

Trustee Report 2nd February 2025.

The Activities

This year's Revenue has increased from the previous year helped with the addition of some new activities: - Indoor bowls - Line dancing - Patchwork Pals - Pottery Painting - Card Making - Bingo. Line dancing. Art classes. Darts. Keep-fit. Cribbage. Crochet classes. Second-time Around. Our recycling of clothes and shoes has seen our revenue double, due to the hard work of our volunteers and the donations of clothes, etc from our members.

Donations

From the community and generosity of members, have seen our donation revenue increase. Compared with the previous year.

Fundraising

The Committee and Volunteers have staged events for our members such as Afternoon Teas - Themed meals - BBQs - Xmas Party. These events are in Demand with the members. We have seen a dramatic increase in revenue.

Kitchen

Popular with our members our 2-course lunch is made available on Tuesdays and Thursdays by our volunteer cooks and helpers. A brunch is offered on a Wednesday (late mornings). The cost to our members has increased to £7.00 For the meals, teas and coffee 50p. Expenses have increased due to the kitchen, having been refurbished. Though further equipment purchases are forecast for the upcoming year.

HSCWC

The Hullbridge Centre has changed its name to the 'Windermere Centre'. The address is 1-3 Windermere Avenue, Hullbridge, Hockley, Essex, SS5 6JR.

This year, we had the toilets re-decorated, though further remedial works are needed. The main hall has seen replacement light fittings with some rewiring, skylights. Have been cleaned. Plus, the stage area has a new curtain rail fitted and replacement lights are scheduled to be bought and installed soon. The right-side driveway towards the car park was completely renewed, with new Footings and cement finish. Completed in just over a week by a local groundwork company. Though the works have highlighted an additional issue regarding Surface water drainage.

The car park was cleared of weeds and treated with a sealant. We invited a fire brigade officer to visit the Centre to advise us on fire alarms. Also, safety of the Centre when used by our members. No grants were needed. The bank account had a healthy balance. All utility bills have increased as the Centre is being used more after Covid Restrictions have been lifted. Further expenditure has included replacement of our dining chairs. In addition. The left-hand side entrance has been renovated. A new bowls mat and mat winder. Two New Trustees have been appointed due to the death of Mr Neil Williams. and the retirement/resignation of Mrs Christina North. The increased use of the Centre is promising. The building's name change of the Centre. Identifies us from the 'Hullbridge Community Centre' in Pooles Lane Hullbridge (which has been a long-standing issue).

HULLBRIDGE SENIOR CITIZENS WELFARE COUNCIL

TRUSTEES AGREED NEW CONSTITUTION – 2019

1. Name

The name of the organisation shall be the '**Windermere Centre**'.
Formerly known as the 'Hullbridge Senior Citizens Welfare Council'.
(Hereinafter referred to as 'HSCWC').

2. Object

The object of HSCWC shall be to promote relief for citizens over 50 years in and around the Parish of Hullbridge in any manner which is now or may be deemed by law to be charitable.

3. Membership of the HSCWC

Membership of HSCWC shall consist of: -
Citizens 50 years and over living in and around the village of Hullbridge.

4. Refusal or termination of membership ETC.

Any meeting of HSCWC shall be entitled:-

- a) Without giving any reason, to refuse membership facilities to any person.
- b) Membership can be terminated for good reasons. The member concerned has the right to be heard by a General Meeting of HSCWC before a final decision is made.
- c) For good reasons, the replacement of any observer member can be required by the appointing organisation concerned.
- d)

5. Organising Committee

Shall be consisted of the Hon. Officers, plus a minimum of 3 ordinary members.

- i) Plus the Treasurer.
- ii) One person may be appointed to be an observer member of HSCWC by each. voluntary organisation or statutory authority included in the appendix attached.

6. Trustees

Three trustees shall be elected annually at the Annual Meeting. Trustees may seek re-election without needing further nomination. If more than three members wish to become trustees, a ballot will be conducted at the Annual Meeting.

7. Meetings

a) Annual Meeting

- i) The Annual Meeting of HSCWC shall be held each year at a specific time. (not being more than 15 months after the preceding Annual Meeting) and place as HSCWC shall determine.
- ii) At the Annual Meeting business shall include the consideration of the accounts of HSCWC, a written Annual Report of the work done by HSCWC and by any organisation under the control of HSCWC or its officers. The election of its officers.

b) Special Meetings

A Special Meeting of HSCWC shall be called by the Chairperson or in his/her absence, the Vice Chairperson, upon his/her decision or upon the written demand of ten members. This meeting must occur within 28 days of the Chairperson receiving written notice of the demand or decisions. The meeting will only address matters outlined in the demand or decision.

c) Other Meetings

HSCWC may schedule other meetings at its discretion, with a minimum of three meetings between consecutive Annual Meetings.

- d) The quorum at a meeting of HSCWC two Hon. Officers and five members.

8. Honorary Officers

- (i) HSCWC's Honorary Officers include a Chairperson, Vice Chairperson, Treasurer, Secretary, and any other Honorary Officers decided by HSCWC.
- (ii) determine.ny member can nominate someone for election as an Honorary Officer. Persons who are not members of HSCWC are eligible as nominee, and if elected shall become ex officio members of HSCWC.
- (iii) All Honorary Officers are eligible for re-election.
- (iv) HSCWC can appoint individuals to fill temporary vacancies that arise during the year, with these appointments ending at the subsequent Annual Meeting.
- (v) A minimum of one Honorary Officer and two other (Hon. Officer or ordinary) for the time being will be the Trustees of HSCWC.

9. Committees

- a) HSCWC may appoint an Executive Committee and such other special or standing committees as it deems necessary from time to time, and shall determine their make-up, powers, duration, quorum and membership.
- b) The Secretary of HSCWC will ensure that the proceedings of all committees are recorded in minutes.

10.Failure to appoint and irregularity in appointments.

The proceedings of HSCWC shall not be invalidated by any failure to appoint or defect in the appointment or qualification of any member.

11.Finance

- a) HSCWC'S financial year shall run from April 1st to March 31st
- b) HSCWC shall have the power to obtain, collect, and receive funds through contributions, donations, subscriptions, investments, deeds of covenant, legacies, the sale of donated goods or goods produced by elderly people in direct furtherance of HSCWC's objectives, grants, loans, or any other lawful method. It can also receive gifts of property and trade to further its objectives. However, HSCWC shall not engage in permanent trading activities to raise funds for its objectives.
- c) The income and property of HSCWC whensoever derived shall be applied solely towards the promotion of the object of HSCWC, as set forth in clause 2, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever by way of profit to any member of HSCWC provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of HSCWC, (not being a Trustee of HSCWC) or the repayment of reasonable and proper out-of-pocket expenses to any member, officer or servant of HSCWC.
- d) HSCWC shall appoint either a custodian Trustee or a trust corporation of not less than three persons to hold any property held by or in trust for HSCWC.
- e) Bank accounts shall be opened in the name of HSCWC based on terms decided by HSCWC. Every cheque must be signed by two out of three approved signatories of HSCWC.
- f) The Treasurer of HSCWC or in his/her absence the Chairperson of HSCWC shall present in writing to each meeting of HSCWC, a written statement of accounts which gives members a full and fair description of HSCWC financial position.

12. Accounts and Annual Report

The Trustees must comply with their obligations under Part VI of the Charities Act 1993 regarding:

- 1) Maintaining accounting records of HSCWC.
- 2) Preparing Annual Accounts for HSCWC.
- 3) Preparing an Annual Report.
- 4) If necessary, auditing or examining the statements of account of HSCWC and
- 5) If necessary, transmitting the statement of account and the annual report to The Charity Commission.

13. Annual Return

The Trustees shall, where applicable, comply with their obligations under the Charities Act 1993. This is in relation to the preparation of an Annual Return and its transmission to The Charity Commissioners.

14. Alterations to the Constitution and dissolution of HSCWC.

- a) A resolution to alter this constitution or to dissolve HSCWC may be passed at any General Meeting provided that:
 - (i) The terms of the proposed resolution are received by the Secretary at least 21 days (or 28 days in the case of a resolution to dissolve HSCWC) before the meeting at which the resolution is brought forward; and that
 - (ii) At least 14 days' notice (or 21 days' notice in the case of a resolution dissolving HSCWC) of the proposed resolution shall be given in writing by the Secretary to all members of HSCWC; and that
 - (iii) The quorum for the carriage of such a resolution shall be The Officers of HSCWC plus a minimum of 10 ordinary members, and that;
 - (iv) Such a resolution shall receive the assent of two-thirds of those present and voting.
- b) A resolution dissolving HSCWC may give instructions for the disposal of any assets held by or for HSCWC provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of HSCWC but shall be given or transferred to such other charitable institution(s) having objects similar to the objects of HSCWC as the Executive Committee may after consultation with Age UK Essex and with the approval of The Charity Commissioners or other authority having jurisdiction under the Charities Act 1993 or other relevant legislation, determine.
- c) No alteration to Clause, 2 of this constitution or of this Clause or any alteration to any other Clause of this constitution that will confer benefit upon the charity Trustees of HSCWC or any of them, shall take effect without the written consent of the Court or the Charity Commissioners for England and Wales or other authority having jurisdiction under the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- d) All changes to this Constitution shall be submitted for approval by. The Charity Commission,' before adoption shall take place.

The appendix – entitled to attend as observers.

Age UK Essex.

Hullbridge Community Association.

Hullbridge Parish Council.

Rochford District Council.

Hullbridge Pensioners Fellowship.

Rayleigh Lions.

Representatives of the three Hullbridge Churches.

..... Mrs J Page (Chairperson)

..... Mr D Hutchinson (Hon. Secretary)

Hullbridge Senior Citizens Welfare Council – Day Centre
Accounts For Year Ended 31st March 2024

| Cash & Deposits | 2023/24 |
|---------------------------------|-----------|
| Opening Balances 01 April 2023 | |
| - Current Account | 901.65 |
| - Deposit Account | 23,224.14 |
| - Kitchen Petty Cash | 100.00 |
| - Kitchen Till Float | 10.00 |
| - Fundraising Float | 100.00 |
| | 24,335.79 |
| Receipts | |
| Centre (Activities / Events) | |
| - Bowls | 2,217.50 |
| - Line Dancing | 977.00 |
| - Craft | 2,397.50 |
| - Darts | 448.00 |
| - Cribbage | 578.00 |
| - Art | 1,009.00 |
| - Bingo | 1,766.00 |
| - 2 nd Time Around | 1,568.90 |
| - Grant (Coronation) | 400.00 |
| - Fundraising | 5,587.77 |
| - Donations | 607.54 |
| - Raffle | |
| - HPC Hire | 420.00 |
| - Hire of Hall | 488.00 |
| - Riverside Ladies | 504.00 |
| - Sound Bath | 588.50 |
| - Active Life | 125.00 |
| - Bank Interest | 125.61 |
| sub total | 19,808.32 |
| Kitchen | |
| - Lunches | 15,689.50 |
| - Brunch | 2,180.59 |
| sub total | 17,870.09 |
| Total | 37,678.41 |
| Expenses | |
| Centre (Activities / Events) | |
| - Day Centre | |
| - Repairs | 10,355.83 |
| - Maintenance | 1,974.65 |
| - Gardening | 145.55 |
| - New Equipment | 688.33 |
| - Cleaning | |
| - General | 2,227.65 |
| - Glass | 224.00 |
| - Waste Disposal | 1,082.90 |
| - Insurance | 1,030.06 |
| - Fundraising | 1,432.43 |
| - Utilities | |
| - Rates | 197.12 |
| - Tel / Broadband | 534.50 |
| - Gas | 2,500.32 |
| - Electric | 1,080.46 |
| - Water | 760.77 |
| - Sundries | 637.63 |
| sub total | 24,962.20 |
| Kitchen | |
| - Lunches | |
| - Ingredients | 5,959.05 |
| - Other costs | 3,880.00 |
| - Brunch | |
| - Ingredients | 728.88 |
| - Other costs | 300.00 |
| sub total | 10,867.93 |
| TOTAL ALL EXPENSES | 35,830.13 |
| Surplus of Income Over Expenses | 1,848.28 |
| Closing Balances 31 March 2024 | |
| - Current Account | 9,679.99 |
| - Deposit Account | 15,349.75 |
| - Kitchen Petty Cash | 100.00 |
| - Kitchen Till Float | 10.00 |
| - Fundraising Float | 100.00 |
| - Cash In Hand | 944.33 |
| | 26,184.07 |

| Cash & Deposits | 2022/23 |
|--------------------------------|-----------|
| Opening Balances 01 April 2022 | |
| - Current Account | 3,502.28 |
| - Deposit Account | 23,209.06 |
| - Kitchen Petty Cash | 100.00 |
| - Kitchen Till Float | 10.00 |
| - Fundraising Float | 100.00 |
| | 26,921.34 |
| Receipts | |
| Centre (Activities / Events) | |
| - Bowls | 1,421.50 |
| - Line Dancing | 1,004.00 |
| - Craft | 1,500.60 |
| - Darts | 385.00 |
| - Cribbage | 214.50 |
| - Art | 797.00 |
| - Bingo | 1,478.50 |
| - 2 nd Time Around | 1,563.45 |
| - Grant | |
| - Fundraising | 4,543.50 |
| - Donations | 1,005.22 |
| - Raffle | 95.00 |
| - HPC Hire | 385.00 |
| - Hire of Hall | 542.00 |
| - Riverside Ladies | 506.00 |
| - Sound Bath | |
| - Active Life | 837.50 |
| - Bank Interest | 15.08 |
| - Ryan Heating Refund | 101.29 |
| sub total | 16,295.14 |
| Kitchen | |
| - Lunches | |
| - Brunch | |
| sub total | 17,042.93 |
| Total | 33,338.07 |
| Expenses | |
| Centre (Activities / Events) | |
| - Day Centre General | 17,275.63 |
| - Waste Disposal | 914.03 |
| - Insurances | 980.60 |
| - Fundraising | 569.50 |
| - Utilities | |
| - Rates | |
| - Tel / Broadband | 511.89 |
| - Gas | 1,629.13 |
| - Electric | 867.76 |
| - Water | 838.40 |
| sub total | 23,586.94 |
| Kitchen | |
| - Lunches | |
| - Brunch | |
| sub total | 12,396.68 |
| TOTAL ALL EXPENSES | 35,923.62 |
| Excess of Expenses over Income | 2,585.55 |
| Closing Balances 31 March 2023 | |
| - Current Account | 901.65 |
| - Deposit Account | 23,224.14 |
| - Kitchen Petty Cash | 100.00 |
| - Kitchen Till Float | 10.00 |
| - Fundraising Float | 100.00 |
| - Cash In Hand | .00 |
| | 24,335.79 |

Independent Examiner's Report to the Trustees of: Hullbridge Senior Citizens Welfare Council,(Day Centre)

I report on the accounts of the Day Centre for the year end 31 March 2024.
As set out in the following page.

Respective responsibilities of the trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act. The treasurer changed during the year but, no particular matters have come to my attention.

Basis of Independent Examiners Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The 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, I do not express an audit opinion on the view given by the accounts.

Independent Examiners 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 Act and
 - To prepare accounts in accordance with the accounting records to comply with the accounting requirements of the Act have not been met

Have not been met: or

- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

L A Morgan



Date: 26/01/2025