



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **April 2022** Period start date To **March 2023** Period end date

Charity name: **Harlow Community Men's Shed**

Charity registration number: **1187314**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objectives of HCMS is to promote social inclusion for the public benefit by preventing people (particularly, but not exclusively, older men), within Harlow and the surrounding area, from becoming socially excluded or isolated, relieving the needs of those people who are socially excluded and assisting them to integrate into society. This is done through the provision of facilities where they can meet jointly or individually to undertake creative, physical or recreational activities, learn or pass on skills and knowledge and support each other socially.</p> <p>For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, or becoming isolated as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental) or bereavement.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The Men's Shed provides a safe place for people, particularly but not exclusively men, to gather and socialise without fear of judgement or prejudice.</p> <p>There is an environment of learning new skills and being able to participate in a variety of practical tasks and projects.</p> <p>More experienced people pass on the skills and knowledge to the benefit of others.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	<p>In order to achieve the above the Trustees ensure that the activities undertaken in accordance with the guidance issued by the Charity</p>

Commission on public benefit		Commission on public benefits.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
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	<p>Discussions regarding the lease for the Pavilion are currently taking place with the Council but indications are that there will be no problems with the conversion and establishment of a second shed in Harlow. However the project will require planning consent and building control approval.</p> <p>The establishment of the Pavilion aims to provide greater capacity and additional facilities which, in turn, will allow more member to learn new skills at both sites. It will also allow increased accessibility for Members from other parts of the town and allow Members to work and relax under cover providing all year round use.</p> <p>From a management leadership perspective an increase in membership will provide the potential to increase the number of Trustees within the Shed.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Current overheads and operational costs are minimal at £500 pa which has been funded by members and activities. Good external funding has been available to fund additional costs and projects e.g. Refurbishment costs of the Rectory field new site development and transport costs etc
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No adopted formal policy currently in force only guidance. The Trustees are aware of the need to develop a clear policy for holding reserves for future projected costs and budget inc future Rental costs expected to start in 2027 and operating expenses inc insurance, power and water
Amount of reserves held	Para 1.22	currently Zero held as formal reserves as 1.21 & 1.212
Reasons for holding zero reserves	Para 1.22	Current income is currently exceeding operational costs of £500pa which allows for surplus to be developed plus funders will be approached to finance future costs
Details of fund materially in deficit	Para 1.24	No fund materially in deficit or expected to be
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Financially no concerns with minimal overheads and operating costs for the next 2 years Recruitment of membership to increase numbers at both sites and the recruitment of enough trustees and their knowledge to be developed and increased once the

		second all weather site is fully refurbished and operational
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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	National Lottery Community Fund Mind in Essex Essex Community Foundation Essex County Council
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Reliance of user led volunteers and goodwill
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution published online with Charity Commision
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected

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	<ul style="list-style-type: none"> • DBS Policy • Health and Safety Policy • Recruitment of ex-offenders' Policy • Adult Safeguarding Policy • Equal Opportunities Policy • Data Protection Policy <p>To underpin the above policies and procedures:</p>
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		<ul style="list-style-type: none"> • Risk Assessments • Training Procedures • Method Statements and Mechanical Handling Training.
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	Harlow Community Men's Shed
Other name the charity uses	
Registered charity number	1187314
Charity's principal address	c/o Pets Corner, Off Edinburgh Way Harlow, CM20 2QG

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	John Hume	Chair/Secretary/Trustee	2022 - 2023	HCMS
2	Matthew Creed	Treasurer/Trustee	2022 - 2023	HCMS
3	David Ainsworth	Trustee	2022 - 2023	HCMS
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Corporate trustees – names of the directors at the date the report was approved

Director name	N/A	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	0
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s) *Matthew Creed*

Full name(s) Matthew Creed

Position (eg Secretary,
Chair, etc) Treasurer

Date 12.02.25