



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2023 to 31 March 2024

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 2023 to April 2024.</p> <p>The centre is now an established, vibrant community hub with well being at the heart of its everyday activities.</p> <p>It's home to a range of popular activities for all ages and abilities ranging from a daily playgroup to a regular luncheon club for older persons in the area.</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 | |
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| Policy on social investment including program related investment. | Para 1.38 | |
| Contribution made by volunteers. | Para 1.38 | <p>The number of volunteers supporting the Centre continues to increase.</p> <p>For the Luncheon Club alone we have twelve Volunteers, seven for the Stroke Short Mat Bowls and three for the Boccia Groups.</p> <p>We remain as a CIO totally led by unpaid volunteers who come from a variety of backgrounds.</p> |
| 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 a further expansion of the charity's work to meet its 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 fully utilised and currently sustainable in meeting running and maintenance costs.</p> <p>During the year, the Centre has again been successful in being allocated grants from several funding sources supported by Pembrokeshire Association of Voluntary Services.</p> <p>These sources include ongoing support of the Big Lottery Funding through the Building Communities Trust.</p> <p>The Stroke Survivors Short Mat Bowls Group continues to flourish. The group made up of stroke survivors and their family carers referred by the local stroke rehabilitation unit at Worthybush Hospital.</p> <p>Services for pre-school children include 10 Playgroup sessions per week and a weekly Parent and Toddler Group run in conjunction with the newly established Community Church.</p> |

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| | | <p>There are also regular Stay and Play sessions run in partnership with the Health Board's Health Visiting Service during school holidays.</p> <p>The Centre continues to host the Church of the Living Hope who hold regular services and activities at the Centre.</p> <p>As well as a Community Choir, Young Carers services, Ukulele Group, and a wide range of wellbeing activities.</p> <p>Sustainability initiatives</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 were made and implemented.</p> <p>During the last year:</p> <ul style="list-style-type: none"> • Coffee Bar and Memorial Kitchen have been refurbished. • New Replacement Flat Roof installed at a cost of £52k to improve insulation above Playgroup and Coffee Bar areas, <p>These initiatives have further reduced utility costs at the Centre, making it sustainable in the longer term.</p> <p>Among the areas taken forward in 2023/24 are:</p> <ul style="list-style-type: none"> • Outside Play for Pre-School Playgroup enhanced with covered area allowing greater opportunities for children to play outdoors. <p>This was achieved through accessing external funds by the Playgroup itself.</p> <ul style="list-style-type: none"> • Initiatives introduced to provide drop-in services to support Adult Mental Health services in the area. <p>This has been achieved in partnership with Pembrokeshire and Carmarthenshire Mind.</p> <ul style="list-style-type: none"> • Additional indoor activities now include Boccia, New Age Kurling and Pickleball at the Centre. |
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| | | <p>There are plans to introduce Badminton and indoor Netball during 2024-25.</p> <ul style="list-style-type: none"> Develop wellbeing activities to support Unpaid Carers in the form of respite and provision of information. <p>Time out for Carers funding has been applied for to develop Art & Craft, Music Therapy and Carer information at the Centre during 2024-25.</p> <ul style="list-style-type: none"> New activities such as Table Tennis and Netball for Young Carers in partnership with the U3A and Action for Children has been introduced. <p>This has greatly enhanced the services provided to Young Carers in the area.</p> <ul style="list-style-type: none"> The Hubberston and Hakin Community Gardening Club has been re-established at the Centre to promote the wellbeing advantages of gardening. <p>This group is now well established and has developed a programmed of guest speakers and visits for its members.</p> |
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Additional information (optional)

You may choose to include further statements where relevant about:

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| Achievements against objectives set. | Para 1.41 | Substantial progress has been made in 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

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| 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:

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| 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

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| 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:

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|--|-----------|--|
| 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

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|-----------------------------|--|
| 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 | Susan Twigg | Secretary | | CIO |
| 5 | Jackie Davies | Trustee | | CIO |
| 6 | Peter Llewellyn | Trustee | | CIO |
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Corporate trustees – names of the directors at the date the report was approved.

| Director name | | |
|---------------|--|--|
| NONE | | |
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
| NONE | | |
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Funds held as custodian trustees on behalf of others.

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| 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 fall 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 |
|-----------------|------|---------|
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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

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|--|----------------------------|--|
| Signature(s) | Norma Barlow | |
| Full name(s) | Norma Barlow | |
| Position (e.g., Secretary, Chair, etc) | Chair | |
| Date | 3 rd March 2024 | |

Hubberston & Hakin Community Centre
Charity Registration 1168883

Statement of Financial Activities for the Period 1st April 2023 to 31st March 2024

| | Hall Account Unrestricted Funds | Restricted Funds | Luncheon Club Unrestricted Funds | Restricted Funds | Friendship Club Unrestricted Funds | Restricted Funds | Total 2023/2024 |
|--|---------------------------------------|---------------------|--|---------------------|--|---------------------|--------------------|
| INCOME | | | | | | | |
| Donations, Legacies and Unrestricted Grants | 1302.41 | 0.00 | 0.00 | - | 250.00 | 0.00 | 1552.41 |
| Fundraisers | 0.00 | | | | | | 0.00 |
| Interest | 0.00 | | | | | | 0.00 |
| Subscriptions | 0.00 | | 3129.50 | | 637.50 | | 3767.00 |
| Fees for Charitable Services | 0.00 | | | | | | 0.00 |
| Hire of Hall | 21179.48 | | | | | | 21179.48 |
| Restricted Grants | | 6204.00 | | 1080.00 | | | 7284.00 |
| TOTAL | 22481.89 | 6204.00 | 3129.50 | 1080.00 | 887.50 | 0.00 | 33782.89 |
| EXPENDITURE | | | | | | | |
| Cost of fundraising events | 1266.76 | | 830.32 | 1080.00 | 742.50 | | 3919.58 |
| Rent/Hire of rooms | 787.85 | | 200.00 | | 421.00 | | 1408.85 |
| Repairs and Maintenance | 19561.34 | | | | | | 19561.34 |
| Light and Heat | 2002.29 | | | | | | 2002.29 |
| Water and Sewerage | 219.43 | | | | | | 219.43 |
| Insurance | 1675.88 | | | | | | 1675.88 |
| Telephone, Internet and Postage | 477.41 | | | | | | 477.41 |
| Printing, Stationery and Computer Supplies | 872.56 | | | | 48.00 | | 920.56 |
| Grants and Donations Paid | 100.00 | | | | | | 100.00 |
| Bank Charges | 0.00 | | | | | | 0.00 |
| TOTAL | 26963.52 | 0.00 | 1030.32 | 1080.00 | 1211.50 | 0.00 | 30285.34 |
| Net Movement in Funds (Profit/Loss on activities) | 1722.37 | | 2099.18 | | -324.00 | | 3497.55 |
| Bank Account at 31/3/23 | 34109.29 | | 496.46 | | 867.58 | | 35473.33 |
| Funds brought forward from 31/3/2023 | | | | | | | |

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| Bank Account at 31/3/24 | 35831.66 | 2595.64 | 543.58 |
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INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF:

HUBBERSTON & HAKIN COMMUNITY CENTRE

I Have examined the financial statements of the Hubberston & Hakin Community Centre (Charity number 1168883) for the financial year ended 31st March 2024, a copy of which is attached.

As the Charities 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.

It is, therefore, my responsibility to: -

A/ Examine the accounts (under section 145 of the 2011 Act.

B/ To follow the procedure laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

C/ To state whether particular matters have come to my attention.

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.

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.

The accounts have been prepared on a Receipts and Payment basis, Consequently no cash flow statement has been provided.

Where I have required explanations during the course of my examination, the Trustee Pam McGillivray, has provided these, on your behalf. Explanations have been prepared as part of the Trustees Annual Report.

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that any of 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 to which attention should be drawn in order to enable a proper understanding of the accounts.

Maureen Howe

The Cellars Bookkeeping Service
The Cellars
Cellar Hill
Milford Haven
Pembrokeshire
SA73 2QT

Date: 24th October 2024