

Chairmans Report

AGM 2025

As many of you will be aware I was asked to accept the role of Chair of Trustees after a period of disruption within the Trustees and Volunteers and I took on the task of reviewing the structure and governance of the Charity as a whole and in particular, the Trustee body as part of that.

As part of this process, we reminded ourselves of the function of a trustee body, that being a responsibility for the overall governance and setting the strategic direction of the Charity. Trustees make key decisions but it does not carry out the day to day management of the Charity

That distinction between Trustee and management is now in place.

One change that has been made is recognising that Volunteers are the members of the Chairty whereas in the past focus in this meeting has been the Client base, and the election of Trustees is a matter of open process rather than a matter the existing handling the issue behind closed doors. That is why you were invited to nominate others to join the Trustee board.

What I can report is that the Trustees are working better together and are planning for the future, leaving the very capable management team to manage day to day. I believe that is evident to you as volunteers.

Our Chief Executive, Phil will shortly give a report on the day to day running of the Centre and some insight into the improvements to the centre.



Paul Stafford

Chair

Annual Report – November 2025

What started as a very troubled year, proceeded to be one we are very proud of both for the stability that has been achieved, as well as the achievements that have been made.

Some major personality differences were almost catastrophic; however, these ultimately resulted in the resignation of the Chairman and the removal of several volunteers from the organisation. It should be noted that these instances revealed the weaknesses within the existing Constitution and the need for the Charity to be restructured, a matter that is an agenda item at this AGM, to convert the Charity to a Charity Limited by Guarantee.

It was also at this time that a long-standing servant and Trustee and client - Shirley James - sadly passed away.

We have since rebuilt the Trustee base to 6 with direct responsibility for Constitutional Matters, Day Centre Management, Kitchen related areas and Health & Safety, Safeguarding, Finance and Charity Secretarial issues. A much stronger Management Team of 5 is now in place and the overall volunteer levels are above previously seen levels. We continue to develop our volunteer skills with on-site training for First Aid as well as Client Handling. We have also made several key appointments of:

Arthur Cooke Client Representative

Jane Stafford Volunteer Representative

The last 12 months has, sadly seen 22 clients pass away as well as two ex-volunteers (one only recently retired). However, client attendance due to new clients joining is at record levels on all days and our biggest issue is one of capacity. Our reputation for providing a high-quality service is proven through the referrals we see from Social Services and associated organisations. We implemented a scheme during the year to purchase and install Key Safes for those clients who would benefit, and 10 Safes were installed.

Community awareness of our Day Centre has been boosted through a strong social media presence, and we continue to build strong links with local schools, doctors' practices, local shops and businesses. We hosted a presentation from Barclays on Scam Awareness as well as several clinics from Hearing Help Essex.

We received over £10,000 in donations and the following grants:

Hockley Spiritualists	£5,200	Coop Community Fund	£2702
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Essex Community Fund award of over £11k towards energy costs

Rotary Club of Rayleigh Mill	£500	Jones Practice	£750
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Fundraising efforts during the last year raised £5.5k from:

Quiz Nights

Charity Dinner

Race Night

Event Raffles

Christmas Market VE Celebration Lunch Several Strawberry Teas sponsored by the Rayleigh Lions (which attracted local press attention).

As in previous years, our focus was to make a major improvement to the Centre and in the past year we removed our aging heating system, installed air conditioning (which doubles as heating) throughout the Centre. We have also refurbished to a high standard where radiators were removed. We have also installed stereo Bluetooth speakers and an MP3 player to replace aging hi-fi system.

Significant effort was made to ensure our Environmental Health Inspection (the first for 5 years) went smoothly and although several improvements were highlighted to reflect our aging clientele. We were however, awarded a 5 Star status.

Our plans to improve the Centre over the coming two years are to initiate a fundraising programme towards the purchase of a new minibus (our existing bus will be 9 years old next year), replace fascia boards and guttering and to explore the possible refurbishment of our rear car park to make better use of the space.

As we mentioned at the beginning of the Report, we are tremendously proud of the steps that have been taken and the work carried out in the last year. The Day Centre continues to improve every year which is a testament to the hard work of every individual that donates their time.



Phillip Smith

Vice Chairman

THE HOCKLEY AND HAWKWELL DAY CENTRE

FOR THE YEAR ENDED 31ST MARCH 2025

INDEPENDENT EXAMINERS REPORT TO
THE HOCKLEY AND HAWKWELL DAY CENTRE

I am reporting on the accounts for the year ended 31st March 2025 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: 8th July 2025

THE HOCKLEY AND HAWKWELL DAY CENTRE
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31ST MARCH 2025

RECEIPTS

		<u>2025</u>		<u>2024</u>	
Gifts, Donations and other	Grants - Lottery	-		-	
	Grants - Council	-		3,300	
	Grants - Other	9,000		9,000	
Voluntary receipts	Fundraising	8,829		13,020	
	Donations	27,332		29,641	
		<hr/>	45,160	<hr/>	54,961
Income from Charitable activities	Catering	75,305		81,174	
	Afternoon Activities	3,881		9,494	
	Sales	276		217	
	Hire of Hall	905		1,801	
		<hr/>	80,367	<hr/>	92,685
Interest received		3,039		1,618	
		<hr/>	3,039	<hr/>	1,618
TOTAL RECEIPTS		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
			128,565		149,263

PAYMENTS

Payments direct for Charitable purposes	Provisions	32,146		31,659	
	Entertainment	4,592		5,012	
		<hr/>	36,738	<hr/>	36,671
Payments for publicity, fund raising and management administration	Mini Bus expenses	8,197		7,797	
	Telephone	510		405	
	Electricity	6,632		5,600	
	Water	1,023		991	
	Cleaning & kitchen materials	12,966		11,587	
	Kitchen Refurbishment	54,723			
	Insurance	1,364		1,221	
	Maintenance	7,948		6,773	
	Miscellaneous	2,771		2,983	
	Accountancy	720		240	
	Office Expenses	2,341		2,378	
	Credit card charges	587		533	
		<hr/>	99,781	<hr/>	40,508
CARRIED FORWARD			<hr/> <hr/>		<hr/> <hr/>
			136,519		77,179

THE HOCKLEY AND HAWKWELL DAY CENTRE
RECEIPTS AND PAYMENTS ACCOUNT, CONTINUED
YEAR ENDED 31ST MARCH 2025

	<u>2025</u>	<u>2024</u>
BROUGHT FORWARD	136,519	77,179
Purchase of assets	554	31,128
	<u>137,073</u>	<u>108,307</u>
<u>NET (PAYMENTS)/RECEIPTS</u>	<u>(8,507)</u>	<u>40,956</u>

THE HOCKLEY AND HAWKWELL DAY CENTRE
ACCUMULATED FUND
YEAR ENDED 31ST MARCH 2025

	<u>2025</u>	<u>2024</u>
Opening Balance	234,799	257,558
Receipts and Payments Account: (Deficit)/Surplus	(8,507)	40,956
<u>Fixed asset movements</u>		
Purchase of Fixed Asset	554	31,128
Provision for depreciation	(3,818)	(3,843)
Transfer Designated Funds	48,000	(91,000)
	<u>271,028</u>	<u>234,799</u>

THE HOCKLEY AND HAWKWELL DAY CENTRE
BALANCE SHEET
YEAR ENDED 31ST MARCH 2025

	<u>2025</u>	<u>2024</u>
<u>TOTAL FIXED ASSETS</u>	205,847	209,111
<u>CURRENT ASSETS:</u>		
Cash at bank and in hand	137,526	145,103
<u>CURRENT LIABILITIES</u>		
Accruals	(720)	-
	<u>342,653</u>	<u>354,213</u>
<u>CAPITAL AND RESERVES</u>		
Accumulated Fund	271,028	234,799
Sinking Fund	28,626	28,414
Designated Funds	43,000	91,000
	<u>342,653</u>	<u>354,213</u>

THE HOCKLEY AND HAWKWELL DAY CENTRE
NOTES TO THE BALANCE SHEET
YEAR ENDED 31ST MARCH 2025

FIXED ASSETS

	<u>BUILDINGS</u>	<u>EQUIPMENT</u>	<u>MOTOR VEHICLES</u>	<u>TOTAL</u>
	£	£	£	£
<u>COST</u>				
AT 01/04/2024	186,659	53,937	44,434	285,030
Additions in Year	-	554	-	554
Disposals in Year	-	-	-	-
AT 31/03/2025	<u>186,659</u>	<u>54,491</u>	<u>44,434</u>	<u>285,584</u>

DEPRECIATION

AT 01/04/2024	-	52,221	23,698	75,919
Write Off On Disposals	-	-	-	-
Charge for Year	-	855	2,962	3,818
AT 31/03/2025	<u>-</u>	<u>53,076</u>	<u>26,660</u>	<u>79,737</u>

NET BOOK VALUE

As at 31st March 2025	<u>186,659</u>	<u>1,414</u>	<u>17,774</u>	<u>205,847</u>
As at 31st March 2024	<u>186,659</u>	<u>1,716</u>	<u>20,736</u>	<u>209,111</u>

THE HOCKLEY AND HAWKWELL DAY CENTRE
SINKING FUND
YEAR ENDED 31ST MARCH 2025

	2025	2024
RECEIPTS		
Transfer from Day Centre Account	-	-
Bank Interest	<u>211</u>	<u>247</u>
PAYMENTS		
Transfer to Day Centre Account	<u>-</u>	<u>-</u>
Net of Receipts/(Payments)	211	247
Balance Brought Forward	28,414	28,167
Balance Carried Forward	<u><u>28,625</u></u>	<u><u>28,414</u></u>

THE HOCKLEY AND HAWKWELL DAY CENTRE
DESIGNATED FUNDS
YEAR ENDED 31ST MARCH 2025

	2025	2024
<u>KITCHEN FUND</u>		
Transfer from Accumulated Fund	-	45,000
<u>MINIBUS FUND</u>		
Transfer from Accumulated Fund	28,000	28,000
<u>CAR PARK FUND</u>		
Transfer from Accumulated Fund	10,000	10,000
<u>HEATER FUND</u>		
Transfer from Accumulated Fund	5,000	3,000
<u>OVEN FUND</u>		
Transfer from Accumulated Fund	-	5,000
	<u><u>43,000</u></u>	<u><u>91,000</u></u>

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