishop		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Furniture and equipment of the Day centre
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<p>These are the only Charity Assets, and are stored at the Dunmow Day Centre at all times.</p> <p>The Dunmow Day centre has a licence to occupy, but no ownership or liabilities associated with the building itself.</p>

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Colin	Bradley
<b>Position (eg Secretary, Chair, etc)</b>	Chair, Treasurer	
<b>Date</b>	01-10-24	

  

<b>Signature(s)</b>		
<b>Full name(s)</b>	Christine	Bishop
<b>Position (eg Secretary, Chair, etc)</b>	Secretary	
<b>Date</b>	01-10-24	

  

<b>Signature(s)</b>		
<b>Full name(s)</b>	Patrick	Lavelle
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	01-10-24	

## The Dunmow Day Centre

1 April 2023 to 31 March 2024

	2024	2023
Receipts	This year	This year
Catering	16,844.75	6,229.10
Booking fees	17,611.00	15,924.00
Refund / Donations	161.00	1,400.00
Raffle	0.00	0.00
Interest	820.96	199.18
Refunds	0.00	0.00
Total	35,437.71	23,752.28

## Payments

Catering	28,195.18	9,516.43
Wages	1,915.20	3,331.20
Maintenance & repairs	255.35	1,898.38
Miscellaneous - Split Stationery / Travel	466.69	377.37
Admin	1,850.64	1,068.22
Phone	184.57	0.00
HMRC	478.80	832.80
Equipment	352.75	360.53
Total	33,699.18	17,384.93

Surplus or (deficit) for the year	1,738.53	6,367.35
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Balances brought forward	COIF	16,886.60	16,592.42
	Barclays	0.00	0.00



	Cash	<b>100.00</b>	<b>100.00</b>
	TSB	<b>24,752.68</b>	<b>18,584.51</b>
		41,739.28	35,276.93
Balances in hand at year end	COIF	<b>17,707.56</b>	<b>16,886.60</b>
	Barclays	<b>0.00</b>	<b>0.00</b>
	Cash	<b>98.20</b>	<b>100.00</b>
Date checked 23-04-24	TSB	<b>25,672.05</b>	<b>24,752.68</b>
		43,477.81	41,644.28
Bal B/F + Surplus		43,477.81	41,644.28
Difference		0.00	0.00

Colin Bradley  
01371 499952  
07738 719195



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

DUNMOW DAY CENTRE

**On accounts for the year  
ended**

31 March 2024

**Charity no  
(if any)**

1035090

**Set out on pages**

1 and 2

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 Commission (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 statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounting requirements of the Charities 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.

Signed:  Date:  /2024

Name:  Peter Hodge

Relevant professional qualification(s) or body (if any):  ACIB

Address:  4 Millers Croft  
 Great Dunmow, Essex  
 CM6 3AY

**Section B** **Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.  No matters have come to my attention during my Independent Examination of the accounts for the year ending 31 March 2024 that require disclosure to the Charity Commission.