

# Trustees' Annual Report for the period

		Period start date		Period end date	
From	01	April	2020	To	31
					March 2021

## Section A

## Reference and administration details

Charity name

Lowestoft Thursday Club

Other names charity is known by

N/A

Registered charity number (if any)

1162491

Charity's principal address

109 Sussex Road

Lowestoft

Suffolk

Postcode

NR32 4HG

### 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	Joseph Luke Harrison	Chairman		
2	Jill Rosemary White	Secretary		
3	Mary Elizabeth Edwards	Treasurer		
4	Sophie Kelly Cooper			
5	Rosemarie Sarah Page			
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15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name

Dates acted if not for whole year


### 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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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by any members of the Charity or the Trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We have several policies in place to protect the members of the Charity. These include a safeguarding policy, equal opportunities policy and DBS check, complaints policy and equal opportunities policies. We make it a priority to make sure all volunteers are first aid trained and moving forward to plan on continued training for all volunteers.

This year has been a very tough year, as of the 15<sup>th</sup> March 2020, we have not run Thursday Club as we are following the governments guidelines in order to protect members and volunteers. We are in the process of drafting risk assessments, covid policies and several others in keeping with the governments guidelines. We have also spoken to the Local Authority for guidance and other organisations like Lowestoft Thursday Club to make sure moving forward when we can re-open we are doing everything we can to keep all that attend safe.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The object of the Charity is for the public benefit to assist and support adults with learning disabilities in East Anglia by supplying an environment for their developing needs which provides and promotes their health and wellbeing through activities provided and organised by the Charity

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The activities that the club provides varies every week. These do include live performers, trips to the zoo, aquariums, craft and raffle nights and discos. We as Trustees have regard to the guidance issued by the Charity Commission on public benefit. All activities provided by the Charity are enjoyed by all members with varying disabilities, promoting their wellbeing and providing them with a safe enjoyable environment to develop all their needs.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We have since becoming a charity tried to spread greater awareness of the charity and within the community by allowing friends and families to come to special nights that are put on for the members. An example of this would be our Abba Night whereby tickets were sold to friends and family in order to not only help raise money, but also to allow them to spread the word about the charity.

Moving forward with the charity in this very uncertain time. Our objective is to get back to Lowestoft Thursday Club as soon as the government allow us to as we have really seen in this pandemic how much a club like ours is needed. We have had endless messages from members telling us just how much they rely on Lowestoft Thursday Club for their physical and mental wellbeing and therefore we as volunteers and trustees will be making sure we do everything we can within the government guidance to get back up and running as soon as we are legally allowed to. We have put in grants for PPE, we have moved location and we invested much time in making sure our policies and procedures are up to date and constantly reviewed to make sure we are adhering to the governments guidelines. We hope to open the doors of Lowestoft Thursday Club as soon as this is safe to do so as per the governments guidelines.

## Section D

## Achievements and performance



## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

As we have not been open this year there have not been many achievements made other than keeping in touch with our members through our social media accounts and reassuring them we will get back to Club as soon as we possibly can. We have secured a bigger venue in order to allow more social distancing when we return.

We have had lots of enquires from both volunteers and members who would like to join the charity and we hope to continue to grow the charity with the help of our Facebook page and website.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our policy on reserves has just been reviewed and we look at the two main aspects of the charity (transportation and entertainment). As we have chosen to lose the transportation this year we believe this will save us a lot of money in order for us to gain more entertainers for Club and deal with the rising cost of this. We have changed venue which will be an additional fee however this is minimal in the grand scheme. We have reached out to members to try and establish when we return if everyone will feel comfortable doing this in order to establish if the subs money will be enough and we have had a very positive response with actually more people wanting to join when we return. The reserves we set aside provide financial stability and the means for the development of our principle activity. We intend to maintain our reserves at a level of £6,500.00.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funds is fundraising. Unfortunately, there has not been much of this we could have done recently however we are very grateful for the charitable donations of the local community. Luckily our outgoings when we are not open are very very minimal and therefore we will not be in a worse position financially because we have not been open. When we are allowed to return, we will look to resume fundraising in the local area.

## Section F

## Other optional information

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## Section G


## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

  
SOPHIE COOPER

Position (eg Secretary, Chair,  
etc)

Trustee

Date

31/1/2022





	April	May	June	July	August	September	October
INCOME							
Membership Fees							
Bus Monies							
Charitable Donations		£12.00	£276.00	£10.00	£12.00	£106.00	£6.00
Fundraising Events							
Special Events Fee							
Refreshments							
Tuck Shop Monies							
Grants							
Other							
<b>TOTAL</b>	£0.00	£12.00	£276.00	£10.00	£12.00	£106.00	£6.00
TOTAL							
EXPENDITURE							
Bus Monies							
Advertisement and Promotion							
Insurance						£20.00	
Entertainment/ Craft Nights	£187.50						
Trophies/Presents							
Compliance Costs							
Party Expenses							
Food and Drink							
Miscellaneous Costs							
<b>TOTAL</b>	£187.50	£0.00	£0.00	£0.00	£0.00	£20.00	£0.00
<b>TOTAL</b>	<b>-£187.50</b>	<b>-£175.00</b>	£101.00	£110.00	£122.00	£208.00	£214.00

November    December    January    February    March

£285.00    £203.50    £6.00    £836.25    £6.00

£285.00    £203.50    £6.00    £836.25    £6.00    1758.75

£92.00

	£0.17	£0.17	£0.15	£0.17	
£92.00	£0.17	£0.17	£0.15	£0.17	300.16
£407.00	£610.33	£616.16	£1,452.26	£1,458.09	