

**ANNUAL REPORT OF THE HUB@HENLEY COMMUNITY CENTRE CIO**  
**1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022 CHARITY**  
**NUMBER 1160710**

**INTRODUCTION**

This report has been prepared under the regulations supervised by the Charity Commission. The Charitable Incorporated Organisation was formed on March 2nd 2015 and received by transfer from the Henley-in-Arden War Memorial Trust, Charity Number 229334, the assets and property and responsibility for the lease from Warwickshire County Council on September 1<sup>st</sup> 2015. Its financial year runs from April 1<sup>st</sup> to March 31<sup>st</sup> each year. Therefore, this report covers the period from April 1<sup>st</sup> 2021 to March 31<sup>st</sup> 2022.

**1. CHAIRMAN'S REPORT**

The Hub has completed its 10th year as an independent trust. First as a part of the Henley in Arden War Memorial Trust and then as an independent CIO. Since 2012 it has raised just over £500,000 and spent every penny on supporting its local community. Without the practical and financial support of many residents and businesses in Henley, the Hub would not exist. The Trust extends thanks to everyone who contributed. This year the Hub recreated its operation out of the Covid 19 Lockdown to a place where even greater demands were being made on its services.

Our volunteers and paid staff went beyond anything the Hub has experienced before to ensure that everyone in the parishes of Beaudesert and Henley in Arden, including the surrounding district, who has been identified as in need of support received the help they required. Without our volunteers' and staffs' reliability and dedication our service to the community would not happen.

Our Youth Staff consisted of three ladies and two men all either qualified to Level 2 NVQ in Youth Work or undergoing training paid for by the Trust. The Centre also employed a part time Executive Officer, a part time Deputy Executive Officer and a Caretaker/Cleaner who undertake their duties with dedication and efficiency. They share the Trust's passion for delivering essential services to the community. We thank them for their unstinting service.

Finally, we are grateful to our Trustees as they have undertaken a variety of responsibilities within the Trust.

The self-management of our centre is a brave venture by our community, raising their game beyond what can be realistically expected of a relatively small population in order to provide a vital resource of support to local residents. Henley should be very proud of its great success in this endeavour.

**3. HOW OUR OBJECTIVES DELIVER PUBLIC BENEFIT**

*CONSTITUTIONAL OBJECTIVES: To further or benefit the residents of Henley-in-Arden and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.*

*In furtherance of these objects but not otherwise, the trustees shall have power:*

*To establish or secure the establishment of a community centre and to maintain or manage or cooperate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.*

All the activities set out below match our objectives perfectly and justify the wide range of duties and responsibilities carried out to a high degree.

Our weekly provision in the centre for this financial year consisted of:

A group and individual help for parents and carers of 0-5s (Hub-a-bubbas) Responding to the needs of young people either using Zoom or where appropriate in sensibly managed face to face contacts at the beginning of the year and the re-establishment of 6 youth work sessions each week.

1 x social and activity group for the over 65s in smaller bubbles on most days of the week. (Thursday Club). As the Lockdown was eased two regular weekly groups were formed. Extensive free IT support to local residents to keep them in touch with their friends and families.

The global pandemic, Covid-19, remained an influence on the running of activities during this financial year. Set out below are some statistics summarising this exceptionally busy year.

Every aspect of our work was adapted to support our fellow residents in Henley and the surrounding district. Even as we slowly returned to more usual building based activities it was discovered that more and more of our neighbours required increasing amounts of resources. The phone calls system was continued requiring additional volunteer time. The Hub, its volunteers and staff in doing all they can to help have made a fantastic contribution to maintaining the health and welfare of many residents in Henley .

ACTIVITY	PERSONS BENEFITTING	DEVELOPMENT PLAN
2. 2 PARENTS AND BABIES GROUPS PER WEEK	482 ATTENDANCES OVER ONE YEAR NUMBERS INCLUDE EACH MEMBER OF A FAMILY ATTENDING	CONTINUE THESE WITH ADDITIONAL QUALIFIED SUPPORT.
3. 2 BUILDING BASED GROUPS FOR SENIOR CITIZENS	1180 attendances	CONTINUE THESE AND ANTICIPATING FURTHER NEED LOOK AT COMMENCING ANOTHER ONE.
4. YOUTH BASED ACTIVITIES TERM TIME 2 YOUTH EVENING CLUBS, 4 AFTER SCHOOL EVENTS PLUS HOLIDAY PROJECTS	4800 Attendances	PLAN TO CONTINUE THESE WITH ADDITIONAL PAID QUALIFIED STAFF.
4. IT. SUPPORT SOLVING SIMPLE ISSUES, CONTACT WITH ABILITY NET FOR MORE COMPLICATED ONES FIRST ATTEMPTS OVER THE PHONE, THEN BY ZOOM AND FACETIME, IF ALL ELSE FAILS HOME VISITS	40 OVER THE PHONE, BY ZOOM AND 7 HOME VISITS	SERVICE NOT WIDELY KNOWN MORE ADVERTS.
5. 3 SPONSORED TOWN BASED EVENTS THIS YEAR	100 ON SUBSIDISED COACH TRIP. 90 ON A BEACH PROJECT 75 RECEIVED CHRISTMAS DAY LUNCHEES	TRY TO FUND MORE IN THE NEXT YEAR.
5. 24 HOURS SUPPORT TELEPHONE SERVICE	120 ON THE REGISTER 127 CALLS DEALT WITH DURING THE YEAR	NEED MORE VOLUNTEERS FOR THIS.
6. TOTAL NUMBER OF PERSONS ACCESSING SERVICES AT THE HUB APRIL 1 <sup>ST</sup> 2021 – 31 <sup>ST</sup> MARCH 2022	6687	NO COMPARISON IS POSSIBLE WITH THE PREVIOUS YEAR AS THE CENTRE WAS CLOSED FOR MOST OF THE TIME.

## 7. VOLUNTEERS

The records show that 14 people delivered 700 hours of help to the Hub during the year. Volunteers assisted with the youth work, also the running our free on line IT training centre, the Senior citizens provision, the after school coffee bar, the work of the family support project and working on the 24 hour helpline. Thanks are also due to our wonderful sponsoring tradesmen who give their time freely to maintain the building.

## 8. FINANCE REPORT

This report is for the year April 1<sup>st</sup> 2021 to March 31<sup>st</sup> 2022. It is attached to this report. We were able to put £5,000 into reserves towards building improvements but this transfer was not made until June 2022 (when £10,000 was transferred) so does not yet show up in the Balance Sheet. This was in line with the expenditure plan agreed by the Trustees and resulted from savings in the budget. The annual costs were significantly increased but matched by improved grant income. There was a total expenditure of £46,800, resulting in a surplus of £1,537 in the year ending March 31<sup>st</sup> 2022.

## 9. RESERVES POLICY

The Trust maintains a policy of a minimum holding usable funds of three months anticipated expenditure. In addition they have implemented a long term maintenance fund aiming at a minimum of raising £5,000 per year to be allocated to this fund. This will ensure that the building will be maintained to a high standard and it is protected against any emergencies that may arise. It should be noted that this aim was achieved as the fundraising was more successful this year.

## 10. FUTURE PLANS

The focus in the coming year will be repairs and improvements to the building. It is planned to carry this out with a combination of volunteers and tradesmen. Additional priority will be given to staff recruitment and training as the demands of our community are increasing. The Hub is striving to meet these with high quality staff and volunteers. A clear annual plan approved by the Trustees was delegated to staff and volunteers and monitored by the Trustees.

## 11. ADMINISTRATIVE EXTERNAL RELATIONSHIPS

Bank: Barclays Bank Ltd Registered office: 1 Churchill Place, London E14 5HP.  
Accounts Examiner: Ian Fox  
Solicitors: None appointed, when required the trust goes out to tender.  
Landlord: Warwickshire County Council

## 12. TRUSTEES:

Tim Sturges, co-opted Trustee (Vice Chairman)  
Peter Crathorne, Community Representative (Chairman)  
John Garner, Community Representative (Treasurer)  
Penny Stott, Community Representative (Secretary)  
Gail Shuttleworth, Community Representative  
Mike Bleby, Co-opted Trustee  
Chris Duffin, Community Representative  
Derek Hill, Centre Users' Representative  
Peter Ford, Community Representative  
Margaret Tomlinson, Community Representative  
Sally Harfield, Community Representative

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This report was presented to the Annual General Meeting of the Trust on 4<sup>th</sup> October 2022 and approved for signature by the chairman at a meeting of the Trustees held on the same day.

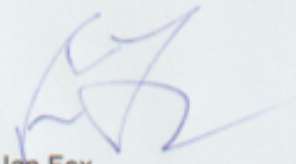
Peter Crathorne (Chairman).  
4<sup>th</sup> October 2022

17 Brook End Drive  
Henley-in-Arden

9<sup>th</sup> August 2022

**Accounts for the period ended 31st March 2022**

I have reviewed the Profit & Loss account and Balance Sheet at 31 March 2022 and confirmed that they are in accord with the records and explanations received. I have not conducted an audit.

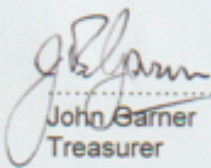


Ian Fox

Signed:



Peter Crathorne  
Chairman



John Garner  
Treasurer

# The Hub CIO

## Balance Sheet As of March 31, 2022

	TOTAL
Fixed Asset	
Tangible assets	
Leasehold Improvements	4,860.00
<b>Total Tangible assets</b>	<b>£4,860.00</b>
<b>Total Fixed Asset</b>	<b>£4,860.00</b>
Cash at bank and in hand	
Barclays Hub	0.00
Barclays Hub CIO	24,954.91
Dell Court holding account	(680.00)
<b>Total Barclays Hub CIO</b>	<b>24,274.91</b>
Barclays Hub deposit acct	25,001.51
Cash on hand	360.00
HWMT loan account	2,705.23
<b>Total Cash at bank and in hand</b>	<b>£52,341.65</b>
Debtors	
Accounts Receivable	160.00
<b>Total Debtors</b>	<b>£160.00</b>
Current Assets	
Covid loans	0.00
<b>Total Current Assets</b>	<b>£0.00</b>
<b>NET CURRENT ASSETS</b>	<b>£52,501.65</b>
Creditors: amounts falling due within one year	
Trade Creditors	
Accounts Payable	(906.90)
<b>Total Trade Creditors</b>	<b>£ (906.90)</b>
Current Liabilities	
Other Payroll Deductions	2,513.72
Payroll Clearing	201.66
Payroll Liabilities	
HMRC	11,111.04
Pension	4,330.01
<b>Total Payroll Liabilities</b>	<b>15,441.05</b>
Tax and National Insurance	(5,941.65)
VAT Liability	0.00
<b>Total Current Liabilities</b>	<b>£12,214.78</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£11,307.88</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£41,193.77</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£46,053.77</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£46,053.77</b>
Charity funds	
Share Capital Account	17,551.75
Unrestricted Net Assets	26,964.91
Surplus/(Deficit)	1,537.11
<b>Total Charity funds</b>	<b>£46,053.77</b>

# The Hub CIO

## Financial Activities

April 2021 - March 2022

	TOTAL
Income	
A Income	
Business Sponsorship	3,000.00
Donations	3,540.51
Donations (gift aided)	11,365.50
<b>Total Donations</b>	<b>14,906.01</b>
Gift Aid refund	2,846.54
Grants	16,221.00
<b>Total A Income</b>	<b>36,973.55</b>
B Buildings income	
Lettings	352.07
<b>Total B Buildings income</b>	<b>352.07</b>
C Internal activities	
Census project	1,960.00
Coffee Bar sales	2,871.35
HUBBA BUBBAS	822.85
Special Events income	87.00
Thursday Seniors income	4,036.29
Youth Club subs	370.17
Youth Club subs (gift aided)	120.00
<b>Total Youth Club subs</b>	<b>490.17</b>
<b>Total C Internal activities</b>	<b>10,267.66</b>
D External project income	
Xmas Day Lunch receipts	780.00
<b>Total D External project income</b>	<b>780.00</b>
<b>Total Income</b>	<b>£48,373.28</b>
<b>TOTAL</b>	<b>£48,373.28</b>
Expenditures	
P Property	
Advertising and Promotion	38.00
Cleaning	198.04
Computer and Internet Expenses	1,166.35
Equipment	416.68
Insurance Expense	1,842.84
Licences & permits	137.34
Office Expense	194.44
Post and Stationery	23.30
Printing	39.50
Rates	146.36
Repairs and Maintenance	279.55
Software rental	699.50
Sundries	63.44
TV licence	159.00

# The Hub CIO

Financial Activities  
April 2021 - March 2022

	TOTAL
Utilities	327.95
<b>Total P Property</b>	<b>5,732.29</b>
Payroll Expenses	
DBS checks	49.60
Furlough recovery	(8,874.95)
Pension	3,164.44
Taxes	1,961.24
Wages	37,841.99
<b>Total Payroll Expenses</b>	<b>34,142.32</b>
W Internal Activities	
Beach	108.35
Census project expenditure	19.12
Coffee Bar expenditure	2,308.59
Covid support project	170.38
HUBBA BUBBAS expenses	295.30
Special Events	600.00
Thursday Seniors expenditure	1,450.87
Youth Club activities	1,081.25
<b>Total W Internal Activities</b>	<b>6,033.86</b>
X External Activities	
Xmas Day Lunch expenditure	929.21
<b>Total X External Activities</b>	<b>929.21</b>
<b>Total Expenditures</b>	<b>£46,837.68</b>
NET OPERATING INCOME	<b>£1,535.60</b>
Other Income	
Interest Income	1.51
<b>Total Other Income</b>	<b>£1.51</b>
NET OTHER INCOME	<b>£1.51</b>
NET INCOME/(EXPENDITURE)	<b>£1,537.11</b>

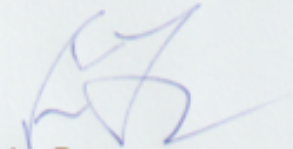


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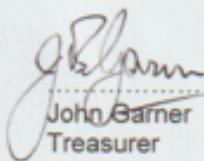


Ian Fox

Signed:



Peter Crathorne  
Chairman



John Garner  
Treasurer