CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 20 May 2024 (Period start date)
To 31 March 2025 (Period end date)

Charity name: Sevenoaks Repair Café

Charity registration number: 1208318

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Sevenoaks Repair Café provides a public benefit by supporting citizens of Sevenoaks and the surrounding area by holding monthly events which are focused on protecting and safeguarding the environment through the promotion of repair and reuse of products as a means of minimising waste disposal.
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	The main activity of Sevenoaks Repair Café for the public benefit is to repair personal and household possessions which would otherwise be thrown away and as such it offers environmental benefits through the promotion and repair and re-use of products as a means of minimising waste disposal. The charity activities take place at a local venue within a setting at which visitors can learn about repairs whilst the repair of their item is being undertaken. Visitors can also take advantage of the on-site café to engage with others in the local community, whilst they are waiting for a repair volunteer to become available. Sevenoaks Repair Café events and activities generally take place once a month, for eleven months of the year. The charity offers an opportunity for people of all ages and backgrounds to bring their damaged, broken or torn possessions to be repaired within a

		community setting where they are able to watch the repair as it is done and, potentially learn new repairing skills. There is no charge for repairs, but visitors are encouraged to leave a donation if they wish.
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 complied with their duty to have due regard to the Commission's public benefit guidance when exercising any power or duties to which the guidance is relevant.

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	The Sevenoaks Repair Café volunteers provide an invaluable contribution to the charity's ability to undertake its charitable purposes. Sevenoaks Repair Café highly values its volunteers, many of whom have a wide range of hands-on practical and inter-personal skills as well as expert repair skills. The charity relies on its committed team of volunteers to deliver and maintain high-quality and reliable repairs and repair guidance/advice. The activities that volunteers support or help to provide include: • Welcoming visitors to the Café and triaging items for repair; • Registering visitors and allocating repair items; • Monitoring the repair allocation list through the Repair Manager registration tool (and making recommendations for its improvement) and escorting visitors to the requisite repair area/desk; • Managing the charity's Helpdesk; • Managing the on-site café and the provision of drinks and home-made cakes (abiding by HSE requirements); • Responding to general queries about where visitors might recycle their unrepairable items and providing

		information about other repair cafés and the national and international repair café initiative; • Undertaking the repair of items, applying expertise and skill to try to fix household items, including (but not limited to) clothing, bikes, mechanical items, electrical appliances, and jewellery. Details of the Sevenoaks Repair Café contribution in terms of volunteer hours: For the period in question, the 45 volunteers generally contributed between 3.5 hours – 5 hours per monthly event. Many volunteered their time for more than 5 events over the course of the charitable period. The Sevenoaks Repair Café volunteers frequently and willingly shared their expertise and skills with other volunteers, as well as the members of the public who visit with items to repair. This has had a positive impact by augmenting the knowledge, repair skills and expertise provided by the volunteer repairers.

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	Data set out below demonstrates the number of domestic items and appliances repaired by the Sevenoaks Repair Café and hence saved from unnecessary disposal, which is for the public benefit in so far as the repair of such items helps to protect and safeguard the environment. Another achievement and wider benefit arising from the Sevenoaks Repair Café has been the sharing of practical knowledge about *how* to repair items by charity volunteers. The provision of the charity events within a café setting has presented the opportunity for community connection and cohesion, by way of wider benefit to the local community. <u>Sevenoaks Repair Data</u>

		During the period April 2024 to March 2025 (slightly longer than the reporting period, but by way of illustration) Sevenoaks Repair Café held eleven events at which data was collected through the Repair Manager online registration system. This data was collected to ensure the smooth running of charitable events and also to provide the charity trustees with the data needed to monitor the number and type of items being brought to the Café, so as to ensure that the aims of the charity were being met and that the charity was providing a public benefit to the local citizens of Sevenoaks and the surrounding area. During the period April 2024 to March 2025, data collected via the Repair Manager system showed: • There were 613 visitors to a Sevenoaks Repair Café events, of which, 70% lived in Sevenoaks, and the remainder in the Sevenoaks surrounding area. • Of the 613 visitors, 7 were aged 0-20 years; 84 were aged 21-40 years; 266 were aged 41-60 years; and 250 were aged 60+ years. • Of the 613 items brought to Sevenoaks Repair Café for repair, there were: 8 bikes; 233 electrical goods; 24 jewellery items; 162 mechanical items; 128 sewing repairs; 8 woodwork repairs; and 50 miscellaneous repairs. Repair outcomes for the period April 2024 to March 2025 showed: • Of the 613 items brought to Sevenoaks Repair Café for repair: 55% were repaired; 8% were partially repaired; for 18 items, repair advice was given; 14% were not repaired; and for 13% of items, either no repair was needed, a repair was not attempted, or the outcome was unknown. Items brought to the Sevenoaks Repair Café by members of the public for repair during the period April 2024 to March 2025, included (but were not limited to): clothing; curtains; solar lanterns; handbags; teddies; toys; bicycles; radios; lawnmowers; crockery; DVD players; irons; hairdryers; vacuum cleaners; toasters; gardening

		tools; kettles; necklaces; light stands; laptops; chairs; hedge-trimmers; chairs; sewing machines; books; clocks; ceramics; knitted dolls; umbrellas; overalls; zips on clothing and bags; travel cases; earrings; blenders; candle holders; and keyboards. The charity trustees consider that this data has demonstrated that during the relevant period, Sevenoaks Repair Café has succeeded in encouraging a not insignificant number of visitors, (being members of the community from Sevenoaks and its surrounding areas and covering a broad age range) to attend its activities and events in order to have domestic household items repaired, thereby reducing waste, and in some cases obviating the need for replacement items to be purchased. In this respect, the charity is working towards achieving its aim of protecting and safeguarding the environment through the promotion of repair and reuse of products as a means of minimising waste disposal. The charity has also provided wider benefits to the local community in providing a regular community activity, in a central location, with the provision of a café and at which knowledge about repairing domestic items can be shared and acquired. As part of the international repair café community, it the charity has provided a wider benefit to society as whole in the furtherance of its objective of protecting and safeguarding the environment through the promotion of repair and reuse of products as a means of minimising waste disposal.

Additional information (optional)
You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	**See above**

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's position at the end of the relevant period 20 May 2024 to 31 March 2025: Opening balance: **£3,510** Closing Balance: **£4,413** **Income - £3,609** Donations (repairs): £2,186 Donations (café): £843 Grants: £580 Plus 'sweatshirt donations': £363 **Total: £3,972** **Expenses - £3,069**
	Para 1.22	The level of reserves held by the Sevenoaks Repair Café is £3,500. The Sevenoaks Repair Café policy for holding reserves (namely that part of the charity's income fund that is freely available for its general (unrestricted) purposes, once it has met its commitments and covered its other planned expenditure) is founded on the principle that Sevenoaks Repair Café should be able to operate effectively and would be able to continue operating in the face of unplanned costs, reduced income or changes in circumstances. The Sevenoaks Repair Café reserves policy is also underpinned by the charity's strategic and financial planning to ensure that any peaks or troughs in cashflow (such as, in the case of the latter, a significant decrease if visitors to the Café, resulting in a significant decrease in donations from visitors, or unexpected expenditure relating to premises costs and rent) can be met from the charity's reserves to ensure that it can continue to hold its monthly events, and providing the charity with a timeframe within which to apply for additional sources of funding through grants, where needed.

		The reserve has been calculated to cover the basic running costs of the Sevenoaks Repair Café for a 12-month period.
Amount of reserves held	Para 1.22	£3,500
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no current uncertainties about the charity continuing as a going concern.

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	The charity's principal source of funds derives from voluntary donations by visitors to the Sevenoaks Repair Café. This is augmented by income received from grants, which the charity trustees apply for, from time to time.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Sevenoaks Repair Café does not invest funds.
A description of the principal risks facing the charity	Para 1.46	The principal risks facing the charity are: • A significant reduction in visitors attending the café, such that donations reduce and the benefits of the charity are reduced. The trustees maintain a reserve to ensure that general expenses can be maintained for a 12-month period without additional donations. The

		trustees also ensure that information about the charity's events are publicised through local marketing and on social media, to maintain visitor numbers. • A need to find an alternative venue for the charity's events. The charity has entered into a license to hold charitable events at the current venue which is renewed annually. In such event that this venue was no longer available, which is not currently envisaged, an alternative local venue would be found.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Sevenoaks Repair Café Charity Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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	Sevenoaks Repair Café has an open selection policy for the recruitment of trustees. The Sevenoaks Repair Café Constitution allows for a minimum of 4 trustees and a maximum of 12 trustees. When new trustees apply to join the board, their nomination is voted upon by the existing trustees. New trustees are appointed for a three-year term, by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the

		Sevenoaks Repair Café trustees have regard to the individual's skills, knowledge and experience needed for the effective administration of the charity. New trustees undergo an induction process upon appointment which involves, but is not limited to: providing the individual with all charity documentation and data; full access to and training on the trustees' email, WhatsApp and document management system; training on general and charity-specific trustee duties and shadowing (depending upon their role).

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	

Other		

Reference and Administrative details

Charity name	Sevenoaks Repair Café
Other name the charity uses	N/A
Registered charity number	1208318
Charity's principal address	24 The Charne, Otford, Sevenoaks, Kent, TN14 5LS

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	Colette Dunn	Co-Chair	Whole period	Sevenoaks Repair Café
2	Jennifer Packer	Co-Chair	Whole period	Sevenoaks Repair Café
3	Jennifer Showers	Treasurer	Whole period	Sevenoaks Repair Café
4	Natalie O'Shea	Secretary	Whole period	Sevenoaks Repair Café
5	Claire Boxall	Trustee	Whole period	Sevenoaks Repair Café
6	Emilia Dunn	Trustee	Whole period	Sevenoaks Repair Café
7	Benjamin Packer	Trustee	Whole period	Sevenoaks Repair Café

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
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

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	*Natalie O'Shea*	
Full name(s)	Natalie Jean O'Shea	
Position (eg Secretary, Chair, etc)	Secretary	

Date	20 January 2026

Sevenoaks Repair Café
Income and Expenses

	Period 20 May 2024 to 31 March 2025
	£
Income	
Donations - Repairs	2,185.83
Donations - Café	842.75
Grants	580.00
Total Income	**3,608.58**
Expenses	
Insurance	0.00
Promotion	(177.05)
Food/tea/coffee	(104.28)
Church Hall Hire	(960.00)
Repair Consumables	(49.97)
Repair Manager System	(257.50)
Equipment	(85.65)
Volunteer Expenses	(912.66)
Volunteer Training	(480.42)
Bank Charges	(40.96)
Total Expenses	**(3,068.49)**
Surplus/ (Deficit) for the period	540.09
Opening Balance	3,509.89
Surplus/ (Deficit) for the period	540.09
Sweatshirt Donations	363.00
Closing Balance	**4,412.98**

Cash float for the Cafe	**£**	**100.00**

Balance sheet:	
Current Assets	
Cash at bank and in hand	4,512.98
Current liabilities	
Creditors: amounts owed to refund sweatshirt payments	-363.00
Net assets of the charity	4,149.98

Sevenoaks Repair Café
Expenses for the period 20 May 2024 - 31 March 2025

Date	Description	Invoice No.	Repair Consumables	Food/tea/coffee	Volunteer Expenses	Volunteer Training	Promotion	Church Hall Hire	Repair Manager System	Insurance	Equipment	Bank Charges	
6/3/2024	Kim - zip class	7				50							
6/10/2024	Repair manager								30				
6/12/2024	Bank charges											5	
6/14/2024	Jennie - milk etc.	8		11.05									
6/18/2024	Donation to the Bowls Club for use of their hall for the First Aid course.					50							
6/18/2024	First Aid Course	9				350							
7/10/2024	Repair manager								30				
7/12/2024	Milk etc	10		6.3									
7/13/2024	Bank charges											7.04	
7/15/2024	Teabags	11		1.75									
8/12/2024	Bank charges											6.24	
8/12/2024	Repair manager								30				
9/10/2024	Repair manager								30				
9/12/2024	Bank charges											5	
9/16/2024	Fuses	12	5										
9/16/2024	Milk etc	13		7.8									
9/25/2024	Jenny - first aid refreshment	14				30.42							
9/25/2024	Jenny - posters	15					13.8						
9/25/2024	Clare - canva	16					80						
10/1/2024	Posting bunting	17					3.25						
10/13/2024	Bank charges											5	
10/14/2024	Jennie - rivet gun and dots	18									19.65		
10/14/2024	Milk etc	19		9.61									
10/14/2024	Milk etc	20		4.67									
11/12/2024	Bank charges											6.07	
11/11/2024	Milk etc	21		3.65									
11/11/2024	coffee etc	22		8.45									
11/11/2024	extra cake	23		12.4									
11/11/2024	blue roll	24	24.99										
	Flyers (Colette)	25					10						
	Posters and Flyers (Colette)	26					70						
12/11/2024	Christmas party food	27			160.02								
12/13/2024	Christmas party food	28			30.8								
12/13/2024	Milk etc	29		8.7									
11/15/2024	Repair manager								27.5				
1/2/2025	Repair manager								27.5				
11/26/2024	Bank charges											6.61	
12/2/2024	Repair manager								27.5				
1/8/2025	2 lamps	30									32		
1/8/2025	Hall hire for the year	31						960					
1/13/2025	batteries	32	19.98										
1/13/2025	Coffee - no receipt from Amazon Fresh			5.95									
1/13/2025	Milk etc	33		5.85									
1/24/2025	Sweatshirts and t-shirts	34			721.84								
2/3/2025	Repair manager								27.5				
2/6/2025	Milk etc	35		5.85									
2/10/2025	Extension lead	36									14		
3/3/2025	Repair manager								27.5				
3/7/2025	Milk etc	37		6									
3/8/2025	coffee	38		6.25									
3/14/2025	Jennie - John Lewis boxes	39									20		
Total			**49.97**	**104.28**	**912.66**	**480.42**	**177.05**	**960**	**257.5**	**0**	**85.65**	40.96	**3068.49**

Sevenoaks Repair Café
Income for the period 20. May 2024 to 31 March 2025

Date	Description	Session	Donations - Repairs	Donations - Café	Grants	Other	Total	
5/20/2024	Balance brought forward					3509.89		
								1
								2
								3
								4
								5
6/8/2024	cash		133.5	45.5			**179**	6
6/8/2024	square		44.06	16.84			**60.9**	7
7/13/2024	cash		156.2	55			**211.2**	8
7/13/2024	square		49.11	5.4			**54.51**	9
9/14/2024	Cash		119	47.35			**166.35**	10
9/14/2024	Square		54	19.68			**73.68**	11
10/12/2024	cash		118	55.03			**173.03**	12
10/12/2024	Square		83.62	9.2			**92.82**	13
11/9/2024	Cash		284	89.8			**373.8**	14
11/9/2024	Square		103	38.47			**141.47**	15
12/14/2024	cash		189.24	102.5			**291.74**	16
12/14/2024	Square		79	33			**112**	17
10/26/2024	Donation from Seal for Jenny's talk		30				**30**	18
1/10/2025	Square		34.6	14.51			**49.11**	
1/10/2025	Cash		167	53.5			**220.5**	
2/8/2025	Square		135	30.2			**165.2**	
2/8/2025	Cash		82.2	115.55			**197.75**	
2/21/2025	Gallagher Neighbourly				80		**80**	
3/8/2025	square		75	25.35			**100.35**	
3/8/2025	Cash		249.3	85.87			**335.17**	
3/20/2025	Coop community fund				500		**500**	
							0	

							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
Total			**2185.83**	**842.75**	**580**	**3509.89**	**7118.47**

sweatshirts donations

Natalie	21		2/8/2025
Jennie	20		2/8/2025
Dave	20		2/8/2025
Darren	20		2/8/2025
Simon	20		2/8/2025
Nicky	20		2/8/2025
Colette	20		2/8/2025
Millie	20		2/8/2025
Luke	20		2/8/2025
Val	20		2/8/2025
Julia	20		2/8/2025
Charles Hitch	20	cash	2/8/2025
Phil	20	cash	2/8/2025
Audrey	20		2/8/2025
Jayne	21		2/8/2025
Andy	20	transfer	2/8/2025
Mags	21	cash	3/8/2025
Dom	20		3/8/2025
Total	**363**		