



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01.04.2022** Period start date To **31.03.2023**
Period end date

Charity name: Havens Community Cars CIO

Charity registration number: 1184955

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	THE OBJECTS OF THE CIO ARE: TO PROVIDE TRANSPORT FACILITIES IN EAST SUSSEX FOR PEOPLE WHO HAVE SPECIAL NEED OF SUCH FACILITIES BECAUSE THEY ARE ELDERLY, POOR OR DISABLED, PEOPLE WITH YOUNG CHILDREN OR THOSE LIVING IN ISOLATED AREAS WHERE THERE ARE NO ADEQUATE PUBLIC TRANSPORT FACILITIES
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Havens Community Cars CIO provides an effective, volunteer-led, community transport voluntary car scheme (VCS) for individuals from vulnerable groups including, but not limited to, older people, those with disabilities, people in rural or isolated communities or those unable to access conventional bus services or other local transport.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of Havens Community Cars CIO are aware of the guidance pertaining to public benefit of the operation of a CIO/Charity and are confident that our charitable spending fully meets those criteria.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Havens Community Cars CIO is not a grant making organisation.
Policy on social investment including program related investment	Para 1.38	Havens Community Cars CIO has no social investment or program related investments.

Contribution made by volunteers	Para 1.38	Havens Community Cars CIO value the contribution made by their volunteers and have all appropriate policies and training implemented and regularly updated.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The wider benefit of Havens Community Cars CIO to society as a whole and to the circumstances of its beneficiaries, like many other charities during this unprecedented time, cannot be underestimated.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Havens Community Cars maintained or increased its capacity for journeys during this financial period with a rolling recruitment, training and retention programme for volunteers based on the 'safer recruitment' model.
Performance of fundraising activities against objectives set	Para 1.41	Havens Community Cars CIO were successful in several grant applications however a change in personnel during this period led to a significant drop in income as a new staffing structure was implemented. The charity is supported by Havens Community Hub CIC which helped implement a restructure and fundraising strategy.
Investment performance against objectives	Para 1.41	

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a viable financial position at the end of this reporting period however the restructure and new fundraising strategy is yet to show fruition for this reporting period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity has an ethos of ensuring available funding is used effectively and when needed for the provision of support for the beneficiaries of the charity rather than an administration-heavy drain on funds, which can often be found in larger organisations. As a new charity, the organisation has not been operating long enough to develop a sizeable reserves fund or therefore have a reserves policy. Our business development plan includes the need to develop and communicate a clear and effective reserves policy that: ✓ fully justifies and clearly explains keeping or not keeping reserves ✓ identifies and plans for the maintenance of essential services for beneficiaries ✓ reflects the risks of unplanned closure associated with the charity's business model, spending commitments, potential liabilities and financial forecasts ✓ helps to address the risks of unplanned closure on beneficiaries (in particular, vulnerable beneficiaries), staff and volunteers
Amount of reserves held	Para 1.22	No reserves are specifically held in abeyance, as above.
Reasons for holding zero reserves	Para 1.22	As above
Details of fund materially in deficit	Para 1.24	No deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainties

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution CIO Foundation Model
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO Foundation Model
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	As per CIO Foundation Model Charity Commission Filed Constitution – new Trustees are appointed by the current Trustees at a properly convened meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Havens Community Cars CIO
Other name the charity uses	Havens Community Cars
Registered charity number	1184955
Charity's registered address	87 Ambleside Avenue, Telscombe Cliffs, BN10 7LN
Charity's office address	2a Thompson Road, Denton, BN9 0RS 01273 918226

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paula Woolven BEM	Chair of Trustees		
2	Michaela Twaits	Trustee		
3	Marilyn Nolan BEM	Trustee		
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Mrs Nikki Marten – Car Scheme Co-ordinator

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	PAULA WOOLVEN	MICHAELA TWAITS
Full name(s)	Paula Woolven	Michaela Twaits
Position (eg Secretary, Chair, etc)	Chair of Trustees	Trustee
Date	10 th March 2024	

PROFIT AND LOSS FOR THE YEAR ENDING 31 MARCH 2023

HAVENS COMMUNITY CARS

<u>Havens Community Cars</u>	Actual £
<u>Expenditure</u>	
Salaries	-36,285.33
Volunteer Expenses	-8,944.19
Training	-55.00
Advertising	-6,310.00
Travel	-51.20
Room rental	-1,260.16
Insurance	-3,200.38
Administration	-251.30
Equipment	-26,644.50
Stationery	-272.00
Refreshments	-36.00
Website	-1,288.48
Valeting	-80.00
Sign writing	-218.04
	-84,896.58
<u>Income</u>	
Grants	77,159.37
Contributions	175.00
Journey Income	10,992.78
Other	7.63
	88,334.78
	3,438.20

EXAMINERS REPORT FOR HAVENS COMMUNITY CARS

I report on the Accounts of the Organisation for the period ended 31 March 2023 which are set out on the Profit and Loss and Reconciliation.

Respective Responsibilities of Trustees and Examiner

As the organisation's trustees you are responsible for the preparation of the Accounts; The Organisation's trustees consider that an audit is not required and that an independent examination is needed.

It is my responsibility to:

Examine the accounts.

To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the organisation and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the Accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that there has been any material errors or omissions.
- or
- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

**M J Boxall, AFA,
Shoreline Accountants Limited
25 Clinton Place
Seaford
East Sussex
BN25 1NP**

Mark J Boxall  Date 22/2/24