

Hubberston & Hakin Community Centre  
Charity Registration 1168883  
STATEMENT OF FINANCIAL ACTIVITIES

SOFA Period 1 April 2021 to 31 March 2022

	Unrestricted Funds	Restricted Funds	Total 2021/2022
<b>INCOMING RESOURCES</b>			
Grants & Subsidies	£ 250.00	£17,495.89	£ 17,745.89
Meal charges	£ 659.50		£ 659.50
Hall Hire Fees	£10,148.00		£ 10,148.00
Nursery Hire Fees	£ 3,370.00		£ 3,370.00
Birthday Parties	£496.00		£ 496.00
HMCTS	£101.80		£ 101.80
Donations	£1,635.59		£ 1,635.59
<b>TOTAL</b>	<b>£ 16,660.89</b>	<b>£ 17,495.89</b>	<b>£ 34,156.78</b>
<b>RESOURCES EXPENDED</b>			
Lunch Club - Cost of Meals	-£ 153.00		-£ 153.00
Cleaning	-£ 3,898.48		-£ 3,898.48
Local Building Repairs	-£ 2,193.43		-£ 2,193.43
Utilities	-£ 3,295.50		-£ 3,295.50
Water	-£ 346.82		-£ 346.82
Broadband WiFi	-£ 598.88		-£ 598.88
Building Improvements		-£ 13,635.46	-£ 13,635.46
Equipment	-£ 4,245.72		-£ 4,245.72
Insurance	-£ 1,653.30		-£ 1,653.30
Waste Disposal	-£ 860.95		-£ 860.95
Lift Maintenance	-£ 936.00		-£ 936.00
Security	-£ 531.87		-£ 531.87
Consumables	-£ 450.84		-£ 450.84
Independent Examination	-£ 150.00		-£ 150.00
<b>TOTAL</b>	<b>-£ 19,314.79</b>	<b>-£ 13,635.46</b>	<b>-£ 32,950.25</b>
<b>NET INCOMING RESOURCES</b> (before transfers)	<b>-£ 2,653.90</b>	<b>£ 3,860.43</b>	<b>£ 1,206.53</b>
Transfers between Funds	£ 3,860.43	-£ 3,860.43	
<b>NET MOVEMENT IN FUNDS</b> (after transfers)	<b>£ 1,206.53</b>	<b>£ -</b>	<b>£ 1,206.53</b>
<b>FUNDS brought forward</b>	<b>£ 27,476.17</b>	<b>£ -</b>	<b>£ 27,476.17</b>
<b>FUNDS carried forward</b>	<b>£ 28,682.70</b>	<b>£ -</b>	<b>£ 28,682.70</b>

Note 1 Miscellany of expenses funded from grants

Note 2	<b>Fund balances represented by</b>	
	Current Account	£ 26,574.48
	Luncheon Account	£ 2,108.22
	<b>at 31 March 2022</b>	<b>£ 28,682.70</b>

BWS 30 January 2023.

**INDEPENDENT EXAMINER'S REPORT TO THE  
TRUSTEES OF Hubberston & Hakin Community Centre**

- 1 I have examined the financial statements of the Hubberston & Hakin Community Centre (Charity Number 1168883) for the financial year ended 31 March 2022. The Statement of Financial Activities is attached.

**Respective responsibilities of trustees and examiner.**

- 2 As the Charity's trustees, you are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year (under Section 144(2) of the Charities Act 2011(the 2011 Act). Instead an independent examination should be carried out.
- 3 It is my responsibility to:
- Examine the accounts (under section 145 of the 2011 Act
  - To follow the procedure laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
  - To state whether particular matters have come to my attention.

**Basis of independent examiner's report.**

- 4 My examination was carried out in accordance with the Directions and Guidance Notes issued by the Charity Commissioners. 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 you as trustees concerning any such matters.
- 5 You are reminded that the procedures followed do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

- 6 The accounts have been prepared on a Receipts and Payment basis, using the SORP accounting standard FRS 102 updated for smaller charities. Consequently, no cash flow statement has been provided.

- 7 Where I have sought explanations during the course of my examination; the Trustee, Pam McGillivray, has given these to me, on your behalf. Explanations have been prepared as part of the trustees' Annual Report.
- 8 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 2011 Act; and
    - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
  2. which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

B W Scourfield (provided under post covid 19 virus circumstances – as a matter of choice – given the late request to carry out an Independent Examination.

Bernard William Scourfield  
Chartered Public Finance Accountant (CPFA) retired  
6 Freshwater East Road  
Lamphey  
Pembroke  
SA71 5JX

Date: 8<sup>th</sup>. February 2022.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1 April 2021 to 31 March 2022

Charity name: Hubberston and Hakin Charitable Incorporated Organisation (CIO)

Charity registration number: 1168883

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objectives of the CIO is the provision and maintenance of a community Centre for the use of the inhabitants of Hubberston \ Hakin and the surrounding areas without distinction of political, religious, or other opinions, including the use for meetings, lectures and classes, together with other forms of recreation and leisure time occupations, with the objective of improving the health and wellbeing of the inhabitants.
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	<p>This summary highlights the activities, projects and services hosted at the centre for the reporting period March 21/April 22 following the impact of the Covid19 pandemic which forced the temporary closure of the centre.</p> <p>The centre is again a vibrant community hub with well being at the heart of its activities. It's home to a popular local daily playgroup, hosts a regular lunch club for older persons in the area, and also offers everything from youth club sessions to table tennis through U3A.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making.	Para 1.38	



Policy on social investment including program related investment.	Para 1.38	
Contribution made by volunteers.	Para 1.38	The number of volunteers supporting the Centre continues to increase. We remain totally led by unpaid volunteers who come from a variety of backgrounds.
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.	Para 1.20	<p>The reporting period saw an impressive expansion of the charity's work to meet the charity's objective of improving the health and well-being of the community.</p> <p>By working with a number of statutory and third sector organisations the Centre is well utilised and currently sustainable in meeting running and maintenance costs.</p> <p>During the year the Centre has been successful in being allocated grants from several funding sources supported by Pembrokeshire Association of Voluntary Services. These sources include the Supporting Community Action Fund, Community Foundation Wales, WCVA Resilience Funding, Pembrokeshire County Council Enhancing Pembrokeshire Grant, Bluestone Community Fund, Port of Milford Haven, South Hook LNG and Big Lottery Funding through the Building Communities Trust.</p> <p>With the support of initial funding from Invest Local "Steps for Health" classes are now well established at the Centre. These provide gentle seated and standing dance to music for all ages and abilities.</p> <p>By working closely with the Stroke Association a vibrant and well attended short mat bowls group has been established. The group being made up of stroke survivors and their family carers supported by the local stroke rehabilitation unit at Withybush Hospital.</p>

	<p>A new Friendship Club has been established which meets twice monthly with various activities taking place.</p> <p><b>Sustainable Communities Wales</b></p> <p>By establishing links with Sustainability Communities Wales the Centre was assessed resulting in the publication of a Resource Efficiency Report in February 2020.</p> <p>Stemming from this report a number of energy saving recommendations have been made which have been implemented :</p> <ul style="list-style-type: none"> <li>• Installation of 33 PV solar panels.</li> <li>• Replacement Gas Boiler installed with Zonal Temperature Controls.</li> <li>• PIR lighting introduced in each of our three toilets.</li> <li>• Conventional lighting replaced with more efficient LED lighting.</li> <li>• Dedicated toilets built for the Little Acorns Playgroup.</li> <li>• Utility Aid engaged in procurement of new Gas and Electricity tariffs.</li> </ul> <p>These initiatives have reduced utility costs at the Centre, making it sustainable in the longer term.</p> <p>The toilets at the Centre have now also been made available to the public.</p> <p>The Memorial Garden has been enhanced with new benches now in place through the support of a local business, Milford Haven School and Men's Shed.</p> <p>New blocked paving has also been laid in an effort to deter any anti-social behaviour which was previously prevalent when stone chippings were in place.</p> <p>Among the areas to be taken forward in 2022/23 are:</p> <ol style="list-style-type: none"> <li>1. Coffee Bar and Memorial Kitchen to be refurbished.</li> <li>2. New Flat Roof specification and procurement exercise to be</li> </ol>
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		undertaken.
		3. Purchase of PV solar storage battery.

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set.	Para 1.41	Encouraging progress has been made in meeting the objective of making the Centre sustainable in the longer term.
Performance of fundraising activities against objectives set.	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See the accounts submitted.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Number of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### 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	Hiring fees from those utilising the Centre.
Investment policy and objectives including any social investment policy adopted.	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (Trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO
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	Elected by trustees

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Hubberston and Hakin Charitable Incorporated Organisation
Other name the charity uses	None
Registered charity number	1168883
Charity's principal address	Church Road, Hubberston, Milford Haven, Pembrokeshire SA73 3PL

**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	Norma Barlow	Chair		CIO
2	Lynda Jones	Vice chair		CIO
3	Pam McGillivray	Treasurer		CIO
4	Viv Stoddart	Secretary		CIO
5	Jackie Davies			CIO
6	Peter Llewellyn			CIO
7	Eric Harries			CIO
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**Corporate trustees – names of the directors at the date the report was approved.**

Director name		
NONE		

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

Trustee name	Dates acted if not for whole year	
NONE		

**Funds held as custodian trustees on behalf of others.**

Description of the assets held in this capacity.	NONE
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NONE
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NONE

**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 trustee's report above.

Signed on behalf of the charity's trustees

Signature(s)	Norma Barlow	<i>N. Barlow</i>
Full name(s)	Norma Barlow	
Position (e.g., Secretary, Chair, etc)	Chair	
Date	1/2/23	