

# AGE CONCERN HARLOW

England & Wales · Charity number 264451

## Details

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**Other names** HARLOW SENIOR CITIZENS COUNCIL

**Status** Registered

**Legal form** Other

**Registered** 1971-11-11

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Leah Manning Centre  
Park Lane  
Harlow  
CM20 2QJ

**Phone** 01279 415553

**Email** [ageconcernharlow@btinternet.com](mailto:ageconcernharlow@btinternet.com)

**Website** [www.ageconcernharlow.org](http://www.ageconcernharlow.org)

## Activities

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**Objects:** TO FURTHER CHARITABLE PURPOSES FOR THE BENEFIT OF THE ELDERLY IN THE DISTRICT OF HARLOW AND IN FURTHERANCE OF THESE OBJECTS TO CO-ORDINATE AND SUPPLEMENT THE WORK OF ALL THOSE WHOSE INTEREST IS THE CARE AND HAPPINESS OF THE ELDERLY IN THE DISTRICT OF HARLOW

**Activities:** The aims and objectives of the group are to further charitable purposes for the benefit of the elderly in the district of Harlow. In furtherance of these objectives to co-ordinate and supplement the work of all those whose interest is in the care and happiness of the aged in Harlow.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Disability, Recreation
- **Who:** Elderly/old People, People With Disabilities

## Geography

- **Area of benefit:** THE URBAN DISTRICT OF HARLOW
- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£13,444	£31,244	-	-
2024-03-31	£83,412	£29,569	-	-
2023-03-31	£25,853	£30,729	-	-
2022-03-31	£21,461	£27,891	-	-
2021-03-31	£27,063	£23,949	-	-

## Trustees

Name	Role	Appointed
David Tregunno		
Donna Kiff		2024-05-28
Mike James		2024-04-19

**AGE CONCERN HARLOW**

England & Wales - Charity number 264451

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# Accounts

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Age Concern Harlow

**Annual Report  
and  
Financial Statements**

For the year ending 31<sup>st</sup> March 2023

Chief Officer:

Lisa Fowler  
Leah Manning Centre, Park  
Lane,  
Harlow  
Essex CM20 2QJ

Hon. Treasurer:

David Tregunno  
13 Leaden Close  
Leaden Roding  
Essex CM6 1SD

Bank:

Lloyds Bank Plc.  
East Gate Harlow

Essex

30-93-89

Independent Examiner

Kirsty Taylor, Senior Account Manager.

Hawkins & Co, Accountants & Bookkeepers Ltd

33 Cambridge Road, Stansted

CM24 8BX

# Trustees' Annual Report

for the period

1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

Charity Name	Age Concern Harlow
Registered Charity Number	64451
Charity's principal Address	Leah Manning Centre
	Park Lane, Harlow
	Essex, CM20 2 QJ

## **Trustees Names and Office**

Derek Wing                      President

David Tregunno                Chief Executive and Treasurer

Name of Chief Officer and Other staff employed: -

Lisa Fowler                      Chief Officer

Anne-Marie Taylor            Assistant Chief Officer

Elected Executive Committee members in addition to Trustees and Officers.

Jean Skinner                    Connie's Wish Rep.

Ethel Brooker                 Friendship F. Rep.

Jane Millar                      Manager Leah Manning Centre Harlow Council  
Representative

## Structure, Governance and Management

Governing document: - Constitution adopted 2006

Charity is constituted by: - Membership of the charity following nomination.

Trustee selection: - Trustees are appointed or reappointed annually at the Annual General Meeting held in April/July.

### **Objectives and activities**

To further charitable purposes for the benefit of the elderly in the district of Harlow and, in furtherance of these objectives to co-ordinate and supplement the work of all those whose interest is the care and happiness of the elderly in the district of Harlow.

A welcome to 'Age Concern Harlow' booklet has been produced to assist new and existing members. It contains a little history of the group, what is available to members, terms relating to personal conduct at meetings and details of policies and where to find them. Sadly, due mainly to the pandemic, a lot of the information is now out of date. An example is the withdrawal of the Tuesday sessions and the breath of the menu once offered. This will be revised in the coming year.

### **Additional Governance and Trustee Report**

We continue to update ourselves with government legislation in terms of staff pension facilities, data control, staff monitoring, safeguarding and care of vulnerable members etc. Policies and procedures are reviewed annually at the executive meetings, or as specified on the control sheet.

This again has been an extremely hard year for all the members of the club due to the repercussions of the Covid pandemic, which made many clients waring of coming out to a club, particularly at the start of the year. We decided to continue therefore on a Friday club meeting basis until numbers grew.

This was a particularly hard year, for as can be seen from the accounts and the Chief officers report, the Harlow grant funding had been withdrawn. Contingency plans had therefore been discussed and plans made but we were pleased not to need them as we received funding from other sources. We continue to seek future funding to ensure that this most appreciate service can continue.

Full executive meetings had to be abandoned but management meetings and volunteer meetings were held to ensure the momentum and directions of actions that could be taken to support and motivate members. We have missed our executive members and look forward to them returning in the future. Trustees and volunteers receive no remuneration or other benefits for their time, and all are prepared to step into roles to assist others. We thank them all for their hard work and contributions.

## **Chief Officers report**

This year, ACH have provided social sessions on a Friday afternoon for approx. 15 -20 people each week. Our working days remain a Tuesday and Friday although we only hold club on a Friday. The landline telephone number is still diverted to my mobile phone and Tuesdays are spent catching up with missed calls and arranging the transport for Friday.

On 30 April we ran the charity car park, at Harlow Collage grounds, and raised £133.64. Staff & volunteers were on hand to help in shifts on the day which was very helpful.

To celebrate the Queens Platinum Jubilee, we held an afternoon tea on 27<sup>th</sup> May and had a wonderful Royal themed afternoon.

During this period ACH were advised that our lifeline funding from Harlow Council would not be renewed and our main source of funding was lost. We were, however, able to secure funding from Essex Community Foundation and the lottery fund, which totaled £16436.00, as can be seen in the accounts attached.

During this time, we have held two volunteer meetings, one in November to discuss Christmas plans and one in March to discuss how we can promote our club more. It was decided upon at the March Volunteer meeting that we should distribute leaflets, which is what we have done. These were distributed to doctors' practices, other commercial premises, and friends of volunteers and clients. The meetings provided a time and space for volunteers to give feedback and ideas on the current sessions.

On 16<sup>th</sup> December 2022 we held a fabulous Christmas party & employed a singer for the event. The singer proved to be such a hit that dancing and singing by volunteers and clients echoed through the premises. We have decided to book him for the following years Christmas party.

## **Financial Review**

All funds held within the bank account are held as unrestricted funds and are the results of the income and expenditure passing through the Organisation. A contingency is maintained in the account as reserves to cover possible winding up fees or emergency funds needed.

We are grateful to the Harlow Council for its support in the form of reduced Rent costs and a Rates rebate. The Lease renewal due, is ongoing due to the changes in staff and the council timetable at this post pandemic time.

This past year has been difficult as clients only returned to social sessions as and when they felt safe to return, so we thank them for their support and commitment.

We also thank, most sincerely those people who have given us donations and grants, as listed on the accounts, without them we would have had difficulty surviving.

The accounts this year cannot be compared to any other year and as can be seen, once again, by the Loss made this year, of £4,876.22, we continue to struggle to ensure the service is maintained. We have appointed a new accountant, auditor, as seen on the front cover, and thank them for their services and assistance. We continue to look for additional trustees and volunteer staff to ensure the continuance of these services. A remuneration committee has been formed to consider the salaries of staff at an annual meeting.

## Declaration

The Trustees declare that they have approved the trustees' report and financial statements attached.

Signed on behalf of the charity's Trustees; -


Name

DAVID MEGUNNO

Position

Chief Executive

Signature

A handwritten signature in black ink, appearing to be 'David Megunno', written in a cursive style.

		Accounts as at 31 st March 2023			
<b>2021/2022</b>	<b>Income</b>			<b>2022/2023</b>	
<b>10,000.00</b>	<b>Harlow Council Grant</b>		£0.00		
<b>0.00</b>	<b>Essex Community Foundation Fund</b>		£6,450.00		
<b>0.00</b>	<b>The National Lottery - Community Fund</b>		£9,986.00		
			<b>16,436.00</b>	<b>16,436.00</b>	
2,497.93	<b>Donations</b>	General	56.28		
		Collecting Boxes	£260.76		
		War Memorial Quiz	£423.00		
			<b>£740.04</b>	<b>740.04</b>	
160.00	<b>Session Fees</b>	Line dance	0.00		
0.00		Connies Wish	0.00		
2,180.00		Friendship Friday	3,730.00		
1,825.00		Provided Transport	2,656.00		
			<b>6,386.00</b>	<b>6,386.00</b>	
541.85	<b>General Fundraising</b>	Social Group Raffle	954.12		
180.00		Christmas & Raffle	46.00		
		Charity Car park	133.64		
			<b>1,133.76</b>	<b>1,133.76</b>	
352.00	<b>Food Sales</b>			<b>1,017.00</b>	
3,725.18	<b>Sundry Income</b>	HMRC Refund		<b>140.00</b>	
<b>21,461.96</b>	<b>Totals</b>		<b>Total Income</b>	<b>25,852.80</b>	<b>25,852.80</b>
	<b>Payments</b>				
434.45	<b>Food Expenses</b>			<b>1,015.95</b>	
94.05	<b>Raffle Prizes</b>			<b>323.29</b>	
100.00	<b>Line Dance and IT</b>			<b>0.00</b>	
102.00	<b>Transport</b>	Volunteers	272.00		
2,805.00		Harlow Community Transport	5,800.00		
		Total	<b>6,072.00</b>	<b>6,072.00</b>	
460.26	<b>Liability Insurance</b>	Markel CD70525 Lib Ins	291.20		
421.40		Accountant	292.00		
			<b>583.20</b>	<b>583.20</b>	
452.48	<b>Office Equipment</b>			<b>179.31</b>	
210.60	<b>Training+Health &amp;S</b>			<b>0.00</b>	
1,000.00	<b>NIC + TAX + Pension</b>	Tax	£3,497.82		
479.34		Pension	£479.88		
			<b>3,977.70</b>	<b>3,977.70</b>	
65.00	<b>Fundraising</b>			<b>0.00</b>	
16,358.04	<b>Salaries</b>			<b>14,355.15</b>	
632.40	<b>Internet/Telephone</b>			<b>635.30</b>	
22.00	<b>Stationary</b>			<b>28.00</b>	
3,000.00	<b>Rent and Rates</b>	Rent £250	3,000.00		
502.66		Rates	389.12		
160.00		GPCA Hire			
		Total	<b>3,389.12</b>	<b>3,389.12</b>	
240.00	<b>Sundries</b>	Final Invoice accountant			
210.89		Repairs Electronic			
35.00		OCO z8346924 Ann	35.00		
106.40		Christmas Gifts	135.00		
			<b>170.00</b>	<b>170.00</b>	
<b>27,891.97</b>				<b>30,729.02</b>	<b>30,729.02</b>
<b>-6,430.01</b>	Bank Balance 27th Mar.	£ 12,898.28	<b>Income /over expenditure</b>		<b>-4,876.22</b>
	Deposits for 2022	152.00			

## Statement of Assets and Liabilities

<u>2021/22</u>	<u>Assets</u>
23,858.27	Bank Current Account
-6,430.01	Income Over Expenditure
<b>17,428.26</b>	
=====	

## Bank Reconciliation

### Balance as shown on Bank Statement

Debtors	Plus Outstanding
Creditors	Less Outstanding

### Income and Expenditure accounts Balance

### Signed Treasurer Mr D Tregunno AIB

## Independent examiner's report

Report to the Annual General Meeting of Age Concern

I have independently examined the accounts of Age Concern in accordance with the Charity Accounting Regulations 1997.

Age Concern has elected both to prepare the accounts and to subject its accounts to independent examination.

My responsibilities are to :-

- # Identify whether or not the accounts are properly prepared
- # Check that the accounts are in accordance with the Charity Accounting Regulations 1997
- # Look for possible significant errors or irregularities
- # Check that the accounts are in accordance with the Charity Accounting Regulations 1997
- # Check that the accounts are in accordance with the Charity Accounting Regulations 1997
- # Check that the accounts are in accordance with the Charity Accounting Regulations 1997

Where matters arise from this examination that require attention, I will report them to the AGM.

**My Report:** No matters have arisen during the examination that require an adverse report.

**Signed Accountant**



**AGE CONCERN HARLOW**

England & Wales - Charity number 264451

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# Accounts

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# **Age Concern Harlow**

## **Annual Report and Financial Statements**

For the year ending 31<sup>st</sup> March 2020/21

Chief Officer: Lisa Fowler  
Leah Manning Centre,  
Park Lane,  
Harlow  
Essex CM20 2QJ

Hon. Treasurer: David Tregunno  
13 Leaden Close  
Leaden Roding  
Essex CM6 1SD

**Bank:**  
Lloyds Bank PLC.  
East Gate  
Harlow  
Essex  
30-93-89

**Accountant**  
Mr Colin Wills  
SUM-IT-UP Services,  
The Maltings,  
Station Road, Sawbridgeworth,  
Herts , CM21 9JX

Registered Charity Number: 264451

# **Trustees' Annual Report**

**for the period**

**1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

<b>Charity Name</b>	<b>Age Concern Harlow</b>
<b>Registered Charity Number</b>	<b>264451</b>
<b>Charity's principle Address</b>	<b>Leah Manning Centre</b>
	<b>Park Lane, Harlow</b>
	<b>Essex, CM20 2 QJ</b>

## **Trustees Names and Office**

<b>Derek Wing</b>	<b>President</b>
<b>David Tregunno</b>	<b>Chief Executive and Treasurer</b>

## **Name of Chief Officer and Other staff employed:-**

<b>Lisa Fowler</b>	<b>Chief Officer</b>
<b>Anne-Marie Taylor</b>	<b>Assistant Chief Officer</b>

## **Elected Executive Committee members in addition to Trustees and Officers.**

<b>Jean Skinner</b>	<b>Connie's Wish Rep.</b>
<b>Ethel Brooker</b>	<b>Friendship F. Rep.</b>
<b>Jane Millar</b>	<b>Manager Leah Manning Centre</b>
<b>Becci Court</b>	<b>Harlow Council Representative</b>

## **Structure, Governance and Management**

<b>Governing document: -</b>	<b>Constitution adopted 2006</b>
<b>Charity is constituted by: -</b>	<b>Membership of the charity following nomination.</b>
<b>Trustee selection: -</b>	<b>Trustees are appointed or reappointed annually at the Annual General Meeting held in April/July.</b>

## **Objectives and activities**

To further charitable purposes for the benefit of the elderly in the district of Harlow and, in furtherance of these objectives to co-ordinate and supplement the work of all those whose interest is the care and happiness of the elderly in the district of Harlow.

A welcome to 'Age Concern Harlow' booklet has been produced to assist new and existing members. It contains a little history of the group, what is available to members, terms relating to personal conduct at meetings and details of policies and where to find them.

## **Additional Governance and Trustee Report**

Age Concern Harlow is formally classified as a Friend of Age UK.

We continue to update ourselves with government legislation in terms of staff pension facilities, data control, staff monitoring and care of vulnerable members etc. Policies and procedures are reviewed annually at the executive meetings, or as specified on the control sheet.

This has been an extremely hard year for all the members of the club due to covid 19 and the need to stay at home. We sadly announce the passing of Phillip Tester who was a key volunteer of AGE CONCERN HARLOW for many years and who will be missed tremendously. David Tregunno, Lisa Fowler, Anne-Marie Taylor, and Linda Andes, representing the club said a fond farewell and were able to support his family at his cremation.

Regrettably, Daniel Allen (Trustee) decided to leave us in July 2020, and we wish him well in his new endeavours. This however leaves us without I.T. specialist support and we will be searching for a replacement.

Lisa Fowler and Anne-Marie Taylor work closely together to ensure a smooth running of the clubs and the organisation, remembering to care for themselves as well as our volunteers and clients. The Trustees wish to sincerely thank them for continuing their support, by telephoning all forty members once a week through-out the closure of the club. In some instances, they have gone beyond just phoning and have carried out personal actions to support and help the members. We admire their diligence and tenacity to show true 'caring love' for the people who are members of AGE CONCERN HARLOW.

Full executive meetings had to be abandoned but two management meetings were held (within covid restrictions) to keep the momentum and directions of actions that could be taken to support and motivate members. We have missed our executive members and look forward to them returning soon. Trustees and volunteers receive no remuneration or other benefits for their time, and all are prepared to step into roles to assist others. We thank them all for their hard work and contributions.

## **Chief Officers report**

Anne-Marie, myself along with David have been in contact with our members on a weekly basis and have ensured they have adequate food and necessities in. In the beginning everyone was a little scared but all were doing well and understood the importance of staying home and on our weekly calls we would suggest things to keep them amused such as reading, puzzles etc. We also suggested that members contact each other to keep themselves sociable and this continues today.

Throughout the lockdowns and restrictions, we have sadly lost Phil Tester who was an invaluable member of our team and will be sorely missed by everyone at Age Concern Harlow. Sadly, we have also lost Ivy Andrews and Pam Jacobs to this awful disease, both will be dearly missed at club. I miss speaking to them each week and I know how much their friends are missing them to.

All members I feel have been very resilient throughout this pandemic and have really tried to keep positive and upbeat. All say how much they look forward to speaking to us each week and are continually thanking us.

I have had meetings with Age well and discussed what a return to social activities would look like and it has become apparent that with some members coming back out again may cause anxiety and worry. A sub group has been formed which Age Concern Harlow are a part of and we met 09.04.2021 to discuss ways forward for these members. It was suggested that we try and involve St. Clares hospice with some training for us. We will find out at the next meeting which is in June I believe.

I have been in contact with Jane Millar the manager of LMC and they have put their risk assessments in to their heads of department and are awaiting a response to see when they can open. The risks I believe that will delay our opening are the use of the facilities within the LMC so we need to meet with Jane and discuss this further once their risk assessment is approved. I have emailed her to ask if she would like to meet after this meeting to discuss our return and am waiting a response.

I have also been in touch with Dellar Nash from the volunteer centre and explained our situation with regards to our lack of volunteers. She has kindly sent through a potential volunteer to whom I have sent out an application form. Della is also on the lookout for a trustee and more volunteers.

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## Financial Review

All funds held within the bank account are held as unrestricted funds and are the results of the income and expenditure passing through the Organisation. A contingency of £9000 is maintained in the account as reserves to cover possible winding up fees or emergency funds needed.

We are grateful to the Harlow Council for its key support in the form of a grant of £10,000 and premises leased at a reasonable cost. We also thank, most sincerely for the additional funds received, as listed on the accounts, without them we would have had difficulty surviving.

The accounts this year cannot be compared to any other year and again we thank the funding organisations as we will take a long time to build back the funds that we had held. As there are no club meetings there is no other income but still expenses to pay.

We continue to look for additional trustees and volunteer staff to ensure the continuance of these services. A remuneration committee has been formed to consider the salaries of staff at an annual meeting.

## Declaration

The Trustees declare that they have approved the trustees' report and Financial statements attached.

Signed on behalf of the charity's Trustees;-

Name

DAVID MEGUNNO

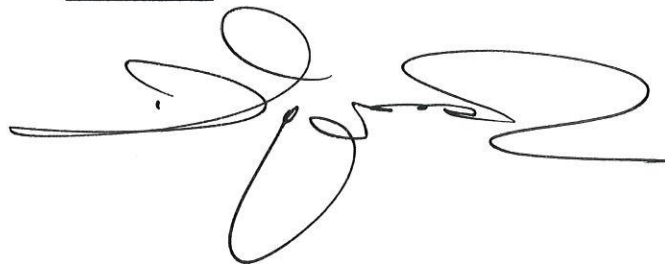
Position

Chief Executive

Date

13<sup>th</sup> April 2021

Signature



Accounts as at 31 st March 2021					
2019/20	<b>Income</b>			2020/2021	
10,000.00	Harlow Council Grant		£10,000.00		
	Community Wellbeing Service		£2,000.00		
	Harlow Council Grant Relief Fund?		£5,000.00		
	Community Cremator Parndon Wood		£5,000.00		
5,000.00	Essex Community Fund		£5,000.00		
			27,000.00	27,000.00	
3,397.03	Donations			32.74	
	Session Fees				
1,414.00		Line dance	0.00		
3,625.00		Connies Wish	0.00		
4,244.00		Friendship Friday	0.00		
678.00		Provided Transport	0.00		
			0.00	0.00	
2,591.20	General Fundraising	Social Group Raffle	0.00		
0.00		Charity Car Park	0.00		
0.00		Christmas & Raffle	0.00		
0.00		Sausage Sizzle	0.00		
0.00		Charity Dance	0.00		
			0.00	0.00	
2,627.02	Food Sales			0.00	
2,498.00	Sundry Income			30.51	
36,074.25	<b>Totals</b>		Total Income	27,063.25	27,063.25
	<b>Payments</b>				
1,903.67	Food Expenses			0.00	
733.84	Raffle Prizes			0.00	
1,441.30	Line Dance and IT			120.00	
681.54	Transport	Volunteers	0.00		
1,243.50		Harlow Community Transpo	0.00		
		Total	0.00	0.00	
511.36	Liability Insurance			457.61	
465.14	Office Equipment			270.44	
14.40	Training+Health &S			0.00	
1,992.83	NIC + TAX + Pension			1,979.88	
1,385.00	Fundraising			0.00	
16,358.04	Salaries			16,358.04	
1,391.94	Internet/Telephone			1,116.79	
277.54	Stationary			0.00	
2,750.00	Rent and Rates	Rent	3,083.34		
383.04		Rates	442.24		
		Total	3,525.58	3,525.58	
120.00	Sundries	Accountant			
200.00		Cannalability Deposits			
		ICO z8346924	35.00		
626.08	Toasters+Chistmas	Other items +Shredding	86.40		
			121.40	121.40	
32,479.22			Total Expenditure	23,949.74	23,949.74
3,595.03			Income /over expenditure		3,113.51
17,149.73			Bank Balance Carried Forward		20,744.76
20,744.76				Current Bank Balance	23,858.27

## Statement of Assets and Liabilities at 31st March 2021

<u>2019/20</u>	<u>Assets</u>	<u>2020/21</u>
17,149.73	Bank Current Account	20,744.76
	Outstanding items	
3,595.03	Income Over Expenditure	3,113.51
<u>20,744.76</u>		<u>23,858.27</u>
=====		=====

### Bank Reconciliation

Balance as shown on Bank Statement      March 31st 2021      £23,858.27

Debtors      **Plus Outstanding Deposits**

Creditors      **Less Outstanding Payments**

Cheque

S/O

£0.00

0.00

0.00

Income and Expenditure accounts Balance

23,858.27

Signed Treasurer Mr D Tregunno AIB

Difference

0.00

### Independent examiner's report

Report to the Annual General Meeting of Age Concern, for the year ending on the 31st March 2021

I have independently examined the accounts of the organisation as set out above, and as required by the Charity Accounting Regulations 1997.

Age Concern has elected both to prepare the accounts on the receipts and payment basis and to subject its accounts to independent examination rather than an Audit.

My responsibilities are to :-

- # Identify whether or not proper accounting records have been kept;
- # Check that the accounts agree with the account records;
- # Look for possible significant errors in the accounts;
- # Check that the accounts have been properly prepared in accordance with the Charity Accounting Regulations in so far as these apply to the receipts and payments basis;

Where matters arise from this examination that give cause for concern it is my duty to report it.

My Report:      No matters have arisen during the course of my examination where I have an adverse report.

Signed Accountant Colin Wills Sum-It-Up Services

*Colin Wills 5/9/21*