



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1/4/2023 Period start date To 31/03/2024 Period end date

Charity name: Communi-Tea Circle

Charity registration number: 1192364

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To relieve the needs of those aged 65/70 and over who are lonely and isolated; through social interaction within the local community
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	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.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have regard to the guidance issued by CC on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

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	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 need more help with our social media presence, and our website was further delayed this year but we plan to finish it this year

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is a going concern and is able to fund its activities
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves as at 31 st March 2024 is £21,835 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.
Amount of reserves held	Para 1.22	£20,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

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	Trustees are appointed by existing Trustees

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Communi-Tea Circle
Other name the charity uses	
Registered charity number	1192364
Charity's principal address	60 Kenilworth Gardens Hornchurch 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
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

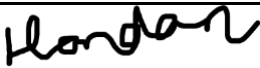
Other optional information

--

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)	Hilary London	
Position (eg Secretary, Chair, etc)	Co-Chair	
Date	29 th January 2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Communi-Tea Circle

No (if any)

CC16a

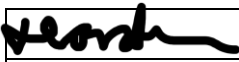
Receipts and payments accounts

For the period from	Period start date 01/04/2023	To	Period end date 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					
Thames Crossing Fund	3 000	-	-	3 000	-
Christmas Lunch Fund Raiser	674	-	-	674	-
Total Individual Contributions via CAF Giving/ Paypal/ Just Giving	1 208	-	-	1 208	-
		-	-	-	-
Sub total (Gross income for AR)	4 882	-	-	4 882	-
A2 Asset and investment sales, (see table).					
Interest on Bank Account Balance	1 853	-	-	1 853	-
	-	-	-	-	-
Sub total	1 853	-	-	1 853	-
Total receipts	6 735	-	-	6 735	-
A3 Payments					
Christmas Party Food	650	-	-	650	-
Christmas Party Tables and Chair Hire	665	-	-	665	-
Christmas Hampers	900	-	-	900	-
Go Daddy Costs for emails	144	-	-	144	-
Pub Dinner Costs	2 375	-	-	2 375	-
Advertising/T shirts/Banners/Flyers	150	-	-	150	-
Expenses	396	-	-	396	-
Flowers/DBS Checks/ Gifts	12	-	-	12	-
	-	-	-	-	-
Sub total	5 292	-	-	5 292	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5 292	-	-	5 292	-
Net of receipts/(payments)	1 443	-	-	1 443	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9 452	-	-	9 452	-
Cash funds this year end	10 895	-	-	10 895	-

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		10 895	-	-
			-	-
		-	-	-
	Total cash funds	10 895	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details			
	Balance in Savings Account	20 000	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details			
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Hilary L London	29th Jan 2025	