

**Charity registration number 1206184 (England and Wales)**

**HOFS (HADLEIGH OLD FIRE STATION)**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2025**

# HOFS (HADLEIGH OLD FIRE STATION)

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	S. Willis A. Hockett N. Turner
<b>Charity number (England and Wales)</b>	1206184
<b>Principal address</b>	Hadleigh Old Fire Station High Street Hadleigh Benfleet Essex SS7 2PA
<b>Independent examiner</b>	Paul Stafford FCCA Cumberland House 24-28 Baxter Avenue Southend on Sea Essex SS2 6HZ

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# **HOFS (HADLEIGH OLD FIRE STATION)**

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# HOFS (HADLEIGH OLD FIRE STATION)

## TRUSTEES REPORT

### FOR THE PERIOD ENDED 31 MARCH 2025

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The Trustees present their annual report and financial statements for the period ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".

#### Objectives and activities

The principal activity of the charity is as a charitable incorporated organisation for the public benefit, to promote, maintain, and advance the education of the inhabitants of Essex, particularly but not exclusively, Castle Point in particular the promotion of arts in dance, literature, poetry, music, theatre, combined arts and visual arts (painting, drawing, sculpture, printmaking, photography and film).

The Trustees are aware of their duty under S.17 of the Charities Act 2011 to have due regard to the Public Benefit Guidance published by the Charity Commission. As such, the Trustees ensure that the activities of the charity are for the public benefit.

The Trustees would like to thank all those who have donated their time, energy and expertise during the year.

#### Achievements and performance

- 2024 saw in excess of 16,500 people through our doors across all activity
- Over 1,500 hours of community and creative activity took place
- 33 organisations, groups, artists and individuals were able to use HOFS for events and activities, creative workshops, performances and exhibitions
- 28 creative workshop sessions were attended by over 470 adults
- 13 community cinema screenings attracted a total audience of 841 people
- 5 exhibitions of visual art, photography and film produced by local creatives and creative organisations saw 690 people visit
- 4 exhibitions showcased the work of around 140 students with 360 visitors
- 4 theatrical and music performances attracted a total audience of 270
- Over 150 hours of creative sessions (art clubs, music & movement, creative play) specifically for babies, pre-school and school age children

We know from feedback from creative individuals and organisations, external agencies and members of the public that HOFS is highly valued as a community hub and burgeoning cultural asset. One reviewer commenting:-

*"What an incredible place to explore art. Every town needs a centre like this"*

#### Strategic partnerships and collaborations

The charity has established strong relationships and working partnerships with creative individuals, groups and cultural sector organisations to deliver our charitable purpose. With the support of the site owners, we have been able to secure a lease on the buildings and make modest upgrades to ensure viability and sustainability.

Taking a strategic and proactive role nurturing an ecosystem of creatives, local arts, cultural and heritage organisations - HOFS has a growing reputation for high quality yet accessible opportunities for our beneficiaries to participate in a wide range of artforms not just as a passive audience member.

# HOFS (HADLEIGH OLD FIRE STATION)

## TRUSTEES REPORT (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2025**

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### Highlights from the Period

During the Period HOFS provided spaces for community activities to continue and for our established creative community to thrive.

Our popular community cinema project continued to offer a curated programme of recently released British and world cinema films and documentaries that local residents were able to enjoy in a relaxed atmosphere on their doorstep.

HOFS hosted *Show Up Productions* for their second and third annual seasonal all-female production. Our partnership with *Show Up* resonates with our own aspirations through their innovative 'pay what you can' ticketing ethos and mission to introduce theatre to Castle Point residents who have never been before.

Establishing a working partnership with Castle Point based *Estuary Festival CIC* was pivotal in raising awareness and widening participation at HOFS during the Period. Through the partnership, *Estuary Festival* were able to bring rich and dynamic content, animating the space, supporting us as an emerging organisation and gain confidence in our place in the wider cultural context.

In partnership with *Royal Opera & Ballet* we were delighted to deliver 500 boxes of craft supplies to families throughout mainland Castle Point and Canvey Island. Distributed through our local Association of Voluntary Services, Yellow Door Youth Project, alternative school providers, family hubs and the Jewish community centre - 500 large craft boxes supplied by *Hobbycraft* and co-ordinated by *The Craft Council*, meant families throughout the borough normally without access to these resources, were able to enjoy the supplies in time for Christmas.

Supporting *Hadleigh & Thundersley Community Archive (H&TCA)*, based at HOFS, *H&TCA* have continued their work engaging with both existing residents and those new to the area through collecting memories and stories shared through a digital archive, specialist publications and in-person sharing events.

Other activity made possible by the facilities included weekly opportunities for residents of Castle Point to take part in fitness and wellbeing activities; to dance, sing and learn to play music - including brass and jazz bands and a drumming circle. Castle Point residents had the opportunity to take part in printmaking, photography, pottery and creative sketch book workshops run by local artists.

HOFS hosted a total of four exhibitions by our local sixth form college USP (Seevic). Students bringing their work from within the confines of the college to the public proved an invaluable experience one student saying:-

*"This was a very exciting experience. This was my first show in a proper exhibition space which allowed me to have full creative freedom of how I showed my work."*

Our artist community based in creative workspaces at HOFS threw open their doors during Open Studios events, allowing public access to see work in progress and share techniques and processes. Supporting the newly formed *CAOS (Castlepoint Artist Open Studios)* the events attracted over 240 visitors over one weekend.

As plans for the future take shape we will strive to make every interaction with the arts an opportunity to learn and take part regardless of age, experience or background.

### Financial review

Unrestricted reserves of £30,688 were carried forward at the end of the year. No restricted reserves were carried forward.

### Going concern

It is the view of the Trustees that the charity represents a going concern, and continues to do so on an ongoing basis.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the period.

# HOFS (HADLEIGH OLD FIRE STATION)

## TRUSTEES REPORT (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2025**

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An additional amount is set aside to match fund fundraising opportunities and as seed funding for public programming.

The charity's principal source of funds for the Period was community hire of the Appliance Hall and smaller meeting rooms. From January 2025 additional revenue began from licensing 14 creative workspaces.

Fundraising for the Period has consisted of two small UKSPF grants and a contribution from the site owners, Essex County Council, to upgrade the hire space to improve viability and sustainability.

### **Structure, governance and management**

HOFS (Hadleigh Old Fire Station) CIO is also known as HOFS CIO or simply HOFS.

The Trustees are the only voting members of the charity.

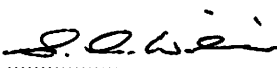
The maximum permitted number of Trustees is twelve. New Trustees are appointed by a resolution passed at a properly convened meeting of existing charity Trustees. In selecting individuals for appointment as new Trustees, the existing Trustees are required to have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Other than the first Trustees, appointment is for a term of three years.

The day-to-day operations of the charity during the Period have been performed exclusively by the Trustees.

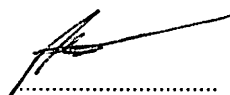
The Trustees who served during the period and up to the date of signature of the financial statements were:

S. Willis  
A. Hockett  
N. Turner

The Trustees report was approved by the Board of Trustees.



S. Willis  
Trustee



A. Hockett  
Trustee

Date: 9-12-2025

# HOFS (HADLEIGH OLD FIRE STATION)

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF HOFS (HADLEIGH OLD FIRE STATION)

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I report to the Trustees on my examination of the financial statements of HOFS (Hadleigh Old Fire Station) (the charity) for the period ended 31 March 2025.

#### **Responsibilities and basis of report**

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

  
Paul Stafford FCCA

Cumberland House  
24-28 Baxter Avenue  
Southend on Sea  
Essex  
SS2 6HZ  
Date: 11/2/25

## HOFS (HADLEIGH OLD FIRE STATION)

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE PERIOD ENDED 31 MARCH 2025**

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
<b>Income from:</b>				
Donations and legacies	3	25	14,875	14,900
Charitable activities	4	48,280	-	48,280
Investments	5	15	-	15
<b>Total income</b>		<u>48,320</u>	<u>14,875</u>	<u>63,195</u>
<b>Expenditure on:</b>				
Raising funds	6	680	-	680
Charitable activities	7	16,952	14,875	31,827
<b>Total expenditure</b>		<u>17,632</u>	<u>14,875</u>	<u>32,507</u>
<b>Net income and movement in funds</b>		30,688	-	30,688
<b>Reconciliation of funds:</b>				
Fund balances at 13 December 2023		-	-	-
<b>Fund balances at 31 March 2025</b>		<u>30,688</u>	<u>-</u>	<u>30,688</u>

The statement of financial activities includes all gains and losses recognised in the period. All income and expenditure derive from continuing activities.

# HOFS (HADLEIGH OLD FIRE STATION)

## BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£
<b>Fixed assets</b>			
Tangible assets	12		3,018
<b>Current assets</b>			
Debtors	13	2,082	
Cash at bank and in hand		30,478	
		<u>32,560</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(4,890)</u>	
<b>Net current assets</b>			<u>27,670</u>
<b>Total assets less current liabilities</b>			<u>30,688</u>
<b>The funds of the charity</b>			
Unrestricted funds	16		30,688
			<u>30,688</u>

The financial statements were approved by the Trustees on 9-12-2025



S. Willis  
Trustee



A. Hockett  
Trustee

# HOFS (HADLEIGH OLD FIRE STATION)

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE PERIOD ENDED 31 MARCH 2025

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#### 1 Accounting policies

##### Charity information

HOFS (Hadleigh Old Fire Station) is a charitable incorporated association which is governed by its constitution dated 13th December 2023. This entity is a public benefit entity, registered in England and Wales.

The charity also goes by the names of "HOFS" and "HOFS CIO".

##### 1.1 Reporting period

The accounts cover the period from incorporation on 13 December 2023 to 31 March 2025.

##### 1.2 Basis of preparation

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

##### 1.3 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.4 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.5 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

# HOFS (HADLEIGH OLD FIRE STATION)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2025**

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### **1 Accounting policies**

**(Continued)**

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grant income, including government grants, is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### **1.6 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### **1.7 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	Straight line - 5 years
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### **1.8 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.9 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# HOFS (HADLEIGH OLD FIRE STATION)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE PERIOD ENDED 31 MARCH 2025

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#### 1 Accounting policies

(Continued)

##### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

##### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# HOFS (HADLEIGH OLD FIRE STATION)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

### 3 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
Donations and gifts	25	-	25
Grants	-	14,875	14,875
	<u>25</u>	<u>14,875</u>	<u>14,900</u>

### 4 Income from charitable activities

	Unrestricted funds 2025 £
Premises hire income	
Hire of premises	48,280

### 5 Income from investments

	Unrestricted funds 2025 £
Interest receivable	15

### 6 Expenditure on raising funds

	Unrestricted funds 2025 £
Fundraising and publicity	
Advertising	680

# HOFS (HADLEIGH OLD FIRE STATION)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2025

### 7 Expenditure on charitable activities

	Charitable expenditure 2025 £
<b>Direct costs</b>	
Depreciation and impairment	755
Premises operating costs	25,974
Insurance	285
Travel and subsistence	1,321
Accountancy	1,560
Legal and professional fees	1,744
Subscriptions	188
	<u>31,827</u>
<b>Analysis by fund</b>	
Unrestricted funds	16,952
Restricted funds	14,875
	<u>31,827</u>

Remuneration paid to independent examiners totals £600, included in accountancy costs. The remaining £960 of accountancy costs relate to fees for the preparation of the period end financial statements.

<b>8 Net movement in funds</b>	<b>2025 £</b>
The net movement in funds is stated after charging/(crediting):	
Fees payable for the independent examination of the charity's financial statements	-
Depreciation of owned tangible fixed assets	755
	<u>755</u>

### 9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the period.

### 10 Employees

There were no employees during the year.

	<b>2025 Number</b>
Total	-

# HOFS (HADLEIGH OLD FIRE STATION)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

### 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 12 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
Additions	3,773
At 31 March 2025	3,773
<b>Depreciation and impairment</b>	
Depreciation charged in the period	755
At 31 March 2025	755
<b>Carrying amount</b>	
At 31 March 2025	3,018

### 13 Debtors

	2025 £
<b>Amounts falling due within one year:</b>	
Trade debtors	1,944
Prepayments and accrued income	138
	2,082

### 14 Creditors: amounts falling due within one year

	2025 £
Other creditors	3,330
Accruals and deferred income	1,560
	4,890

# HOFS (HADLEIGH OLD FIRE STATION)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

### 15 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 13 December 2023	Incoming resources	Resources expended	At 31 March 2025
	£	£	£	£
Local authority funding	-	14,875	(14,875)	-

Restricted funding in the year was received from two local authorities to aid with the purchasing of equipment required for the operation of the charity. This equipment was purchased in the period.

### 16 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 13 December 2023	Incoming resources	Resources expended	At 31 March 2025
	£	£	£	£
General funds	-	48,320	(17,632)	30,688

### 17 Related party transactions

No transactions occurred with related parties during the period. No balances with related parties remained outstanding at the end of the period.

### 18 Related party transactions

There were no disclosable related party transactions during the period.

#### Transactions with related parties

During the period the charity entered into the following transactions with related parties: