

## **HOCKLEY & HAWKWELL DAY CENTRE**

**Charity No: 207022**

### **FOR THE YEAR ENDED 31 MARCH 2024**

The trustees present their annual report and financial statements for the year ended 31 March 2024, the Hockley & Hawkwell Day Centre (HHDC)

The financial statements have been prepared on a cash accounting basis and comply with the charity's constitution, and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities".

#### **Objectives and activities**

##### **The objectives are:**

To promote the relief of elderly people by the provision of services and support as determined by the trustees in consultation with our clients.

##### **The aims of the charity are:**

To provide a welcoming, warm, safe space to:

Enable the provision of a regular high-quality meal,

Transportation to and from the day centre

Provide appropriate entertainment and activities for our clients.

Provide opportunities to access periodic health reviews and advise.

Provide access to facilities for the low-level maintenance to mobility aids.

To be forward thinking in the provision of services and support for the elderly of our community.

To raise adequate funds for the achievement of the foregoing objectives and to invite and receive grants, contributions, donations, and subscriptions.

To act always in conformity with the laws governing charities and with the Charity Commission.

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.

#### **Achievements and performance**

We are able to provide a fully functioning centre that is a base at which we are able to provide a two-course hot meal for up to 60 clients four days a week.

Twice a week we provide entertainment in the form of a local singers or musicians for after dining entertainment of our clients. Other activities include Whist, Scrabble, Bingo as well as hosting a Knitting Club.

We have partnered with local health care services to provide onsite health assessments and reviews for those clients who feel the need for medical support.

We have been able to provide mechanical repair support to enable to running repairs of various types of mobility aids.

We have been able to run a 11-seat minibus to enable the collection and return for those clients who require transport to and from the centre.

All the above is provided by a number of volunteers, whether they cook, wait on tables, drive a minibus or provide a plethora of other support services for the benefit of our clients.

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**FOR THE YEAR ENDED 31 MARCH 2024**

**Plans for the coming year.**

See below reports

### **Financial Review**

The centre generated a surplus of £40956 for the year on a payments and receipts basis. This excess is mainly due to the fund raising campaign for the kitchen refurbishment (Total cost estimated at £45K)

The management committee have considered the level of reserves that it needs to hold to ensure the provision of services to the local community during times of financial difficulty, the level has been determined at one years budgeted cost of £45000. Current reserves are slightly above this level.

### **Risk Management:**

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

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

The charity is an unincorporated entity governed by a memorandum and articles of association.

The trustees, who served during the year and up to the date of signature of the accounts were:

E Gadsdon  
A Hossack  
P Smith  
R Jarrard  
I Foster

The board of trustees has the power to appoint and remove trustees on a majority basis.

## **CHAIRMAN'S REPORT**

### **14<sup>TH</sup> SEPTEMBER 2024 AGM MEETING OF HOCHLEYA ND HAWKWELL DAY CENTRE.**

You can tell that there is real love shared amongst the friendships that are forged here, an example of this is two of our ladies who met at the Day Centre and live alone have found friendship and companionship that stretches beyond these walls to sharing holidays together.

Frequently, clients seek to break the solitude that they encounter if a partner passes away. The Day Centre offers that lifeline and gives people a purpose, another aspect to their life. I am reminded of a conversation a relative of a client that passed away, had with a volunteer. They said thank you. "Thank you for giving my Dad another ten years of life. When his wife passed away, he felt there was nothing to carry on for. But he found true friendship and a place to belong at the Day Centre".

Our volunteers offer real love, commitment, and to the clients. Often going beyond their duties at the Day Centre.

This year has seen the fruits of the hard work of our volunteers and management team. The Day Centre was voted as the Evening Echo's Charity of the Year, by the local community. It is so heartwarming and satisfying to know that the Day Centre means so much to so many people.

Through the amazing support given to the management teams fundraising ideas, Grants and donations we smashed out target for funding a new refurbished Kitchen. I would like to also acknowledge the considerable time and effort given by Richard, Mark, Jackie in project managing the design and refit of the new kitchen, on time and to budget.

My thanks to Mark and Richard again for the project management of the Solar panels again delivered on time and to budget.

Recently the Day's Centre's Safeguarding Policy was reviewed, and Jackie Williams was appointed as the Day Centres lead. Jackie's progress has been nothing short of inspirational. The Policy has been updated, consultations on training with volunteers concluded and training schemes with accreditation companies organised. Thank you, Jackie, for all your work in such a short time.

A thank you to the volunteers who completed the feedback on suggestions to improve the running of the day centre. Suggestions on using Hi Visibility vests, work processes and recycling were implemented. I leave Phil to report on improved Communications with the Management Team.



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Finally a thank you to Mark Health And Safety and Liz for updating and implementing the Day Centre's Health and Safety policy, ensuring our guests and volunteers safety.

I was saddened to hear that Leslie and Mark Williams have resigned from the Executive. I would like to thank them for their service and contribution to the running of the Day Centre. I hope they will continue to volunteer in any capacity as they are the very essence of integrity caring, hardworking that embodies the characteristics of the Day Centres Volunteers.

I am privileged and proud to have been involved in this facility and I pay tribute to every single volunteer that offers their time freely to make such a difference to people's lives.

E Gadsdon

Chairman.

## **Management AGM Report Sep 24**

### **Clients**

Although we have sadly lost a significant number of clients since the last AGM, a steady stream of new clients have meant that numbers remain high. Retention levels have been extremely high resulting in average attendances of over 50 clients per day.

Social media activity and, importantly, recommendations have resulted in many new clients joining the Centre and enjoying the facilities on offer.

### **Volunteers**

The volunteer levels have remained steady, and we are delighted that some volunteers have, in the last year, stepped up to take on more responsibilities, I like to specifically thank:

Richard Hill joins the Management Team

Nicola O'Riordan joining the Executive Committee

Liz Green taking a lead role in Health & Safety

Jackie Williams is appointed Lead Safeguarding & Welfare Officer and spearheads enhanced training and procedures

Nicola O'Riordan as Deputy Safeguarding Officer

Mark & Sarah Broomfield have taken on responsibility for weekly on-line Shopping

Michael Roberts has joined the Executive Committee to represent the Clients interests

Chris Golden and Tessa Ansell as Relief Office Managers

Christine Robinson has joined as a Cook

Gerry Hunt and Nicola O'Riordan for taking on extra Friday Cleaning routines that started this week.

### **Key Achievements**

A tremendous amount of effort has gone into improving procedures, organising safeguarding training and enhancing our safeguarding procedures, as well as improved health & safety processes.

Following last year's successful project to install solar technology to help with on-going energy costs, the emphasis this year has been to raise funds to fully refurbish our kitchen facilities including, many new appliances, new flooring and greatly improved ventilation. The original budget for this project was £45k and was latterly increased to £50k to incorporate a new Combi oven. We are delighted to say that through the generous grants and donations from clients, Paul West who ran the London Marathon for us, the Masons, the Rayleigh Lions, The Oddfellows, The Hockley Spiritualist Centre, The Evening Echo, the Coop Local Community Fund, local Parish Councils, a staggering amount of donations from funerals of people connected to the Centre (and I would like to specifically highlight approx. £4k that was raised following the funeral of Chris Conway) as well as many fund-raising initiatives (including a Magic Night, History Talks, Quiz Nights, the Tiles Initiative and Charity Dinners), we achieved a fund total of £46k and anticipate that the remainder of this year will see us raising the remaining amount needed. The

refurbishment was initiated in August 2024 resulting in the Centre closed for three weeks. This project went extremely well and, the project is largely completed.

Many thanks to the Hockley Methodist Church who were able to offer clients an alternative place to meet twice a week while closed. Many clients made use of this facility and enjoyed soup and a sandwich while socialising with their friends.

#### **Future Projects**

We are always looking to improve the Centre and although no specific dates are set in stone, we have already started considering the following future projects. These will be tackled as soon as resources and finances permit:

New Heating System	Replacing the deteriorating Car Park
Replacement Minibus	Attend to Guttering/Facia Boards
Replacement of the Kitchen Fire Door	

#### **Summary**

None of this would have been possible without the tremendous efforts of a truly marvellous group of people that work seamlessly as an efficient team. Great examples of how the team contributed to the success of the Day Centre was not only the successful Kitchen Refurbishment Project and replacement Methodist Church venue operation but also, last year's Christmas Market which was a resounding success with high attendance and rave reviews from stallholders, customers and helpers alike.

Thank you to everyone that made these possible and the entire year a huge success. Without you it would not have been possible.

Finally, I would like to pass on my thanks to Mark Williams who has helped in so many ways this year it would be impossible to list it all but played a huge part in the Kitchen Project. It is with great sadness that I must announce that Mark has decided to stand down from the Management Group and has given us notice until the end of September. Thank you, Mark, and we wish you every success for the future in whatever you do. If it's to pursue your magic skills which have entertained us all, I would just ask, that you don't totally disappear.



Phillip Smith

Deputy Chairman

14<sup>th</sup> September 2024

**THE HOCKLEY AND HAWKWELL DAY CENTRE**

**FOR THE YEAR ENDED 31ST MARCH 2024**

**INDEPENDENT EXAMINERS REPORT TO**  
**THE HOCKLEY AND HAWKWELL DAY CENTRE**

I am reporting on the accounts for the year ended 31st March 2024 which are set out on pages 3 to 8.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act.
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts represent a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with section 41 of the 1993 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act, have not been met: or
- 2) which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Steve Castle FCCA  
Castle & Co - Chartered Certified Accountants  
16-18 West Street  
Rochford  
Essex  
SS4 1AJ

Date: 16th July 2024



**THE HOCKLEY AND HAWKWELL DAY CENTRE**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**YEAR ENDED 31ST MARCH 2024**

**RECEIPTS**

		<u>2024</u>		<u>2023</u>	
Gifts, Donations and other	Grants - Lottery	-		-	
	Grants - Council	3,300		400	
	Grants - Other	9,000		3,790	
Voluntary receipts	Fundraising	13,020		6,452	
	Donations	29,641		11,125	
		<hr/>	54,961	<hr/>	21,766
Income from Charitable activities	Catering	81,174		66,637	
	Afternoon Activities	9,494		5,097	
	Sales	217			
	Hire of Hall	1,801		-	
		<hr/>	92,685	<hr/>	71,735
Interest received		1,618		143	
		<hr/>	1,618	<hr/>	143
<b>TOTAL RECEIPTS</b>		<hr/> <b>149,263</b> <hr/>		<hr/> <b>93,644</b> <hr/>	

**PAYMENTS**

Payments direct for Charitable purposes	Provisions	31,659		23,498	
	Entertainment	5,012		4,325	
		<hr/>	36,671	<hr/>	27,823
Payments for publicity, fund raising and management administration	Mini Bus expenses	7,797		12,247	
	Telephone	405		471	
	Electricity	5,600		7,666	
	Water	991		947	
	Cleaning & kitchen materials	11,587		11,333	
	Professional fees	-		373	
	Insurance	1,221		2,028	
	Maintenance	6,773		5,430	
	Miscellaneous	2,983		4,214	
	Accountancy	240		240	
	Office Expenses	2,378		854	
	Credit card charges	533		180	
		<hr/>	40,508	<hr/>	45,984
<b>CARRIED FORWARD</b>		<hr/> <b>77,179</b> <hr/>		<hr/> <b>73,807</b> <hr/>	

**THE HOCKLEY AND HAWKWELL DAY CENTRE**  
**RECEIPTS AND PAYMENTS ACCOUNT, CONTINUED**  
**YEAR ENDED 31ST MARCH 2024**

	<b><u>2024</u></b>	<b><u>2023</u></b>
BROUGHT FORWARD	77,179	73,807
Purchase of assets	31,128	1,740
	<b><u>108,307</u></b>	<b><u>75,547</u></b>
<b><u>NET (PAYMENTS)/RECEIPTS</u></b>	<b><u>40,956</u></b>	<b><u>18,097</u></b>

**THE HOCKLEY AND HAWKWELL DAY CENTRE**  
**ACCUMULATED FUND**  
**YEAR ENDED 31ST MARCH 2024**

	<b><u>2024</u></b>	<b><u>2023</u></b>
Opening Balance	257,558	244,610
Receipts and Payments Account: (Deficit)/Surplus	40,956	18,097
<b><u>Fixed asset movements</u></b>		
Purchase of Fixed Asset	31,128	1,740
Provision for depreciation	(3,843)	(6,889)
Transfer Designated Funds	(91,000)	
	<u>234,799</u>	<u>257,558</u>

**THE HOCKLEY AND HAWKWELL DAY CENTRE**  
**BALANCE SHEET**  
**YEAR ENDED 31ST MARCH 2024**

	<b><u>2024</u></b>	<b><u>2023</u></b>
<b><u>TOTAL FIXED ASSETS</u></b>	209,111	181,826
<b><u>CURRENT ASSETS:</u></b>		
Cash at bank and in hand	145,103	103,896
	<u>354,213</u>	<u>285,722</u>
<b><u>CAPITAL AND RESERVES</u></b>		
Accumulated Fund	234,799	257,555
Sinking Fund	28,414	28,167
Designated Funds	91,000	-
	<u>354,213</u>	<u>285,722</u>



**THE HOCKLEY AND HAWKWELL DAY CENTRE**  
**NOTES TO THE BALANCE SHEET**  
**YEAR ENDED 31ST MARCH 2024**

**FIXED ASSETS**

	<b><u>BUILDINGS</u></b>	<b><u>EQUIPMENT</u></b>	<b><u>MOTOR VEHICLES</u></b>	<b><u>TOTAL</u></b>
	£	£	£	£
<b><u>COST</u></b>				
AT 01/04/2023	156,659	52,809	44,434	253,902
Additions in Year	30,000	1,128	-	31,128
Disposals in Year	-	-	-	-
AT 31/03/2024	<u>186,659</u>	<u>53,937</u>	<u>44,434</u>	<u>285,030</u>

**DEPRECIATION**

AT 01/04/2023	-	51,340	20,736	72,076
Write Off On Disposals	-	-	-	-
Charge for Year	-	881	2,962	3,843
AT 31/03/2024	<u>-</u>	<u>52,221</u>	<u>23,698</u>	<u>75,919</u>

**NET BOOK VALUE**

As at 31st March 2024	<u>186,659</u>	<u>1,716</u>	<u>20,736</u>	<u>209,111</u>
As at 31st March 2023	<u>156,659</u>	<u>1,469</u>	<u>23,698</u>	<u>181,826</u>

**THE HOCKLEY AND HAWKWELL DAY CENTRE**  
**SINKING FUND**  
**YEAR ENDED 31ST MARCH 2024**

	2024	2023
<b>RECEIPTS</b>		
Transfer from Day Centre Account	-	-
Bank Interest	<u>247</u>	<u>61</u>
<b>PAYMENTS</b>		
Transfer to Day Centre Account	<u>-</u>	<u>-</u>
Net of Receipts/(Payments)	247	61
Balance Brought Forward	28,167	28,106
Balance Carried Forward	<u>28,414</u>	<u>28,167</u>

**THE HOCKLEY AND HAWKWELL DAY CENTRE**  
**DESIGNATED FUNDS**  
**YEAR ENDED 31ST MARCH 2024**

	2024	2023
<b><u>KITCHEN FUND</u></b>		
Transfer from Accumulated Fund	45,000	-
<b><u>MINIBUS FUND</u></b>		
Transfer from Accumulated Fund	28,000	-
<b><u>CAR PARK FUND</u></b>		
Transfer from Accumulated Fund	10,000	-
<b><u>HEATER FUND</u></b>		
Transfer from Accumulated Fund	3,000	-
<b><u>OVEN FUND</u></b>		
Transfer from Accumulated Fund	5,000	-
	<u>91,000</u>	<u>-</u>

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