

**Trustees' Annual Report for the period From 1<sup>st</sup> March 2024 To 28<sup>th</sup> February 2025****Charity name: THAXTED DAY CENTRE Charity registration number: 1197612****Objectives and Activities**

	SORP ref	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To further or benefit the residents of Thaxted, Uttlesford and surrounding areas, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.
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	Regular community "Drop-In" sessions. Subsidised lunches. Provide a venue for self-organised recreational groups.
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 had regard to the guidance issued by the Charity Commission on public benefit.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP ref	
Policy on grant making	Para 1.38	No grants are made
Policy on social investment including program related investment	Para 1.38	No financial investments to outside groups are made
Contribution made by volunteers	Para 1.38	Volunteers form a large part of the successful running of our operation. Currently we have a team of about 25 volunteers. This for a relatively small village is good.

**Achievements and Performance**

	SORP ref	
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	We are making a difference to our communities' lives by running the Friday community coffee morning and extending the warm space initiative into an all-day community café on Mondays, this also includes a "FoodShare" table. We are particularly reaching out to families. We continue to provide subsidised lunches weekly on Wednesdays for all and fortnightly on Thursdays for the local Alzheimer's support group (continued)

		<p>and others.</p> <p>Voucher scheme: By being partnered with Social Prescriber, Uttlesford Foodbank, local sheltered housing and our primary school, we are able to reach out to struggling individuals and families.</p> <p>We provide a space for Foodbank, Police and CAB and Fire Service to meet the community making it easy for individuals to reach these organisations for support and information.</p> <p>We encourage our team of regular volunteers to be trained in food hygiene and first aid. While our staff are all fully trained in food hygiene and first aid.</p> <p>We have achieved 5* food hygiene certificate.</p>
--	--	---

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We do not now have financial support from the District Council; except they pay for the utilities. We are now reaching out to local fund providers. We cannot exist without outside finance.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	None held
Amount of reserves held	Para 1.22	None
Reasons for holding zero reserves	Para 1.22	We do not have sufficient funds to consider reserves.
Details of fund materially in deficit	Para 1.24	Not in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	As we rely on grant funding there is uncertainty.

## 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	Daily donations from Monday and Friday attendees. Lunch charges. Local grant giving charities.
A description of the principal risks facing the charity	Para 1.46	Insufficient income from grants or donations from participants to enable us to function.

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution document
How is the charity constituted? (e.g. unincorporated)	Para 1.25	CIO

association, CIO)		
Trustee selection methods including details of any constitutional provisions e.g. election to post	Para 1.25	We appeal to the local community for trustees. Decisions are made by all the existing trustees taken at a trustee meeting, which maybe online.

## Reference and Administrative details

Charity name	Thaxted Day Centre
Other name the charity uses	Pam's Place
Registered charity number	<b>1197612</b>
Charity's principal address	Vicarage Mead, Thaxted, Dunmow, Essex CM6 2RL

## Names of the charity trustees who manage the charity

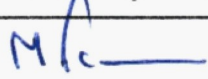
	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dr Michael Tayler	Chair		Whole trustee body
2	C. Michael Collins	Treasurer		
3	Louise Richards			
4	Desiree Ashton			
5	Nikki Bertoya			
6	Kerry Mattholie		11 June 2025	
7	Martin Foley		11 June 2025	

## Declarations

### 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)	Dr Michael Tayler	
Position (e.g. Secretary, Chair, etc)	Chair	
Date	25th Sept.	

THAXTED DAY CENTRE - ACCOUNT STATEMENT 2024-25  
Year March 2024 - February 2025

1st

28

2024-2025

2023-24

INCOME

Coffee income	£5,745.61	£3,841.39
Monday Café income	£4,236.49	£3,452.46
Grants and anon donations	£26,434.79	£19,269.94
Ceilidh contribution		£25.57
Hire fees	£6,424.00	£5,570.00
Lunch cash income	£7,518.00	£7,860.70
Sum-up card income	£7,203.59	£6,836.24
Sundries	£0.34	
De-fib income	£1,290.80	

Me £58,853.62 £46,856.30

EXPENDITURE

Pleo top-up payments		£4,600.00
Catering supplies	£9,165.31	£894.10
HR, Insurance, Licences & website	£3,504.46	£3,231.08
General consumables	£401.47	£2,020.37
Maintenance	£846.33	£2,859.56
Equipment	£5,637.81	£2,931.76
Drop-in costs (cakes etc.)	£723.31	£1,039.77
Staff costs - wages	£33,690.98	£32,340.65
Promotion & Website	£471.66	
De-fib spending	£860.40	

Me £55,301.73 £49,917.29

Excess income over expenditure £3,551.89 -£3,060.99

£17,840.31 Old Bank at 25th Feb 2023

£0.00 Old Bank at 10 Jan 2024

Bank balance at 1st March 2024 £14,779.32 £0.00 New Bank account at 12 Dec 202

Bank balance at 28th February 2024 £18,331.21 £14,779.32 New Bank at 25th February 2024

Excess income over expenditure £3,551.89 -£3,060.99

THAXTED DAY CENTRE  
Y/E 28th FEBRUARY 2025

**BANK RECONCILIATION**

BALANCE as at 1st MARCH 2024	£ 14,779.32
RECEIPTS	£ 58,853.62
PAYMENTS	£ 55,301.73
BALANCE as at 29th FEBRUARY 2025	£ 18,331.21

**CASH RECONCILIATION**

BALANCE as at 1st MARCH 2024	£ -
RECEIPTS	£ 567.00
PAYMENTS	£ 554.00
BALANCE as at 28th FEBRUARY 2025	£ 13.00

**AUDIT**

Balance as at 29th February 2025	£ 18,344.21
----------------------------------	-------------

Represented by -

Balance at Bank	£ 18,331.21
-----------------	-------------

Cash in hand	£ 13.00
--------------	---------

<b>TOTAL BALANCE</b>	<b>£ 18,344.21</b>
----------------------	--------------------

Audited and found to be correct  
Date- 9th September 2025



Mrs Maureen Evelyn Walker BA. OCR ACCT.  
Tower Cottage  
Cutlers Green  
Thaxted.  
CM6 2QA