



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1 April 2024 to 31 March 2025

**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 remain 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 2024 to April 2025.</p> <p>The centre is a vibrant community hub with wellbeing 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	<b>Yes</b>

## 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	<p>The number of volunteers supporting the Centre continues to increase.</p> <p>For the Luncheon Club alone we have Fifteen Volunteers, Ten 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 Withybush 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 Community Church based at the Centre.</p>

		<p>There are also regular Stay and Play sessions run in partnership with the Health Board's Health Visiting Service and Little Acorns Playgroup 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, Various Music Bands and a wide range of wellbeing activities.</p> <p><b>Sustainability initiatives</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 were made and implemented.</p> <p>During the last year:</p> <ul style="list-style-type: none"> <li>• LED lighting now in place throughout the Playgroup area.</li> <li>• New Caul fitted to further insulate the flat roof above the main entrance.</li> </ul> <p>These initiatives have further reduced utility costs at the Centre, making it sustainable in the longer term.</p> <p><i>There are also plans to enter into a Smart Export Guarantee with the Centre's electric supplier in 2025/26.</i></p> <p>Among the areas completed in 2024/25 are:</p> <ul style="list-style-type: none"> <li>• Outside Play for Pre-School Playgroup enhanced with covered area allowing greater opportunities for children to play outdoors.</li> </ul> <p>This was achieved through accessing external funds by the Playgroup itself.</p> <p><i>During 2025/26 a raised border is being planned for access by the Playgroup as part of the Hubberston Green project.</i></p> <ul style="list-style-type: none"> <li>• Initiatives introduced to provide</li> </ul>
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		<p>drop-in services to support Adult Mental Health services in the area.</p> <p>This has been achieved in partnership with Pembrokeshire and Carmarthenshire Mind.</p> <p><i>In 2025/26 mental health support services for Children and Young People will be introduced in the Centre.</i></p> <ul style="list-style-type: none"> <li>• Develop wellbeing activities to support Unpaid Carers in the form of respite and provision of information.</li> </ul> <p>Time out for Carers (Round 2) funding awarded to develop Art &amp; Craft, Music Therapy and Carer information at the Centre during 2024-25.</p> <p><i>In 2025/26 further Time out for Carers (Round 3) funding to be sought to provide innovative breaks for Carers of those attending the Centre i.e. Massage sessions, Golf for Carers, Ten Pin Bowling and Volunteering opportunities.</i></p> <ul style="list-style-type: none"> <li>• New activities such as Table Tennis and Netball for Young Carers in partnership with Action for Children have been established.</li> </ul> <p>This has greatly enhanced the services provided to Young Carers in the area.</p> <p>As a result, the Centre will host these services on a long term basis until April 2026.</p> <ul style="list-style-type: none"> <li>• The Hubberston and Hakin Community Gardening Club has been re-established at the Centre to promote the wellbeing advantages of gardening.</li> </ul> <p>This group is now well established and has developed a programme of guest speakers and visits for its members.</p> <p><i>Over the next twelve months the Group will play a key role in supporting the Hubberston Green Project.</i></p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set.	Para 1.41	Substantial progress has been made in making the Centre sustainable in the longer term.
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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 ( <a href="#">Trust deed, royal charter</a> )	Para 1.25	Constitution
How is the charity constituted? (e.g. <a href="#">unincorporated association, CIO</a> )	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	Susan Twigg	Secretary		CIO
5	Jackie Davies	Trustee		CIO
6	Peter Llewellyn	Trustee		CIO
7	Adrian Jones	Trustee	14 <sup>th</sup> June 2024	CIO
9	Jean Roberts	Trustee	11 <sup>th</sup> June 2024	CIO
10	Susan Council	Trustee	11 <sup>th</sup> June 2024	CIO
11	Paul Robinson	Trustee	11 <sup>th</sup> June 2024	CIO
12				
13				
14				
15				
16				
17				
18				
19				
20				

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 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

**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

**Full name(s)**

Norma Barlow

**Position (e.g.,  
Secretary, Chair, etc)**

Chair

**Date**

14<sup>th</sup> July 2025

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 31<sup>st</sup> March 2025, 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 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

*M.E. Howe.*

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

Date: 29<sup>th</sup> October 2025

Hubberston & Hakin Community Centre  
Charity Registration 1168883

Statement of Financial Activities for the Period 1st April 2024 to 31st March 2025

	Hall Account		Luncheon Club		Friendship Club		Total
	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds	2024/2025
<b>INCOME</b>							
Donations, Legacies and Unrestricted Grants	325.00		300.00				625.00
Fundraisers	0.00		31.90				31.90
Interest	0.00						0.00
Subscriptions	0.00		4201.30		970.82		5172.12
Fees for Charitable Services	0.00						0.00
Hire of Hall	32954.48		20.00				32974.48
Restricted Grants	0.00						0.00
<b>TOTAL</b>	<b>33279.48</b>	<b>0.00</b>	<b>4553.20</b>	<b>0.00</b>	<b>970.82</b>	<b>0.00</b>	<b>38803.50</b>
<b>EXPENDITURE</b>							
Cost of fundraising events	0.00		3014.12		840.00		3854.12
Rent/Hire of rooms	1597.90		200.00		196.00		1993.90
Repairs and Maintenance	20697.46		45.92				20743.38
Light and Heat	6334.59						6334.59
Water and Sewerage	561.76						561.76
Insurance	2832.49						2832.49
Telephone, Internet and Postage	636.99						636.99
Printing, Stationery and Computer Supplies	1753.64		27.08		150.69		1931.41
Grants and Donations Paid	608.94		357.72				966.66
Bank Charges	0.00						0.00
<b>TOTAL</b>	<b>35023.77</b>	<b>0.00</b>	<b>3644.84</b>	<b>0.00</b>	<b>1186.69</b>	<b>0.00</b>	<b>39855.30</b>
<b>Net Movement in Funds (Profit/Loss on activities)</b>	<b>-1744.29</b>		<b>908.36</b>		<b>215.87</b>		<b>-1051.80</b>
<b>Bank Account at 31/3/24</b>	<b>35887.66</b>		<b>2595.64</b>		<b>543.58</b>	<b>Total</b>	<b>39026.88</b>
<b>Bank Account at 31/3/25</b>	<b>34101.37</b>		<b>3504.00</b>		<b>327.71</b>	<b>Total</b>	<b>37933.08</b>



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