

Trustees' Annual Report for the period

	Period start date				Period end date		
From	20	11	2020	To	31	03	2022

Section A Reference and administration details

Charity name

Communi-Tea Circle

Other names charity is known by

Registered charity number (if any) 1192364

60 Kenilworth Gardens

Hornchurch

Postcode

RM12 4SE

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	Phil Nankivell	Co-Chair		Phil Nankivell
2	Hilary London	Co-Chair		Hilary London
3	Mandy Anderson	Trustee	Jan 2023	
4	Claire Bailey Day	Trustee	Nov 2020 – Nov 2022	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods
(eg. appointed by, elected by)

Trustees are appointed by existing Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To relieve the needs of those aged 65 and over who are lonely and isolated through social interaction within the local community

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Communi-Tea Circle help elderly individuals who have no family nearby and suffer from isolation & loneliness because they rarely go out, socialise or receive visitors.

We are a newly created small charity promoting and co-ordinating member tea parties and other events within local community venues and volunteer homes. Primarily based in the Upminster and Hornchurch area and working with community venues such as church halls, local restaurants, pubs and cafes. We also have a network of volunteers who host in their own homes.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We currently host events on a Sunday lunchtime once a month and on a Monday evening in a pub once a month. Our plan is to extend the frequency as our network of members, venues and volunteers increases.

We coordinate a network of DBS verified volunteer drivers and a network of host volunteers. The drivers collect and return our members to and from their homes to enable them to attend an event and the hosts open up their homes and offer to provide a hot meal or afternoon tea for a group of members.

Our Plan

We want to be able to continue to raise funds and expand our network and referrals to enable us to alleviate loneliness for more people, increase the venues we work with and increase the number of events we can host.

We welcome any referrals for either members who wish to benefit from our events and both volunteer drivers or hosts.

**Summary of the main
achievements of the charity
during the year**

Communi-Tea Circle Launched officially in October 2021 after the pandemic but given complications in December 2021 with a new Covid wave we really only got going in early 2022. So far we have managed to deliver 3 afternoon tea meetings and 2 pub meet ups.

We have focussed on recruiting volunteer drivers and some hosts and venue partnerships. We have set up the charity with official emails, registered the website and gained commitment to design a basic website. We set up Facebook and Instagram pages, put in place a DBS checking process and volunteer and member sign up processes.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves as at 31st March 2021 is £11,586 Currently as the charity is in early stages we know we need to pay for future website development, fund raising activities and subsidised member events (ie restaurant evenings) and our policy is to agree our priorities each quarter. In addition we are seeing the cost of delivering events is increasing as cost of living and inflation are impacting prices. The Trustees continue to review the appropriate reserve levels whilst we anticipate fundraising will become more difficult due to the economic environment.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Fund Raising has been undertaken through friends and family contacts and Just Giving Facebook campaigns. We have no regular recurring sources of funds. Expenditure has been focussed on set up costs and delivering subsidised events for the members.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Hilary

Full name(s)

HILARY LONDON

Position (eg Secretary, Chair, etc)

CO-CHAIR

Date

24-01-2023.



Receipts and payments accounts

CC16a

For the period
from

20/11/2020

To

31/03/2022

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					
Lancashire Group Dec 2021	4,000	-	-	4,000	-
Raw Gym Fund Raiser Nov 2021	6,250	-	-	6,250	-
FundRaiser Just Giving Xmas 2021	691	-	-	691	-
Lloyds Bank Employee Matching Oct 2021	500	-	-	500	-
Total Individual Contributions via CAF Giving/ Paypal/ Just Giving	4,755	-	-	4,755	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	16,196	-	-	16,196	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	16,196	-	-	16,196	-
A3 Payments					
Christmas Hampers 2021	700	-	-	700	-
Pub dinner Contributions	986	-	-	986	-
Launch Party & Fund Raising Event Oct 2021	223	-	-	223	-
Bank Fees	88	-	-	88	-
Go Daddy Email	312	-	-	312	-
Website Development	1,162	-	-	1,162	-
Advertising & Promotions	478	-	-	478	-
Catering Hire Cancelled due to Covid	438	-	-	438	-
Other Expenses	223	-	-	223	-
Sub total	4,610	-	-	4,610	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4,610	-	-	4,610	-
Net of receipts/(payments)	11,586	-	-	11,586	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	11,586	-	-	11,586	-

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 £
B1 Cash funds				
	Cash in Bank Account	11,586	-	-
		-	-	-
		-	-	-
	Total cash funds	11,586	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

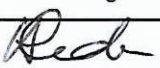
**B4 Assets retained for the
charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	HILARY LONDON	15-01-23