



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From: 1<sup>st</sup> April 2023 Period start date  
To: 31<sup>st</sup> March 2024 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	To reduce food poverty and food waste and offer social inclusion to all
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><b>Overview</b></p> <p>We are pleased to present our latest trustee report, highlighting the significant achievements and developments within our organisation over the past year. Our commitment to serving the community and reducing food waste has never been stronger, and we are excited to share our progress with our stakeholders.</p> <p><b>New Premises</b></p> <p>One of our most notable accomplishments this year has been the successful transition to our new premises. This move has proven to be a tremendous success, resulting in an 800% increase in footfall. The new location has not only enhanced our visibility but has also provided us with the space and facilities needed to better serve our community.</p> <p><b>Community Initiatives</b></p> <p>We remain dedicated to our mission of providing affordable food options and supporting local residents. Our ongoing initiatives, including the offering of discounted food and the community fridge, continue to thrive. We have established partnerships with new suppliers, ensuring a more consistent supply of fresh produce for our community members.</p> <p>We are proud to report that our community fridge is still being collected from six days and nights a week, thanks to the dedication of our remarkable team of volunteers. Their tireless efforts in collecting food have led to the successful saving of 190 tonnes of food</p>

	<p>from landfill. This not only benefits those in need but also contributes to our environmental sustainability goals.</p> <p><b>Impact on the Community</b> Our impact on the community has been outstanding, with over 190,000 interventions recorded this year—doubling the figures from last year's report. This growth is sad as shows there is still an increasing demand for our services but we are working hard to ensure all those who need help always get what is needed.</p> <p><b>Funding and Support</b>  In May, we secured £100,00 over two years from Cadent Gas to assist community members with filling out necessary forms, enabling them to access vital resources. This funding will allow us to employ two staff members dedicated to this important work. Additionally, in September, we successfully secured £250,000 in ring-fenced funding from the National Lottery, which will be allocated over five years to support our staff. This funding is crucial in ensuring that we maintain a strong team capable of delivering high-quality services to our community. We continue to be supported by Essex County Council, who support us with £15,000 per year ringfenced to support our rent on the building. Other funding still continues to be a challenge, but our fundraising team work tirelessly and we are able to continue currently with the support of the wonderful community, charitable organisations and businesses who support us.</p> <p><b>Acknowledgments</b> We would like to extend our heartfelt gratitude to our amazing team of volunteers. Their commitment and resourcefulness are the backbone of our organization, enabling us to make a meaningful impact in the lives of those we serve. We also thank our donors and partners for their continued support, which is vital for our ongoing success.</p> <p><b>Conclusion</b> As we move forward, we remain focused on expanding our initiatives and enhancing our services to meet the growing needs of our community. We are excited about the future and are committed to making a</p>
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		lasting difference in the lives of those we serve.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustee are committed to all direction given by the Charity Commission and will do all possible to comply with it.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	While we have now got some paid staff our volunteers are still the heartbeat of the charity. We could not operate without them and cannot thank them enough for the contribution they make to the charity The volunteers have given over 6,520 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

### 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	Our community fridge has saved over 190 tonnes of food from landfill during this financial year, helping many families in the process.  Volunteers have completed over 6250 hours.  We have completed over 190,000 interventions since the charity formed.  We relocated the charity to a much larger premises after outgrowing our original premises; this has allowed a large increase in services and enabled us to reach more individuals.



### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Last year we set out to increase our funding levels and start to employ people from the community to assist with the expansion of the Hub and the services we offer.</p> <p>We have developed a large range of extra services and employed 11 staff (part time) during the year, so believe we have met the goals set.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>While we have been successful in grants for staffing and ringfenced projects, however other funding continues to be a challenge. We work hard to raise funds as organically as possible to avoid reliance on grants.</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 £185,141 (2023: £67,454).</p> <p>Grant income has increased in the year as we were awarded income from Cadent, National Lottery and Essex Community Foundation. These have enabled us to employ staff members, and look into offering different services in the hub.</p> <p>The Charity has been at the new premises for a two years now and therefore the community fridge has continued to thrive with an increase in income in the current year.</p> <p>Rent and utility costs are still an increasing problem for the Charity however we are fortunate to have been granted money to partially cover the rent by Essex County Council and Cadent. We hope these partnerships will continue into future years.</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. Although the Charity does not like to hold money in reserves, this year the reserves have increased to hopefully expand the services of the hub in the coming period.</p>
Amount of reserves held	Para 1.22	<p>The total reserves of the Charity is £85,212. The total unrestricted available reserves are £39,377 and the total restricted reserves are £45,835.</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>

### 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 (stated above)
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	Karen Bailey		Resigned 27/10/2024	
3	Ian Boorman	Facility Management		
4	Ian Cass	Independent Trustee	Resigned 09/08/2023	
5	Stuart Gulleford		Appointed 20/09/2023	
6	Sara Douth		Appointed 10/10/2024	
7				
8				


Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Tina Townsend		Tenancy at Will on Property unit 31 <sup>st</sup> March 2022

### 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	30.1.2025	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Witham Hub

1188048

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2023

To

31/03/2024

### Section A Receipts and payments

Unrestricted  
funds  
to the nearest  
£

Restricted  
funds  
to the nearest £

Endowment  
funds  
to the nearest £

Total funds  
to the nearest £

Last year  
to the nearest £

#### A1 Receipts

Appeals and donations (including Community Fridge)	61,711	-	-	61,711	51,445
Grants	5,000	106,125	-	111,125	11,325
Fundraising	699	-	-	699	210
Interest income	446	-	-	446	28
Meeting room rental	6,327	-	-	6,327	4,020
Other revenue	814	-	-	814	426
Consulting	3,000	-	-	3,000	-
Gift Aid	1,019	-	-	1,019	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>79,016</b>	<b>106,125</b>	<b>-</b>	<b>185,141</b>	<b>67,454</b>

#### A2 Asset and investment sales, (see table).

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total receipts</b>	<b>79,016</b>	<b>106,125</b>	<b>-</b>	<b>185,141</b>	<b>67,454</b>
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#### A3 Payments

Food support	-	5,949	-	5,949	2,479
Rent	12,371	21,184	-	33,555	28,050
Rates & Water	3,716	-	-	3,716	3,669
Light, Heat & Power	20,134	-	-	20,134	1,904
Repairs and Maintenance	7,077	-	-	7,077	13,879
Telephone & Fax	1,482	-	-	1,482	825
Computer costs	1,293	-	-	1,293	12
Printing, postage and stationery	289	-	-	289	475
Subscriptions	5,998	-	-	5,998	2,294
Sundry expenses	238	-	-	238	571
COVID-19 costs	6	-	-	6	-
Legal and professional fees	35	-	-	35	35
Shop Equipment, consumables, arts & crafts	4,539	67	-	4,606	3,207
Waste Collection	1,155	-	-	1,155	1,145
Accountancy	360	-	-	360	1,170
Insurance	2,319	-	-	2,319	2,448
Bank fees	441	-	-	441	163
Entertainment	575	-	-	575	440
Staff training	526	-	-	526	943
Direct expenses	5,652	21	-	5,673	1,815
External Counsellors	869	-	-	869	-
Fundraising expenses	55	-	-	55	-
Advertising and marketing	42	-	-	42	-
Salaries and Pension costs		39,842	-	39,842	-
Travel expenses	174		-	174	-
			-	-	
			-	-	

<b>Sub total</b>	<b>69,346</b>	<b>67,063</b>	<b>-</b>	<b>136,409</b>	<b>65,524</b>
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<b>A4 Asset and investment purchases, (see table)</b>					
Fixtures and fittings	5,190	-	-	5,190	11,638
	-	-	-	-	
<b>Sub total</b>	<b>5,190</b>	<b>-</b>	<b>-</b>	<b>5,190</b>	<b>11,638</b>
<b>Total payments</b>	<b>74,536</b>	<b>67,063</b>	<b>-</b>	<b>141,599</b>	<b>77,162</b>
<b>Net of receipts/(payments)</b>	<b>4,480</b>	<b>39,062</b>	<b>-</b>	<b>43,542</b>	<b>- 9,708</b>
<b>A5 Transfers between funds</b>	<b>- 12</b>	<b>12</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>34,909</b>	<b>6,761</b>	<b>-</b>	<b>41,670</b>	<b>51,378</b>
<b>Cash funds this year end</b>	<b>39,377</b>	<b>45,835</b>	<b>-</b>	<b>85,212</b>	<b>41,670</b>


[illegible]



**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Accountancy fees 2023 & 2024	Unrestricted	2,613	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Tina Townsend	30.1.2025



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
The Witham Hub

On accounts for the year  
ended

31 March 2024

Charity no  
(if any)

1188048

Set out on pages

1-2

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

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:

Nick Forsyth

Date:

30/01/2025

Name:

NICK FORSYTH

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

INSTITUTE OF CHARTERED ACCOUNTANTS  
IN ENGLAND AND WALES.

Address:

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