

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	04	2022		31	03

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		Mandy Anderson
5				
6				
7				
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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 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 Managed to host 2 events for our members every month during this financial year including a Christmas party at a local FireStation. This amounts to 24 events in the year.

We have continued to focus on recruiting volunteer drivers and some hosts and venue partnerships. We have continued to develop our team and recruited 2 additional volunteers who help us co-ordinate and run the bi monthly events, in essence matching drivers to members and co-ordinating attendance numbers with the hosts or venues.

We have slowly improved our social media presence, but recognise we need more help in this area. We are also still working on a fully fledged website launch date. This has been delayed due to lack of time and focus but we expect to be able to do it within 3-6 months.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves as at 31st March 2023 is £20,000
Currently as the charity is still relatively young 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. We have a desire to run more and bigger events, reaching more people in the community but have struggled to recruit more driver and host volunteers to support those efforts. We are seeing the cost of delivering events is increasing as prices continue to rise. 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 one off event costs and delivering subsidised events for the members.

Section F Other optional information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Hilary L	London
Position (eg Secretary, Chair, etc)	Co- Chair	

Date

22nd January 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date

To

Period end date

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					
Christmas Fund Raising - Just Giving/CAF Donate	1,057	-	-	1,057	-
Additional Fund Raising CAF	309	-	-	309	-
Raw Gym Fund Raiser	651	-	-	651	-
Christmas Lunch Fund Raiser	1,419	-	-	1,419	-
Pub Quiz Crowd Funder	5,500	-	-	5,500	-
Pub Quiz Fund Raiser Event	4,891	-	-	4,891	-
Total Individual Contributions via CAF Giving/ Paypal/ Just Giving	2,856	-	-	2,856	-
	-	-	-	-	-
Sub total (Gross income for AR)	16,683	-	-	16,683	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	16,683	-	-	16,683	-
A3 Payments					
Christmas Party Food	629	-	-	629	-
Christmas Party Tables and Chair Hire	425	-	-	425	-
Christmas Hampers	625	-	-	625	-
Go Daddy Costs for emails	301	-	-	301	-
Pub Dinner Costs	2,534	-	-	2,534	-
Advertising/T shirts/Banners/Flyers	2,184	-	-	2,184	-
Expenses	319	-	-	319	-
Flowers/DBS Checks/ Gifts	124	-	-	124	-
	-	-	-	-	-
Sub total	7,141	-	-	7,141	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,141	-	-	7,141	-
Net of receipts/(payments)	9,542	-	-	9,542	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	9,542	-	-	9,542	-

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		9,542	-	-
		-	-	-
		-	-	-
	Total cash funds	9,542	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 L London	22nd Jan 2024