



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From April 2023 **Period start date** **To** March 2024 **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>Following a prolonged election process a new Chairman/Trustee and 3 trustees were appointed by Members in open voting by a show of hands at the AGM on the 19.03.2024. Subsequently a new organisational arrangement has been implemented whereby no single Trustee/Member will be solely responsible for the Financial, Administrative and Operational functions.</p> <p>However, with the development of the new site at The Pavilion in Rectory Field, two Shed Leaders have been appointed to ensure that operational policies and shed development are undertaken in accordance with the organisation's corporate policies and procedures. These two posts also provide an essential link in communication flow between Trustees and Members.</p> <p>The details of the leasing arrangements continue to be discussed with the Authority. However the Authority has assured The Shed that they have the</p>

		<p>right to have 'quiet enjoyment' of the Pavilion until such time as the leasing arrangements have been formally agreed.</p> <p>New Site Status: Much of the work is completed and both the Council's Planning Department and Building Control have worked closely with The Shed to ensure works are undertaken to a high standard. A projected completion date has been estimated as the first quarter of 2025.</p> <p>With the acquisition of The Pavilion, we now have two sites. Current and new members will be able to attend either or both, subject to responsible volunteer numbers when dates and times of opening are finalised.</p>
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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	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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 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> <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	Thomas Hunt	Chairman/Trustee	19.03.2024	
2	Matthew Creed	Treasurer/Trustee	2022	
3	David Bowers	Shed Lead/Trustee	19.03.2024	
4	David Ewles	Secretary/Trustee	19.03.2024	
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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	
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)

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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)

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Full name(s)

Thomas Hunt	Matthew Creed
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Position (eg Secretary,
Chair, etc)

Chairman	
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Date

05/02/2025
