

## **Trustees' Annual Report for the period 7<sup>th</sup> June 2021 To 30<sup>th</sup> September 2022**

**Charity name: HemingfordHub**

**Charity registration number: 1194706**

**Registered Office: 38 Church Street, Hemingford Grey, Cambs PE28 9DF**

### **Objectives and Activities**

The Charity's Constitution (governing document) states that its primary objective is for the public benefit; the relief of need in the parishes of Hemingford Grey and Hemingford Abbots, in particular but not exclusively among those affected by loneliness and social isolation, digital exclusion and the growing technology gap, by organising and providing volunteer led support and activities. HemingfordHub is an all-inclusive charity.

The main activities of the Charity over the 16 month period under review were as follows:

- To support any resident of the two villages during the pandemic who required assistance with everyday tasks such as shopping, prescription collections, dog walking, IT issues, giving lifts to vaccination appointments, etc. These services continue.
- To give such assistance to residents to enable them to remain in their own homes for as long as possible, thus relieving pressure on local care services.
- To act as a signpost to local services when requests were beyond the scope of HemingfordHub's skills, working closely with Social Prescribers, local doctors' surgeries and other organisations.
- During lock-down to provide a weekly, home delivered, nutritious hot meal service to those isolating for reasons of health or age using a local catering company.
- To carry out all administrative responsibilities for the efficient running of the Charity.
- Communications: To operate a 24/7 phone line, maintain an up to date website and Facebook page, circulate through the villages regular newsletters door to door as well as providing copy for the Parish Newsletters.
- Following funding from the Department of Transport for a wildlife project, we completed the project.
- In June 2021 the Charity set up its HubClub. This continues to operate fortnightly on Wednesday afternoon and is open to any resident. There is a varied programme of events including talks, films, outings and games afternoons. Tea and home-made cake is provided free of charge. It was felt that once Covid restrictions were lifted some of the residents needed encouragement to re-socialise and the HubClub has been very successful in this respect and continues to grow.
- In September 2022 the Charity received funding from Cambridge CC as part of its Love to Move scheme. A fortnightly seated exercise session is held on the intervening Wednesday afternoons followed by tea and biscuits and an opportunity to chat.

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The

review also helps us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

## **Structure, Governance and Management**

The Charity is governed by its Constitution and set up as a CIO. It is managed by trustees:

Mrs Patricia Page - Chair

Mrs Riva Elliott – Vice Chair and Comms

Mrs Christine Batter - Treasurer

Mrs Linda Dampney – Volunteer Manager (resigned 6<sup>th</sup> July 2022)

All new Trustees are elected unanimously by all existing Trustees.

The Charity's Constitution states:

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. The Trustees reserve the right to appoint ex officio trustees as required. They shall be charity trustees in the ascribed role for as long as is deemed necessary for them to hold that office.

(a) Hemingford Hub ("the appointing body") may appoint 12 charity trustees.

(b) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.

(c) Each appointment must be for a minimum term of two years, with reappointments being for a minimum of one year.

(d) The appointment will be effective from the later of: (i) the date of the vacancy; and (ii) the date on which the charity trustees or their secretary or clerk are informed of the appointment.

(e) The person appointed need not be a member of the appointing body.

(f) A trustee appointed by the appointing body has the same duty under as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

(g) Resignations must be made in writing.

**Policies and procedures:** the Charity has a full set of documents updated annually (or sooner if necessary). Available for all to see on its website. All new Trustees will be given copies of the documents, DBS checked if necessary, offered Safeguarding Training, required to sign acceptance of all documents.

**Charity structure and relationship with external bodies:** the Charity is led by the Trustees with a team of active volunteers. There are also volunteers available to help for non-regular events or in case of emergencies. The Charity has good relationships with both Parish Councils/local Church/District and County Councils/other similar groups. It is also in close, regular contact with Hunts Forum, an independent, non-profit making charity based in Huntingdon, established to support the local voluntary sector (one of our Trustees is also a Trustee of HF), local Social Prescribers and Social Services.

Because HH's Trustee board meets fortnightly (and are in touch daily by phone/email/text if necessary) requests for help and potential risks that might arise are constantly evaluated, as is regular information, both national and local, fed through to us from other organisations.



## Contribution made by volunteers

- HemingfordHub was established in 2017 when Parish Councillor Riva Elliott (now our Vice Chair) realised that although the PC was very good at dealing with the hardware requirements of the villages, there was little in place to support those residents needing assistance with everyday life.
- The group was fast tracked into action when the Covid pandemic took hold and this was very much the focus of the group.
- We went from 20 volunteers to over 140. The villages were divided up into zones, each zone having a local co-ordinator with a team of volunteers.
- Our volunteers were asked to help with shopping, collecting prescriptions, dog walking, newspaper deliveries, friendly phone calls (greatly appreciated by those isolating) and generally keeping an eye out for neighbours who might be in need of help.
- We communicate regularly with our volunteers by means of a WhatsApp group, email, regular meetings by zoom or in person when permitted.
- Many of our volunteers are committed to helping fellow villagers and the trustees are very receptive to suggestions/ideas made by them.
- Since the end of the Covid pandemic many of the HemingfordHub volunteers have continued to help with all the original tasks but there is a very active nucleus who help regularly with HubClub, giving lifts to those who have no other means of getting to the venue, making cakes and serving refreshments, joining in with the activities and generally mixing with the attendees which is often a good way of checking that 'all is well' with them.

## Achievements and Performance

- The Trustees believe that the main achievement of the Charity has been to successfully and safely support residents of Hemingford Grey and Hemingford Abbots during and since the pandemic. The Charity has built up a loyal and hardworking team of volunteers and has earned the reputation of a reliable and trustworthy organisation.
- The Charity has spent time considering what is needed in the two villages as we leave the Covid situation behind and we are laying down plans to ensure the sustainability of the Charity well into the future.
- HemingfordHub was very honoured to have been granted charitable status and became a CIO in June of 2021.
- Over the lifetime of the Charity its status in the villages has been secured. HemingfordHub was acknowledged as a Recognised Organisation by our local council. We have been the recipient of a couple of awards, one of which resulted in a visit to the Houses of Parliament.
- The Charity receives letters of thanks from residents as well as from grateful family members, together with donations.
- The Chair was often interviewed on BBC Radio Cambridge regarding the work we carry out, particularly during the pandemic where we were the 'go to' local charity being interviewed.
- We monitor regularly our performance by means of questionnaires to our volunteers and residents, asking them if there is anything they would like us to provide that we don't already do.
- All original objectives have been met but HemingfordHub continues to look at new projects that will be of benefit to residents of both villages.
- HemingfordHub has been successful in obtaining funding for all activities and maintains sufficient funds to cover its Reserves Policy.

## Financial Review

- The Charity has a positive bank balance and carried forward £9,157 at the end of the period in question. The reserves policy states there should be at least one year's costs in reserve. This is based on our annual running costs budget and is currently set at £3,620.00.
- Our reserves policy, risk management policy and budget are reviewed annually. We work to an agreed finance policy and the treasurer gives a report at each trustees' meeting.
- HemingfordHub does not currently have any uncertainties about the viability of the charity as a going concern. Principal sources of funding during the period in question were from personal donations, grants from Huntingdon District Council, Cambridgeshire County Council, village Parish Councils, the Allen Lane Foundation, Places for People (Housing Association). The Charity was also the chosen beneficiary of a Yard Sale organised by residents in the villages, as well as quiz nights held at two local pubs.
- The trustees are mindful of the requirement to maintain a positive bank balance and continually assess the situation, receiving regular updates on available funding streams.

HemingfordHub is a small charity but we believe we punch well above our weight in terms of what we have and what we continue to deliver to the villages of Hemingford Grey and Hemingford Abbots in Cambridgeshire.

## Declarations

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

Signed on behalf of the charity's trustees

Signature 

Full name Christine Batter

Position Trustee and Treasurer

Date 26<sup>th</sup> June 2023

<b>Receipts</b>		<b>Payments</b>
Grants **	£9,200.00	DBS Checks
Village Yard Trail	£1,837.62	Mountain Catering
Donations (personal)	£270.00	HubClub - room hire
Donations (Hot Meals)	£403.00	HubClub - expenses*
Hunts Forum - survey payment	£50.00	Insurance
Natwest Compensation	£800.00	Phone credit
Pub Quiz proceeds	£443.00	Sundries
Gift Aid	£12.50	Wildlife project
Jubilee Donations/Raffle	£330.90	Website
Repayment of expenses	£234.94	Hunts Forum M'ship
		Film Licence
		Zoom Licence
		Payment of Expenses
<b>TOTALS</b>	<b>£13,581.96</b>	
Receipts	£13,581.96	
Payments	£4,424.22	
to be carried forward	<b>£9,157.74</b>	

\* Includes HubClub, AGM and Jubilee Party

\*\* Includes grant from Health Inequalities Programme of £3,000.00

Christine Batter \_\_\_\_\_  
HemingfordHub Treasurer  
10/21/2022

I hereby certify that this is a true extract from the books of account



£43.92
£742.00
£1,026.50
£606.30
£303.93
£96.00
£417.87
£505.88
£63.16
£25.00
£214.84
£143.88
£234.94
<b>£4,424.22</b>