

Charity number: 1188796

**HONITON 55 + CIO**

**ANNUAL REPORT AND RECEIPT AND PAYMENT ACCOUNTS**

**YEAR ENDED 31 MARCH 2024**



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## HONITON 55 + CIO

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## HONITON 55 + CIO

### REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2024

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#### Trustees

T Darrant (acting Chair)  
C A Gilson  
N Hurlock  
J McNally (appointed 11 May 2023/ resigned 20 June 2024)  
J Richardson (appointed 02 June 2023)  
D Smith  
J Zarczynski (Chair) (resigned 20 June 2024)  
H Penwarden (appointed 12 August 2024)

#### Charity registered number

1188796

#### Principal office

Honiton Daycare Centre  
St. Michaels  
Orchard Way  
Honiton  
EX14 1HU

#### Accountants

Griffin  
Chartered Accountants  
Courtenay House  
Pynes Hill  
Exeter  
EX2 5AZ

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## **HONITON 55 + CIO**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024**

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The trustees present their annual report together with the accounts of Honiton 55+ CIO for the year ended 31 March 2024.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Constitution**

Honiton 55+ is a Charitable Incorporated Organisation registered and dated 30th March 2020.

##### **Method of appointment or election of new Trustees**

New Trustees are to be appointed for an initial period of 4 years by application. The suitability of a proposed Trustee shall be considered at the first Meeting of Trustees to be held after the proposed application and the proposal must be supported by those present provided that the supporters constitute a majority of all the Trustees. Sections 10, 11 and 12 of the Governance Document shall apply.

#### **OBJECTIVES AND ACTIVITIES**

The provision of day care centre facilities to elderly people, including hot meals and general and general social benefit to the elderly of Honiton and surrounding districts.

The Charity holds a Licence to occupy a day centre at St. Michaels Centre, Honiton for 3 days per week namely Mondays, Thursdays and Fridays and provides respite care for up to 21 clients as well as a meals on wheels service on those days for about 20 recipients who received a 2 course cooked meal for a modest price. The service is provided by 5 trained care assistants, including the Centre Manager and her Deputy, a cook and occasional volunteers who can be called on when needed or to help with the provision of entertainment. In addition, the Trust now employs as clerk assistant to deal with the administrative side of the business under the direction of the Centre Manager and Treasurer.

The past financial year has shown a huge improvement thanks to the lessening of problems caused by the improvement in the Covid 19 situation. Staff have continued to be tested regularly, all are vaccinated, and there have been some small occasions where we have had to apply our covid Policy but no serious outbursts.

We have, therefore, been able to provide, as well as care and meals various functions, in house such as musical entertainment, provided by professional musicians, and special seasonal functions. In addition we, in partnership with Trip Community Transport Association have been able to provide an outing to the World of Country Life at Exmouth which our clients enjoyed. They have asked us to do a similar outing this year. We were also able to provide outings at the request of some of our clients to the ten pin bowling centre at Exeter.

We apply rigorous safeguarding care for our staff and clients. We ensure that all staff on appointment attend a course in care and handling of clients and subsequent refresher courses on an annual basis. Due to our tie with Devon County Council we make sure that we have the necessary documentation to regulate our business and make checks. One of our Trustees holds a meeting with the clients, where the staff are excluded, and they are invited to make any comments they wish as to the service provided for them. In every case they have expressed their approval of the kindness and care received from the staff, and their appreciation of the meals provided.

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## HONITON 55 + CIO

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

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#### OBJECTIVES AND ACTIVITIES (continued)

Our long serving Manager Jean Richardson, and her Deputy Manager Caroline Miles, who had been with the organisation since its inception both retired on the 2nd June 2023, having been largely responsible for its success. As reported last year Jean was immediately appointed as a Trustee. Jean was replaced as Manager by Leanne Passmore,( then Leanne Gavin) and Sally Maybury was appointed Senior Care Assistant but promoted to Deputy Manager towards the end of the financial year. Four Trustees John Zarczynski, Derek Smith, Neil Hurlock and Terry Darrant were obliged to retire on 30th March 2024 under the provisions of the governing document, but having offered themselves for re-election were duly elected to serve for a further period of 4 years.

Throughout the financial year we were involved with discussions with Devon County Council regarding the future of St Michael's Centre, with a view to being able to acquire the building and expand its use into residential respite care in conjunction with Hospital discharge programmes and allowing for nominations from Devon County Council. The Trustees have realised that this will involve a considerable upgrade in our administration arrangements, and in this connection we upgraded our accountancy system by acquiring Xero accounting, and also asking Mr Philip Carrington a qualified accountancy expert to assist our clerk/bookkeeper James Bodycombe, to train on the system. Unfortunately, James was unable to work the system efficiently, and we had to dispense with his services.

We also had some difficulties in our relationship with TRIP, in so far as the transport provided for delivery of the Meals using a professional driver and a minibus was proving too expensive. We therefore agreed to acquire a Renault vehicle from them which we are able to use for the deliveries, an being driven by a staff member. We are also looking to acquire a section 19 Transport Permit so that we can transport clients to the Centre in certain cases.

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**HONITON 55 + CIO**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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**ACHIEVEMENTS AND PERFORMANCE**

We have managed to maintain the service on a sound footing which is well appreciated, and as well as funding various treats and outings for our clients, we have managed to repay our staff for their loyalty and expertise with regular reviews to offset the rising cost of living.

We have also managed to improve our financial situation as appears from the financial review.

**FINANCIAL REVIEW**

During the year, the Charity received total income of £136,280 and had total costs of £128,979 giving a surplus of £7,301. As at 31st March 2024 the bank balance was £131,579 of which a sum of £25,000 is set aside for reserves.

**PLANS FOR FUTURE PERIODS**

We believe that while continuing to run our existing business, our main concerns will be negotiating with Devon County Council regarding the future of St. Michaels Centre. After careful consideration the proposal to re-open a residential Respite Care Centre has been deemed impractical but we would like to expand the services operating from the Centre and safeguard it for Community Use. We are well aware that this will involve raising substantial funds, putting in place a robust accountancy and management system including acquiring suitable professional advice, and we are taking initial steps in this direction. We are acutely aware that nothing we do must prejudice the existing business.

The report was approved was approved by the Trustees on 19/9/2024 and signed on their behalf by:

  
D Smith  
Trustee

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## HONITON 55 + CIO

### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

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#### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HONITON 55+ CIO.

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024 which are set out on pages 6 and 7.

#### 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 charity's accounts carried out under section 145 of the 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.

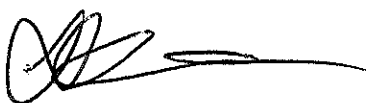
#### INDEPENDENT EXAMINER'S STATEMENT

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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:



Dated:

1/10/24

Laura Waycott FCA

**Griffin**

**Chartered Accountants**

Courtenay House

Pynes Hill

Exeter

EX2 5AZ

**HONITON 55 + CIO**

**RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Receipts</b>				
Sales	77,307	-	77,307	68,302
DCC Non Grant Income	56,844	-	56,844	58,092
Donations	1,570	-	1,570	585
Government grants	-	-	-	1,500
Other income	559	-	559	1,339
<b>TOTAL RECEIPTS</b>	<b>136,280</b>	<b>-</b>	<b>136,280</b>	<b>129,818</b>
<b>Payments</b>				
Advertising	672	-	672	-
Bank charges	558	-	558	-
Staff salaries	94,219	-	94,219	79,346
Staff pension contributions	1,497	-	1,497	951
Staff training	744	-	744	353
Consumables	16,367	-	16,367	10,447
Trips and activities	2,519	-	2,519	1,830
Subcontractors	122	-	122	1,087
Accountancy fees	1,786	-	1,786	1,244
Motor vehicle expense	987	-	987	-
Insurance	206	-	206	244
Telephone and fax	792	-	792	993
Printing and stationery	298	-	298	280
Repairs and maintenance	2,892	-	2,892	1,893
Equipment	2,150	-	2,150	2,842
Subscriptions	164	-	164	285
Sundry	928	-	928	556
Volunteer expenses	118	-	118	52
Rates	22	-	22	-
Rent	1,825	-	1,825	5,475
Clothing expenses	142	-	142	-
<b>TOTAL PAYMENTS</b>	<b>129,008</b>	<b>-</b>	<b>129,008</b>	<b>107,879</b>
<b>SURPLUS/(DEFICIT) FOR THE PERIOD</b>	<b>7,272</b>	<b>-</b>	<b>7,272</b>	<b>21,940</b>



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HONITON 55 + CIO

STATEMENT OF ASSETS AND LIABILITIES  
FOR THE YEAR ENDED 31 MARCH 2024

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	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	As Restated Total funds 2023 £
Cash funds				
Bank account	131,579	-	131,579	124,278
Petty cash	49	-	49	78
<b>TOTAL ASSETS</b>	<u>131,628</u>	<u>-</u>	<u>131,628</u>	<u>124,356</u>

The accounts were approved by the Trustees on  
behalf by:

*19th September 2024*

and signed on their

  
D Smith  
Trustee