

Charity Registration No. 297952

Company Registration No.2178605 (England and Wales)

PEPPER POT CENTRE
MANAGEMENT COMMITTEE'S REPORT AND
INDEPENDENTLY EXAMINED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

PEPPER POT CENTRE

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THE BOARD OF TRUSTEES REPORT

The Board of Trustees presents its report and independently examined financial statements for the year ended 31 March 2023 which are also prepared to meet the requirements for a Directors' Report and Accounts for the Companies Act purposes.

Reference and Administrative information

Charity Name: Pepper Pot Centre

Charity Registration No: 297952

Company Registration No: 2178605

Registered office and operational address:

1A Thorpe Close, London W105XL

Board of Trustees

Howard Jeffrey – Chair

Julie Mills – Co-opted

Ferdinand Maxwell – User representative

Carmen Rose (Appointed -14th April 2022)

Harold Roach – User representative

Kelvin Metzger (Appointed 14th April, 2022)

Jules Walter

Kevin Metzger (Appointed -14th April /2022)

Bruce Malcom Nobrega (Appointed -14th April 2022)

Karl Brooks (Appointed -01/03/2023)

Melvin Archer (Appointed -31st March /2023)

Company Secretary Julie Mills

Manager

Zenawi Tadesse (On long term sick leave)

Independent Examiner

Angela Ktistakis ACA FCCA

GMAK Chartered Accountants:

511 Vernon Yard, London, W11 2DX

Bankers

HSBC Plc

25 Notting Hill Gate, London, W113JJ

Structure, Governance and Management

Governing Document

The Organisation is a charitable Company limited by guarantee, incorporated on 14 October 1987 and registered with the Charity Commission on 16 December 1987. The Company was established under a Memorandum of Association, which established the objects and powers of the Charitable Company and is governed by its Articles of Association. In the event of the Company being wound up members are required to contribute an amount not exceeding £1.00.

Appointment and Recruitment of the Board of Trustees

A third of the Board of Trustees retires at each Annual General Meeting but retiring members are available for re-election, though they cannot serve more than 6 consecutive years without a break. The members of the Board of Trustees may co-opt up to two additional members. The Board also includes up to three user representatives elected by the Centre Users. Members are recruited as skills gaps are identified and this is undertaken by advertising and networking.

Risk Management

The Board of Trustees has continued to undertake review of the major risks to which the charity is exposed. Where appropriate, systems have been established to mitigate the risks the charity faces. The Board has developed a robust business plan, which contains funding strategies for the various activities and projects. Internal control risks are minimized by the implementation of procedures for authorization of all transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers and clients to the Centre. The Centre also has policies to safeguard vulnerable adults.

Organisational Structure

The Board of Trustees for the purposes of company law operated during the year with eleven members. Meetings have been held regularly to direct, oversee and assess the administration of the company and to consider opportunities for fundraising.

The staff team includes a full time Manager, part time Head Chef, 4 part time Care Assistants, one part-time receptionist, a part time cook, one cleaner, one casual Driver, one care taker, 3 agency staff, and assisted by a team of several volunteers across the financial year.

Related Parties

There are no related parties to the Charity other than the trustees and key management personnel.

Public Benefit

The trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have regard to the Charity Commission's general guidance on public benefit, 'charities and public benefit'. The charity's objectives and achievements are set out below.

Objectives and Activities

Pepper Pot Centre's objectives are to provide facilities and social care to meet the needs of elderly people suffering from depression, discrimination, loneliness, frailty, and isolation. We also aim to improve quality of life of our members and enhance their independence. The majority of our clientele come from African and Caribbean backgrounds aged 50 and upwards living in the Royal Borough of Kensington and Chelsea and surrounding Boroughs. The Centre is non-political and non-sectarian. In this context, although the Centre caters mainly for African and Caribbean persons, this is not exclusively so. In this regard, the Centre is also used by other hard to reach black and minority ethnic groups such as the Eritreans, Moroccans, Somalis, Sudanese as well as being open to all other ethnic groups.

Whilst the delivery of people-centered and culturally-specific day opportunities for older people remains a key vision for the Centre, the trustees are looking forward to making the Centre more accessible to a wider range of groups regardless of their age, disability, gender, race, religion or cultural heritage. In addition, the vision of the Centre is for it to become a Centre of excellence in readiness for healthy ageing, lifelong learning and empowering all over 50's to actively take charge of their own development in all areas of their lives.

Our main activities include:

The provision of healthy ageing and well-being programs, the provision of lifelong learning programs, hot freshly cooked, nutritious, hot meals daily at the Centre and for housebound persons; specialist culturally-specific day care including personal care for up to 11 older people every day, Expert Patient and other health promotion activities, Art and Crafts Sessions, Sewing classes, IT sessions, Keep-fit classes, intergeneration work, spiritual sessions, reminiscence work (Bits of this and That) and summer outings to the seaside and other places of interest; home visits and one to one person-centered care and Pastoral concerns and hospital visits.

Achievements and Performance

We have had 11 new referrals to day care and currently an average of 8-day care users attend the Centre daily and approximately 23 to 34 active members per day depending on the nature of activity and/or events being organised on the day. The Centre also receives referrals from neighboring boroughs of Westminster, Hammersmith and Fulham, Brent, and Hounslow. The Centre continues to serve as a hub for various BME group.

In total the Centre has 13 daycare members including those with moderate to complex needs, 140+ active members. During the period under review, several visits were made to housebound service users.

During the period under review, the Centre also delivered: over 3,500 hot, nutritiously and freshly prepared meals; weekly classes in yoga and chair aerobics, and IT sessions and health promotion and healthy ageing sessions including expert patient programmes, mental health well-being and the prevention of dementia sessions; health screenings involving high blood pressure checks, weight/obesity management sessions. Outings /trips to the seaside, visits to other Centres, Kensington Palace, RBKC Town Hall over 30 events, Museums as well as collaborating with the Lions Club Annual event; Weekly Arts and Crafts Sessions, weekly sewing classes; weekly Introduction IT Classes for Over 60's and a range of other lifelong learning activities designed to encourage and equip older people to undertake volunteering, re-skilling and empowerment.

Overall, 140 plus unique users have benefited from our wide range of services as described above as well as a door-to-door transport service, day, and evening opportunities/activities for different BME communities, and leisure activities including various trip e.g., Margate, Kiln Theatre. To maintain reduced costs and improve sustainability, the Centre has utilised the services of over 20 volunteers and work placement students throughout the year.

the delivery of person-centred and culturally-specific day opportunities for older people remains a key vision for the Centre, the Trustees are looking forward to making the Centre more accessible to a wider range of groups regardless of their age, disability, gender, race, religion, or cultural heritage. In addition, the vision of the Centre is for it to become a Centre of excellence in readiness for healthy ageing, lifelong learning and empowering all over 60's to actively take charge of their own development in every area of lives.

Financial Review

The accounts for the year show a net deficit on unrestricted funds of £39,162 and total unrestricted funds carried forward at 31st March 2023 of £ 151,355. Restricted funds carried forward at the year-end comprised fixed and current assets which totaled £40,523.

The Board of Trustees strives to maintain a prudent level of reserves, adequate to ensure the continued operation of the organization.

Principal Funding Sources

The company operates within the terms of a funding and service level agreement with the Royal Borough of Kensington and Chelsea who underwrites 60% of our annual costs. In addition, the Centre received continued funding from the Kensington and Chelsea Social council. During the year funding bodies such as National Lotteries Community Fund helped the Centre to provide hot meals through its Meals On wheels Service to elderly house-bound elderly.

We would also like to take this opportunity to record our thanks to all of our funders and supporters.

Board of Trustees Responsibilities

Company law requires the Board of Trustees of Pepper Pot to prepare accounts for the financial year, which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of the surplus or deficit for that period. In preparing those financial statements, the Board of Trustees should follow best practice and:

- Select suitable accounting policies and apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- Prepare the accounts on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The Board of Trustees is also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to ensure that these accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Trustees

Members of the Board of Trustees who are directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this report, are set out at the beginning of this report.

Independent Examiner

The Board of Trustees have decided to take advantage of the audit exemption provisions of the Companies Act 2006. However, under the provisions of section 145 of the Charities Act 2011, Angela Ktistakis ACA FCCA of GMAK Chartered Accountants has been appointed as independent examiner for the year and she has indicated her willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Approved and signed by the Board of Trustees on... 13/14/2023 ...and signed on its behalf by:

Howard Jeffrey, MBE



Chair of the Board of Trustees

PEPPER POT CENTRE
INDEPENDENT EXAMINER'S REPORT
TO THE MANAGEMENT COMMITTEE OF PEPPER POT CENTRE

I report to the Charity Management Committee on my examination of the accounts of the Pepper Pot Centre for the year ended 31 March 2023

Responsibilities and basis of Report

As the Management Committee of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having been satisfied that the accounts of the company are not required to be audited under Pt. 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's accounts as carried under S. 145 of the Charities Act 2011 (the 2011 Act). In carrying out of my examination, I have followed all the Directions given by the Charity Commission under S. 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect :

- (1) accounting records were not kept in respect of the company as required by S. 386 of the 2006 Act; or
- (2) the accounts do not accord with those accounting records; or
- (3) the accounts do not comply with the accounting requirements of S. 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

A. Ktistakis

Angela Ktistakis ACA, FCCA
GMAK Chartered Accountants

5/7 Vernon Yard
London W112DX

Dated: *14 Dec. 2023*

PEPPER POT CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Incoming Resources				
Voluntary Income& core grants	117,829	0	117,829	117,829
Investment – Interest receivable	688	0	688	21
Grants in furtherance of the Charitable activities	2,720	0	2,720	69,108
Incoming resources from charitable activities	25,632	0	25,632	18,843
Total Incoming resources	146,869	0	146,869	205,801
Resources Expended				
Cost of raising funds	2,237	0	2,237	3,208
Charitable activities	183,794	31,301	215,095	238,558
Total Resources expended	186,031	31,301	217,332	241,766
Net (outgoing) / income (expenditure) for the year.	(39,162)	(31,301)	(70,463)	(35,965)
Funds balances as at 1st April 2022	190,517	71,824	262,341	298,306
Funds balances as at 31st March 2023	£151,355	£40,523	£191,878	£262,341

PEPPER POT CENTRE BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	£	2022 £
Fixed assets					
Tangible assets	8		41,306		67,268
Current assets					
Debtors & prepayments	10	7,758		31,825	
Cash at bank and in hand		<u>189,199</u>		<u>197,531</u>	
		196,957		229,356	
Creditors: amounts falling due within One year	11	<u>(46,385)</u>		<u>(34,283)</u>	
Net current assets			<u>150,572</u>		<u>195,073</u>
Total assets less current liabilities			<u>£191,878</u>		<u>£262,341</u>
Income funds					
Restricted funds			40,523		71,824
Unrestricted funds			<u>151,355</u>		<u>190,517</u>
			<u>£191,878</u>		<u>£262,341</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006 for the year ended 31 March 2023. No member of the company has deposited a Notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and its application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Board on 13/12/2023


Howard Jeffery, Trustee


Mervin Archer, Trustee

**PEPPER POT CENTRE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

1 Accounting policies

Charity Information: The Pepper Pot Centre is a private company Limited by Guarantee incorporated in England and Wales. The registered address is 1A, Thorpe Road, London W10 5XL.

1.1 Accounting convention

The accounts have been prepared in accordance with the Company's constitution and applicable accounting standards, the "Accounting and Reporting by Charities Statement of Recommended Practice, applicable to charities preparing their accounts in accordance with the Companies Act 2006 and the requirements of the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" and the Companies Act 2006. The Company is a Public benefit entity as defined by FRS102.

The company had taken advantage of the provisions in the SORP for Charities applying FRS 102 update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts are prepared in sterling which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set below.

1.2 Going Concern

At the time of approving accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the Trustees continue to adopt going concern basis of accounting in preparing the accounts

1.3 Incoming resources

Donated services and gifts in kind were not considered to be material and have therefore not been included in these accounts.

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.4 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to activities, they have been allocated on a basis consistent with the use of these sources.

The amount charged to cost of raising funds in the accounts is based on the amount of staff time attributable to this activity.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

PEPPER POT CENTRE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Fixed assets are capitalized only if they have

a value of £1,000 or above. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold property

Fixtures, fittings & equipment Motor vehicles

25 years over the term of the lease from 27th September 1999

25% straight line

25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognized in net income/ (expenditure) for the year.

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.6 Pensions

The charity makes a 5% contribution towards the pensions of employees. Some members of staff contribute to a stakeholder pension. This amount is deducted from their salaries and paid over to the pension provider by the Centre.

1.7 Accumulated funds

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are subject to specific restrictions by donors, which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each fund is set out in the notes to the financial statements.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial Instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognized at transaction value and subsequently measured at their settlement value.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognized in the period in which the employee's services are received.

Termination benefits are recognized immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits

PEPPER POT CENTRE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

2. Critical accounting estimates and judgments

In the application of the charity's accounting policies, the Trustees are required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**PEPPER POT CENTRE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

5 Support & Governance costs

	Support costs £	Governance Costs £	2023 £	2022 £
Staff costs	16,613		16,613	37,361
Premises	38,306		38,306	32,530
Office and administration	13,174		13,174	10,790
Depreciation	830		830	2,550
Trustees expenses		1,478	1,478	1,131
Independent Examination fees		5,300	5,300	5,300
TOTAL COSTS	£68,923	£ 6,778	£75,701	£89,662

6 Management Committee

A member of Management Committee was reimbursed £1,478 for travel expenses incurred on the Charity's business (£1,131 in 2022)

7 Number of employees

The average monthly number of full-time equivalent employees during the year was:

	2023	2022
Administration	1	1
Care and Kitchen Staff	5	5
	6	6

Employment costs

	2023	2022
Wages and salaries	95,446	108,770
Social security costs	-	-
Agency Staffing costs	11,640	9,840
Pension costs	4,522	4,418
	£111,608	£123,028

There are no employees whose annual emoluments were £ 60,000 or more.

8 Taxation

The Company is registered charity and exempt from taxation under Sections 466 to 493 of the Corporation Tax Act 2010

**PEPPER POT CENTRE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

9 Tangible fixed assets	Land & buildings	Plant & Machinery	Fixtures, Fittings & Equipment	Motor Vehicles	Total
	£	£	£	£	£
Cost					
At 1 April 2022	654,172	36,660	115,200	8,000	814,032
Additions	0	0	1,120	0	1,120
Disposals	0	0	0	0	0
At 31 March 2023	654,172	36,660	116,320	8,000	815,152
At 1 April 2021	588,556	36,660	113,548	8,000	746,764
Charge for the year	26,252		830	0	27,082
At 31 March 2023	614,808	36,660	114,378	8,000	773,846
Net book value					
At 31 March 2023	39,364	0	1,942	0	41,306
At 31 March 2022	65,616	0	1,652	0	67,268

10 Financial Instruments

	2023	2022
	£	£
Carrying amount of financial assets		
Debt instruments measured at amortised cost	7,758	31,825
Carrying amount of financial Liabilities		
Measured at amortised cost	46,385	34,283

11 Debtors

	2023	2022
	£	£
Operating debtors & prepayments	7,758	31,825
	7,758	31,825

12 Creditors: amounts falling due within one-year

	2023	2022
	£	£
Bank overdraft	1,956	4,010
Taxes and social security costs	737	2,733
Accruals	20,917	27,540
Grant received in advance	22,775	-
	46,385	34,283

PEPPER POT CENTRE
NOTES TO THE ACCOUNTS(CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

13 Restricted funds: Movements in Funds

The funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

2022/2023	Balance at 1 April 2022	Incoming resources	Resources Expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£
Building fund	63,080	0	(26,252)		36,828
Grenfell support project	3,695	0			3,695
National Lottery outreach Project	5,049	0	(5049)	0	0
	71,824	0	(31,301)	0	40,523

2021/2022	Balance at 1 April 2021	Incoming resources	Resources Expended	Transfers	Balance at 31 March 2022
	£	£	£	£	£
Building fund	89,332		(26,252)		63,080
Grenfell support project	3,695				3,695
Westway community Project (Arts Project)	382		(382)		0
Mayor 's Fund CSAR	10,000		(10,000)		0
RBK& C- Winter Food project	6,050		(6,050)		0
National Lottery Community Fund (Coronavirus Community Support fund)	2,507		(2,507)		0
Power to Change Covid 19 Outreach	23,405		(23,828)	423	0
National Lottery		46,879	(46,879)	0	0
National Lottery outreach Project		9,900	(4,851)	0	5,049
Voice 4 Change -BAME COVID 19	4,000		(4,000)	0	0
	139,371	56,779	(124,749)	423	71,824

PEPPER POT CENTRE
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

The building fund comprises the finance received for the building which is reduced annually by the related depreciation.

Grenfell Support Project has been funded through a one-off grant from The Tudor Trust – London funders.

National Lottery Community Fund ;s grant of £ 9,900 was awarded in August , 2021 , to fund work of a part time Outreach work .

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2023 are represented by			
Tangible fixed assets	4,478	36,828	41,306
Current assets	193,262	3,695	196,957
Creditors: amounts falling due within one year	(46,385)	0	(46,385)
	<hr/>	<hr/>	<hr/>
	151,355	40,523	191,878

15 Pensions

The Centre makes a 5% contribution towards the pensions of employees. The assets of the scheme are held separately from those of the Centre in an independently administered fund.

The charge to income and expenditure in respect of defined contribution schemes was £4,522(2022: £4,418).

16 Related party transactions

The remuneration of key management personnel is as follows:

	2023	2022
	£	£
Aggregate compensation	11,060	21,070