

Medway Volunteer Workshop

Charity Registration Number: 1205002

**ANNUAL REPORT AND FINANCIAL STATEMENTS FROM OCTOBER
2nd 2023 TO DECEMBER 31st 2024**

Table of Contents

Introduction

Message from the Chairman

Objectives and Activities:

Our Objectives

Summary of Activities

Analysis of Achievements and Performance

Contribution by Volunteers

Financial Review

Structure Governance and Management:

History of Medway Volunteer Workshop's Governing Documents

Organisational Structure

Governance

Strategic Plan for 2025

Financial Accounts

INTRODUCTION

This report notes the requirements of the Charities Act 2033 and takes into account the Statement of Recommended Practice (SORP) FRS 102

Name of Charity: Medway Volunteer Workshop

Charity Number: 1205002

Registered Address: The Pippins, 21 Ryegrass Close, Chatham, Kent. ME5 8JY

Bankers: Co-operative Bank, 1, Balloon Street, Manchester, M4 4BE

Managing Trustees:

Paul Markland Chair of Trustees (from 2.10.2023)

Hilary Cox Company Secretary (from 2.10.2023)

Trevor Cox Project Director (from 2.10.2023)

Rachel Davey Trustee (from 18.4.2024)

Alun Pemberton. Trustee (from 18.4.2024)

Keith Sturrock Trustee (from 18.1.2024)

Barry Tipping Treasurer (from 2.10.2023)

MESSAGE from the CHAIRMAN

I am pleased with the progress the Medway Volunteer Workshop has made during this period. The organisation has focused on its objectives and has grown and remains financially stable. In October Medway Volunteer Workshop transitioned from a Community Interest Company to charity status - a much better reflection of what it does.

Our profile has increased in Medway and Kent resulting in more donations of unwanted tools and sewing machines and more volunteers giving their time and skills to refurbish these for worthwhile re-use in Africa. Less landfill too. My view is that practical help in providing the tools to enable recent trainees to earn a living has a greater lasting benefit than just money.

These achievements are down to the enthusiasm and hard work of all the volunteers involved in Medway Volunteer Workshop, to the organisations and individuals that have supported us with funds and to our main partner, Tools With A Mission. My thanks to everyone. We look forward to the future with confidence and excitement.

OBJECTIVES and ACTIVITIES 2023 -2024

OUR OBJECTIVES

The object of the CIO as set out in its constitution is the prevention or relief of poverty anywhere in the world by providing tools and other equipment to charities or other organisations working to prevent or relieve poverty. Through our donors and the skills of our volunteers we aim to provide equipment which empowers impoverished people whilst providing a sense of purpose and helping to prevent isolation amongst our volunteers. At the same time the Charity by its very nature contributes to preserving the environment.

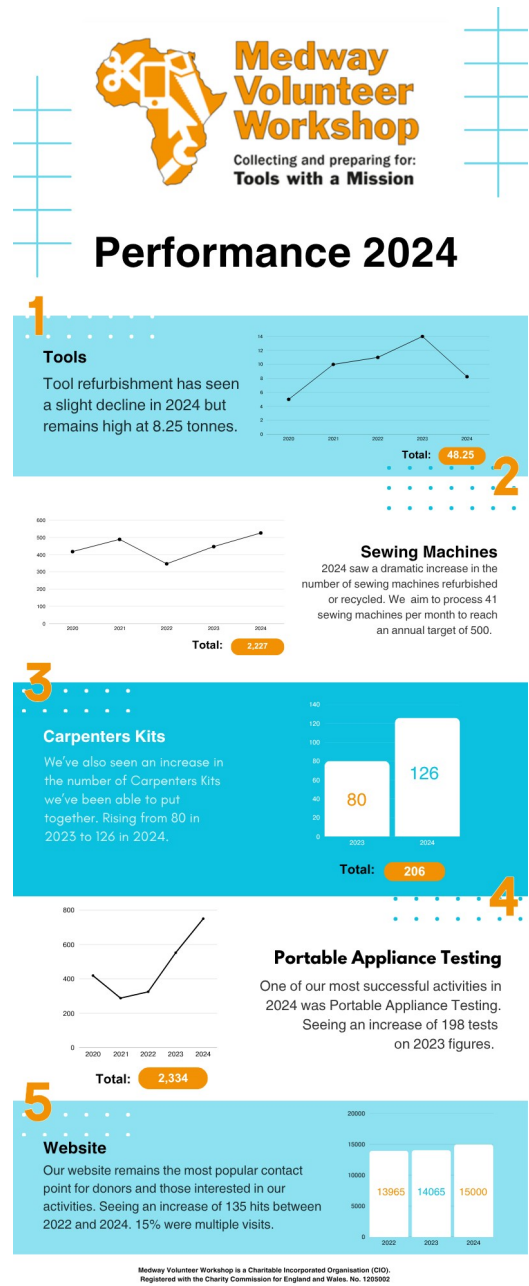
SUMMARY OF ACTIVITIES

The Trustees of `Medway Volunteer Workshop have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the Workshop's volunteers during the past 15 months. The Trustees are satisfied that the information provided in this report and the accounts meets the public benefit requirements.

Open from 09:00 to 15:00 Monday to Friday, the Workshop's principal activity is to receive donated tools and sewing machines from the local populations of Kent and Medway. These goods are sorted and refurbished where necessary and put into trade kits prior to being passed to our partner organisations. Tools With A Mission (TWAM) receive the majority of refurbished items, places them into kits and sends them to selected African countries for livelihood creation. As a result of our Workshop's activities 526 mainly young people will receive a sewing machine and 126 carpenters kits will help people set up their own businesses. We give tools to Street Angels a local charity supporting homelessness and hardship and annually we receive tools from the Royal Engineers. Tools not required to be placed in kits can be sold or scrapped. Items are sold to two local antique dealers and two of our volunteers sell on the internet. Scrap metal is sold to a local scrap metal dealer. Sales and scrap contribute to the income needed to cover the Workshop's expenses.

Supporting this activity is a group of volunteers using their skills and expertise to refurbish a wide range of tools and sewing machines of all types. The volunteers are drawn from across the Medway Towns, Maidstone and Sittingbourne. They are attracted by the knowledge that they are playing their part towards the reduction of poverty and contributing towards a greener environment. Our volunteers improve their health and well-being by being able to communicate and socialise with a diverse community interested in using electrical, carpentry and engineering skills. Whilst our volunteers are mainly retired they benefit by learning new skills and learning how to work safely and build self confidence in using the wide range of available tools. Three volunteers are involved in transporting completed work to TWAM headquarters in Ipswich.

ANALYSIS OF ACHIEVEMENTS AND PERFORMANCE 2023-2024



tools and sewing machines to be used for the benefit of impoverished people and not to fill local recycling centres. Through this time period we have issued satisfaction questionnaires to our donors which have demonstrated we are producing a reliable service. However as the amount of repeat donations has increased this tool has outlived its usefulness and in 2025 we need to revisit the method by which we gather information from our donors about their view of our service.

An insight into the Workshop improvements

The numbers of refurbished sewing machines has increased year on year and the Workshop now refurbishes all sewing machines collected by Tools With A Mission in the South East of England. The last 15 months has seen a consolidation of a “sewing machine team” with the team working 2 days a week. Increased volunteer hours and a record number of donated machines has resulted in the best record to date of sewing machines kits prepared, each representing a new job for the recipient in Africa. Likewise increasing the amount of old machines scrapped has supported the income needed to run the Workshop. There is a constant challenge in storing machines yet to be refurbished and those ready for onward transmission. The parking of TWAM’s Kent van on site has helped through put.

The last 15 months saw many changes to the Workshop infrastructure and in the way we organised the tools working space. We replaced the benches with newer donated benches which gave us more storage space and sturdier working surfaces. The sturdier benches allowed us to place more vices and grinders allowing the volunteers more space to complete their tasks. The new benches also created more under bench off the floor space which has allowed us to use areas for storage of items that do not go to TWAM. This allows us to store items that are to be sold via tool dealers and latterly this year via a local auction site. It has also ensured we keep the floor of the Workshop as clear as possible. The following organisational changes give a flavour of improvements as follows:

1. We have placed all the components of the Carpenter Kits, we build for TWAM, along one wall. This enables the volunteer packing the kits quick and easy access to all 32 items. Through discussions with these volunteers who do the majority of the packing/creating of the Carpenter Kits, we now have a packing list which defines the order the items go into the boxes, this ensures that each kits has all the correct components and the order ensures they all fit within the space available. (see Annex A).
2. We were asked by TWAM if we could also produce Plumbers Kits while continuing to provide Carpenter Kits. We had to decline due to the space constraints at the Workshop. However, we have been able to create space on our shelves for crates to hold un-refurbished tools for not only Plumbers Kits, but also Electricians Kits, Builders Kits, Mechanics Kits and Electricians Kits. When volunteers are available the un-refurbished tools are cleaned, checked and made usable before being transferred to the refurbished crates for the specified kits and sent to TWAM for onward distribution.
3. We had a concerted effort over the later part of 2024 to create more specified areas for donated power tools i.e. those ready for PAT testing and those that have been PAT tested and are awaiting refurbishment. This has again ensured we keep the floor surface as clear as possible.

4. We have created a small area for donations to be placed when they arrive unexpectedly, which happens on a regular basis. This space helps us unload the donors' items quickly and carefully so that volunteers can sort the items into the allocated areas.
5. Finally, we have created a space for use to place items we believe can be used by Gillingham Street Angels, items are placed in the storage bin and are taken to the drop off site for Street Angels.

Clearly the output from the Workshop is severely hampered by lack of space and the trustees have been working throughout this time period to identify a suitable location which would allow the Workshop to increase its activities. This remains the highest priority for 2025. Suitable affordable premises which allows us to retain our volunteer workforce are at a premium and about 30 sites have been rejected either on grounds of cost or that they contain an upper floor which would mean heavy items being carried up or down stairs.

Evaluation of the service provided to the public.

Tools and sewing machines are collected from across Kent and East Sussex and are brought to the Workshop. In addition the public bring their items direct to the Workshop. A questionnaire had been set up in 2022 to gauge this latter group's view of the service they have received from the charity. Over the years this method of evaluation has lost its significance and new ideas are needed to appraise the service the public are receiving. No complaints have been received via our questionnaire.

CONTRIBUTION BY OUR VOLUNTEERS and DONORS

None of the activities mentioned earlier in this report would be possible without the dedication and loyalty of our volunteers and supporting them in their work is a key commitment of the trustees. Weekly our volunteers contribute approximately 216 hours of valuable and skilled expertise and they benefit with camaraderie and a sense of purpose. The number of volunteers working at the Workshop has remained static, with 3 joining and 2 retiring, so that at the end of 2024 the number was 34 (excluding Trustees). Finding volunteers remains a high priority for the coming year.

Ascertaining the views and ideas of our volunteers has been achieved via the Team Leaders and the Trustees benefit from one Trustee being a Team Leader, so ensuring that at every Trustee meeting Workshop and volunteer items are reported and actions over areas of concerns identified. The Project Director has spent time in the Workshop at least twice a week.

Medway Volunteer Workshop's volunteer "family" met socially twice last year in order to thank the volunteers and their partners for their commitment to the work of the charity and to help them get to know other volunteers who work at different times of the week. The camaraderie and support by volunteers to other volunteers is recognised and valued.

From time to time relevant newsletters from TWAM are forwarded to all our volunteers helping to keep them in touch with the wider outcome of their work and hearing individual stories of how the refurbished tools and sewing machines sent from the Workshop have

contributed to changed lives. The annual figures presented to the Trustees are sent to each volunteer so that they are aware of the growth of our Workshop. We intend in this coming year to start up an information leaflet to be shared with all volunteers 3-4 times a year.

We are indebted to the contributions from our donors, in particular via Kent Community Foundation; the Lawson Endowment for Kent; Pargiter Trust & Kent Reliance as well as private donations.

FINANCIAL REVIEW

Summary of Finance October 2023 -December 2024

The first accounting period is an extended one from 2 October 2023 to 31 December 2024 with income of £23.5k (below the £25k level requiring independent examination, although this is likely to be exceeded in future years) generating a surplus of £5.3k through large personal donations, increased resales of donated goods, a £5k grant from KCF and lower than planned costs whilst new premises continue to be sought. Together with the funds transferred upon conversion to the CIO, cash reserves rise to £18k which is in line with the reserves policy of covering 12 months expenditure to provide a cushion against MVW's main financial risk/uncertainty of 3rd party funding levels. Some of this reserve is likely to be utilised in 2025 following MVW's move to larger premises. Change of bank from Santander to Co-operative Bank was achieved in 2024, along with registering for Gift Aid and a deposit account on excess funds is earning a modest 2%

There were outstanding liabilities at the end of the period and the only non-cash monetary asset being a rent deposit. Retained assets have not been valued but are not of significant monetary value.

Trustees received no benefits in the period.

STRUCTURE, GOVERNANCE AND MANAGEMENT

HISTORY OF MEDWAY VOLUNTEER WORKSHOP'S CONSTITUTION

Medway Volunteer Workshop was first set up as a Private Company Limited by Guarantee on 18th October 2018 and converted to a Community Interest Company (C.I.C.) on 14th June 2021. On 2nd October 2023 it received its registration with the Charity Commission as a Charitable Incorporated Organisation (CIO) on 2nd October 2023. It's constitution as a CIO, whose only voting members are its trustees, remains unchanged since this registration date.

ORGANISATIONAL STRUCTURE

Medway Volunteer Workshop has no paid employees, instead 33 volunteers working in the Workshop, (including 4 Team Leaders) and, in 2024, 7 board members. The Team Leaders meet with the Project Director twice a month and the Board of Trustees meets 4 times a year. Two thank you get together celebrations were held for all volunteers and their partners. These successful events are useful to hear volunteers' opinions, communicate essential information and enable volunteers to meet other volunteers working on different days.

No Conflicts of Interest have been reported.

GOVERNANCE

Appointment of Trustees

The Trustees are responsible for the election process of Board appointments. No persons or bodies external to the charity are entitled to appoint persons to the Trustee Board. The existing directors identified the trustee skills areas which would be required to support the governance of the new charity during the transition from C.I.C. to CIO. The appointment of 3 Trustees in 2024 chosen because of their skills in finance, social media and workshop management has reinforced the strength of the governance team. Each potential trustee was invited to attend at least one Board meeting to acquaint themselves with the running of the charity.

Policy Development

An urgent review of policies has led to updating Safeguarding Adults Policy, GDPR and Privacy Statement in 2024. New policies added in 2024 relate to environment, volunteer, complaints, discipline. Drafted in preparation for early 2025 trustees' meeting are policies regarding grievance procedure, risk management, health & safety & incident reporting.

Social Media

In late 2024 the Workshop introduced a social media platform in order to inform a wider cross section of the public of our presence for donations; to advertise for volunteers and to support the need for fund raising. Rebranding of our website, and documents has been undertaken in 2024.

STRATEGIC PLAN for 2025 includes:

Strengthening governance through further development of the Charity's risk management strategy, finding innovative ways to help volunteers contribute to this strategy and developing training programmes for current and new volunteers. The Workshop has outgrown its current location and the search for new premises continues with aim to finalise in early 2025. With this will come the need for extra resources both human and financial and have to be the priority for the coming year together with developing fundraising strategy.



Receipts and payments accounts

For the period

01/10/2023

to

31/12/2024

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Section A Receipts and payments

	Unresourced funds	Resourced funds	Endowments funds	Total funds	Lease
A1 Receipts					
Grants and Donations	7,396	5,000		12,346	-
Sale of donated goods, made available or re-habilitated	11,168			11,168	-
Sub Total (Grants and Donations)	18,514	5,000	-	23,514	-
A2 Asset and Investment sales, (see table)					
Sub Total	-	-	-	-	-
Total receipts	18,514	5,000	-	23,514	-
A3 Payments					
Rent	13,843	5,000		13,843	-
Miscellaneous (office, property costs)	2,212			2,212	-
Wear and tear (office, furniture)	373			373	-
Equipment (office, furniture)	423			423	-
Insurance	802			802	-
Phone, office & mobile	371			371	-
Warranty	156			156	-
Sub Total	13,180	5,000	-	18,180	-
A4 Asset and Investment, (see table)					
Sub Total	-	-	-	-	-
Total payments	13,180	5,000	-	18,180	-
Net of receipts/payments	5,334	-	-	5,334	-
A5 Transfers Between Funds					
Sub Total	-	-	-	-	-
A6 Cash Funds (see page 10)	12,970			12,970	-
Sub Total (see page 10)	18,304	-	-	18,304	-

FINANCIAL ACCOUNTS

Section B Statement of assets and liabilities at the end of the period

Category/Assets	Details	Unrescued funds	Rescued funds	Balance
B1. Cash funds	Bank account	18,304		-
				-
				-
	Total cash funds (agreed to amount with receipts, and payments - accounts)	18,304	-	-
		OK	OK	OK
		Unrescued funds	Rescued funds	Balance
B2. Other monetary assets	Details			
	Item description	700		-
				-
				-
				-
B3. Investment assets	Details			
				-
				-
				-
	Details	Fund to which assets belong	Cost, (optional)	
B4. Assets retained for the charity's premises	Workshop - the building, furniture etc.	unrescued		-
	Workshop equipment	unrescued		-
				-
				-
B5. Liabilities				
Signed by me, as the business and behalf of the business	Signature		Print Name	