



Friends of 'Holcot'

'Holcot' Group Holiday Centre,
Hilders Lane, Marlpit Hill
Nr Edenbridge, Kent. TN8 6LQ
Email: friendsofholcot@btconnect.com

The Friends of Holcot

Charity Registration No 1092332

Trustees Report & Annual Accounts 2020-2021

Legal and Administrative

The Friends of Holcot is governed by Declaration of Trust, executed on the 24th day of April 2002, registered by the Charity Commission on the 5th day of June 2002. The principal address of the Charity is Holcot (Group Holiday Centre), 3-4 Spile Bank, Hilders Lane, Marlpit Hill, Edenbridge, Kent. TN8 6LQ.

The charity maintains a bank account with Lloyds Bank. It does not employ the services of a solicitor or accountant, nor does it use the services of a third-party fundraiser.

Financial records are kept using the simple 'receipts & payments' method. The accounts were independently examined by Mrs A Boylan, 36 Wellingtonia Way, Edenbridge, Kent. TN8 5RA.

Trustees and Governance

Trustees that served during the accounting period were:

Mrs Anne Jennings, Chairperson
Miss Lesley Andrews, Treasurer

Mrs Audrey Batchelor
Miss Lauren Martin BA, Secretary

The Treasurer is responsible for ensuring all Trustees are aware of their responsibilities and for maintaining records, including Declarations of Suitability based on HMRC 'Fit and Proper Persons Test'. Trustees serve a four year term and have the power to appoint new by majority decision. The Trustees do not receive any remuneration nor repayment of expenses etc.



Registered Charity No 1092332



Objects and Operations

The Charity has two main aims. The first is to support the work of Holcot as a charitably run (not for profit) group holiday centre primarily for the benefit of organised children's groups, including those considered to be disabled and/or having 'special needs'.

This is achieved by raising funds and managing volunteers to cover what are deemed the 'core costs' eg general maintenance, including of the gardens, multi-purpose ball court and indoor recreation/games hall, as well as laundry expenses, the provision of WiFi and an emergency landline telephone. Further grants and donations are sought to assist with ad hoc projects to provide all that is needed, eg equipment, as well as repairs and renovations as necessary.

The second aim is to improve the lives of local (Edenbridge and surrounding Parishes) disabled and/or otherwise disadvantaged children and their families through the provision of a Community Project. All funds secured for this purpose are considered 'restricted' and the policy is to not have a reserve amount. Instead, activities and outings are arranged immediately funding becomes available. *NB full information on beneficiaries can be found in the Community Project Policy.*

Volunteers

All volunteers receive formal training (as appropriate) in first aid, food safety and safeguarding. They are subject to DBS checks and required to sign a volunteer 'contract' (available on request).

Policy Making

All policies are reviewed annually – the following are available on request:

Community Outreach	Complaints	Conflict of Interest
Data Protection	Equality and Diversity	Financial Control
Harassment, Bullying & Abuse	Safeguarding	Volunteer

Accreditations

At the beginning of January we achieved the Charity Excellence quality mark, followed immediately by accreditation as a Living Wage Employer.

Achievements and Performance

The Friends of Holcot are supported by donations from individuals and approx. 30 Charitable Trusts and Foundations. They do not raise funds from the public.

This time last year we proudly announced a truly exceptional year for income. Although the pandemic was upon us, we had no idea it would last this long and affect so many. Several projects had to be put on hold for a year and variances were granted from the funders in question.

It was in February/early March 2020 that we turned our attention to our emergency response and put most of our efforts into our Community Projects. Having surveyed supported families we found most had concerns around loss of income/affordability of nutritious food, education and mental health/wellbeing.

These responses were used to form our main projects, and by the end of the financial year, our food poverty/healthy eating project had spent £15,589 on hundreds of boxes of healthy fresh food items, plus 35 substantial Christmas hampers, all delivered by our willing volunteers. We had gifted 78 educational laptops to local disadvantaged children at a cost of £18,345, and working with larger funders, we helped 16 families with low incomes access hardship grants totalling £7,900. Youngsters (aged 14-25 years) continue to benefit from a separate referral scheme through which we helped a further 16 access grants totalling £5,990 for a variety of purposes. Games, competitions and various activities were (and continue to be), run through our face book page, together with our 100 day good mental health challenge, which has formed the basis for our Wellness Project. This will be expanded during the coming summer/autumn and include free family swimming as well as regular private inflatable sessions for the children.

We have been involved with some of our benefiting families for in excess of ten years and aim to provide appropriate support for the long term, basically until they either leave the area, the children finish their education or they themselves feel they no-longer need us. This level of commitment and extra demand for our services during the pandemic has meant that it became necessary to employ a part time member of staff for 10 hours a week, with effect from January 2021.

In between running our Community Projects we still managed to exceed our targets as far as Holcot itself is concerned. Further works were found to be needed on the games hall which included strengthening of the far wall and minor structural works to the side entrance. Thanks to several grants we have also replaced the old metal games equipment store and do some long overdue landscaping, including completion of a new paved picnic area dedicated to the memory of Friends no-longer with us.

In preparation for our re-opening, the house itself has been completely redecorated and we have been able to replace the old fire doors with much nicer, modern versions more in keeping with the age of the building. We can also report that, thanks to a lottery grant, we have finally finished upgrading ALL the windows to modern double-glazed versions plus replaced the curtains which now all match beautifully!

Finally, thanks largely to donations from our neighbours we have been able to install a public access defibrillator on the front wall.

FoH Income & Expenditure 2020/21

	£	£
<u>B/F from previous year</u>		2.79
 <u>INCOME</u>		
Donations	22,771.89	
Grants	68,142.99	
Grants (Hardship/Referral Partners)	5,990.00	
HMRC	3,405.00	
Interest (Lloyds Bank)	<u>0.80</u>	
	100,310.68	<u>100,310.68</u>
		100,313.47
 <u>EXPENDITURE</u>		
Activities & Entry Fees	1,176.51	
Administration	873.32	
Educational Laptops	18,345.08	
Equipment (Holcot)	10,626.47	
Food Poverty Project	15,589.65	
Hardship Awards (Referral Partner Grants)	5,990.00	
Household (incl Laundry and Cleaning)	163.57	
JCCT – Gas and Electricity	200.00	
JCCT - Telephone and WiFi	547.11	
Maintenance (Garden and Grounds)	2,335.07	
Maintenance and Renovations (House)	21,406.24	
Misc:		
Audit	50.00	
Charity Accreditation	72.00	
Gifts	217.86	
Google Domain	30.00	
Facebook Activities	11.98	
Health & Safety	70.55	
LG Therapy Bike	240.00	
TV Licence	157.50	
Volunteer Expenses	<u>377.26</u>	
	1,197.15	1,197.15
Picnic area/games store	2,295.00	
Romani Classroom	1,245.31	
Staffing – Salary & Payroll Costs	1,299.90	
Supported Grp Holiday – Butlins 2021	<u>6,618.20</u>	
	89,908.58	<u>89,908.58</u>
		£10,404.89*
Balance at Bank		

*Restricted for next financial year: Staffing Costs £4,400.10, Community Days Out (committed expenditure) £3k, Wellness Project £3k. Unrestricted funds available for use £4.79.

The Trustees declare that they have approved their Annual Report & Accounts and authorise the Treasurer to sign on their behalf.



Lesley F Andrews, Treasurer



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

The Friends of Holcot

**On accounts for the year
ended**

5th April 2021

**Charity no
(if any)**

1092332

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 05/04/2021.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

14/04/2021

Name:

Alison Boylan

Address:

36 Wellingtonia Way

Edenbridge

KENT TN8 5RE

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).