

HENFIELD HAVEN CIO

England & Wales · Charity number 1183669

Details

Other names	HENFIELD SOCIAL ENTERPRISE CIC
Status	Registered
Legal form	CIO
Registered	2019-05-31
Register	View on the Charity Commission register

Contact

Address	c/o Henfield Haven Hewitts Henfield BN5 9DT
Phone	01273494747
Email	chair@henfieldhaven.org
Website	www.henfieldhaven.org

Activities

Objects: TO RELIEVE THOSE IN NEED, BY REASON OF AGE, ILL-HEALTH, DISABILITY, OR OTHER DISADVANTAGE, WHO LIVE AND WORK IN HENFIELD PARISH AND ITS SURROUNDING COMMUNITIES, THROUGH THE PROVISION OF DEMENTIA CARE AND OTHER WELLBEING SERVICES AT THE HENFIELD HAVEN.

Activities: To relieve those in need, by reason of age, ill-health, disability, or other disadvantage, who live and work in Henfield Parish and its surrounding communities, through the provision of dementia care and other wellbeing services at the Henfield Haven.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** The Advancement Of Health Or Saving Of Lives, Disability, Recreation
- **Who:** Elderly/old People, People With Disabilities

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£265,000	£269,000	-	-
2023-12-31	£300,726	£265,743	-	-
2022-12-31	£253,013	£219,165	-	-
2021-12-31	£214,053	£122,221	-	-
2020-12-31	£119,816	£37,791	-	-

Trustees

Name	Role	Appointed
Richard Digby Stephenson RD	Chair	2019-05-31
ANTHONY DAVID DRUCE		2019-05-31
Belinda Jane Samrah		2023-12-14
Dr ANTHONY FRANCIS JACKSON		2019-05-31
Dr Karen Elizabeth Crawford Clarke BSc		2019-07-22
Emma Louise Cole		2019-05-31
James Russell Shaw		2020-10-01
Joerg Schlueter		2019-07-22
Trevor Martin Hodgson		2021-09-01
Vicky Pollitt		2021-04-08

HENFIELD HAVEN CIO

England & Wales - Charity number 1183669

Accounts



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Annual Report & Consolidated Financial Statements

Year ended 31st December 2023

Charity Registration No: 1183669

Administrative Information

Trustees

R Digby Stephenson (Chair)
Peter W.S. Sheppard (*until 23/8/23*)
Anthony D. Druce
Emma L. Cole
Dr Anthony F. Jackson
Vicky Pollitt
Joerg Schlueter
Dr Karen E. Crawford Clarke
Russell Shaw
Trevor Hodgson
Belinda J Samrah (*from 14/12/23*)

Independent Examiner

Dave Jemmett

Registered Office

The Henfield Haven
Hewitts
Henfield
BN5 9DT
01273 494747

Website

henfieldhaven.org
www.facebook.com/HenfieldHaven
<https://fb.watch/sXLeMVR5z0/>

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BN5 Magazine, Helen Boosey,
Trevor Hodgson, Lorette Mackie
& Digby Stephenson



The Trustees present their Annual Report, together with the unaudited financial statements, for the year ended 31 December 2023.



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"Since retiring I had a lot of time on my hands. It is so rewarding to be a volunteer at the Haven and to be part of such a wonderful friendly team."

A HAVEN VOLUNTEER



Structure, Governance and Management

Henfield Haven became a Charitable Incorporated Organisation (CIO) on 31st May 2019. Henfield Haven's new constitution as a CIO was registered by the Charity Commission, number 1183669.

The Haven is managed by a group of trustees and led operationally by the Haven Manager. Caring, catering, cleaning and gardening services are provided by a mix of employees, contracted staff and volunteers.

The Trustees generally meet 3 times a year and set the direction and provide oversight. Administrative tasks are generally delegated to the Charity's staff, but they at all times act under Trustees' instruction.

Our network is especially important to the sustainability of the Haven and this network includes:

- Friends of the Haven (donors and supporters)
- Henfield, Cowfold and Steyning Medical Centres

- Age UK
- West Sussex County Council
- Horsham District Council
- Henfield Parish Council (and other local Parish Councils)
- Henfield Churches
- Henfield Community Partnership
- CEO of Dementia Support in Tangmere
- Alzheimer's Society
- Carers Support

The Henfield Haven Trading Company Limited (HHTCL) was incorporated on 7th November 2022 as a related entity in order to comply with Charity Commission regulations. All profits from the Trading Company are to be paid over to Henfield Haven CIO (HHCIO).



A HAVEN SUPPORTER



Objectives and Activities

Under its Constitution, the Charity's purpose is to relieve those in need, by reason of age, ill-health, disability, or other disadvantage, who live and work in Henfield Parish and its surrounding communities, through the provision of dementia care and other wellbeing services at the Henfield Haven.

Services and Public Benefit (and provision of services in 2023 financial year)

The principal aim of the HHClO is to operate a day centre to support the vulnerable and their carers, many of whom will be deemed 'high needs' (this includes particularly dementia care as well as signposting for additional support e.g. from Carers Support, Dementia Crisis Team, Mind).

The Haven has operated at, or close to, capacity throughout the year. The scope of services provided through the year comprised:

- High needs care on three days per week for typically 10 or 11 customers each day
- The Thursday Club, including organised activity and befriending and provision of lunch etc one day a week for up to 20 vulnerable customers
- A meeting place one morning a week for mothers and babies recognising the need for support, networking and with some discussions/talks for this segment of the community. During the year this activity moved to a larger, more suitable venue.
- Directing people to other services in Henfield

- making connections for others utilising the Haven's extensive local network.

- Café provision for the entire community, encouraging all generations to mix and enjoy wholesome freshly cooked meals. Positioning the Haven at the centre of dementia awareness, education and the positive acceptance of dementia as part of our local community will ultimately reduce the stigma surrounding dementia and allow those who live with it to enjoy more fulfilled lives.
- The provision of a 'Community Lunch' one Sunday a month as a social occasion for those who may have less social contact or equally those who just wish to participate.

Transport in an adapted minibus is available to customers. In addition, a range of ancillary care services (e.g. osteopathy and a foot clinic) can be delivered from the Haven as well as the premises being used by community groups which fit in around the Haven's core activities.

All services are delivered by an optimal mix of staff, volunteers and contractors. The employed team is eight people (not all full-time) supported by two contract staff and up to 60 volunteers each of whom typically work in one of the following areas – care provision, escorting minibus, kitchen, café, garden and fundraising.

A bursary scheme has been introduced so that those deemed in need of financial support to attend the Haven as a customer can be supported.



Target Catchment Area

The primary defined catchment area for the Haven is unchanged and is as follows:-

1. Henfield
2. Shermanbury
3. Partridge Green
4. Cowfold
5. Blackstone
6. Woodmancote
7. Woods Mill
8. Small Dole
9. Upper Beeding
10. Bramber
11. Steyning
12. Fulking
13. Edburton

This does not preclude services being offered to residents of other surrounding villages e.g. Ashurst, Albourne, Sayers Common, Twineham, Wineham, Poynings, Storrington (this list is illustrative rather than definitive).



Potential Demand for Services

When the local community took over running Henfield Day Care Centre from WSCC in 2015, it was clearly demonstrated that there was a compelling need in the Henfield area for a facility offering a range of services to help individuals, including carers, with living and ageing well. Rising life expectancy and increased numbers of people living with long-term conditions or disabilities, combined with a local rising population, mean that more high-level care and other forms of help are needed. The pandemic also demonstrated the vulnerability and isolation for some in the community and drove our resolve to work even harder to support these people through the provision of the services listed in this report.

A recent report from the West Sussex Joint Strategic Needs Assessment showed that, although dementia is not a natural part of growing older, it is more prevalent in people over the age of 65. In 2020, it was estimated that 16,650 people have dementia

in West Sussex; by 2030, this figure is estimated to rise to 22,450 people. Older people are also more likely to have other significant and life limiting chronic conditions, putting a huge demand on capacity within services. The Needs Assessment also showed that there were over 600 unpaid carers in Henfield alone, with over 60% of these carers citing practical support as a challenge.

The popularity of services at the Haven indicates that social isolation is also a major issue in Henfield where the most recent census figures show that well over 20% of pensioners were living on their own, the average for England being 13.1%. Social isolation and loneliness impact upon individuals' quality of life and wellbeing, adversely affecting health and increasing their use of health and social care services.

Demand for the services provided is evidenced by the care provision for both high needs and vulnerable customers having a waiting list.



"Thursday is the only day I get out because of my mobility. The Haven mini-bus is a godsend. I really enjoy the socialising and the wonderful lunches."

THURSDAY CLUB MEMBER



How people access the Haven's services

The possible routes by which people become aware of the Haven's services include:

- social prescribing (in conjunction with Henfield Medical Centre, Cowfold Medical Centre, Steyning Medical Centre and Age UK). This is a critical linkage point with many referrals;
- BN5 magazine (delivered free to all households) Henfield Parish Magazine, other publications;
- The Haven's website (www.henfieldhaven.org);
- through the Friends of the Haven network;
- word of mouth ;
- social media ([Facebook.com/HenfieldHaven](https://www.facebook.com/HenfieldHaven));
- having previously used the Haven's café as a meeting place;
- outreach at local events, such as Gardens & Arts and the Village Fair;
- through interaction with local clubs, groups and fundraisers.



"Before coming to the Haven my husband did nothing but sit around and watch TV. I had to be with him 24/7, but now twice a week I get much needed time to myself and he really enjoys his time there. "

WIFE & CARER



Actions and plans for 2024

With the Haven operating at close to capacity, there is little scope for any significant increase in activity and so the Board's focus has been on maintaining safe and quality services for customers whilst continuing to build awareness in the community of the services we provide.

The 49 PV panels, installed on the roof of the building, are generating most of the needed electricity and an electric vehicle charging point is being well-used, using sustainable energy. The creation in 2023 of the Sensory Garden has been an added and well-used benefit, providing customers with a peaceful and safe environment to undertake gardening and other outdoor activities.



Going concern

The Trustees have successfully delivered against The Haven's business plan in building back from temporary closure due to the pandemic and The Haven is now largely operating at capacity of the premises. The Trustees have concluded that with the Charity's current level of cash and investments and stable operation against financial targets, the Charity has adequate resources to continue in operational existence for the foreseeable future. Consequently, the financial statements have been prepared on a going concern basis.



"On behalf of my husband and myself I would like to thank you all for the patience and kindness you have shown and know that you all made a significant difference in his and my life during his time with you at the Haven. I am incredibly grateful for your support. Thank you all."

A CARER

Financial Review

Thanks to the generosity of local residents and businesses, the HHClO received donations and gifts totalling £108,414 (2022: £54,637) in the period.

The provision of care services was operating at full capacity during the year and delivered income from care fees of £97,978 (2022: £94,356).

The Henfield Haven café has traded for the full year and local groups hired space at the Haven's premises. These activities contributed £72,722 (2022: £73,537) to our income in the year.

Expenditure during the year increased in line with the provision of services and a full quota of staff, and operation of the café for the year.

Net operating income was £37,384 (2022: £33,848) for the year contributing to a strong Balance Sheet.

These accounts have been drawn up in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' 2015.

Reserves

The Group's reserves increased to £270,376 (2022: £232,992) as at 31st December 2023. The reserves policy requires the charity to carry reserves equal to 3 months' of unrestricted charitable expenditure; a fund for maintenance of and repairs to the building; and a fund to meet the costs of a year's rent in the event of needing to find alternative premises. Free reserves were £134,411 (2022: £108,991).

Risk Management

While the Trustees regularly consider and review risks to the Haven, the main risks to the business plan are highlighted below, together with the mitigation.

Risk: Other charitable or private organisations providing similar services impact our revenue and our ability to recruit staff.

Mitigation: The HHClO has built a strong local reputation with good links into the local community and local referrers, both between and during period of lockdown, giving us competitive advantage. We have a significant volunteer base drawn from the local community which we can call on either to recruit from or to cover resourcing needs pending recruitment. Over 60 volunteers collectively work the equivalent of 4 full-time employees. A waiting list for our services would indicate that there is still a significant need for what we provide.

Risk: Key staff and volunteers looking for alternative employment or volunteering opportunities.

Mitigation: The Trustees recognise that the team of employees, volunteers and contractors are very important to our success. As such, we work hard to ensure they are supported, fairly rewarded and recognised for their contribution and we seek to provide an inclusive and engaging working environment. A development day was held in the second half of 2023 for all employees and a similar half-day for volunteers in the first half of 2024.

Fixed Assets

The movements in Fixed Assets during the year are set out in Note 8 of the financial statements.

Board of Trustees



R Digby Stephenson (Chair)



Peter W.S. Sheppard



Anthony D. Druce



Emma L. Cole



Vicky Pollitt



Dr. Anthony F. Jackson



Joerg Schlueter



Russell Shaw



Dr Karen E. Crawford Clarke



Trevor Hodgson



Belinda J Samrah

"Without the wonderful support that we receive from our volunteers, staff, sponsors, donors and the local community The Henfield Haven simply wouldn't exist."

CHAIR OF TRUSTEES

Statement of the Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

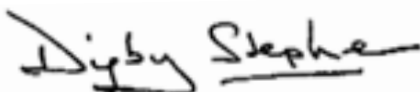
The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Henfield Haven and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards, including FRS 102, have been followed, subject to any material departures disclosed and explained in the financial statements;

- state whether a Statement of Recommended Practice (SORP) applies and has been followed, subject to any material departures which are explained in the financial statements; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deeds. They are also responsible for safeguarding the assets of Henfield Haven and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By Order of the Trustees



R. Digby Stephenson, FRIN RD

The Henfield Haven
Hewitts
Henfield
West Sussex
BN5 9DT

Date: 18th October 2024

Independent Examiner's Report to the Trustees of the Henfield Haven

I report on the accounts of Henfield Haven for the year ended 31st December 2023, which comprise the Statement of Financial Activities, Balance Sheet and related notes.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

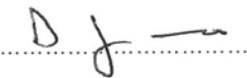
Independent Examiner's Statement

Since the Charity's gross income exceeded £25,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



David Jemmett FCA

Date: October 2024

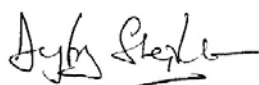
Henfield Haven CIO
Consolidated Statement of Financial Activities
For the Year ended 31st December 2023

	Note	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
INCOME AND ENDOWMENTS					
Voluntary Income	3	108,414	-	108,414	54,637
Other Activities	4	74,600	-	74,600	73,537
Charitable Activities	5	100,212	-	100,212	96,180
Grants		15,500	2,000	17,500	28,659
Total Operating Income		<u>298,726</u>	<u>2,000</u>	<u>300,726</u>	<u>253,013</u>
EXPENDITURE					
Raising Funds	6	35,263	-	35,263	28,223
Staff Costs	7	168,606	-	168,606	120,991
Other Operating Costs	8	55,807	6,067	61,874	70,309
Total Expenditure		<u>259,676</u>	<u>6,067</u>	<u>265,743</u>	<u>219,523</u>
Bank Interest Received		2,401	-	2,401	358
Net Operating Surplus		<u><u>41,451</u></u>	<u><u>(4,067)</u></u>	<u><u>37,384</u></u>	<u><u>33,848</u></u>

Henfield Haven CIO
Consolidated Balance Sheet
As at 31st December 2023

<u>Note</u>	<u>CIO</u> <u>2023</u> £	<u>Group</u> <u>2023</u> £	<u>CIO</u> <u>2022</u> £	<u>Group</u> <u>2022</u> £
Fixed Assets				
Tangible Assets	9	35,674	35,674	44,513
Current Assets				
Cash at Bank and in Hand		227,486	230,342	183,016
Debtors	10	85,137	10,034	6,416
		312,623	240,376	189,432
Creditors: amounts falling due within one year	11	(77,316)	(5,674)	(953)
Net Current Assets		235,307	234,702	188,479
Total Net Assets		270,981	270,376	232,992
Accumulated Funds				
Unrestricted Funds brought forward		228,762	228,762	199,144
Unrestricted Surplus for the year		42,056	41,451	29,618
		270,818	270,213	228,762
Restricted Surplus brought forward		4,230	4,230	-
Restricted (Deficit) / Surplus for the year		(4,067)	(4,067)	4,230
		270,981	270,376	232,992

Approved by the Trustees on 18th October 2024 and signed on its behalf by



.....
R.Digby Stephenson, FRIN RD

Henfield Haven CIO
Notes to the Consolidated Financial Statements
For the Year ended 31st December 2023

1 Accounting Policies

a) Accounting convention

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The Charity is a public benefit entity for the purposes of FRS 102 and a registered charity and therefore has also prepared its financial statements in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (The FRS 102 Charities SORP) and Charities Act 2011.

b) Going concern

The Trustees have successfully delivered against The Haven's business plan in building back from temporary closure due to the pandemic and The Haven is now largely operating at capacity of the premises. The Trustees have concluded that with the Charity's current level of cash and investments and stable operation against financial targets, the Charity has adequate resources to continue in operational existence for the foreseeable future. Consequently, the financial statements have been prepared on a going concern basis.

c) Donations, legacies, etc

Voluntary income includes donations and legacies, grants and fundraising income and is included in full in the period in which it is receivable. Legacies are considered receivable when the amount can be reliably measured and receipt is reasonably certain.

d) Resources expended

Expenditure is recognised on an accruals basis, gross of irrecoverable VAT. The financial statements distinguish between the following subheadings:

Cost of raising funds

This category includes all expenditure relating to the cost of goods sold and services provided, along with the cost of generating voluntary income.

Cost of charitable activities

This category includes all expenditure on activities in furtherance of the charity's objects together with expenditure on costs incurred in support of the charitable activities undertaken by the charity.

e) Restricted and unrestricted funds

The accounts distinguish between restricted and unrestricted funds. The former are subject to restrictions on the purposes for which they may be used, namely the Helpline. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the Henfield Haven for expenditure or appropriation to reserves for internally designated purposes.

f) Critical accounting estimates and areas of judgement

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry any significant risk of material adjustment on the next financial year.

Henfield Haven CIO
Notes to the Consolidated Financial Statements
For the Year ended 31st December 2023 (continued)

1. Accounting policies (continued)

(g) Tangible fixed assets

Tangible fixed assets of more than £500 are capitalised and included at cost.

Provision is made for depreciation on tangible assets at rates calculated to write-off the cost over their expected useful life as follows:

Fixtures & Fittings	- 20% per annum
Motor Vehicles	- 10% per annum

(h) Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

(i) Cash flow statement

The charity has taken the exemption available in paragraph 7.1B of FRS102 and has not prepared a cash flow statement.

Henfield Haven CIO
Notes to the Consolidated Financial Statements
For the Year ended 31st December 2023 (continued)

2. Summary performance of the CIO only			<u>2023</u>	<u>2022</u>
			£	£
Income and expenditure				
Income			273,235	253,013
Expenditure			<u>(237,600)</u>	<u>(219,523)</u>
Net operating income			35,635	33,490
Bank interest received			<u>2,354</u>	<u>358</u>
Net income			<u>37,989</u>	<u>33,848</u>
Total funds brought forward			<u>232,992</u>	<u>199,144</u>
Total funds carried forward			<u>270,981</u>	<u>232,992</u>
3. Voluntary income	Unrestricted	Restricted	Total	Total
	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
	£	£	£	£
Donations	<u>108,414</u>	<u>-</u>	<u>108,414</u>	<u>54,637</u>
4. Other Activities	Unrestricted	Restricted	Total	Unrestricted
	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
	£	£	£	£
Café	61,407	-	61,407	62,369
Room hire	11,315	-	11,315	11,168
Other income	<u>1,878</u>	<u>-</u>	<u>1,878</u>	<u>-</u>
	<u>74,600</u>	<u>-</u>	<u>74,600</u>	<u>73,537</u>
5. Incoming Resources from Charitable Activities			Unrestricted	Unrestricted
			<u>2023</u>	<u>2022</u>
			£	£
Care provision			97,978	94,356
Gift Aid			<u>2,234</u>	<u>1,824</u>
			<u>100,212</u>	<u>96,180</u>
6. Raising funds			£	£
Café costs (direct)			34,049	28,223
Fundraising (other)			<u>1,214</u>	<u>-</u>
			<u>35,263</u>	<u>28,223</u>

Henfield Haven CIO
Notes to the Consolidated Financial Statements
For the Year ended 31st December 2023 (continued)

7. Staff costs

	£	£
Wages and salaries	158,310	113,826
Pension costs	7,995	6,580
Staff training	2,301	585
	<u>168,606</u>	<u>120,991</u>

The average number of full-time equivalent staff employed during the year was 7 (2022: 7)

During the year, the Trustees received no remuneration and were not reimbursed for any expenses.

8. Other Operating Costs

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
	£	£	£	£
Insurance	3,845	-	3,845	4,081
Light and heat	14,212	-	14,212	11,695
Cleaning	6,216	-	6,216	6,013
Repairs and maintenance	4,251	-	4,251	4,997
Gardening	-	2,337	2,337	804
Printing, postage and stationery	362	-	362	392
Computer costs	168	-	168	472
Legal and professional	4,280	-	4,280	19,709
Charitable bursaries	2,310	-	2,310	2,802
Office costs	3,724	3,730	7,454	3,753
Subscriptions	161	-	161	-
Rent and rates	142	-	142	317
Vehicle expenses	2,528	-	2,528	2,030
Accountancy	3,126	-	3,126	3,559
Bank charges	1,643	-	1,643	914
Depreciation	8,839	-	8,839	8,771
	<u>55,807</u>	<u>6,067</u>	<u>61,874</u>	<u>70,309</u>

Restricted expenditure relates to the provision of movement classes funded by the British Gymnastics Association, and the development of a Sensory Garden funded by local donations.

Henfield Haven CIO
Notes to the Consolidated Financial Statements
For the Year ended 31st December 2023 (continued)

9. Tangible fixed assets

	Fixtures & Fittings £	Motor Vehicles £	Totals £
Cost			
At 1 st January 2023	31,894	24,600	56,494
Additions	-	-	-
Grants	-	-	-
At 31 st December 2023	31,894	24,600	56,494
Depreciation			
At 1 st January 2023	7,061	4,920	11,981
Charge for Year	6,379	2,460	8,839
At 31 st December 2023	13,440	7,380	20,820
Net book value at			
31 st December 2023	18,454	17,220	35,674
31 st December 2022	24,833	19,680	44,513

10. Debtors

	<u>CIO</u> <u>2023</u> £	<u>Group</u> <u>2023</u> £	<u>CIO</u> <u>2022</u> £	<u>Group</u> <u>2022</u> £
Other debtors	10,034	10,034	6,416	6,416
Amounts owed by subsidiary company	75,103	-	-	-
	85,137	10,034	6,416	6,416

11. Creditors: amounts falling due within one year

Accruals	-	120	953	953
Taxation	2,296	5,554	-	-
Amounts owed to subsidiary company	75,020	-	-	-
	77,316	5,674	953	953

12. Operating leases

At 31st December 2023, Henfield Haven was committed to make the following payments under non-cancellable operating leases:

	<u>2023</u> £	<u>2022</u> £
Due within 1 year	-	-
Within two to five years	-	-
	-	-

The CIO leases the property at Hewitts End from West Sussex County Council on a 25 year lease ending in December 2040 for a peppercorn rent.

Henfield Haven CIO
Notes to the Consolidated Financial Statements
For the Year ended 31st December 2023 (continued)

13. Related party transactions

There have been no related party transactions during the year that require disclosure in the financial statements.

14. Subsidiaries

At 31st December 2023, the CIO held 100% of the issued share capital of the following company which is registered in England:

Henfield Haven Trading Company Limited Trading subsidiary

The results of the subsidiary for the 14 months since its incorporation have been fully consolidated into the results of the Group.

	<u>2023</u>
	<u>£</u>
Turnover	69,693
Cost of sales	<u>(34,049)</u>
Gross profit	35,644
Administrative expenses	<u>(32,771)</u>
	2,873
Bank interest	<u>47</u>
Profit before taxation	2,920
Gift Aid payment for the year ended 31 st October 2023	(3,525)
Taxation	<u>-</u>
Profit after taxation	<u>(605)</u>

The trading subsidiary has a reporting period to 31st October. During its first full year of trading, the subsidiary made profits of £3,525 which were donated to the CIO. During the 2 months of trading to 31st December 2023 the trading subsidiary made a loss of £605.



**The Queen's Award
for Voluntary Service**



HENFIELD
HAVEN



The Queen's Award
for Voluntary Service



HENFIELD
Haven

Hewitts, Henfield, BN5 9DT

01273 494747

henfieldhaven.org

Charity Registration No: 1183669

HENFIELD HAVEN CIO

England & Wales - Charity number 1183669

Accounts

Ha²ven HENFIELD



Annual Report & Financial Statements

Year ended 31st December 2022

Charity Registration No: 1183669

Administrative Information

Trustees

R Digby Stephenson (Chair)

Peter W.S. Sheppard

Anthony D. Druce

Emma L. Cole

Dr Anthony F. Jackson

Vicky Pollitt

Joerg Schlueter

Dr Karen E. Crawford Clarke

J Russell Shaw

Trevor Hodgson

Independent Examiner

Paul Samrah

Registered Office

The Henfield Haven

Hewitts

Henfield

BN5 9DT

01273 494747

Website

henfieldhaven.org

www.facebook.com/HenfieldHaven

Photographic Credits

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except p4 Pixabay



The Trustees present their Annual Report, together with the unaudited financial statements, for the year ended 31 December 2022.



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"Henfield Haven is like a mini community. I felt proud and privileged to be a part of a unique and essential service"

A CENTRE WORKER



Structure, Governance and Management

Henfield Haven became a Charitable Incorporated Organisation (CIO) on 31 May 2019. Henfield Haven's new constitution as a CIO was registered by the Charity Commission, number 1183669.

The Haven is managed by a group of trustees and led operationally by the Haven Manager. Caring, catering, cleaning and gardening services are provided by a mix of employees, contracted staff and volunteers.

The Trustees generally meet quarterly and set the direction and provide oversight. Administrative tasks are generally delegated to the Charity's staff, but they at all times act under Trustees' instruction.

Our network is especially important to the sustainability of the Haven and this network includes:

- Friends of the Haven (donors and supporters)
- Henfield, Cowfold and Steyning Medical Centres
- Age UK

- West Sussex County Council
- Horsham District Council
- Henfield Parish Council (and other local Parish Councils)
- Henfield Churches
- Henfield Community Partnership
- CEO of Dementia Support in Tangmere
- Alzheimer's Society
- Carers Support

The Henfield Haven Trading Company Limited (HHTCL) was incorporated on 7th November 2022 as a related entity in order to comply with Charity Commission regulations. All profits from the Trading Company are to be paid over to Henfield Haven CIO (HHCIO). The company did not trade in the year.



Objectives and Activities

Under its Constitution, the Charity's purpose is to relieve those in need, by reason of age, ill-health, disability, or other disadvantage, who live and work in Henfield Parish and its surrounding communities, through the provision of dementia care and other wellbeing services at the Henfield Haven.

Services and Public Benefit (and provision of services in 2022 financial year)

The principal aim of the Henfield Haven CIO (HHCIO) is to operate a day centre to support the vulnerable and their carers, many of whom will be deemed 'high needs' (this includes particularly dementia care, and signposting for additional support e.g. from Carers Support, Dementia Crisis Team, Mind).

2022 has been the first full year of operating since the COVID-19 pandemic and the Haven has operated at, or close to, capacity throughout the year. The scope of services provided through the year comprised:

- High needs care on three days per week for typically 10 or 11 customers each day
- A meeting place with organised activity and befriending (and provision of lunch etc.) one day a week for 20 vulnerable customers
- A meeting place one morning a week for mothers and babies recognising the need for support, networking and with some discussions/talks for this segment of the community.

- Directing people to other services in Henfield - making connections for others utilising the Haven's extensive local network.
- Café provision for the entire community, encouraging all generations to mix and become dementia friendly. Positioning the Haven at the centre of dementia awareness, education and the positive acceptance of dementia as part of our local community will ultimately reduce the stigma surrounding dementia and allow those who live with it to enjoy more fulfilled lives.
- The provision of a 'community lunch' one Sunday a month as a social occasion for those who may have less social contact or equally those who just wish to participate.

Transport in an adapted minibus is available to customers. In addition, a range of ancillary care services (e.g. osteopathy) can be delivered from the Haven as well as the premises being used by community groups which fit in around the Haven's core activities.

All services are delivered by an optimal mix of staff, volunteers and contractors. The employed team is 8 people (not all full-time) supported by 2 contract staff and up to 60 volunteers each of whom typically work in one of the following areas – care provision, kitchen, café, garden, fundraising.

A bursary scheme has been introduced so that those deemed in need of financial support to attend the Haven as a customer can be supported.



Target Catchment Area

The primary defined catchment area for the Haven is as follows:-

1. Henfield
2. Shermanbury
3. Partridge Green
4. Cowfold
5. Blackstone
6. Woodmancote
7. Woods Mill
8. Small Dole
9. Upper Beeding
10. Bramber
11. Steyning
12. Fulking
13. Edburton

This does not preclude services being offered to residents of other surrounding villages e.g. Ashurst, Albourne, Sayers Common, Twineham, Wineham, Poynings, Storrington (this list is illustrative rather than definitive).



Potential Demand for Services

When the local community took over running Henfield Day Care Centre from WSCC in 2015, it was clearly demonstrated that there was a compelling need in the Henfield area for a facility offering a range of services to help individuals, including carers, with living and ageing well. Rising life expectancy and increased numbers of people living with long-term conditions or disabilities, combined with a local rising population, means that more high-level care and other forms of help are needed. The pandemic also demonstrated the vulnerability and isolation for some in the community and drove our resolve to work even harder to support these people through the provision of the services listed in this plan.

A recent report from the West Sussex Joint Strategic Needs Assessment showed that, although dementia is not a natural part of growing older, it is more prevalent in people over the age of 65. In 2020, it was estimated that 16,650 people have dementia

in West Sussex; by 2030, this figure is estimated to rise to 22,450 people. Older people are also more likely to have other significant and life limiting chronic conditions, putting a huge demand on capacity within services. The Needs Assessment also showed that there were over 600 unpaid carers in Henfield alone, with over 60% of these carers citing practical support as a challenge.

The popularity of services at the Haven indicates that social isolation is also a major issue in Henfield where the most recent census figures show that well over 20% of pensioners were living on their own, the average for England being 12.4%. Social isolation and loneliness impact upon individuals' quality of life and wellbeing, adversely affecting health and increasing their use of health and social care services.

Demand for the services provided is evidenced by the care provision for both high needs and vulnerable customers having a waiting list.



"I am very lonely since my wife passed away. I can't get out much so the Thursday Club is the highlight of my week. I smile all day."

A REGULAR THURSDAY CLUB MEMBER



How people access the Haven's services

The possible routes by which people become aware of the Haven's services include:

- social prescribing (in conjunction with Henfield Medical Centre, Cowfold Medical Centre, Steyning Medical Centre and Age UK). This is a critical linkage point with many referrals;
- BN5 magazine (delivered free to all households), Henfield Parish Magazine, other publications;
- the Haven's website (www.henfieldhaven.org);
- through the Friends of the Haven network;
- word of mouth;
- social media;(Facebook.com/HenfieldHaven)
- having previously used the Haven's café as a meeting place;
- outreach at local events, such as Gardens & Arts and the Village Fair;
- through interaction with local clubs, groups and fundraisers.



"The Haven has been a lifeline for our family, keeping my husband engaged in happy surroundings and allowing me to work without worry. I can never thank them enough."

THE PARTNER OF ONE OF OUR REGULAR CUSTOMERS



Actions and plans for 2023

With the Haven operating at close to capacity, there is little scope for any significant increase in activity. Where 2021 was a year of transition and re-opening, 2022 is a year of consolidation. That said, there are a number of projects to improve the fabric of the premises some of which will have the benefit of reducing running costs for future years. 49 PV panels have been installed on the roof to generate most of the needed electricity; an electric vehicle charging point has been installed, using sustainable energy; the gas oven has been replaced with a convection oven supplemented by an induction hob; the premises have been deep-cleaned and a large portion of the building has been painted internally.

In 2023 a Sensory Garden has been created to provide customers with a peaceful and safe environment to undertake gardening and other outdoor activities. This was largely achieved with self-help labour; donated materials and expertise from local businesses and a grant from Horsham District Council.



Going concern

The Trustees have successfully delivered against The Haven's business plan in building back from temporary closure due to the pandemic and The Haven is now largely operating at capacity of the premises. The Trustees have concluded that with the Charity's current level of cash and investments and stable operation against financial targets, the Charity has adequate resources to continue in operational existence for the foreseeable future. Consequently, the financial statements have been prepared on a going concern basis.

"The Henfield Haven is my lifeline.
I look after my husband 24/7.
Twice a week I get the break I need
knowing that he is safe and happy. "

A CARER



Financial Review

Thanks to the generosity of local residents and businesses, the HHClO received donations and gifts totalling £54,637 (2021: £75,610) in the period.

The provision of care services increased during the year to operate at full capacity delivering income from care fees of £96,180 (2021: £34,102).

The Henfield Haven café has traded for the full year and local groups hired space at the Haven's premises. These activities contributed £75,537 (2021: £57,564) to our income in the year.

Expenditure during the year increased in line with the provision of services and a full quota of staff, and operation of the café for a full year.

Net operating income was £33,848 (2021: £91,832) for the year contributing to a strong balance sheet.

These accounts have been drawn up in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' 2015.

Reserves

The ClO's reserves increased to £232,992 (2021: £199,144) as at 31st December 2022. The reserves policy requires the charity to carry reserves equal to 3 months' of unrestricted charitable expenditure; a fund for maintenance of and repairs to the building; and a fund to meet the costs of a year's rent in the event of needing to find alternative premises. Free reserves were £108,991 (2021: £75,144).

Risk Management

While the Trustees regularly consider and review risks to the Haven, the main risk to the business plan is highlighted below, together with the mitigation.

Risk: Other charitable or private organisations providing similar services impact our revenue and our ability to recruit staff.

Mitigation: The HHClO has built a strong local reputation with good links into the local community and local referrers, both between and during period of lockdown, giving us competitive advantage. We have a significant volunteer base drawn from the local community which we can call on either to recruit from or to cover resourcing needs pending recruitment. Over 60 volunteers collectively work the equivalent of 4 full-time employees.

Fixed Assets

The movements in Fixed Assets during the year are set out in Note 8 of the financial statements.

2023 Board of Trustees



R Digby Stephenson (Chair)



Peter W.S. Sheppard



Anthony D. Druce



Emma L. Cole



Vicky Pollitt



Dr. Anthony F. Jackson



Joerg Schlueter



J Russell Shaw



Dr Karen E. Crawford Clarke



Trevor Hodgson

"The Henfield Haven simply wouldn't exist without the wonderful support that we receive from our local community, volunteers, staff, sponsors and donors."

CHAIR OF TRUSTEES

Statement of the Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

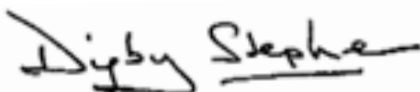
The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Henfield Haven and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards, including FRS 102, have been followed, subject to any material departures disclosed and explained in the financial statements;

- state whether a Statement of Recommended Practice (SORP) applies and has been followed, subject to any material departures which are explained in the financial statements; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deeds. They are also responsible for safeguarding the assets of Henfield Haven and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By Order of the Trustees



R. Digby Stephenson, FRIN RD

The Henfield Haven
Hewitts
Henfield
West Sussex
BN5 9DT

Date: 24th August 2023

Independent Examiner's Report to the Trustees of the Henfield Haven

I report on the accounts of Henfield Haven for the year ended 31st December 2022, which comprise the Statement of Financial Activities, Balance Sheet and related notes.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

Since the Charity's gross income exceeded £25,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Paul E M Samrah FCA

Date: 24th August 2023

Windrush
9 Mill Drive
Henfield
West Sussex
BN5 9RY

Henfield Haven CIO
Statement of Financial Activities
For the Year ended 31st December 2022

	Note	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
INCOME AND ENDOWMENTS					
Voluntary Income	2	50,840	3,797	54,637	75,610
Other Activities	3	73,537	-	73,537	57,564
Charitable Activities	4	96,180	-	96,180	34,102
Grants		14,800	13,859	28,659	46,777
Total Operating Income		<u>235,357</u>	<u>17,656</u>	<u>253,013</u>	<u>214,053</u>
EXPENDITURE					
Raising Funds	5	28,223	-	28,223	16,845
Staff Costs	6	120,991	-	120,991	65,920
Other Operating Costs	7	56,525	13,426	69,951	39,456
Total Expenditure		<u>205,739</u>	<u>13,426</u>	<u>219,165</u>	<u>122,221</u>
Net Operating Surplus		<u><u>29,618</u></u>	<u><u>4,230</u></u>	<u><u>33,848</u></u>	<u><u>91,832</u></u>

Henfield Haven CIO
Balance Sheet
As at 31st December 2022

	<u>Note</u>	2022 £	2021 £
Fixed Assets			
Tangible Assets	8	<u>44,513</u>	<u>26,824</u>
Current Assets			
Cash at Bank and in Hand		183,016	174,667
Debtors	9	6,416	4,965
		<u>189,432</u>	<u>179,632</u>
Creditors: amounts falling due within one year	10	<u>(953)</u>	<u>(7,312)</u>
Net Current Assets		<u>188,479</u>	<u>172,320</u>
Total Net Assets		<u><u>232,992</u></u>	<u><u>199,144</u></u>
Accumulated Funds			
Unrestricted Funds brought forward		199,144	103,588
Transfer to Unrestricted Funds	12	-	3,724
Unrestricted Surplus for the year		<u>29,618</u>	<u>91,832</u>
		228,762	199,144
Restricted Surplus brought forward		-	3,724
Restricted Fund transferred to Unrestricted Funds		-	(3,724)
Restricted Surplus for the year		4,230	-
		<u><u>232,992</u></u>	<u><u>199,144</u></u>

Approved by the Trustees on 24th August 2023 and signed on its behalf by

.....
R.Digby Stephenson, FRIN RD

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2022

1 Accounting Policies

a) Accounting convention

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The Charity is a public benefit entity for the purposes of FRS 102 and a registered charity and therefore has also prepared its financial statements in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (The FRS 102 Charities SORP) and Charities Act 2011.

b) Going concern

The Trustees have successfully delivered against The Haven's business plan in building back from temporary closure due to the pandemic and The Haven is now largely operating at capacity of the premises. The Trustees have concluded that with the Charity's current level of cash and investments and stable operation against financial targets, the Charity has adequate resources to continue in operational existence for the foreseeable future. Consequently, the financial statements have been prepared on a going concern basis.

c) Donations, legacies, etc

Voluntary income includes donations and legacies, grants and fundraising income and is included in full in the period in which it is receivable. Legacies are considered receivable when the amount can be reliably measured and receipt is reasonably certain.

d) Resources expended

Expenditure is recognised on an accruals basis, gross of irrecoverable VAT. The financial statements distinguish between the following subheadings:

Cost of raising funds

This category includes all expenditure relating to the cost of goods sold and services provided, along with the cost of generating voluntary income.

Cost of charitable activities

This category includes all expenditure on activities in furtherance of the charity's objects together with expenditure on costs incurred in support of the charitable activities undertaken by the charity.

e) Restricted and unrestricted funds

The accounts distinguish between restricted and unrestricted funds. The former are subject to restrictions on the purposes for which they may be used, namely the Helpline. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the Henfield Haven for expenditure or appropriation to reserves for internally designated purposes.

f) Critical accounting estimates and areas of judgement

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry any significant risk of material adjustment on the next financial year.

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2022 (continued)

1. Accounting policies (continued)

(g) Tangible fixed assets

Tangible fixed assets of more than £500 are capitalised and included at cost.

Provision is made for depreciation on tangible assets at rates calculated to write-off the cost over their expected useful life as follows:

Fixtures & Fittings	- 20% per annum
Motor Vehicles	- 10% per annum

(h) Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Basic financial liabilities are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method. Creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

(i) Cash flow statement

The charity has taken the exemption available in paragraph 7.1B of FRS102 and has not prepared a cash flow statement.

2. Voluntary income

	Unrestricted <u>2022</u> £	Restricted <u>2022</u> £	Total <u>2022</u> £	Total <u>2021</u> £
Donations	<u>50,840</u>	<u>3,797</u>	<u>54,637</u>	<u>75,610</u>

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2022 (continued)

3. Other Activities	Unrestricted <u>2022</u> £	Restricted <u>2022</u> £	Total <u>2022</u> £	Unrestricted <u>2021</u> £
Café	62,369	-	62,369	48,850
Room Hire	<u>11,168</u>	-	<u>11,168</u>	<u>8,714</u>
	<u>73,537</u>	<u>-</u>	<u>73,537</u>	<u>57,564</u>
 			<u>Unrestricted</u>	<u>Unrestricted</u>
4. Incoming Resources from Charitable Activities			<u>2022</u>	<u>2021</u>
			£	£
Care provision			94,356	27,726
Gift Aid			<u>1,824</u>	<u>6,376</u>
			<u>96,180</u>	<u>34,102</u>
 			£	£
5. Raising funds				
Café costs (direct)			28,223	13,468
Fundraising (other)			<u>-</u>	<u>3,377</u>
			<u>28,223</u>	<u>16,845</u>
 			£	£
6. Staff costs				
Wages and Salaries			113,826	62,909
Pension costs			6,580	2,925
Staff training			<u>585</u>	<u>86</u>
			<u>120,991</u>	<u>65,920</u>

The average number of full-time equivalent staff employed during the year was 7 (2021: 6)

During the year, the Trustees received no remuneration and were not reimbursed for any expenses.

7 Other Operating Costs	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>2022</u>	<u>2022</u>	<u>2022</u>	<u>2021</u>
	£	£	£	£
Insurance	4,081	-	4,081	1,352
Light and heat	11,695	-	11,695	9,271
Cleaning	3,346	2,667	6,013	3,758
Repairs and maintenance	4,997	-	4,997	4,579
Gardening	804	-	804	-
Printing, postage and stationery	392	-	392	514
Advertising	-	-	-	221
Computer costs	472	-	472	290
Legal and professional	10,190	9,519	19,709	9,806
Charitable bursaries	2,802	-	2,802	-
Office costs	2,513	1,240	3,753	1,873
Rent and rates	317	-	317	162
Vehicle expenses	2,030	-	2,030	972
Accountancy	3,559	-	3,559	2,871
Bank charges	556	-	556	640
Depreciation	8,771	-	8,771	3,147
	<u>56,525</u>	<u>13,426</u>	<u>69,951</u>	<u>39,456</u>

Restricted expenditure relates to the provision of various activities for customers of the Haven funded by grants and the provision of Covid protection.

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2022 (continued)

8. Tangible fixed assets

	Fixtures & Fittings £	Motor Vehicles £	Totals £
Cost			
At 1 st January 2022	5,434	24,600	30,034
Additions	31,460	-	31,460
Grants	(5,000)	-	(5,000)
At 31 st December 2022	<u>31,894</u>	<u>24,600</u>	<u>56,494</u>
Depreciation			
At 1 st January 2022	750	2,460	3,210
Charge for Year	6,311	2,460	8,771
At 31 st December 2022	<u>7,061</u>	<u>4,920</u>	<u>11,981</u>
Net book value at			
31 st December 2022	<u>24,833</u>	<u>19,680</u>	<u>44,513</u>
31 st December 2021	<u>4,684</u>	<u>22,140</u>	<u>26,824</u>

9. Debtors

	<u>2022</u> £	<u>2021</u> £
Other debtors	<u>6,416</u>	<u>4,965</u>

10. Creditors: amounts falling due within one year

Deferred income	-	7,312
Accruals	954	-
	<u>953</u>	<u>7,312</u>

11. Operating leases

At 31st December 2022, Henfield Haven was committed to make the following payments under non-cancellable operating leases:

	<u>2022</u> £	<u>2021</u> £
Due within 1 year	-	-
Within two to five years	-	-
	<u>-</u>	<u>-</u>

The CIO leases the property at Hewitts End from West Sussex County Council on a 25 year lease for a peppercorn rent.

12. Related party transactions

There have been no related party transactions during the year that require disclosure in the financial statements.

HENFIELD
HAVEN



The Queen's Award
for Voluntary Service



HENFIELD
Haven

Hewitts, Henfield, BN5 9DT

01273 494747

henfieldhaven.org

Charity Registration No: 1183669

HENFIELD HAVEN CIO

England & Wales - Charity number 1183669

Accounts

Haven ^{HENFIELD}



Annual Report & Financial Statements

Year ended 31st December 2021

Charity Registration No: 1183669

Administrative Information

Trustees

R Digby Stephenson (Chair)

Peter W.S. Sheppard

Anthony D. Druce

Emma L. Cole

Vassos Siantonas (*resigned Aug 2021*)

Vicky Pollitt

Dr Anthony F. Jackson

Joerg Schlueter

James R Shaw

Dr Karen E. Crawford Clarke

Trevor Hodgson (*appointed Sep 2021*)

Independent Examiner

Paul Samrah

Registered Office

The Henfield Haven

Hewitts

Henfield

BN5 9DT

01273 494747

Website

henfieldhaven.org

www.facebook.com/HenfieldHaven

Photographic Credits

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The Trustees present their Annual Report, together with the unaudited financial statements, for the year ended 31 December 2021.



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"...to relieve those in need,
by reason of age, ill-health,
disability, or other disadvantage..."



Structure, Governance and Management

Henfield Haven became a Charitable Incorporated Organisation (CIO) on 31 May 2019. Henfield Haven's new constitution as a CIO was registered by the Charity Commission, number 1183669.

The Haven is managed by a group of trustees and led operationally by the Haven Manager. Caring, catering, cleaning and gardening services are provided by a mix of employees, contracted staff and volunteers.

The Trustees generally meet quarterly and set the direction and provide oversight. Administrative tasks are generally delegated to the Charity's staff, but they at all times act under Trustees' instruction.

Our network is especially important to the sustainability of the Haven and this network includes:

- Friends of the Haven (donors and supporters)
- Henfield, Cowfold and Steyning Medical Centres
- Age UK
- West Sussex County Council
- Horsham District Council
- Henfield Parish Council (and other local Parish Councils)
- Henfield Churches
- Henfield Community Partnership
- CEO of Dementia Support in Tangmere
- Alzheimer's Society
- Carers Support



Objectives and Activities

Under its Constitution, the Charity's purpose is to relieve those in need, by reason of age, ill-health, disability, or other disadvantage, who live and work in Henfield Parish and its surrounding communities, through the provision of dementia care and other wellbeing services at the Henfield Haven.

Services and Public Benefit

The principal aim of the Henfield Haven CIO (HHCIO) is to operate a day centre to support the vulnerable and their carers, many of whom will be deemed 'high needs' (this includes particularly dementia care, and signposting for additional support e.g. from Carers Support, Dementia Crisis Team, Mind).

The operations of The Haven were impacted by the pandemic in 2020 and 2021. However, since July 2021, provision of care and other services has been gradually re-initiated and by the end of the financial year 2021, the Haven was operating at, or close to, capacity. At the year end, the scope of these services comprised:

- High needs care on three days per week for typically 10 or 11 customers each day
- A meeting place with organised activity and befriending (and provision of lunch etc) one day a week for 20 vulnerable customers
- A meeting place one morning a week for mothers and babies- (this was introduced after the year-end in February 2022) recognising the need for support, networking and with some discussions/talks of this segment of the community.
- Cafe provision for the entire community, encouraging all generations to mix and become

dementia friendly. Positioning the Haven at the centre of dementia awareness, education and the positive acceptance of dementia as part of our local community will ultimately reduce the stigma surrounding dementia and allow those who live with it to enjoy more fulfilled lives

- Directing people to other services in Henfield - making connections for others utilising the Haven's extensive local network.
- The provision of a 'community lunch' one Sunday a month as a social occasion for those who may have less social contact or equally those who just wish to participate.

Transport in an adapted minibus is available to customers. In addition, a range of ancillary care services (eg osteopathy) can be delivered from the Haven as well as the premises being used by community groups (these need to fit around the Haven's core activities).

All services are delivered by an optimal mix of staff, volunteers and contractors. The paid team is 8 people (not all full-time) supported by up to 80 volunteers each of whom typically work in one of the following areas- care provision, kitchen, cafe, garden, fundraising.

A bursary scheme has been introduced so that those deemed in need of financial support to attend the Haven as a customer can be supported.

On 5th September 2021, the Lord Lieutenant, Deputy Lieutenant and High Sheriff attended a garden celebration at the Haven to present the Queen's Award for Voluntary Service.



Target Catchment Area

The primary defined catchment area for the Haven is as follows:-

1. Henfield
2. Shermanbury
3. Partridge Green
4. Cowfold
5. Blackstone
6. Woodmancote
7. Woods Mill
8. Small Dole
9. Upper Beeding
10. Bramber
11. Steyning
12. Fulking
13. Edburton

This does not preclude services being offered to residents of other surrounding villages e.g. Ashurst, Albourne, Sayers Common, Twineham, Wineham, Poynings, Storrington (this list is illustrative rather than definitive).



Potential Demand for Services

When the local community took over running Henfield Day Care Centre from WSCC in 2015, it was clearly demonstrated that there was a compelling need for the Henfield area for a facility offering a range of services to help individuals, including carers, with living and ageing well. Rising life expectancy and increased numbers of people living with long-term conditions or disabilities, combined with a local rising population, means that more high-level care and other forms of help are needed. The pandemic has also demonstrated the vulnerability and isolation for some in the community and has driven our resolve to work even harder to support these people through the provision of the services listed in this plan.

The West Sussex Joint Strategic Needs Assessment showed that Henfield Medical Centre alone had about 3,000 users aged 60 or older and that between 40 and 60 people had mild-moderate dementia and are

living in the community. The Needs Assessment also showed that there were over 600 unpaid carers in Henfield alone, with over 60% of these carers citing practical support as a challenge.

The WSCC Survey on the lives of Older People showed that 19.5% of respondents in the Horsham area said they were moderately or severely lonely. It is likely that social isolation is also a major issue in Henfield where the most recent census figures show that 20.7% of pensioners were living on their own, the average for England being 12.4%. Social isolation and loneliness impact upon individuals' quality of life and wellbeing, adversely affecting health and increasing their use of health and social care services.

Demand for the services provided is evidenced by the care provision for both high needs and vulnerable customers having a waiting list.



"The Haven is godsend and a lifeline for me and my family. It provides us with a friendly, safe and local environment for my partner to attend, interact and have fun.

We use the full range of facilities, including daycare, meal and travel to and from the Haven."



How people access the Haven's services

The possible routes by which people become aware of the Haven's services include:

- social prescribing (in conjunction with Henfield Medical Centre, Cowfold Medical Centre, Steyning Medical Centre and Age UK). This is a critical linkage point with many referrals;
- BN5 magazine (delivered free to all households), Henfield Parish Magazine, other publications;
- The Haven's website (www.henfieldhaven.org);
- through the Friends of the Haven network;
- word of mouth;
- social media;(Facebook.com/HenfieldHaven)
- having previously used the Haven's café as a meeting place;
- outreach at local events, such as Gardens & Arts and the Village Fair;
- through interaction with local clubs, groups and fundraisers.



“Knowing that I am helping to keep a valuable service running and working with a fantastic team is why I volunteer at The Haven.

I enjoy catering and the Haven gives me the opportunity to use my skills to contribute to the overall effort.”



Plans for 2022 year

With the Haven operating at close to capacity, there is little scope for any significant increase in activity. Where 2021 was a year of transition and re-opening, 2022 is a year of consolidation. That said, there are a number of projects to improve the fabric of the premises some of which will have the benefit of reducing running costs for future years. It is planned to install solar PV panels on the roof to generate most of the needed electricity; install a large hot water cylinder so that PV energy can provide hot water needs; convert one larder into a walk-in refrigerated room; and, replace the current oven with a convection oven supplemented by an induction hob. In addition, the premises will be deep-cleaned in September and a large portion of the building will be painted internally.

Going concern

The Trustees have successfully delivered against The Haven's business plan in building back from temporary closure due to the pandemic and The Haven is now largely operating at capacity of the premises. The Trustees have concluded that with the Charity's current level of cash and investments and stable operation against financial targets, the Charity has adequate resources to continue in operational existence for the foreseeable future. Consequently, the financial statements have been prepared on a going concern basis.



"I was one of the first volunteers who got together to transform the garden at the Haven.

This team has grown in strength over the years and we know that we are providing a peaceful and pleasant space for all to enjoy.

I can thoroughly recommend the role of a volunteer!"

Financial Review

Thanks to the generosity of local residents and businesses, the HHClO received donations and gifts totalling £75,610 (2020: £59,806) in the period.

As in the previous year, local groups were keen to resume activities as restrictions allowed and hired space to do so at the Haven's premises. These trading activities contributed £57,564 (2020: £45,000) to our income in the year.

Expenditure during the year was as in 2020, limited by the restrictions on our ability to provide core services. Fundraising activity was constrained, and we were unable to operate some of our usual events. Staff were furloughed for the early part of the year coming back into work as government restrictions allowed.

Net operating income was £91,832 (2020: £82,025) for the year contributing to a strong balance sheet, from which the HHClO has been able to resume provision of day care services as restrictions lifted during the year.

These accounts have been drawn up in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' 2015.

Reserves

The ClO's reserves increased to £199,144 (2020: £107,312) as at 31st December 2021. The reserves policy requires the charity to carry reserves equal to 3 months' of unrestricted charitable expenditure; a fund for maintenance of and repairs to the building; and a fund to meet the costs of a year's rent in the event of needing to find alternative premises. Free reserves were £75,144 (2020: £27,487).

Risk Management

While the Trustees regularly consider and review risks to the Haven, two key risks relevant to the business plan are highlighted below, together with the mitigation:

Covid19

Risk: Uncertainty and disruption to service delivery and income generation caused by Covid-19. This remains a pertinent risk, although at a reduced level to 2021.

Mitigation: The provision of take-away and delivery food services supported by volunteers can still enable partial mitigation of the impact of revenue generation.

Competition

Risk: Other charitable or private organisations providing similar services impact our revenue and our ability to recruit staff.

Mitigation: The HHClO has built a strong local reputation with good links into the local community and local referrers, both between and during period of lockdown, giving us competitive advantage. We have a significant volunteer base drawn from the local community which we can call on either to recruit from or to cover resourcing needs pending recruitment. Over 60 volunteers collectively work the equivalent of 4 full-time employees.

Fixed Assets

The movements in Fixed Assets during the year are set out in Note 8 of the financial statements.

2022 Board of Trustees



R Digby Stephenson (Chair)



Peter W.S. Sheppard



Anthony D. Druce



Emma L. Cole



Vicky Pollitt



Dr. Anthony F. Jackson



Joerg Schlueter



James R Shaw



Dr Karen E. Crawford Clarke



Trevor Hodgson (appointed Sep 2021)

Statement of the Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Henfield Haven and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

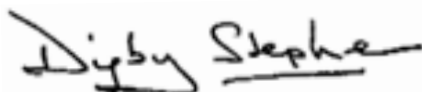
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards, including FRS 102, have been followed, subject to any material departures disclosed and explained in the financial statements;

- state whether a Statement of Recommended Practice (SORP) applies and has been followed, subject to any material departures which are explained in the financial statements; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deeds.

They are also responsible for safeguarding the assets of Henfield Haven and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By Order of the Trustees



R. Digby Stephenson, FRIN RD

The Henfield Haven
Hewitts
Henfield
West Sussex
BN5 9DT

Date: 22nd September 2022

Independent Examiner's Report to the Trustees of the Henfield Haven

I report on the accounts of Henfield Haven for the year ended 31st December 2021, which comprise the Statement of Financial Activities, Balance Sheet and related notes.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

Since the Charity's gross income exceeded £25,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Paul E M Samrah FCA

Date: 22nd September 2022

Windrush
9 Mill Drive
Henfield
West Sussex
BN5 9RY

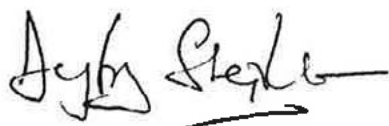
Henfield Haven CIO
Statement of Financial Activities
For the Year ended 31st December 2021

	Note	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
INCOME AND ENDOWMENTS					
Voluntary Income	2	75,210	400	75,610	59,806
Other Activities	3	57,564	-	57,564	45,000
Charitable Activities	4	34,102	-	34,102	6,703
Grants		41,789	4,988	46,777	8,307
Total Operating Income		<u>208,665</u>	<u>5,388</u>	<u>214,053</u>	<u>119,816</u>
EXPENDITURE					
Raising Funds	5	16,845	-	16,845	9,375
Staff Costs	6	65,920	-	65,920	19,002
Other Operating Costs	7	34,068	5,388	39,456	9,414
Total Expenditure		<u>116,833</u>	<u>5,388</u>	<u>122,221</u>	<u>37,791</u>
Net Operating Surplus		<u>91,832</u>	<u>-</u>	<u>91,832</u>	<u>82,025</u>

Henfield Haven CIO
Balance Sheet
As at 31st December 2021

	<u>Note</u>	2021 £	2020 £
Fixed Assets			
Tangible Assets	8	<u>26,824</u>	<u>1,187</u>
Current Assets			
Cash at Bank and in Hand		174,667	106,125
Debtors	9	4,965	-
		<u>179,632</u>	<u>106,125</u>
Creditors: Deferred income	10	<u>(7,312)</u>	<u>-</u>
Net Current Assets		<u>172,320</u>	<u>106,125</u>
Total Net Assets		<u>199,144</u>	<u>107,312</u>
Accumulated Funds			
Unrestricted Funds brought forward		103,588	25,287
Transfer to Unrestricted Funds	12	3,724	-
Unrestricted Surplus for the year		<u>91,832</u>	<u>78,301</u>
		199,144	103,588
Restricted Surplus brought forward		3,724	-
Restricted Fund transferred to Unrestricted Funds		(3,724)	-
Restricted Surplus for the year		<u>-</u>	<u>3,724</u>
		-	3,724
		<u>199,144</u>	<u>107,312</u>

Approved by the Trustees on 22nd September 2022 and signed on its behalf by



.....
R.Digby Stephenson, FRIN RD

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2021

1 Accounting Policies

a) Accounting convention

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The Charity is a public benefit entity for the purposes of FRS 102 and a registered charity and therefore has also prepared its financial statements in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (The FRS 102 Charities SORP) and Charities Act 2011.

b) Going concern

The Trustees have successfully delivered against The Haven's business plan in building back from temporary closure due to the pandemic and The Haven is now largely operating at capacity of the premises. The Trustees have concluded that with the Charity's current level of cash and investments and stable operation against financial targets, the Charity has adequate resources to continue in operational existence for the foreseeable future. Consequently, the financial statements have been prepared on a going concern basis.

c) Donations, legacies, etc

Voluntary income includes donations and legacies, grants and fundraising income and is included in full in the period in which it is receivable. Legacies are considered receivable when the amount can be reliably measured and receipt is reasonably certain.

d) Resources expended

Expenditure is recognised on an accruals basis, gross of irrecoverable VAT. The financial statements distinguish between the following subheadings:

Cost of raising funds

This category includes all expenditure relating to the cost of goods sold and services provided, along with the cost of generating voluntary income.

Cost of charitable activities

This category includes all expenditure on activities in furtherance of the charity's objects together with expenditure on costs incurred in support of the charitable activities undertaken by the charity.

e) Restricted and unrestricted funds

The accounts distinguish between restricted and unrestricted funds. The former are subject to restrictions on the purposes for which they may be used, namely the Helpline. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the Henfield Haven for expenditure or appropriation to reserves for internally designated purposes.

f) Critical accounting estimates and areas of judgement

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry any significant risk of material adjustment on the next financial year.

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2021 (continued)

1. Accounting policies (continued)

(g) Tangible fixed assets

Tangible fixed assets of more than £500 are capitalised and included at cost.

Provision is made for depreciation on tangible assets at rates calculated to write-off the cost over their expected useful life as follows:

Office and Computer Equipment	- 20% per annum
Motor Vehicles	- 10% per annum

(h) Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Basic financial liabilities are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method. Creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

(i) Cash flow statement

The charity has taken the exemption available in paragraph 7.1B of FRS102 and has not prepared a cash flow statement.

2. Voluntary income

	Unrestricted <u>2021</u> £	Restricted <u>2021</u> £	Total <u>2021</u> £	Unrestricted <u>2020</u> £
Donations	75,210	400	75,610	48,806
Other Income	-	-	-	11,000
	<u>75,210</u>	<u>400</u>	<u>75,610</u>	<u>59,806</u>

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2021 (continued)

3. Other Activities	Unrestricted <u>2021</u> £	Restricted <u>2020</u> £	Unrestricted <u>2020</u> £	Total <u>2020</u> £
Café	48,850	-	36,305	36,305
Room Hire	8,714	-	2,995	2,995
Helpline Income	-	5,700	-	5,700
	<u>57,564</u>	<u>5,700</u>	<u>39,300</u>	<u>45,000</u>
4. Incoming Resources from Charitable Activities			Unrestricted <u>2021</u> £	Unrestricted <u>2020</u> £
Care provision			27,726	-
Gift Aid			6,376	6,703
			<u>34,102</u>	<u>6,703</u>
5. Raising funds			£	£
Café costs (direct)			13,468	7,159
Fundraising (other)			3,377	2,216
			<u>16,845</u>	<u>9,375</u>
6. Staff costs			£	£
Wages and Salaries			62,909	18,120
Pension costs			2,925	752
Staff training			86	130
			<u>65,920</u>	<u>19,002</u>

The average number of full-time equivalent staff employed during the year was 6 (2020: 1).

During the year, the Trustees received no remuneration and were not reimbursed for any expenses.

7a. Other Operating Costs	<u>2021</u> £	<u>2020</u> £
Insurance	1,352	690
Light and heat	9,271	1,953
Cleaning	1,208	1,200
Repairs and maintenance	4,579	2,732
Gardening	-	241
Printing, postage and stationery	514	52
Advertising	221	158
Computer costs	290	284
Legal and professional	7,368	881
Office costs	1,473	1,159
Rent and rates	162	-
Vehicle expenses	972	-
Accountancy	2,871	-
Bank charges	640	1
Depreciation	3,147	63
	<u>34,068</u>	<u>9,414</u>
7b. Restricted expenditure	<u>5,388</u>	<u>-</u>
	<u>5,388</u>	<u>-</u>

Restricted expenditure relates to the purchase of PPE equipment and deep cleaning funded by grants received from: West Sussex County Council, the operation of the Thursday Club funded by a grant from the National Lottery, and the purchase of a gazebo funded by a donation.

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2021 (continued)

8. Tangible fixed assets	Office, Kitchen and Computer Equipment £	Motor Vehicles £	Totals £
Cost			
At 1 st January 2021	1,250	-	1,250
Additions	4,184	24,600	28,784
At 31 st December 2021	<u>5,434</u>	<u>24,600</u>	<u>30,034</u>
Depreciation			
At 1 st January 2021	63	-	63
Charge for Year	687	2,460	3,147
At 31 st December 2021	<u>750</u>	<u>2,460</u>	<u>3,210</u>
Net book value at			
31 st December 2021	<u>4,684</u>	<u>22,140</u>	<u>26,824</u>
31 st December 2020	<u>1,187</u>	<u>-</u>	<u>1,187</u>
9. Debtors			
	<u>2021</u> £	<u>2020</u> £	
Other debtors	<u>4,965</u>	<u>-</u>	
10. Creditors: amounts falling due within one year			
Deferred income	<u>7,312</u>	<u>-</u>	

During the year the Haven received a 12 month grant from the National Lottery towards the operation of the Thursday Club. The part relating to 2022 has been treated as deferred income.

11. Operating leases

At 31st December 2021, Henfield Haven was committed to make the following payments under non-cancellable operating leases:

	<u>2021</u> £	<u>2020</u> £
Due within 1 year	-	-
Within two to five years	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

12. Transfer to Unrestricted Funds

With agreement from Henfield Parish Council, surplus funds originally provided for the provision of Helpline services and meals during the pandemic, have been transferred to unrestricted funds.

13. Related party transactions

There have been no related party transactions during the year that require disclosure in the financial statements.

HENFIELD
HAVEN



The Queen's Award
for Voluntary Service



HENFIELD
Haven

Hewitts, Henfield, BN5 9DT

01273 494747

henfieldhaven.org

Charity Registration No: 1183669

HENFIELD HAVEN CIO

England & Wales - Charity number 1183669

Accounts



Annual Report & Financial Statements

Year ended 31st December 2020

Charity Registration No: 1183669

Administrative Information

Trustees

R Digby Stephenson (Chair)
Peter W.S. Sheppard (*from 5 Jan 2020*)
Anthony D. Druce
Emma L. Cole
Vassos Siantonas (*resigned 2021*)
Trevor Hodgson
Vicky Pollitt (*from 8 Apr 2021*)
Dr. Anthony F. Jackson
Joerg Schlueter
J. Russell Shaw (*from 1 Oct 2020*)
Dr Karen E. Crawford Clarke
Malcolm Eastwood (*resigned Nov 2020*)

Independent Examiner

Paul Samrah

Registered Office

The Henfield Haven
Hewitts
Henfield
BN5 9DT

01273 494747

Website

henfieldhaven.org
www.facebook.com/HenfieldHaven

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The Trustees present their Annual Report, together with the unaudited financial statements, for the year ended 31 December 2020.





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Structure, Governance and Management

Henfield Haven became a Charitable Incorporated Organisation (CIO) on 31 May 2019. Henfield Haven’s new constitution as a CIO was registered by the Charity Commission, number 1183669.

The Haven is managed by a group of trustees and led operationally by the Haven Manager. Caring, catering, cleaning and gardening services are provided by a mix of employees, contracted staff and volunteers.

The Trustees generally meet quarterly and consider a large variety of issues related to the Charity’s administration. Administrative tasks are generally delegated to the Charity’s staff, but they at all times act under Trustees’ instruction.

Our network is especially important to the sustainability of the Haven and this network includes:

- Friends of the Haven
- Henfield, Cowfold and Steyning Medical Centres
- Age UK
- West Sussex County Council
- Horsham District Council
- Henfield Parish Council (and other local Parish Councils)
- Henfield Churches
- Henfield Community Partnership
- CEO of Dementia Support in Tangmere (who has been very helpful to us in developing our plans)
- Alzheimer’s Society
- Carers Support



**“..to relieve those in need,
by reason of age, ill-health,
disability, or other
disadvantage...”**

Objectives and Activities

Under its Constitution, the Charity's purpose is to relieve those in need, by reason of age, ill-health, disability, or other disadvantage, who live and work in Henfield Parish and its surrounding communities, through the provision of dementia care and other wellbeing services at the Henfield Haven.

Services and Public Benefit

The principal aim of the Henfield Haven CIO (HHCIO) is to operate a day centre to support the vulnerable and their carers, many of whom will be deemed 'high needs' (this includes particularly dementia care, and signposting for additional support e.g. from Carers Support, Dementia Crisis Team, Mind). Recognising the current constraints of the Covid-world we operate within and the need to build back the resource to provide the full range of services previously provided with Impact Initiatives (who terminated their agreement with HHCIO in June 2020), a logical progressive growth of services is planned over time. The scope of these services will grow from:

- a telephone-based helpline (established originally when the pandemic event started, to provide shopping delivery, prescription delivery, advice and support for people who were or felt isolated). Feedback was so positive that it is now recognised there is real value to elements of this even in a 'post-Covid' landscape;
- a meeting place for vulnerable members of the community (accompanied by carers as current circumstances dictate), with 'befriending' and the provision of activities;

- café provision for the entire community, encouraging all generations to mix and become dementia friendly. Positioning the Haven at the centre of dementia awareness, education and the positive acceptance of dementia as part of our local community will ultimately reduce the stigma surrounding dementia and allow those who live with it to enjoy more fulfilled lives;
- directing people to other services in Henfield - making connections for others utilising the Haven's extensive local network.
- Over time, we will expand the range and reach of services to:
 - deliver day centre services for vulnerable people 5 days a week at the Haven's premises (some of these days will be targeted towards people living with dementia), covering the provision of support, activities and interaction with others; respite for carers (through taking over responsibility for caring for the day); and hot, home cooked meals;
 - transport to and from the centre, for those who need it;
 - a range of ancillary care services delivered from the centre.

Such services will be delivered by an optimal mix of employed staff and volunteers (this will change over time as the 'build back' develops) and does not rule out partnering with other charitable organisations in the provision of services.



Target Catchment Area

The primary defined catchment area for the Haven is as follows:-

1. Henfield
2. Shermanbury
3. Partridge Green
4. Cowfold
5. Blackstone
6. Woodmancote
7. Woods Mill
8. Small Dole
9. Upper Beeding
10. Bramber
11. Steyning
12. Fulking
13. Edburton

This does not preclude services being offered to residents of other surrounding villages e.g. Ashurst, Albourne, Sayers Common, Twineham, Wineham, Poynings, Storrington (this list is illustrative rather than definitive).

Potential Demand for Services

When the local community took over running Henfield Day Care Centre from WSCC in 2015, it was clearly demonstrated that there was a compelling need for the Henfield area for a facility offering a range of services to help individuals, including carers, with living and ageing well. Rising life expectancy and increased numbers of people living with long-term conditions or disabilities, combined with a local rising population, means that more high-level care and other forms of help are needed. The pandemic has also demonstrated the vulnerability and isolation for some in the community and has driven our resolve to work even harder to support these people through the provision of the services listed in this plan.

The West Sussex Joint Strategic Needs Assessment showed that Henfield Medical Centre alone had about 3,000 users aged 60 or older and that between 40 and 60 people had mild-moderate dementia and are living in the community. The Needs Assessment also showed that there were over 600 unpaid carers in Henfield alone, with over 60% of these carers citing practical support as a challenge.

The WSCC Survey on the lives of Older People showed that 19.5% of respondents in the Horsham area said they were moderately or severely lonely. It is likely that social isolation is also a major issue in Henfield where the most recent census figures show that 20.7% of pensioners were living on their own, the average for England being 12.4%. Social isolation and loneliness impact upon individuals' quality of life and wellbeing, adversely affecting health and increasing their use of health and social care services.



Experience from pre-Covid operations, when 45 weekly high needs places were regularly taken up and there was a waiting list, indicates that demand for what we can offer is likely to exceed what we are capable of delivering and this is why we have prioritised the target population.

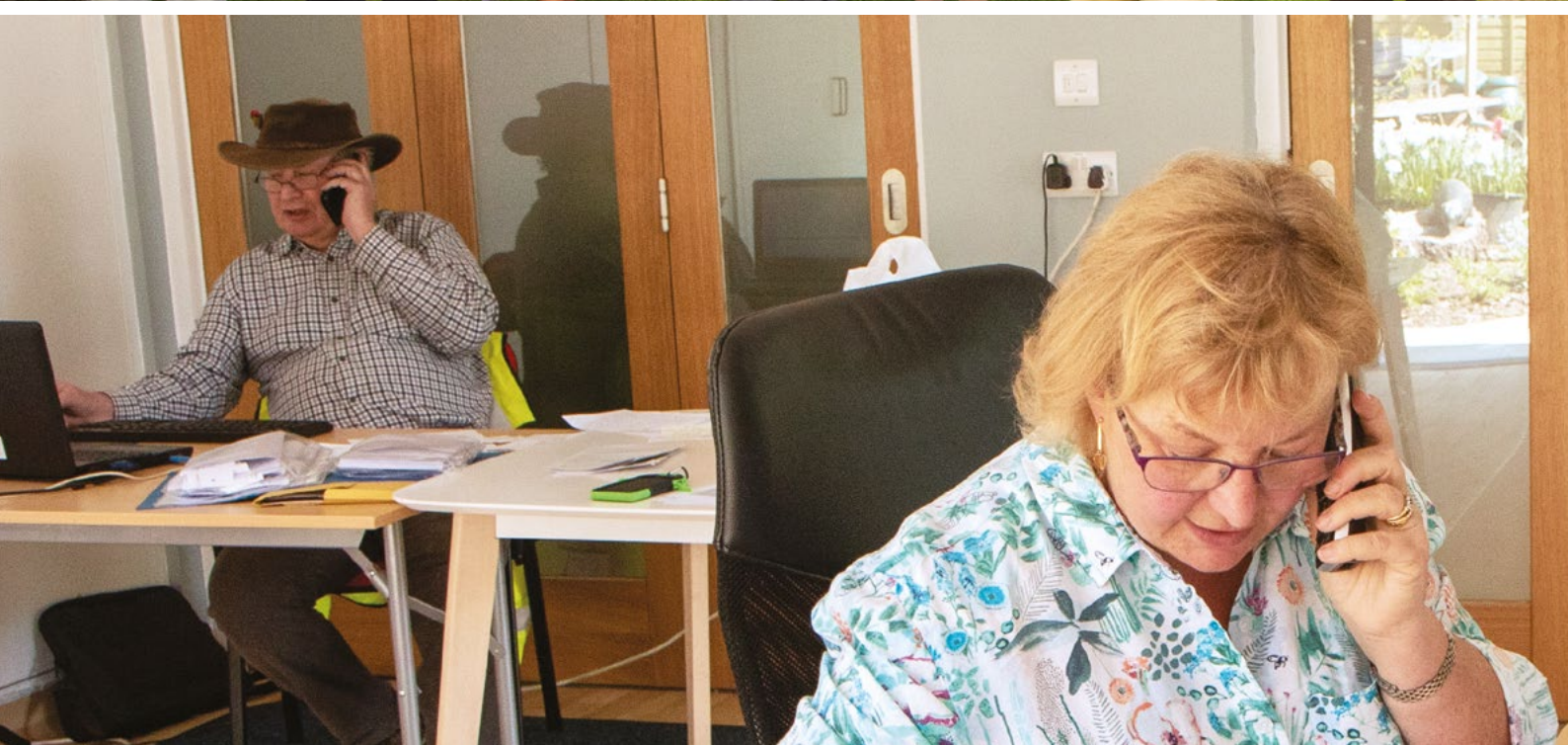




How people access the Haven’s services

The possible routes by which people become aware of the Haven’s services include:

- social prescribing (in conjunction with Henfield Medical Centre, Cowfold Medical Centre, Steyning Medical Centre and Age UK). This is a critical linkage point with many referrals;
- BN5 magazine (delivered free to all households), Henfield Parish Magazine, other publications;
- The Haven’s website (www.henfieldhaven.org);
- through the Friends of the Haven network;
- word of mouth;
- social media;(Facebook.com/HenfieldHaven)
- having previously used the Haven’s café as a meeting place;
- outreach at local events, such as Gardens & Arts and the Village Fair;
- through interaction with local clubs, groups and fundraisers.





The Queen's Award for Voluntary Service

Achievements and Performance during 2020

The year started well with almost a full house of customers for our day care service, Thursday Club and other activities. Room hire also provided a solid revenue stream from regular Yoga, Pilates, Slimming World and other groups and societies.

Covid19

Sadly this all came to an abrupt halt with the advent of Covid19 in March. However, the Haven quickly metamorphosed into the operations centre for the Henfield Helpline. A volunteer force of nearly 300 people formed and looked after over 500 vulnerable households in the local area, providing grocery deliveries, shopping, dog-walking, phone calling and many other vital services. This included a takeaway and delivery service of hot meals, many of which were provided at no cost and financed from the Haven's reserves. Then, in June, we experienced a highly contrasting few days.

QAVS

On the 2nd June we were informed that we had been recognised with the Queen's Award for Voluntary Service – the highest award in the voluntary sector, equivalent to the MBE. This was a fully deserved recognition for the Haven's band of volunteers, without whom the facility would simply have been unable to function.

Impact Initiatives

Then, the following week, our service provider Impact Initiatives informed us that they were pulling out with immediate effect, citing the pandemic as their reason. Subsequent actions by the Trustees led to us taking over completely the running of the Centre, requiring HHClO to become an employer. This has involved the provision of a cafe service, including home deliveries, staff recruitment, and the preparation of a new business plan.

The limited funds held by HHClO at this point were intended for future internal maintenance of the building, and were totally inadequate to restart and operate the planned services. This was when the amazing local community came together in a "Save Our Haven" campaign. A series of events, sponsorships and incredible donations from individuals and local businesses, supplemented by grants from various sources, have accumulated sufficient income to plan for the safe and timely relaunch of the Haven's services, but now under HHClO management.



Re-opening

The Haven re-opened on 13th July 2020 with a limited service. Social distancing meant that it was not possible to provide a full service where “high needs” people could attend without their carer. Further lockdowns have followed but the business plan charts the course to be followed as lockdown comes to an end.

There will be a phased re-opening, starting from:

- a catered meeting place for vulnerable people accompanied where necessary, with some activities available
- operation of the café as a community hub and revenue generator
- Helpline services and meal delivery
- a centre for other organised activities/meeting e.g. AA, Pilates, Yoga, Slimming Club

and progressing to an operational day centre resuming the services previously provided. This is planned to start from July 2021 on a limited basis, gradually building back to the provision of at least 3 days per week of care for those with dementia, allowing their carers valuable respite.

The structure and design of the premises lends itself to being more suitable than that available to many similar organisations. A sizeable, pleasant and shaded garden is a very useful attribute in the summer months. The indoor space is light, airy and spacious with the following facilities:

- easy access and exit through separate entrances;
- a main meeting room with fully equipped kitchen, separate but visible from the main room;
- a café with its own food preparation area;
- a Garden Room for café over-spill and other activities or meetings (this addition was made possible by a grant from the Big Lottery Fund, completed by a local builder and managed by 2 Trustees);
- “consulting rooms”;
- 4 toilets, including 2 equipped for those with disabilities.

Going concern

The Trustees have considered the impact of the coronavirus pandemic, and the measures taken to contain it, on the Charity and its ability to continue as a going concern.

While it is very difficult under the current situation for the Trustees to form reliable estimates of forecast income and expenditure (with some income sources, such as legacies, being inherently uncertain by their nature), they have concluded that due to various factors including the Charity's level of cash and investments, there is a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Consequently, the financial statements have been prepared on a going concern basis.

The coming year

The Trustees have not been able to prepare a budget for 2021 because of the enormous uncertainty wrought by the closure of the building during the pandemic. We know that elements of our income are uncertain, but of course this degree of unpredictability is quite exceptional. Hence the Trustees are unable to give guidance on expectations for the 2021 year. A major expenditure will be the provision of a fully-equipped mini-bus to provide transport for clients otherwise unable to access the Haven.

Trustees

During the year we lost a dear friend and colleague when Paul Protopapadakis sadly passed away. Paul made many vital contributions to the evolution of the Haven, including the project to build a new Garden Room following a grant from the Big Lottery Fund.





Financial Review

Thanks to the generosity of local residents and businesses, the HHClO received donations and gifts totalling £59,806 in the period. During government lockdowns the HHClO provided take-away meals and operated a Helpline providing services and meals to those who were isolating, working in partnership with Henfield Parish Council. When the lockdowns were lifted we were able to re-open the café under the restrictions operating at the time.

Local groups have been keen to resume activities as restrictions allow and have hired space to do so at the Haven's premises. The total of these trading activities contributed £45,000 to our income in the year.

Expenditure during the year was limited by the restrictions on our ability to provide core services. Fund-raising activity was constrained and we were unable to operate many of our usual events. Staff were furloughed for parts of the year coming back into work only as government restrictions allowed.

Net operating income was £82,205 for the year contributing to a healthy balance sheet, which will allow the HHClO to resume provision of day care services as the pandemic lifts during 2021.

These accounts have been drawn up in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' 2015.

Reserves

The ClO's reserves increased to £107,312 as at 31.12.20. The reserves policy requires us to carry reserves equal to 3 months' expenditure; a fund for the purchase of a new minibus; and a fund for maintenance of and repairs to the building. Free reserves were £27,487.

Risk Management

While the Trustees regularly consider and review risks to the Haven, two key risks relevant to the business plan are highlighted below, together with the mitigation:

Covid19

Risk: Uncertainty and disruption to service delivery and income generation caused by Covid-19.

Mitigation: The provision of take-away and delivery food services supported by part-furloughed staff and volunteers enables partial mitigation of the impact of revenue generation. We believe we will be able to continue to take advantage of other available government grants to fund fixed costs.

Competition

Risk: Other charitable or private organisations providing similar services impact our revenue and our ability to recruit staff.

Mitigation: The HHClO has built a strong local reputation with good links into the local community and local referrers, both between and during period of lockdown, giving us competitive advantage. We have a significant volunteer base drawn from the local community which we can call on either to recruit from or to cover resourcing needs pending recruitment. Over 60 volunteers collectively work the equivalent of 4 full-time employees.

Fixed Assets

The movements in Fixed Assets during the year are set out in Note 8 of the financial statements.

2021 Board of Trustees



R Digby Stephenson (Chair)



Peter W.S. Sheppard *(from 5 Jan 2020)*



Anthony D. Druce



Emma L. Cole



Trevor Hodgson



Vicky Pollitt *(from 8 Apr 2021)*



Dr. Anthony F. Jackson



Joerg Schlueter



J. Russell Shaw *(from 1 Oct 2020)*



Dr Karen E. Crawford Clarke

Statement of the Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

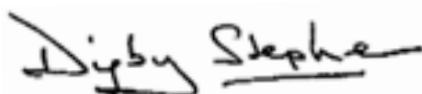
The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Henfield Haven and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards, including FRS 102, have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether a Statement of Recommended Practice (SORP) applies and has been followed, subject to any material departures which are explained in the financial statements; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deeds.

They are also responsible for safeguarding the assets of Henfield Haven and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By Order of the Trustees



R. Digby Stephenson, FRIN RD

The Henfield Haven
Hewitts
Henfield
West Sussex
BN5 9DT

Date: 1st September 2021

Independent Examiner's Report to the Trustees of the Henfield Haven

I report on the accounts of Henfield Haven for the year ended 31 December 2020, which comprise the Statement of Financial Activities, Balance Sheet and related notes.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

Since the Charity's gross income exceeded £25,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
Paul E M Samrah FCA

Date: 1 September 2021

Windrush
9 Mill Drive
Henfield
West Sussex
BN5 9RY

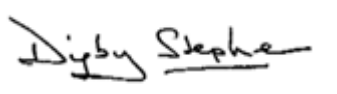
Henfield Haven CIO
Statement of Financial Activities
For the Year ended 31st December 2020

	Note	Unrestricted 2020 £	Restricted 2020 £	TOTAL 2020 £	Unrestricted 2019 £
INCOME AND ENDOWMENTS					
Donations, gifts and legacies	2	59,806	-	59,806	4,910
Other Activities	3	39,300	5,700	45,000	2,896
Charitable Activities	4	6,703	-	6,703	-
Government Grants		8,307	-	8,307	5,250
Total Operating Income		<u>114,116</u>	<u>5,700</u>	<u>119,816</u>	<u>13,056</u>
EXPENDITURE					
Raising Funds	5	7,399	1,976	9,375	3,650
Staff Costs	6	19,002	-	19,002	-
Other Operating Costs	7	9,414	-	9,414	4,358
Total Expenditure		<u>35,815</u>	<u>1,976</u>	<u>37,791</u>	<u>8,008</u>
Net Operating Surplus		<u>78,301</u>	<u>3,724</u>	<u>82,025</u>	<u>5,048</u>

Henfield Haven CIO
Balance Sheet
As at 31st December 2020

	<u>Note</u>	2020 £	2019 £
Fixed Assets			
Tangible Assets	8	1,187	-
Current Assets			
Cash at Bank and in Hand		106,125	25,287
Total Net Assets		<u>107,312</u>	<u>25,287</u>
Accumulated Funds			
Unrestricted Funds Brought Forward		25,287	20,239
Unrestricted Surplus for the year		<u>78,301</u>	<u>5,048</u>
		103,588	25,287
Restricted Surplus for the year		<u>3,724</u>	<u>-</u>
		<u>107,312</u>	<u>25,287</u>

Approved by the Trustees on 1st September 2021 and signed on its behalf by



.....
R.Digby Stephenson, FRIN RD

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2020

1 Accounting Policies

a) Accounting convention

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The Charity is a public benefit entity for the purposes of FRS 102 and a registered charity and therefore has also prepared its financial statements in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (The FRS 102 Charities SORP) and Charities Act 2011.

b) Going concern

The Trustees have considered the impact of the coronavirus pandemic, and the measures taken to contain it, on the Charity and its ability to continue as a going concern. Although the ultimate impact cannot be reliably determined, Henfield Haven was required to close as a result of containment measures.

Due to the current situation it is very difficult for the Trustees to form reliable estimates of forecast income and expenditure and some by its nature, such as legacies, is inherently uncertain. However, the Trustees have concluded that due to various factors including the Charity's level of cash there is a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Consequently, the financial statements are prepared on a going concern basis.

c) Donations, legacies, etc

Voluntary income includes donations and legacies, grants and fundraising income and is included in full in the period in which it is receivable. Legacies are considered receivable when the amount can be reliably measured and receipt is reasonably certain.

d) Resources expended

Expenditure is recognised on an accruals basis, gross of irrecoverable VAT. The financial statements distinguish between the following subheadings:

Cost of raising funds

This category includes all expenditure relating to the cost of goods sold and services provided, along with the cost of generating voluntary income.

Cost of charitable activities

This category includes all expenditure on activities in furtherance of the charity's objects together with expenditure on costs incurred in support of the charitable activities undertaken by the charity.

e) Restricted and unrestricted funds

The accounts distinguish between restricted and unrestricted funds. The former are subject to restrictions on the purposes for which they may be used, namely the Helpline. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the Henfield Haven for expenditure or appropriation to reserves for internally designated purposes.

f) Critical accounting estimates and areas of judgement

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry any significant risk of material adjustment on the next financial year.

g) Stock

Stock is valued at the lower of cost and net realisable value.

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2020 (continued)

1. Accounting policies (continued)

(h) Tangible fixed assets

Tangible fixed assets of more than £500 are capitalised and included at cost.

Provision is made for depreciation on tangible assets at rates calculated to write-off the cost over their expected useful life as follows:

Office and Computer Equipment - 20% per annum

(i) Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Basic financial liabilities are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method. Creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

(j) Cash flow statement

The charity has taken the exemption available in paragraph 7.1B of FRS102 and has not prepared a cash flow statement.

2. Voluntary income - donations and gifts:

	Unrestricted <u>2020</u> £	Unrestricted <u>2019</u> £
Donations	48,806	4,910
Legacies	-	-
Other Income	11,000	-
	<u>59,806</u>	<u>4,910</u>

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2020 (continued)

3. Other Activities	Unrestricted <u>2020</u> £	Unrestricted <u>2019</u> £
Café	36,305	2,896
Room Hire	2,995	-
	<u>39,300</u>	<u>2,896</u>
 4. Incoming Resources from Charitable Activities		
	£	£
Gift Aid	<u>6,703</u>	<u>-</u>
 5. Raising funds		
	£	£
Café costs (direct)	7,159	-
Fundraising (other)	240	3,650
	<u>7,399</u>	<u>3,650</u>
 6. Staff costs		
	£	£
Wages and Salaries	18,120	-
Pension costs	752	-
Staff training	130	-
	<u>19,002</u>	<u>-</u>
 The average number of full time equivalent staff employed during the year was one (2019: nil).		
During the year, the Trustees received no remuneration and were not reimbursed for any expenses.		
 7. Other Operating Costs	<u>2020</u>	<u>2019</u>
	£	£
Insurance	690	229
Light and heat	1,953	-
Cleaning	1,200	-
Repairs and maintenance	2,732	3,387
Gardening	241	-
Printing, postage and stationery	52	250
Advertising	158	102
Computer costs	284	24
Legal and professional	881	150
Office costs	1,159	-
Accountancy	-	216
Bank charges	1	-
Depreciation	63	-
	<u>9,414</u>	<u>4,358</u>

Henfield Haven CIO
Notes to the Financial Statements
For the Year ended 31st December 2020 (continued)

8. Tangible fixed assets	Office and Computer Equipment
	£
Cost	
Additions	1,250
At 31 December 2020	<u>1,250</u>
Depreciation	
Charge for Year	63
At 31 December 2020	<u>63</u>
Net book value at	-
31 December 2020	<u><u>1,187</u></u>
31 December 2019	<u><u>-</u></u>

9. Operating leases

At 31 December 2020, Henfield Haven was committed to make the following payments under non-cancellable operating leases:

	<u>2020</u>	<u>2019</u>
	£	£
Due within 1 year	-	-
Within two to five years	-	-
	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>-</u></u>

The CIO leases the property at Hewitts End from West Sussex County Council on a 25 year lease for a peppercorn rent.

10. Related party transactions

There have been no related party transactions during the year that require disclosure in the financial statements.



**The Queen's Award
for Voluntary Service**



HENFIELD
HAVEN



The Queen's Award
for Voluntary Service



HENFIELD
Haven

Hewitts, Henfield, BN5 9DT

01273 494747

henfieldhaven.org

Charity Registration No: 1183669