



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From:** 1<sup>st</sup> April 2022  
**To:** 31<sup>st</sup> March 2023

**Period start date**  
**Period end date**

**Charity name:** The Witham Hub

**Charity registration number:** 1188048

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To further or benefit the residents of Witham and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power: to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.</p> <p>To reduce food poverty and food waste and offer social inclusion to all.</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>Having now been in our new location for a year we have completed the decorating across all rooms with just the hall stairs and landing left to achieve.</p> <p>Due to the increase in the cost of living we are seeing a steady increase on the use of our services and we continue to operate the community fridge that offers both free and discounted food to those in need and reduces food waste going to landfill As reported in the last financial year the fridge continues to be very well supported by the local supermarkets both direct and via the Fareshare and Neighbourly scheme. Our team of amazing volunteers</p>

		<p>are dedicated to collecting 6 nights per week and 5 days.</p> <p>We are proud to have now collected over 100 tonnes of food which would have gone to landfill.</p> <p>We have also added a number of groups and workshops to suit those who find it difficult to connect with others, have disabilities or are lonely and our café sees a number of regular visitors who have created a friendship group which is growing weekly.</p> <p>During this financial year we have carried out over 20,000 interventions this brings our ongoing total to over 100,000 since the charity inception.</p> <p>This includes direct support and signposting; this has tailed off as more organisations are opening up since Covid however we are starting to see this trend slowly increasing again.</p> <p>This year the team were proud to be awarded The Most Socially Inclusive Organisation in the East of England, a wonderful surprise. We were also shortlisted as a Finalist in the Community Awards of The Essex Business Awards.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.</p>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	<p>The facility is run completely by volunteers making them the heartbeat of the charity. The volunteers have given over 7,500 man hours of time to support the charity during continued hard times. They are a remarkable group of individuals who make a huge difference to the local community.</p>

## 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>Our community fridge has saved over 100 tonnes of food from landfill during this financial year, helping many families in the process.</p> <p>Volunteers have completed over 7,500 man hours.</p> <p>We have completed over 100,000 interventions since the charity formed.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have settled in our new premises and are working hard to increase our group offerings and support the community.
Performance of fundraising activities against objectives set	Para 1.41	<p>As predicted the funding pots are harder to find but we are still able to find money to move forward at present. We have an amazing community that supports the Hub.</p> <p>We are looking to reach out further to the business community.</p>



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Charity has reported income in the year amounting to £67,454 (2022: £75,447).</p> <p>Grant income has reduced in the year, with less grants becoming available as the country continues to recover from the COVID pandemic, although appeals and donations have increased in the year.</p> <p>The Charity has been at the new premises for a full year now and therefore the community fridge has begun to generate more income and as we are now in a prime location, donations are more frequent and have been received from a few different sources in the year.</p> <p>By gaining a new premises last year, rent costs have been incurred in the year amounting to £28,050. This is an increased cost to the Charity but we are fortunate to have been granted money to partially cover the rent by Essex County Council. We hope this partnership will continue into future years.</p> <p>We have also continued to spend money this year on adapting the new premises to be fit for the Charity's purpose, with repairs and maintenance fees increasing from £12,646 in 2022 to £13,879 in 2023.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Charity aims to hold £10,000 in available reserves in order to continue for the next financial year. We do not need to hold a large amount of reserves as we are donated a large amount of goods for the Community Hub, and we currently do not have any staff costs.</p>
Amount of reserves held	Para 1.22	<p>The total reserves of the Charity is £41,670. The total unrestricted reserves are £34,909 however £348 is designated towards defibrillator costs for the Community, therefore making available reserves £34,561.</p>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>No uncertainties exist about the Charity continuing as a going concern.</p> <p>In the next financial year, the Charity has been awarded a lottery grant and has employed staff to cover the expansion of the Charity.</p>

**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	We have received funding from a number of sources including local government, businesses, other groups and societies and individuals.
A description of the principal risks facing the charity	Para 1.46	Like all charities we are looking for funding all the time, our biggest concern is these funding streams being harder to access but we are optimistic we can find a way to support those who need us; we are having to think more 'outside the box' to raise funds.

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
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	<p>Apart from the first charity trustees, every trustee must be appointed for a term of two years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>In selecting individuals for appointment as charity trustees, the charity must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

## Reference and Administrative details

Charity name	The Witham Hub
Other name the charity uses	Locally known as 'The Hub' or 'Witham Community Hub'
Registered charity number	1188048
Charity's principal address	Unit 17, The Grove Centre, Witham, Essex, CM8 2YT

### 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	Tina Townsend	Chair		
2	Carolyn Hobbs	Vice Chair	Resigned 23/02/23	
3	Karen Bailey			
4	Ian Cass	Independent Trustee	Resigned 09/08/23	
5	Tracey MacDonald		Resigned 22/09/22	
6	Ian Boorman	Facility Management		
7	Stuart Gulleford		Appointed 20/09/23	
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### Corporate trustees – names of the directors at the date the report was approved

Director name		


### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Tina Patricia Townsend	
Position (eg Secretary, Chair, etc)	Chair of Trustees	
Date	26.1.2024	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Witham Hub

1188046

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2022


To

31/03/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Legacies	-	-	-	-	2,000
Appeals and donations	50,845	600	-	51,445	40,628
Grants	-	11,325	-	11,325	31,468
Fundraising	210	-	-	210	302
Interest income	28	-	-	28	1
Meeting room rental	4,020	-	-	4,020	1,048
Other revenue	426	-	-	426	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>55,529</b>	<b>11,925</b>	<b>-</b>	<b>67,454</b>	<b>75,447</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>55,529</b>	<b>11,925</b>	<b>-</b>	<b>67,454</b>	<b>75,447</b>
<b>A3 Payments</b>					
Food support	-	2,479	-	2,479	2,622
Rent	-	28,050	-	28,050	12,014
Rates & Water	3,669	-	-	3,669	136
Light, Heat & Power	1,904	-	-	1,904	2,121
Repairs and Maintenance	11,479	2,400	-	13,879	12,646
Telephone & Fax	825	-	-	825	480
Computer costs	12	-	-	12	49
Printing, postage and stationery	475	-	-	475	722
Subscriptions	2,294	-	-	2,294	1,160
Sundry expenses	571	-	-	571	511
COVID-19 costs	-	-	-	-	240
Legal and professional fees	35	-	-	35	2,520
Shop Equipment, consumables, arts & crafts	3,207	-	-	3,207	757
Waste Collection	1,145	-	-	1,145	519
Accountancy	1,170	-	-	1,170	1,662
Household fund expenditure	-	-	-	-	16,296
Insurance	2,448	-	-	2,448	2,493
Bank fees	163	-	-	163	6
Entertainment	440	-	-	440	-
Staff training	943	-	-	943	-
Direct expenses	1,545	270	-	1,815	1
	-	-	-	-	-
<b>Sub total</b>	<b>32,325</b>	<b>33,199</b>	<b>-</b>	<b>65,524</b>	<b>56,955</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Fixtures and fittings	7,062	4,576	-	11,638	14,409
	-	-	-	-	-
<b>Sub total</b>	<b>7,062</b>	<b>4,576</b>	<b>-</b>	<b>11,638</b>	<b>14,409</b>
<b>Total payments</b>	<b>39,387</b>	<b>37,775</b>	<b>-</b>	<b>77,162</b>	<b>71,364</b>
<b>Net of receipts/(payments)</b>	<b>16,142</b>	<b>- 25,850</b>	<b>-</b>	<b>- 9,708</b>	<b>4,083</b>
<b>A5 Transfers between funds</b>	<b>4,251</b>	<b>4,251</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>23,018</b>	<b>28,360</b>	<b>-</b>	<b>51,378</b>	<b>47,294</b>
<b>Cash funds this year end</b>	<b>34,909</b>	<b>6,761</b>	<b>-</b>	<b>41,670</b>	<b>51,377</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank accounts	34,882	6,761	-
	Posty Cash	27	-	-
		-	-	-
	<b>Total cash funds</b>	34,909	6,761	-
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Rent Deposit	-	4,500	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fixtures and fittings	Unrestricted	43,700	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Accountancy fees	Unrestricted	1,200	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			TINA PATRICIA TOWNSEND	26.1.2024





Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
The Witham Hub

On accounts for the year  
ended

31 March 2023

Charity no  
(if any)

1188048

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2023.

Responsibilities and  
basis of report

As the charity's trustees, you 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 Trust'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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

21/01/24

Name:

NICHOLAS FORSTH

Relevant professional  
qualification(s) or body  
(if any):

FCA - ICAEW

Address:

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