



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

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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, Alboume, 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](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.



"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).

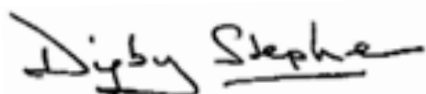
The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Henfield Haven and of the incoming resources and application of resources of the Charity for that period.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

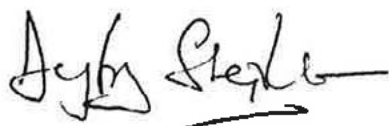
Henfield Haven CIO
Statement of Financial Activities
For the Year ended 31st December 2021

	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>
		<u>199,144</u>	<u>103,588</u>
Restricted Surplus brought forward		3,724	-
Restricted Fund transferred to Unrestricted Funds		<u>(3,724)</u>	<u>-</u>
Restricted Surplus for the year		<u>-</u>	<u>3,724</u>
		<u>-</u>	<u>3,724</u>
		<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	Restricted	Unrestricted	Total
	<u>2021</u>	<u>2020</u>	<u>2020</u>	<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	Unrestricted
			<u>2021</u>	<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>
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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>

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.



Ha²ven HENFIELD

Hewitts, Henfield, BN5 9DT

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henfieldhaven.org

Charity Registration No: 1183669