



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/01/2023** To **31/12/2023**

Charity name: The Waffle Hub Community Cafe

Charity registration number: 1202214

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the public benefit, the prevention or relief of poverty in Burnham On Sea & Highbridge, and the surrounding area, by means of: <ul style="list-style-type: none">• the provision of free meals;• support with cookery and meal preparation;• signposting to relevant information and other advisory services;• the provision of basic catering training and basic IT skills training for improved employability.
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	Operation of the Waffle Hub Community Café and associated activities for the public benefit
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 Charity Commission guidance on Public Benefit and plan their activities to ensure that they comply with the guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not give grants
Policy on social investment including program related investment	Para 1.38	We do not invest in social programs

Contribution made by volunteers	Para 1.38	Volunteers provide their time to enable the Hub to operate when open.
Other		N/A

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	<p>The Hub has been operation for at least 3 days a week for the year. For six months we have been able to open on 5 days a week utilising grants received.</p> <p>We're not just a café; we're a friendly neighbourhood hub hosting:</p> <p>Citizens Advice Somerset (CAB) 10am to 1pm /every Monday Digital/IT Support & Advice 12pm to 2pm - every Monday, Tuesday, Wednesday Community Employment Hub 10am to 12pm / 2nd Monday of month Homeless & Rough Sleeper Nursing Service 9.30am to 11.30am /every Tuesday Somerset Sight Support Group 10.30am to 12pm / 3rd Tuesday of month Burnham & Weston Energy - Advice 10am to 12pm / 3rd Tuesday of month Versus Arthritis - Advice 10am to 12pm / 3rd Tuesday of month Somerset Carers' Support Group 10am to 11.30am / 4th Tuesday of month Free Cooking Classes* 3.30pm to 5pm /every Tuesday - term time only Spark's Digital Cafe 10am to 12pm /every Wednesday Clothes Bank 10am to 2pm /every Wednesday The Repair Cafe 10am to 1pm / 1st Wednesday of month Knit'n'Natter 2pm to 4pm /every Wednesday</p> <p>All these activities are free of charge for public benefit. On average we are serving and supporting between 25 and 30 people a day.</p> <p>We operate a 'Pay-it-forward' scheme to provide free meals to the homeless and marginalised.</p>

		<p>Cooking classes are provided free of charge to people of all ages and backgrounds.</p> <p>We have been recognised for our work by our Hub manager being awarded the Mayors Civic Award.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is reliant on café income and grant funding. A surplus of £1,962 from café activities will be used to continue the growth of our activities.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	See attached
Amount of reserves held	Para 1.22	£4,195 (unrestricted) £12,840 (restricted)
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	We continue to rely upon grant funding and café income.

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	Café income and grant funding
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Loss of grants
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		The Waffle Hub Community Café
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed / 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	By recommendation and agreement of existing trustees in accordance with the provisions of the constitution

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	Safeguarding and DBS checks Trustee induction includes statutory guidance from the Charity Commission
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	The Methodist Church are landlords
Other		N/A

Reference and Administrative details

Charity name	The Waffle Hub Community Cafe
Other name the charity uses	The Waffle Hub
Registered charity number	1202214

Charity's principal address	The Methodist Church College Street Burnham-on-Sea TA8 1AS
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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	Rev Steven Andrew Bennett	Treasurer		
2	Rev Robert William Howlett			
3	Ms Caroline Elizabeth King		01/12/23	
4	Mrs Elizabeth Helen Bennett			
5	Mr John Kempton			
6	Mr Geoffrey Harold Stait			
7	Marian Josephine Kingsbury			
8	Rev John Oriel James	Chair		
9	Ms Alison Conrad			

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

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Auditor	Mrs Rebecca Hill	7 Danum Drive, Plymouth PL7 1QL

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A



Other optional information

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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)	Rev Robert William Howlett	Rev Steven Andrew Bennett
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	18/09/2024	

STANDARD FORM OF ACCOUNTS

THE WAFFLE HUB COMMUNITY CAFE

FOR THE YEAR ENDED
31 December 2023

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Registered Charity - Charity Registration number

1202214

Trustees

Elizabeth Bennett	Steven Bennett
Robert Howlett	John James
John Kempton	Mrs Marian Kingsbury
Geoffrey Stait	Alison Conrad
Caroline King	

Treasurer:

Rev Steven Bennett

SECTION A

		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	RECEIPTS				
a2	Café Income	13,231		13,231	4,178
a3	Bank interest and Investment income				
a4	Donations	2,934		2,934	1,983
a5	Other receipts	1,834	17,499	19,334	2,965
a6	TOTAL RECEIPTS	17,999	17,499	35,498 (a7)	9,125

SECTION B

b1	PAYMENTS				
b2	Food Purchased	5,163	237	5,399	1,255
b3	Equipment	4,266	4,423	8,689	444
b4	Consumeables	493		493	70
b5	Utilities (Insurances,internet, heating & lighting + rent)	5,107		5,107	83
b6	Homeless	460		460	72
b7	Other payments	549		549	4,968
b8	TOTAL PAYMENTS	16,037	4,660	20,696 (b9)	6,892

SECTION C

c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	1,962	12,840	14,802	2,233
c2	Total funds brought forward from last year		2,233		2,233 (c6)	
c3	Sub total	(c1+c2)	4,195	12,840	17,035	2,233
c4	Transfers and adjustments					(c7)
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	4,195	12,840	17,035 (c8)	2,233 (c6)

SECTION D

FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS					
d	(these amounts are not to be included in total receipts/payments figures			£	£
d1	Balance brought forward from last year				
d2	Offerings/Gifts - received for external organisations				
d3	Offerings/Gifts - passed to external organisations				
d4	BALANCE STILL TO BE PAID				
	(d1+d2-d3)				

THE WAFFLE HUB COMMUNITY CAFE

SUMMARY OF THE WAFFLE HUB ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE TRUSTEES

SECTION E

Please follow the Guidance Notes to complete this page

Summary of the The Waffle Hub accounts for the year ended 31 December 2023 and Internal Organisations reporting to the Waffle Hub Trustees. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any purpose. This section must be completed to arrive at the gross income and expenditure totals of the Waffle Hub. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1						
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds					(e11)	(e12)
e9 Waffle Hub accounts (totals brought forward from page 2 - totals column)	35,498 (a7)	20,696 (b9)	14,802	(c7)	2,233 (c6)	17,035 (c8)
e10 TOTAL CASH FUNDS HELD BY WAFFLE HUB	35,498	20,696	14,802		2,233 (x)	17,035 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

WAFFLE HUB - CASH FUNDS HELD at 31 December 2023

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	2,233	456
f2 Bank Current Account		16,579
f3 Bank Deposit Account		
f4 Other funds		
f5 Other funds		
f6 Other funds		
f7 SUB TOTAL - The Waffle Hub accounts	2,233 (c6)	17,035 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	(e11)	(e12)
f9 TOTAL CASH FUNDS HELD BY THE WAFFLE HUB	2,233 (x)	17,035 (y)

SECTION G

OTHER ASSETS and LIABILITIES

	At 1 January 2022	At 31 December 2022
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)		
g3 Other Assets		
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

Food Purchased		Restricted Funds	Unrestricted Funds
Waffle Hub	Hub		£ 4,958.63
	Cookery Jan-Aug		£ 39.95
			£ 25.95
			£ 16.42
			£ 28.88
			£ 32.43
			£ 17.66
			£ 42.78
Cookery Grant		£ 43.45	
		£ 20.09	
		£ 34.59	
		£ 71.45	
		£ 22.00	
		£ 44.95	
		<u>£ 236.53</u>	<u>£ 5,162.70</u>

		Restricted Funds	Unrestricted Funds
Equipment Waffle Hub	Hub		£ 3,177.64
	Cookery Equip		£ 1,014.98
	Digital Scales		£ 24.00
	X/S IT Grant		£ 49.03
Cookery Grant	Fridge	£ 149.00	
	Oven	£ 698.00	
	Oven Plates	£ 195.29	
	Cookery Equip	£ 341.98	
	Oven Electrics	£ 538.80	
IT Grant		£ 2,500.00	
		<u>£ 4,423.07</u>	<u>£ 4,265.65</u>

		Restricted Funds	Unrestricted Funds
Utilities Waffle Hub	Rent		£ 4,650.00
	Internet		£ 457.10
		<u>£ -</u>	<u>£ 5,107.10</u>

		Restricted Funds	Unrestricted Funds
Other Waffle Hub	Advertising		£ 46.03
	Card Fees		£ 24.34
	Homeless		£ 202.14
	Training		£ 276.00
		<u>£ -</u>	<u>£ 548.51</u>

THE WAFFLE HUB COMMUNITY CAFÉ

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 December 2023 have been prepared from the records of the Waffle Hub and that they include all funds under the control of the Waffle Hub trustees.


Signature of treasurer  Date 16/1/2024

Name and address of treasurer Rev Steven Bennett

143a Berrow Road, Burnham-on-Sea, Somerset TA8 2PN

Presentation to the Waffle Hub trustees

I confirm that the annual report and accounts for the year ended 31 December 2023 were/will be* presented to the meeting of the Waffle Hub trustees held on

Signature of the Chair of the meeting 

Name of the Chair of the meeting Rev John James Date 22/1/24

Independent Examiner's Report to the Trustees of the

The Waffle Hub Community Café

Charity Number . ~~1202214~~ 1202214

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Waffle Hub Community Cafe for the year ended 31 December 2023 set out on pages 2 to 3. As the Waffle Hub's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Waffle Hub's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

* delete or circle as appropriate

The Waffle Hub Community Café

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below*) which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I have/have not* obtained independent verification of all investments which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

Signature of independent examiner RAH

Name of independent examiner REBECCA HILL

Relevant professional qualification of independent examiner AATQB

Name of firm (where appropriate)

Address 7 DANUM DRIVE, PLYMOUTH

..... Post Code PL7 1QL

Date 13 AUG 2027

* delete or circle as appropriate

Dec-22

RESERVES POLICY

RESERVES POLICY of

The Waffle Hub Community Café

1.	General Funds held at Y/E 31/12/23	£4,195
2.	Restricted Funds held "	£12,840

3. Reserves policy for General Funds

To be used in accordance with Charity Objectives, namely

To act as a 'Hub' for non-profit making community services for the public's benefit, namely:

(1) To promote social inclusion for the public benefit by preventing people from the Burnham On Sea & Highbridge area becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society by:

(a) Offering a safe, communal, café-style space, serving light refreshments, while encouraging social interactions between all members of the community.

(b) The provision of meals for those suffering financial hardship through a 'pay forward' scheme or equivalent.

(c) To help tackle food poverty through community food share schemes and a 'glut' larder.

(2) Empowering people to engage further within the community through:

(a) IT communication training and support.

(b) Catering training for those who may struggle to find regular work.

(c) Where appropriate, to sign-post service users to other relevant services and work alongside other agencies.

(d) Other services needed within the Burnham On Sea & Highbridge area, as identified by the Trustees from time to time.

(3) To promote ecumenical and inter-faith collaboration within the local area.

4. Policy for Restricted Funds


As defined by grant donors

This Reserves Policy has been approved by

The Waffle Hub Community Café Trustees

At a meeting on

20 / 02 / 2024

Treasurer	Trustee
Full name REV STEVEN BENNETT	Full Name REV ROBERT WILLIAM HOWETT
Signature 	Signature 