



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

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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 2022.



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HENFIELD
HAVEN





"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

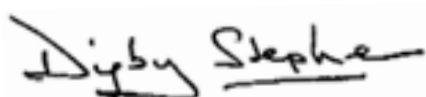
The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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>29,618</u>	<u>4,230</u>	<u>33,848</u>	<u>91,832</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	Restricted	Total	Unrestricted
		<u>2022</u>	<u>2022</u>	<u>2022</u>	<u>2021</u>
		£	£	£	£
	Café	62,369	-	62,369	48,850
	Room Hire	11,168	-	11,168	8,714
		<u>73,537</u>	<u>-</u>	<u>73,537</u>	<u>57,564</u>
4.	Incoming Resources from Charitable Activities			Unrestricted	Unrestricted
				<u>2022</u>	<u>2021</u>
				£	£
	Care provision			94,356	27,726
	Gift Aid			1,824	6,376
				<u>96,180</u>	<u>34,102</u>
5.	Raising funds			£	£
	Café costs				
	(direct)			28,223	13,468
	Fundraising				
	(other)			-	3,377
				<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			585	86
				<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
Ha2en

Hewitts, Henfield, BN5 9DT

01273 494747

henfieldhaven.org

Charity Registration No: 1183669