

FIRST STOP CENTRE (MID-ESSEX BRANCH)

England & Wales · Charity number 803170

Details

Other names FIRST STOP CENTRE

Status Registered

Legal form Other

Registered 1990-04-06

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

Contact

Address First Stop Centre
29 Bocking End
Braintree
CM7 9AE

Phone 01376 346535

Email Contact@firststopcentre.onmicrosoft.com

Website www.firststopcentre.com

Activities

Objects: TO RELIEVE THE CONDITION OF DISADVANTAGED PERSONS IN MID-ESSEX EXPERIENCING DIFFICULTIES WITH HOMELESSNESS, JOBLESSNESS, SUBSTANCE MISUSE, PHYSICAL AND MENTAL HEALTH AND RELATED PROBLEMS, LEARNING DISABILITIES BY THE PROVISION OF SUPPORT SERVICES FOR SUCH PERSONS TO ASSIST THEM IN MAINTAINING NORMAL RELATIONSHIPS WITH AND WITHIN THE COMMUNITY IN WHICH THEY RESIDE.

Activities: To relieve the condition of disadvantaged persons in mid-Essex experiencing difficulties with homelessness, joblessness, substance misuse, physical and mental health problems, learning difficulties by the provision of support services to assist them in maintaining normal relationships with and within their community.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Accommodation/housing
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** MID ESSEX
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£82,764	£116,073	-	-
2024-03-31	£102,598	£120,308	-	-
2023-03-31	£82,175	£102,683	-	-
2022-03-31	£156,025	£95,021	-	-
2021-03-31	£122,946	£49,719	-	-

Trustees

Name	Role	Appointed
Tracey Radley	Chair	2025-09-29
Emma Claire Reid-Carter		2005-02-12
James Robert Draper		2024-07-01
MOIA THOROGOOD		2004-02-02

FIRST STOP CENTRE (MID-ESSEX BRANCH)

England & Wales - Charity number 803170

Accounts



FIRST STOP CENTRE

Charity no. 803170
29 Bocking End, Braintree, Essex. CM7
9AE
Tel: 01376 346535
E-mail: firststopcentre@btconnect.com
www.firststopcentre.com

Chair's Introduction

I am pleased to introduce our Annual Report for 2024/25, a year in which the demand for our services has grown significantly. From providing thousands of meals through our Community Fridge and food projects, to supporting over 190 individuals with education and skills development, and strengthening partnerships across our community, the First Stop Centre has continued to deliver vital support where it is most needed. On behalf of myself and the Board of Trustees, I would like to extend our sincere thanks to our dedicated staff, volunteers, and partners whose commitment makes this work possible. At a time of increasing hardship for many, our services remain essential in offering both practical help and hope for the future.

Michelle Lee
Chair of Trustees

Manager's Report 2025

A huge welcome to our report in what has turned into an incredibly busy year, with numbers up for all interventions. My thanks and gratitude to all the staff, committee and volunteers who make up our amazing team and all the organisations who support us and work alongside us to provide support and help to clients in the district. It's so important to make sure we are making the best choices on where the gaps in support are, as funding becomes evermore competitive for a shrinking pot of money.

Treasurer's Report

Annual Report 2025

We have worked hard this year to continue to deliver our well attended projects. We have continued to secure funding for future products to be delivered across the local community.

As with other years we always remain alert to the changing economic landscape.

I am able to report we are on a favourable financial standing.

I would like to say a massive thank you to our funders and also to the dedicated team, for all of their hard work.

FIRST STOP CENTRE

ADMINISTRATIVE DETAILS

Charity details

Name

First Stop
Centre

Registered charity number

803170

Principal address

29 Bocking End
Braintree
Essex
CM7 9AE

Trustees

Michelle Lee

Chair
Vice Chair/
Treasurer
Secretary
Trustee

Tracey Radley

Emma Reid

Moia Thorogood

Structure and Governance

The charity is a Trust and its governing document is a Constitution. Trustees are appointed by fellow trustees who, together with the Centre Manager, comprise the Management Committee. All trustees are subject to re-election at the Annual General Meeting.

The day-to-day running of First Stop Centre is the responsibility of the Centre Manager who reports to the Management Committee.

Charity's Objectives

First Stop Centre is established for the public benefit with the following objects:

To relieve the condition of disadvantaged persons in mid-Essex experiencing difficulties with

- homelessness
- joblessness
- financial pressures
- substance misuse
- physical and mental health and related problems
- learning disabilities

by the provision of support services for such persons to assist them in maintaining normal relationships with and within the community in which they reside.

The trustees have had regard to the Charity Commission's guidance on public benefit in setting out below the main activities undertaken in furtherance of First Stop Centre's Objectives:

- education services, including Skills for Life, numeracy, literacy, IT
- counselling, including anger management
- drop-in facility, including access to a Community Fridge and food parcels, support on form filling, housing support, "care-of" address, general support from staff.

Main Achievements

Details of First Stop Centre's achievements and performance are set out in the Annual Report.

Financial Review

The Independent Examiner's report is contained in the main body of the Annual Report. A reserve fund of approx. £50,000 is maintained as contingency in order to deal with any unexpected major expenditure.

Declaration

The trustees declare that they have approved the Annual Report as set out in this document.

(Signed) Michelle Lee
September 2025
Chair of Trustees

Some Centre Stats

We had footfall equivalent to **7,691** people fed in the 6 months- March 2025. The number of overall visits was significantly up from last year showing a 64.37% increase in use of the Community Fridge.

We work with FareShare and Neighbourly and collect from Tesco, M&S, Sainsburys, Greggs, Nandos, KFC, Lidl, Pret and Cornish Bakery. Making over 32 pick ups per week.

Recently we have partnered with Bon Culina who make ready meals and we collect from there. So far we have distributed over 2,000 meals, which were surplus, and would have ended up being thrown away.

Working with a range of organisations & agencies

We continue to work with the Foodbank, BDC and ECC. We have been working with all other local agencies to ensure that we sign-post clients to the most appropriate help- where we cannot offer that assistance.

We belong to: Braintree Community Tree, the Community Safety Hub, other crime prevention strategies, homelessness prevention and support and community mental health services.

More Centre Stats

Our education classes, through our work with Landsec continues to provide learning to the most isolated and vulnerable in Essex. In 24-25 we have provided learning opportunities to over 190 individuals.

We offer confidence building through to employment courses, and maths/English support. Learn my Way through the Good Things Foundation and the opportunity to engage on courses that really can change lives.

Even more Centre Stats

Since working with FareShare alone we have:

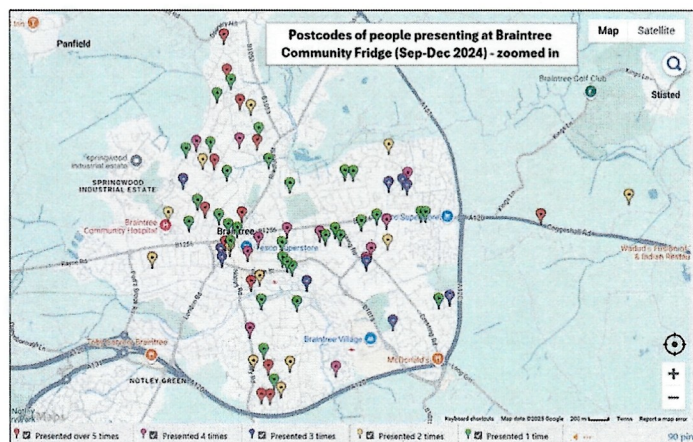
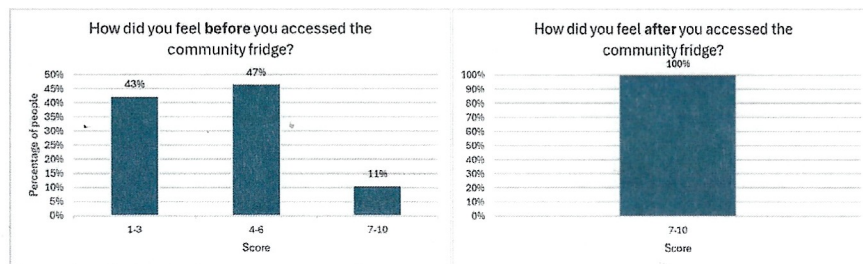
- Collected **2,188** donations to date
- **72,514kg** of food has been received
- The equivalent of **173,670** meals have been distributed
- **214,389kg** of CO₂ savings have been made to the environment (data provided by FareShare) We continue to work with Neighbourly (M&S, Sainsburys, 2 Lidl stores, Greggs and Pret and The Cornish Bakery as well!

What our clients say about First Stop

Lovely staff
Brilliant
Life changing
People are so friendly
I don't know what I'd do without it
Very helpful
Fantastic
A helping hand when life is tough

Impact

This year we have tried a different approach to get to the core of our impact on our community. We compiled a survey and asked for comments. Here are a selection of our findings.



Our work with Braintree Village

We have continued to work with Braintree Village, as part of their Community Partnership Programme. They have been remarkable in their ongoing support.

They have supported our clients in so many ways:

- By allowing us to provide bespoke learning & support opportunities for our clients and enabling progression for them
- By linking us with their Christmas 'Giving Tree' (where in 2024 we were again their chosen charity) We supported clients, care homes and vulnerable people who are housebound throughout the district
- By collaboratively sponsoring, with Tesco, Lidl and Iceland we supplied full Christmas dinner hampers- from sprouts to crackers and Christmas puddings for 90 families!
- By funding much needed work of our charity

And by just 'being there' for us. By being available at the end of an e-mail and telephone. Providing us with support to continue to provide help for the disadvantaged throughout our community.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

FIRST STOP CENTRE MID-ESSEX BRANCH

On accounts for the year
ended

31st March 2025

Charity no
(if any)

803170

Set out on pages

1-14

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Lisa Brown

Date:

18/08/2025

Name:

Lisa Brown

Relevant professional
qualification(s) or body
(if any):

ICB Level 1 Manual Bookkeeping
ICB Level 2 Manual Bookkeeping
ICB Level 3 Computerised Bookkeeping
ICB Level 2 Certificate in Bookkeeping
ICB Level 3 Certificate in Bookkeeping and Accounts

Address:

5 Charnock Close

Frinton on Sea

Essex CO13 0RT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

First Stop Centre Mid Essex Branch

1st April 2024 - 31 March 2025

Income	<u>2024/2025</u>		<u>2023/2024</u>		<u>2022/2023</u>	
	Restricted Funding	Unrestricted Funding	Restricted Funding	Unrestricted Funding	Restricted Funding	Unrestricted Funding
ECC / Essex Learning Partnership Fund	0	0	20,440	0	41,680	0
Community 360	0	0	9,500	0	2,000	0
Braintree District Council	10,000	0	1,000	0	4,100	0
Landsec	27,400	0	25,000	0	10,000	0
Phoenix Futures	0	0	1,560	0	720	0
Neighbourly	510	0	6,055	0	2,800	0
Interact	0	0	0	175	0	1,050
WEA	0	0	0	1,820	0	7,280
Braintree Lions	0	0	0	200	0	1,000
Talk Listen Care	0	1,126	0	0	0	0
Other Donations	0	2,792	0	2,372	0	31
Essex Association	7,000	0	7,000	0	7,000	0
Fundraising Events	0	0	0	0	674	0
Counselling Income	0	5,437	0	2,749	0	3,391
Miscellaneous Income	0	0	0	0	0	337
Essex CC - MULTIPLY	26,000	0	24,000	0	0	0
Supplier Refund of Overpayment	0	1,731	0	0	0	0
Bank Interest	0	767	0	726	0	111
	70,910	11,854	94,555	8,043	68,974	13,200
Total Income		82,764		102,598		82,175

<u>Expenditure</u>						
Payroll		94,210		88,316		73,992
Maintenance		855		1,660		948
New Equipment		1,362		6,349		434
Travel		631		1,759		672
Supervision & Training		339		589		1,127
Insurance		302		299		308
Utilities		3,204		4,666		3,760
IT Costs		108		153		2,114
Office expenses		512		1,469		926
Cleaning		3,210		3,722		4,160
Food collections & deliveries		8,102		4,944		448
Community fridge expenses		429		1,339		105
Sundry Expenses		14		80		281
Shopping Vouchers		1,805		3,308		6,450
Xmas Hampers		795		441		555
Hospital Bags		0		650		0
Cooking Equipment		0		5		5,188
Accounts Audit		70		60		60
PPE / Antibacterial / Covid prevention		55		29		305
Craft materials		60		104		294
Client Refunds		10				
Printing/Stationery		0		365		558
Total Expenditure		116,073		120,308		102,683
(Deficit)/Surplus		-33,309		-17,710		-20,509
Fund B/F		175,499		193,210		213,719
Fund C/F		142,190		175,499		193,210

1.REPORT OF THE TRUSTEES

The Trustees have the pleasure in presenting their annual report and the financial statements for this financial year 2023/2024. The financial statements comply with the Charities Act 2011,,the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102). Trustees (see page 2 annual report)

The directors of the charity are its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees. **2.OBJECTIVES AND ACTIVITIES**

see page 2 (Charities Objects)

To promote sustainable development for the benefit of Disadvantaged in the Community.

For the safety of all staff and service users all current covid-19 public health/government guidelines will continue to be regularly reviewed.

3. ACHIEVEMENTS AND PERFORMANCE

See pages 2 & 3 of Annual Report – Graphs

4.FINANCIAL REVIEW

Outcome for the year The transactions of the charity are summarised on page 4 of the financial statements.

The charity had total incoming resources for the year 2024/245 of £82,764. Of this amount £70,910 was restricted and £11,854 Unrestricted. Total expenditure in the year amounted to £116,073.

This resulted in an overall deficit for the year of -£33,309 (2023/24 deficit -£17,710) deficit is reflective of changes to funding streams and a continued increase of our food collection/distribution project. The charity has total reserves at end of 2025 of £52,500 (see reserves policy).

Reserves Policy

The level of free reserves held seeks to strike a balance between managing risk and providing ongoing running costs of between 3 to 9 months this is in the case of a possible folding event and maintaining the level of resources necessary to safeguard the continuity of the charity (including vulnerable service users) for the immediate period following.

Following on it is also calculated that £21,000 of the total sum would cover redundancy (at current staffing level and calculated around service duration, age and rate of pay) the remainder would cover any costs incurred in closing down existing contracts in full.

Finally we may access this reserve in the event of action needed if income falls below expectations or if there are unexpected or unforeseen operational costs.

The Trustees consider that a target level of free reserves in the order of £52,500 is currently appropriate for the charity. The amount of free reserves remain at financial accounting 2025

5. FUTURE PLANS

We will continue to deliver our varied educational and support projects, counselling services, advocacy. (See - charities Objects) to service users while continuing to look towards any diversifications within these areas so that we can further develop our working model. This continues to offer best value and wider access at the same time.

We are confident in our ability to continue offering our well-established service to the most diverse demographic possible across the local population. We continue to incorporate as many routes as possible into our projects whilst working with local partners to support progression for service users.

6. RESPONSIBILITIES OF THE BOARD OF TRUSTEES

For the purposes of charity law, are required to prepare financial statements for each financial year which give a true and fair view of the situation of the charity and of the surplus or deficit for the year. In preparing those financial statements, the Trustees are required to:

- (a) select appropriate accounting policies and then apply them consistently
- (b) observe the methods and principles in the Charities SORP
- (c) make judgements and estimates that are reasonable and prudent,
- (d) state whether applicable UK accounting standards have been followed, and explain where they have not been followed, and
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

REPORT OF THE TRUSTEES AND DIRECTORS

The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Companies Act 2006.

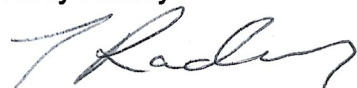
The Trustees are responsible for ensuring that the charity maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice—Accounting and reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act relating to small entities.

Approved by the Board of Trustees 2025

Signed on their behalf by

Tracey Radley



Chair

FIRST STOP CENTRE (MID-ESSEX BRANCH)

England & Wales - Charity number 803170

Accounts

Some Centre Stats

We had football equivalent to 9,364 visits in the last 12 months. The number of overall visits was significantly up from last year showing a 51.94% increase mainly due to the use of the Community Fridge.

This involved providing more than 25,989 food bags (in the year to July 2024) This is a 67.56% increase from last year and equates to approximately 103,956 meals (if each bag contains 4 meals) - bread and other goods being provided separately.

We work with Fareshare and Neighbourly and collect from Tesco, M&S, Sainsbury's, Greggs, Nandos, KFC, Lidl, Pret and Cornish Bakery. Making over 32 pick ups per week.

Working with organisations & agencies

We continue to work with the Foodbank, BDC and ECC. We have been working with all other local agencies to ensure that we sign-post clients to the most appropriate help- where we cannot offer that assistance.

We belong to: Braintree Community Tree, the Community Safety Hub, other crime prevention strategies and community mental health services.

Last year we offered clients advice on 4,338 occasions, an increase from the previous year of 756 (over 21% more)

More Centre Stats

Our education, through our work with Landsec continues to provide learning to the most isolated and vulnerable in Essex. In 23-24 we have provided learning opportunities to over 120 individuals, who completed 965 sessions. We offer Learn my Way through the Good Things Foundation and the opportunity to engage on courses that really can change lives. Once person we have helped has progressed onto a counselling course and says that without our help this would not have happened.

Even more Centre Stats

Since working with Fareshare alone we have:

- Collected 1,813 donations to date
- 62,199kg of food has been received
- The equivalent of 149,110 meals have been distributed
- 193,424kg of CO₂ savings have been made to the environment (data provided by Fareshare) We continue to work with Neighbourly (M&S, Sainsbury's, 2 Lidl stores, Greggs and Pret and The Cornish Bakery as well)

Our work with Braintree Village

We have continued to work with Braintree Village, as part of their Community Partnership Programme. They have been remarkable in their ongoing support. They have supported our clients in so many ways:

- By allowing us to provide bespoke learning & support opportunities for our clients and enabling progression for them
 - By linking us with their Christmas 'Giving Tree' (where in 2023 we were again their chosen charity) We supported clients, care homes and vulnerable people who are housebound throughout the district
 - By collaboratively sponsoring, with Tesco, Lidl and Iceland we supplied full Christmas dinner hampers- from sprouts to crackers and Christmas puddings to 80 families!
 - By funding much needed work of our charity
- And by just 'being there' for us. By being available at the end of an e-mail and telephone. Providing us with support to continue to provide help for the disadvantaged throughout our community.



FIRST STOP CENTRE

Charity no. 803170

29 Bocking End, Braintree, Essex. CM7 9AE

Tel: 01376 346535 E-mail:

firststopcentre@btconnect.com

www.firststopcentre.com

Welcome to the Centre's Annual report for 2023/24.

Chair's Introduction

Chair's Introduction: First Stop Centre Annual Report 2023/2024

As the new Chair of First Stop Centre, I'm honoured to present this year's report, highlighting remarkable efforts and achievements of our charity in a challenging yet rewarding year. I'm incredibly proud to be part of an organisation that continues to make a significant difference to those in our community.

This year saw a substantial increase in football (51.94%) from last year, testament to the growing demand for our services. Our Community Fridge, one of the vital services we offer, has been instrumental in keeping individuals and families fed during these difficult times. The importance of this initiative cannot be overstated, providing not only sustenance but also a sense of security for those who rely on it.

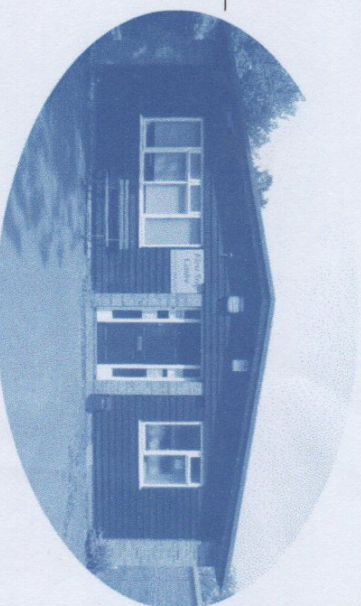
We are also proud to have provided education courses to 120+ participants, helping to equip members of our community with skills and knowledge to improve their prospects and confidence.

I would like to extend a special thanks to Braintree Village for their generous grants and initiatives, which enabled us to offer additional support in the most deprived areas of our community. Their partnership has been invaluable, we are truly grateful for their ongoing commitment.

On behalf of myself and the trustees, I would like to offer a heartfelt thank you to Rachael Stone, our Centre Manager, and Jan Russell, our Deputy Manager. Their dedication, alongside the incredible work of our entire team—our food collectors, counsellors, and volunteers—has been nothing short of amazing. Your commitment to supporting the local community during these trying times is deeply appreciated.

Together, we have made a real difference, and I look forward to what we will continue to achieve in the year ahead.

Michelle Lee
Chair of Trustees



FIRST STOP CENTRE

ADMINISTRATIVE DETAILS

Charity details
Name
Registered charity number
Principal address

First Stop Centre
803170
29 Bocking End
Braintree
Essex
CM7 9AE

Trustees

Michelle Lee
Tracey Radley
Emma Reid
Mola Thorogood

Chair
Vice Chair
Treasurer
Secretary
Trustee

Structure and governance

The charity is a Trust and its governing document is a Constitution. Trustees are appointed by fellow trustees who, together with the Centre Manager, comprise the Management Committee. All trustees are subject to re-election at the Annual General Meeting.

The day-to-day running of First Stop Centre is the responsibility of the Centre Manager who reports to the Management Committee.

Charity's Objects

First Stop Centre is established for the public benefit with the following objects:

To relieve the condition of disadvantaged persons in mid-Essex experiencing difficulties with

- homelessness
- joblessness
- financial pressures
- substance misuse
- physical and mental health and related problems
- learning disabilities

by the provision of support services for such persons to assist them in maintaining normal relationships with and within the community in which they reside.

The trustees have had regard to the Charity Commission's guidance on public benefit in setting out below the main activities undertaken in furtherance of First Stop Centre's Objects:

- education services, including Skills for Life, numeracy, literacy, IT
- counselling, including anger management
- drop-in facility, including access to a Community Fridge and food parcels, support on form filling, housing support, "care-of" address, general support from staff.

Main achievements

Details of First Stop Centre's achievements and performance are set out in the Annual Report.

Financial review

The Independent Examiner's report is contained in the main body of the Annual Report. A reserve fund of approx. £50,000 is maintained as contingency in order to deal with any unexpected major expenditure.

Declaration

The trustees declare that they have approved the Annual Report as set out in this document.

September 2024

(Signed) Michelle Lee
Chair of Trustees

Manager's Report 2024

A big welcome to our report highlighting some of the work we have done in the last 12 months. The statistics help to emphasize the massive increase in help we have been able to provide, with the 50 % rise in numbers proving this point. I would like to thank all the staff and volunteers who make up our amazing 'First Stop Family' and all the other organisations who support us and work with us, we couldn't do what we do without this. We are a small charity which means we can react quickly to local need, filling the gaps in provision without duplicating. We try and work as closely as possible with others to provide the best we can for those in the district, with very limited funds.

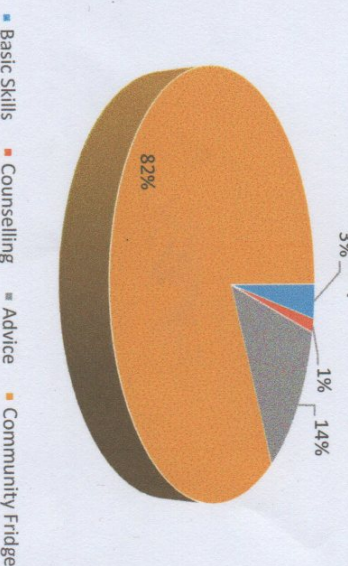
Treasurer's Report

Following some reported funding changes in the last annual report. I am able to say that we have not seen any issues and have therefore continued to deliver well subscribed projects to the local and wider community.

We are on a steady financial footing and as with previous years we will continue to remain vigilant of any possible economic challenges arising and will be ready to adapt and meet them when necessary.

I would like to give a big thank you to all of our funders and also to our small but strong team for continuing to work so very hard for another year.

How is First Stop Centre Used



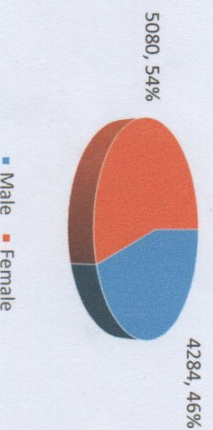
Who might benefit from First Stop services?

- Those who have a history of mental health
- Those who have learning disabilities
- Substance mis-users
- The homeless
- Single parents
- Unemployed
- Ex-offenders
- Senior citizens
- Those socially isolated
- Carers

How can the individual make contact with the centre?

- A person can be referred through a third party, such as: JCP, Social Services, NHS, GP surgeries, BDC, Probation Service, CAB or self-referral
- A person can use the centre for the fridge as soon as they wish and any specialised programmes (subject to availability)
- A person now needs to make an appointment to see a member of staff as the drop-in service is no longer available- this is being monitored but continues to work well and target those most in need
- There is a separate form on the website to complete for counselling and classes

Split of Men- Women using the centre



The Impact First Stop Centre has had.....

A Case Study- How First Stop continues to evolve

We continue to explore how best to continue to meet the needs of our diverse client group.

Two of the initiatives we have worked on this year have been focussing on helping our clients with the continuing financial struggle caused by the cost of living rises.

This has involved attending meetings and working collaboratively with partnerships and agencies to deliver Numeracy and Budgeting courses through Multiply. We have done this alongside teaming up with Santander, giving clients potentially more knowledge and choice.

Case Study Two.....

We have been continuing to help a growing number of people with digital skills. We have been able to offer

approaches for people. One initiative is Learn my Way- a recognised programme where we are an accredited centre for the Good Things Foundation.

This has helped people get involved and allowed them control of their learning. We are putting on extra sessions in order to meet increasing demand. The programme supports people through the training and we have dedicated staff supporting them as well.

Case Study Three.....

During colder months, through our learning provision, we provide a warm space- offering classes, a hot drink, cake and reducing social isolation.

We opened our doors for crafting sessions on a Saturday.

This has been very popular with people making all sorts of craft items- including a nativity scene. In the spring the group welcomed Grace into their sessions. She was put at ease by their inclusivity and was soon contributing to their art and designs. The group worked with Essex University students and produced a 3D tree- which welcomes everyone into the centre, as soon as they come into the main room. Two of the group project managed the tree 🌲

This year we supported 300 individuals with items to keep warm. This included hats, scarves and gloves. These were provided by Braintree Village. It was an initiative to help more people in the community than previously possible. Including the:

- homeless,
- clients
- young people

It was very successful. It took less than 3 weeks to find homes for each set to be given out- and considering they went to more people in the whole of Braintree district.

We were part of the Lidl initiative to provide toys to children who may not have been able to receive a gift. Also we were part of the Salvation Army and Braintree Police Toy Appeal. These collaborations worked very well as we accepted toys- but were able to support others as well by donating duplicated toys- so everyone won!



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
FIRST STOP CENTRE MID-ESSEX BRANCH

On accounts for the year
ended

31st March 2024

Charity no
(if any) 803170

Set out on pages

1-10

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed: Lisa Brown

Date: 05/09/2024

Name: Lisa Brown

Relevant professional
qualification(s) or body
(if any):

ICB Level 1 Manual Bookkeeping
ICB Level 2 Manual Bookkeeping
ICB Level 3 Computerised Bookkeeping
ICB Level 2 Certificate in Bookkeeping
ICB Level 3 Certificate in Bookkeeping and Accounts

Address: 5 Charnock Close

Frinton on Sea

Essex CO13 0RT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

First Stop Centre Mid Essex Branch

1st April 2023 - 31 March 2024

<u>Income</u>	<u>2023/2024</u>		<u>2022/2023</u>		<u>2021/2022</u>	
	Restricted Funding	Unrestricted Funding	Restricted Funding	Unrestricted Funding	Restricted Funding	Unrestricted Funding
ECC / Essex Learning Partnership Fund	20,440	0	41,680	0	31,669	0
Essex Community	0	0	0	0	25,000	0
Community 360	9,500	0	2,000	0	8,600	0
Braintree District Council	1,000	0	4,100	0	31,326	0
Landsec	25,000	0	10,000	0	17,000	0
Phoenix Futures	1,560	0	720	0	0	0
Neighbourly	6,055	0	2,800	0	400	0
Interact	0	175	0	1,050	0	560
WEA	0	1,820	0	7,280	0	4,760
Braintree Lions	0	200	0	1,000	0	0
Other Donations	0	2,372	0	31	0	1,949
Essex Association	7,000	0	7,000	0	23,000	0
Census	0	0	0	0	980	0
Fundraising Events	0	0	674	0	0	0
Counselling Income	0	2,749	0	3,391	0	3,826
Miscellaneous Income	0	0	0	337	0	74
Essex CC - MULTIPLY	24,000	0	0	0	0	0
HMRC JRS GRANT	0	0	0	0	6,832	0
Supplier Refund of Overpayment	0	0	0	0	0	45
Bank Interest	0	726	0	111	0	5
	94,555	8,043	68,974	13,200	144,806	11,219
Total Income		102,598		82,175		156,025

Expenditure

Payroll	88,316	73,992	63,404
Maintenance	1,660	948	1,455
Copier	0	0	0
New Equipment	6,349	434	6,420
Travel	1,759	672	347
Supervision & Training	589	1,127	538
Insurance	299	308	950
Utilities	4,666	3,760	1,977
IT Costs	153	2,114	2,113
Office expenses	1,469	926	471
Cleaning	3,722	4,160	4,110
Food collections & deliveries	4,944	448	890
Community fridge expenses	1,339	105	34
Sundry Expenses	80	281	290
Shopping Vouchers	3,308	6,450	10,000
Xmas Hampers	441	555	422
Hospital Bags	650	0	0
Cooking Equipment	5	5,188	0
Accounts Audit	60	60	60
Census	0	0	1,080
PPE / Antibacterial / Covid prevention	29	305	204
Craft materials	104	294	0
Printing/Stationery	365	558	256
Total Expenditure	120,308	102,683	95,021
(Deficit)/Surplus	-17,710	-20,509	61,005
Fund B/F	193,210	213,719	152,714
Fund C/F	175,499	193,210	213,719

1.

REPORT OF THE TRUSTEES

The Trustees have the pleasure in presenting their annual report and the financial statements for this financial year 2023/2024. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102). Trustees (see page 2 annual report)

The directors of the charity are its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees.

2.OBJECTIVES AND ACTIVITIES

see page 2 (Charities Objects)

To promote sustainable development for the benefit of Disadvantaged in the Community.

For the safety of all staff and service users all current covid-19 public health/government guidelines will continue to be regularly reviewed.

3. ACHIEVEMENTS AND PERFORMANCE

See pages 2 & 3 of Annual Report – Graphs

4.FINANCIAL REVIEW

Outcome for the year The transactions of the charity are summarised on page 4 of the financial statements.

The charity had total incoming resources for the year 2023/24 of £102,598. Of this amount £94,555 was restricted and £8,043 Unrestricted. Total expenditure in the year amounted to £120,308.

This resulted in an overall deficit for the year of -£17,710 (2022/23 deficit -£20,509) deficit reflective of later running projects and increase to workforce on our food collection/distribution project. The charity has total reserves at end of 2024 of £51,900 (see reserves policy).

Reserves Policy

The level of free reserves held seeks to strike a balance between managing risk and providing ongoing running costs of between 3 to 9 months this is in the case of a possible folding event and maintaining the level of resources necessary to safeguard the continuity of the charity (including vulnerable service users) for the immediate period following.

Following on it is also calculated that £19,000 of the total sum would cover redundancy (at current staffing level and calculated around service duration, age and rate of pay) the remainder would cover any costs incurred in closing down existing contracts in full.

Finally we may access this reserve in the event of action needed if income falls below expectations or if there are unexpected or unforeseen operational costs.

The Trustees consider that a target level of free reserves in the order of £51,900 is currently appropriate for the charity. The amount of free reserves remain at financial accounting 2024

5. FUTURE PLANS

We will continue to deliver our varied educational and support projects, counselling services, advocacy. (See - charities Objects) to service users while continuing to look towards any diversifications within these areas so that we can further develop our working model.

This continues to offer best value and wider access at the same time. With direct help from funders we are happy to be looking forward to being able to provide more inclusive facilities for our service users. Our aim to renovate our WC area within the centre, gained agreement from our landlord and is moving forward at this time. We are confident in our ability to offer our very well established service to a more diverse demographic across the local population.

6. RESPONSIBILITIES OF THE BOARD OF TRUSTEES

For the purposes of charity law, are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit for the year. In preparing those financial statements, the Trustees are required to:

- (a) select appropriate accounting policies and then apply them consistently
- (b) observe the methods and principles in the Charities SORP
- (c) make judgements and estimates that are reasonable and prudent,
- (d) state whether applicable UK accounting standards have been followed, and explain where they have not been followed, and
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

REPORT OF THE TRUSTEES AND DIRECTORS

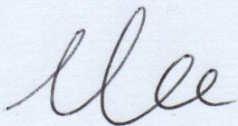
The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Companies Act 2006.

The Trustees are responsible for ensuring that the charity maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice—Accounting and reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act relating to small entities.

Approved by the Board of Trustees 2024

Signed on their behalf by



Michelle Lee— Chair

FIRST STOP CENTRE (MID-ESSEX BRANCH)

England & Wales - Charity number 803170

Accounts

Some Centre stats

We had football equivalent to 6,163 visits in the last 12 months. The number of overall visits were similar to last year but the increase in the use of the Community Fridge has risen significantly. This involved providing more than 15,510 food bags (in the year to July 2023). This is a 36.76% increase from last year and equates to approximately 62,040 meals (if each bag contains 4 meals) - bread and other goods being provided separately.

We work with FareShare and Neighbourly and collect from Tesco, M&S, Sainsbury's, Greggs, Nandos, KFC and Lidl

Working with organisations & agencies

We continue to work with the Area Foodbank, Community 360 and Essex County Council. We have been working with all other local agencies to ensure that we sign-post clients to the most appropriate help- where we cannot offer that assistance. We belong to: Braintree Community Tree, the Horizon Project, the Community Safety Hub, other crime prevention strategies and other community mental health services.

Last year we offered clients advice on 3,582 occasions, an increase from the previous year of 937 (over 26% more) With Community 360 we provided 40 bags (2 for each person) of provisions for those lacking support leaving hospital.

More Centre stats

Our education, through the Essex Learning Partnership Fund, continues to provide learning to the most isolated and vulnerable in Essex. In 22-23 we have provided learning opportunities to over 540 individuals. We continue to be 1 of only 4 providers working in partnership with Adult Community Learning Essex (through ELPF).

We also have partnership working with other organisations, such as the WEA and Good Things Foundation.

Even more Centre stats

Since working with FareShare alone we have:

- Collected 1,455 donations to date
- 46,125kg of food has been received
- The equivalent of 127,165 meals have been distributed
- 169,479g of CO₂ savings have been made to the environment (data provided by FareShare)

We continue to work with Neighbourly (M&S and Sainsbury's), 2 Lidl stores, Greggs, Nandos, KFC and The Cornish Bakery.

Our work with Braintree Village

We have continued to work with Braintree Village, as part of their Community Partnership Programme. They have been remarkable in their ongoing support. They have supported our clients in so many ways:

- By allowing us to provide bespoke learning & support opportunities for our clients and enabling progression for them
- By linking us with their Christmas 'Giving Tree' (where in 2022 we were again their chosen charity) We supported clients, care homes and vulnerable people who are housebound throughout the district
- By collaboratively sponsoring, with Tesco, Lidl and Iceland we supplied full Christmas dinner hampers- from sprouts to crackers and Christmas puddings!
- By funding much needed work of our charity

And by just 'being there' for us. By being available at the end of a telephone, Zoom calls (now part of everyday life) and face-to-face meetings. To boost us and lifting our spirits. Providing us with support to continue to provide help for the disadvantaged throughout our community.



FIRST STOP CENTRE

Charity no. 803170

29 Bocking End, Braintree, Essex. CM7 9AE

Tel: 01376 346535 E-mail:

firststopcentre@btconnect.com

www.firststopcentre.com

Chair's Introduction

Welcome to the Centre's Annual report for 2022/23.

As mentioned in last year's Report, the Covid 19 pandemic caused us to change many of the ways we were helping our clients. Those changes were consolidated in the year under review. We no longer provide a canteen service providing hot meals on a drop-in basis, but have expanded our provision of food parcels through the Community Fridge Initiative. We have been able to assist clients who are struggling to feed their families and themselves, as a result of the financial crisis that has been with us throughout the year, by providing food parcels. We are sure that this has been of greater assistance to those affected, than just providing hot meals to those who come to the Centre. We are very grateful to the supermarkets and stores who provide us with the foods that enable us to help our clients.

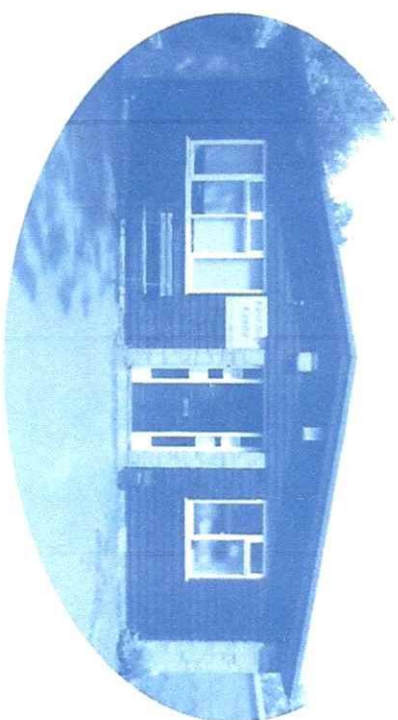
Our other major initiative is the increase in the number and variety of training courses we provide, and our thanks go to the Essex Learning Partnership Fund for their support and, of course, their grants.

It would be remiss of me not to mention the continuing support we receive from Braintree Village, we are immensely grateful for their very generous grants.

More details of our work are set out elsewhere in this Report. My personal thanks go to Rachael Stone, the Centre Manager, and Jan Russell, her deputy, for keeping the show on the road throughout Covid and subsequently, and to them and all the staff and volunteers at the Centre for their dedication to helping those who need help in Braintree District.

September 2023

Ian Wardrop
Chair of Trustees



FIRST STOP CENTRE

ADMINISTRATIVE DETAILS

Charity details
Name
Registered charity number
Principal address

First Stop Centre
803170
29 Booking End
Braintree
Essex
CM7 9AE

Trustees

Ian Wardrop
Michelle Earey
Tracey Radley
Emma Reid
Molia Thorogood

Chair
Vice Chair
Treasurer
Secretary
Trustee

Structure and governance

The charity is a Trust and its governing document is a Constitution. Trustees are appointed by fellow trustees who, together with the Centre Manager, comprise the Management Committee. All trustees are subject to re-election at the Annual General Meeting.

The day-to-day running of First Stop Centre is the responsibility of the Centre Manager who reports to the Management Committee.

Charity's Objects

First Stop Centre is established for the public benefit with the following objects:
To relieve the condition of disadvantaged persons in mid-Essex experiencing difficulties with

- homelessness
- joblessness
- financial pressures
- substance misuse
- physical and mental health and related problems
- learning disabilities

by the provision of support services for such persons to assist them in maintaining normal relationships with and within the community in which they reside.

The trustees have had regard to the Charity Commission's guidance on public benefit in setting out below the main activities undertaken in furtherance of First Stop Centre's Objects:

- education services, including Skills for Life, numeracy, literacy, IT
- counselling, including anger management
- drop-in facility, including access to a Community Fridge and food parcels, support on form filling, housing support, "care-of" address, general support from staff.

Main achievements

Details of First Stop Centre's achievements and performance are set out in the Annual Report.

Financial review

The Independent Examiner's report is contained in the main body of the Annual Report. A reserve fund of approx. £50,000 is maintained as contingency in order to deal with any unexpected major expenditure.

Declaration

The trustees declare that they have approved the Annual Report as set out in this document.

September 2023

(Signed) Ian Wardrop
Chair of Trustees

Manager's Report

First Stop has had a very busy year, and I would like to thank all the team for all they do to support those in the Braintree district. They adapt to client need, and with the support of our management team and other agencies, they have helped buffer what has been a very difficult time for so many, always thinking outside the box to offer the best they can. A massive thank you to all those who help fund the work we do, together we will try and be the voice of those often unheard, and support them where we are able.

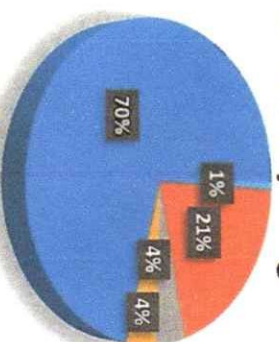
Treasurer's Report 2022-23

We continue on a strong financial footing having planned, and have met the economic challenges we had prepared for. Delivery of projects large and small has been successful and this again is due to our very dedicated team and their continued hard work.

As some funding changes we can report that we have successfully engaged with alternative funding streams, which allows us to continue developing and delivering projects in the wider community.

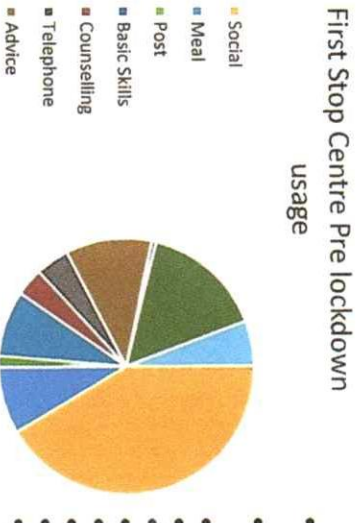
Tracey Radley

Usage of First Stop without the Community Fridge



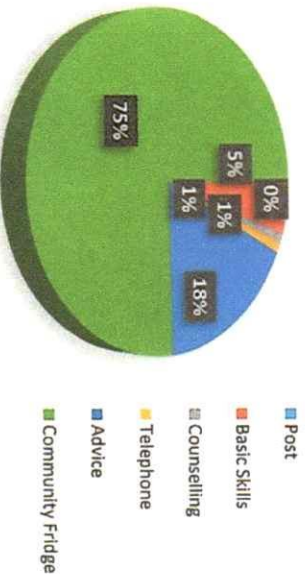
■ Post
■ Basic Skills
■ Counselling
■ Telephone
■ Advice

Who might benefit from First Stop services?



- Those who have a history of mental health
- Those who have learning disabilities
- Substance mis-users
- The homeless
- Single parents
- Unemployed
- Ex-offenders
- Senior citizens
- Those socially isolated
- Carers

How First Stop has been used in the last 12 months



How can the individual make contact with the centre?

- A person can be referred through a third party, such as: JCP, Social Services, NHS, GP surgeries, BDC, Probation Service, CAB or self-referral
- A person can use the centre for the fridge as soon as they wish and any specialised programmes (subject to availability)
- A person now needs to make an appointment to see a member of staff as the drop-in service is no longer available

Mission Statement

To work with people who are disadvantaged, in a non-judgemental way, in order to improve their lives

The Impact First Stop Centre has had.....

A Case Study- How First Stop

continues to evolve

We continue to explore how we can continue to change our service to meet the needs of our diverse client group. Two of the initiatives we have worked on this year have been focussing on helping our clients with the continuing struggle with the cost of living rises. This has involved working collaboratively with partnerships and agencies to deliver slow cookers (in sizes to meet an individual's need) and following on from this air fryers.

With the slow cookers we showed people how to use them and provided links to recipes and packs of food in the form of starter packs. We took these into the community and lots of people, including supported housing- and the same with air fryers. All have been a huge success.

Case Study

Two.....

We have been helping a growing number of people with digital skills. We have been able to offer approaches for people. One initiative is Learn my Way- a recognised programme where we are an accredited centre for the Good Things Foundation. This has helped people get involved and in control of their learning.

We have helped Carol to use IT, something she was reluctant to do. The programme supports people through the training and we have staff supporting them as well. Carol had suffered a bereavement and wanted to make changes. She persevered and is starting work in September.....

Case Study

Three.....

Whilst we have not been able to open the doors, in the same way we did pre-Covid, we provide a warm space- offering classes, a hot drink and reducing social isolation. We opened our doors for crafting sessions on a Saturday.

This has been very popular with people making all sorts of craft items- Cacti being one such item- made from paper-mâché. Sheila has been isolating during covid and this had continued. She was very nervous about coming out but was recommended to come, as it is a friendly group. She has made many friends, had access to the Community Fridge, made a splendid, if not large, cactus which she is rightly very proud of.....

Other news.....

Our famous (or possibly infamous!) Learners' Celebration and raffle (the infamous part) at Christmas has not yet returned, as we believe that people are still nervous of gatherings. As soon as they are ready- we will be back! However, through a huge number of partner organisations and people's generosity, including the huge support from Braintree Village we have been able to support old and new clients, including those socially isolated who live alone. People are still talking about the food hampers, gifts and all the support they received last Christmas many months on- and this gives us hope for the future. We have continued to evolve our learning experiences for more people to be able to take part, gently easing people back into a more inclusive society- including working with those who want to volunteer or work. These events are only able to happen through everyone collaborating together- and we are so thankful for this. It's the reason we do what we do and working together has been such a positive thing.

First Stop Centre Mid Essex Branch
1st April 2022 - 31 March 2023

<u>Income</u>	<u>2022/2023</u>		<u>2021/2022</u>		<u>2020/2021</u>
	Restricted Funding	Unrestricted Funding	Restricted Funding	Unrestricted Funding	
ECC / Essex Learning Partnership Fund	41,680	0	31,689	0	25,410
Essex Community	0	0	25,000	0	7,500
Community 360	2,000	0	8,600	0	4,200
Other Funding	0	0	0	0	0
Braintree District Council	4,100	0	31,326	0	17,286
Landsec	10,000	0	17,000	0	15,000
Phoenix Futures	720	0	0	0	0
Neighbourly	2,800	0	400	0	0
Interact	0	1,050	0	560	280
WEA	0	7,280	0	4,760	2,800
FSJ Charities	0	0	0	0	0
Braintree Lions	0	1,000	0	0	0
Other Donations	0	31	0	1,949	6,777
Essex Association	7,000	0	23,000	0	5,000
Charities Aid Foundation (CAF)	0	0	0	0	2,200
Census	0	0	980	0	5,568
Fundraising Events	674	0	0	0	0
Gift Aid	0	0	0	0	0
Counselling Income	0	3,391	0	3,826	1,850
Canteen Income	0	0	0	0	0
Pool Table Takings	0	0	0	0	0
Miscellaneous Income	0	337	0	74	0
HMRC JRS GRANT	0	0	6,832	0	6,665
Covid-19 Response Grant	0	0	0	0	21,906
Supplier Refund of Overpayment	0	0	0	45	490
Bank Interest	0	111	0	5	14
	68,974	13,200	144,806	11,219	
Total Income		82,175		156,025	122,946

Expenditure

Payroll	73,992	63,404	51,720
Maintenance	948	1,456	482
Copier	0	0	144
New Equipment	434	6,420	1,686
Travel	672	347	311
Supervision & Training	1,127	538	228
Insurance	308	950	950
Utilities	3,780	1,977	2,584
IT Costs	2,114	2,113	1,371
Office expenses	926	471	266
Cleaning	4,160	4,110	0
Food collections & deliveries	448	890	0
Sundry Expenses	386	323	44
Shopping Vouchers	6,450	10,000	0
Xmas Hampers	555	422	0
Cooking Equipment	5,188	0	0
Accounts Audit	60	60	60
Census	0	1,080	0
PPE / Covid19 expenses etc	305	204	13,300
Craft materials	294	0	0
Printing/Stationery	558	258	79
Total Expenditure	102,683	95,021	73,227

(Deficit)/Surplus

-20,509

61,005

49,719

Fund B/F

213,719

152,714

102,995

Fund C/F

193,210

213,719

152,714



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

FIRST STOP CENTRE MID-ESSEX BRANCH

**On accounts for the year
ended**

31st March 2023

**Charity no
(if any)**

803170

Set out on pages

1-12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed: Lisa Brown

Date: 19/08/2023

Name: Lisa Brown

**Relevant professional
qualification(s) or body
(if any):**

ICB Level 1 Manual Bookkeeping
ICB Level 2 Manual Bookkeeping
ICB Level 3 Computerised Bookkeeping
ICB Level 2 Certificate in Bookkeeping
ICB Level 3 Certificate in Bookkeeping and Accounts

Address: 5 Charnock Close

Frinton on Sea

Essex CO13 0RT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

1. REPORT OF THE TRUSTEES

The trustees have the pleasure in presenting their annual report and the financial statements for the financial year 2022/2023. The financial statements comply with the charities Act 2011, the Companies Act 2006, the memorandum and articles of association and accounting and reporting by charities: Statement of recommended practice applicable to charities preparing their accounts in accordance with the financial reporting standard applicable in the UK and Republic of Ireland (FRS102). Trustees (see page 2 annual report).

The directors of the charity are its Trustees for the purposes of charity law and throughout this are collectively referred to as The Trustees.

2.OBJECTIVES AND ACTIVITIES

See page 2 (Charities Objects)

To promote sustainable development for the benefit of disadvantaged in the community.

To continue to adhere to COVID-19 safety for all staff and service users. this continues to be reviewed alongside government guidelines.

3.ACHIEVEMENTS AND PERFORMANCE

See page 3 of annual report - graph's

4. FINANCIAL REVIEW

Outcome for the year, the transactions of the charity are summarised in the Independent Examiner's report 2022/23 in the financial statement pages. The charity had total incoming resources for the year 2022/23 of £82,175. Of this amount £68,974 was restricted and £13,200 unrestricted. Total expenditure in the year amounted to £102,683 this resulted in an overall deficit of the year of £20,509 (2021/22 Surplus £61,005) reflective of longer running projects. The charity has total reserves at the end of 2023 of 51,000 see reserves policy.

RESERVES POLICY

The level of the reserves held seeks to strike a balance between managing risk and providing ongoing running costs of between three to nine months, this is in the case of a possible folding event and maintaining the level of resources is necessary to safeguard the continuity of the charity (including vulnerable service users) for the immediate period following.

It is also calculated that £20,000 of the total sum would cover redundancy at current staffing level and is calculated around service duration, age and rate of pay. The remainder would cover any costs incurred in closing existing contracts in full. Finally we may access this reserve in the event of action needed if income falls below expectations or if there are unexpected or unforeseen operational costs.

The trustees consider that a target level of free reserves in order of £51,000 (including interest) is currently appropriate for the charity. The total of free reserves remains at financial accounting 2022/23.

5.FUTURE PLANS

We will continue to deliver our educational and more recently crafting projects, counselling services, advocacy, postal holding (See Charities Objects) to service users while looking towards previously mentioned diversifications. We wish to be continually able to further grow and develop our working model. This will aid us in delivering best value and leave us able to continue with wider access as already demonstrated.

We are looking forward to utilising our direct funding to start work on our WC area as soon as possible and after successful discussions and agreement with our landlord this project is due to begin thus providing the much needed and fully inclusive facilities needed for our service users. This improvement will mean we will be able to more comfortably offer our growing services to our already wide demographic in the locality.

FUTURE PLANS Continued

We are planning some changes to the location/access point to our community fridge facility. It has been discussed and agreed that this would allow for easier access out of centre hours for deliveries and also it would erase the disruption often caused to groups or courses running within the main area in the centre. This is a much needed plan of action as this service has seen a significant increase to access across the year. We look forward to updating this progress in our next report.

6.RESPONSIBILITIES OF THE BOARD OF TRUSTEES

For the purposes of charity law, trustees are to prepare financial statements for each financial year which give a true and fair view of the situation of the charity and of the surplus or deficit for the year. In preparing those financial statements, the trustees are required to:

- (a) select appropriate accounting policies and then apply them consistently
- (b) observe the methods of the charities SORP
- (c) make judgements and estimates that are reasonable and prudent
- (d) state whether applicable UK accounting standards have been followed and explain where they have not been followed
- (e) prepare the financial statements on an ongoing concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

REPORT OF THE TRUSTEES AND DIRECTORS

The trustees are also responsible for keeping proper accounting records, these must disclose with reasonable accuracy at any time the financial position of the charity and to enable them to insure that the financial statements comply with the charities act 2011 and the companies act 2006.

The trustees are responsible for ensuring that the charity maintains an adequate system of internal control, designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the statement of recommended practice, accounting and reporting by charities and in accordance with the the special provisions of part 15 of the companies act relating to small entities.

Approved by the board of trustees

Signed on their behalf by



Michelle Lee - Chair

FIRST STOP CENTRE (MID-ESSEX BRANCH)

England & Wales - Charity number 803170

Accounts

1.REPORT OF THE TRUSTEES

The Trustees have the pleasure in presenting their annual report and the financial statements for this financial year 2021/2022. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102). Trustees (see page 2 annual report)

The directors of the charity are its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees.

2.OBJECTIVES AND ACTIVITIES

see page 2 (Charities Objects)

To promote sustainable development for the benefit of Disadvantaged in the Community.

To continue to adhere to Covid-19 safety for all staff and service users. This is regularly reviewed alongside government restrictions and guidelines.

3. ACHIEVEMENTS AND PERFORMANCE

See pages 2 & 3 of Annual Report – Graphs

4.FINANCIAL REVIEW

Outcome for the year, the transactions of the charity are summarised on page 4 of the financial statements. The charity had total incoming resources for the year 2021/22 of £156,025. Of this amount £144,806 was restricted and £11,219 Unrestricted. Total expenditure in the year amounted to £95,021. This resulted in an overall surplus for the year of £61,005 (2020/21 surplus £49,719) surplus reflective of longer running projects. The charity has total reserves at end of 2022 of £50,000 (see reserves policy).

Reserves Policy

The level of free reserves held seeks to strike a balance between managing risk and providing ongoing running costs of between 3 to 9 months, this is in the case of a possible folding event and maintaining the level of resources necessary to safeguard the continuity of the charity (including vulnerable service users) for the immediate period following.

Following on, it is also calculated that £18,000 of the total sum would cover redundancy (at current staffing level and calculated around service duration, age and rate of pay) the remainder would cover any costs incurred in closing existing contracts in full.

Finally, we may access this reserve in the event of action needed if income falls below expectations or if there are unexpected or unforeseen operational costs.

The Trustees consider that a target level of free reserves in the order of £50,000 is currently appropriate for the charity. The total of free reserves remains at financial accounting 21/2022

5. FUTURE PLANS

We will continue to deliver our educational projects, counselling services, advocacy, postal holding, (See - charities Objects) to service users while looking towards any diversifications within these areas so that we can further develop our working model.

This will aid us in continuing to offer best value and wider access at the same time. With direct help from funders, we are happy to be looking forward to being able to provide more inclusive facilities for our service users. We aim to renovate our WC area within the centre, with agreement of our landlord and we will most definitely be able to offer a growing service to a more diverse demographic across the local population.

6. RESPONSIBILITIES OF THE BOARD OF TRUSTEES

For the purposes of charity law, trustees are required to prepare financial statements for each financial year which give a true and fair view of the situation of the charity and of the surplus or deficit for the year. In preparing those financial statements, the Trustees are required to:

- (a) select appropriate accounting policies and then apply them consistently
- (b) observe the methods and principles in the Charities SORP
- (c) make judgements and estimates that are reasonable and prudent,
- (d) state whether applicable UK accounting standards have been followed, and explain where they have not been followed, and
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

REPORT OF THE TRUSTEES AND DIRECTORS

The Trustees are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity, and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Companies Act 2006.

The Trustees are responsible for ensuring that the charity maintains an adequate system of internal control, designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice, Accounting and reporting by Charities, and in accordance with the special provisions of Part 15 of the Companies Act relating to small entities.

Approved by the Board of Trustees 2022

Signed on their behalf by



Ian Wardrop – Chair

First Stop Centre Mid Essex Branch

1st April 2021 - 31 March 2022

	<u>2021/2022</u>		<u>2020/2021</u>	<u>2019/2020</u>
<u>Income</u>	Restricted Funding	Unrestricted Funding		
ECC / Essex Learning Partnership Fund	31,669	0	25,410	26,922
Essex Community	25,000	0	7,500	0
Community 360	8,600	0	4,200	1,458
Other Funding	0	0	0	5,000
Braintree District Council	31,326	0	17,286	0
Landsec	17,000	0	15,000	10,777
Phoenix Futures	0	0	0	600
Neighbourly	400	0	0	0
Interact	0	560	280	560
WEA	0	4,760	2,800	11,265
FSJ Charities	0	0	0	1,000
Other Donations	0	1,949	6,777	12,914
Essex Association	23,000	0	5,000	0
Charities Aid Foundation (CAF	0	0	2,200	0
Census	980	0	5,568	0
Fundraising Events	0	0	0	2,015
Gift Aid	0	0	0	1,281
Counselling Income	0	3,826	1,850	3,415
Canteen Income	0	0	0	1,494
Pool Table Takings	0	0	0	193
Miscellaneous Income	0	74	0	48
HMRC JRS GRANT	6,832	0	6,665	0
Covid-19 Response Grant	0	0	21,906	0
Supplier Refund of Overpayment	0	45	490	62
Bank Interest	0	5	14	30
	144,806	11,219		
Total Income		156,025	122,946	79,033
<u>Expenditure</u>				
Payroll		63,404	51,720	46,449
Maintenance		1,455	482	926
Copier		0	144	288
New Equipment		6,420	1,686	0
Travel		347	311	476
Supervision & Training		538	228	507
Insurance		950	950	950
Utilities		1,977	2,584	2,015
IT Costs		2,113	1,371	768
Office expenses		471	266	435
Cleaning		4,110		
Food collections & deliveries		890		
Sundry Expenses		323	44	445
Shopping Vouchers		10,000		
Xmas Hampers		422	0	500
Accounts Audit		60	60	50
Census		1,080		
Covid19 expenses		204	13,300	0
Printing/Stationery		256	79	136
Total Expenditure		95,021	73,227	53,947
<u>(Deficit)/Surplus</u>		61,005	49,719	25,087
Fund B/F		152,714	102,995	77,908
Fund C/F		213,719	152,714	102,995



Section A

Independent Examiner's Report

Report to the trustees/
members of

FIRST STOP CENTRE MID-ESSEX BRANCH

On accounts for the year
ended

31st March 2022

Charity no
(if any)

803170

Set out on pages

1-12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 in order to enable a proper understanding of the accounts to be reached.

Signed: Lisa Brown

Date: 10/10/2022

Name: Lisa Brown

Relevant professional
qualification(s) or body
(if any):

ICB Level 1 Manual Bookkeeping
ICB Level 2 Manual Bookkeeping
ICB Level 3 Computerised Bookkeeping
ICB Level 2 Certificate in Bookkeeping
ICB Level 3 Certificate in Bookkeeping and Accounts

Address: 5 Charnock Close

Frinton on Sea

Essex CO13 0RT

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

FIRST STOP CENTRE (MID-ESSEX BRANCH)

England & Wales - Charity number 803170

Accounts

Some Centre stats

We had footfall equivalent to **7,648** visits in the last 12 months. **3,686** male (49.2%) and **3,962** female (51.8%). This represents a big change of more females using the centre. The number of overall visits again increased significantly from the previous year, indicating that we are actually supporting far more people (from **3,850** last year up to **7,648**) which we put down to our response to Covid and our response to the pandemic.. Part of this involved providing more than 9,862 food bags during the pandemic (to August 2021) This equates to approximately 39,448 meals.

Working with organisations & agencies

We continue to work with the Area Foodbank, Community 360 and Essex County Council. We have been working with all other local agencies to ensure that we sign-post clients to the most appropriate help- where we cannot offer that assistance. We are currently supporting 2 local Community Fridge projects (one of them being us!) We belong to: Braintree Community Tree, the Horizon Project, the Community Safety Hub, other crime prevention strategies and other community mental health services. In the last year we offered clients advice on 2,063 separate occasions.

More Centre stats

Our education, through the Essex Learning Partnership Fund, continues to provide learning to the most isolated and vulnerable in Essex. In 2020/21 we provided learning opportunities to over 270 individuals. Amazing as we only delivered for 7 months! We continue to be only **1** of only **3** providers working in partnership with Adult Community Learning Essex.

Even more Centre stats

Since working with FareShare we have:

- Collected **1,040** donations to date
- **28,558kg** of food has been received
- The equivalent of **67,996** meals have been distributed
- **91,270 kg** of CO₂ savings have been made to the environment (data provided by FareShare) and we now work with Neighbourly, Greggs, Nandos and KFC

Our work with Braintree Village

Throughout the pandemic we have continued to work with Braintree Village, as part of their Community Partnership Programme. They have been phenomenal. They have supported our clients in so many ways:

- By allowing us to provide bespoke learning & support opportunities for our clients and enabling progression for them
- By linking us with their Christmas 'Giving Tree' (where in 2020 we were their chosen charity) We supported clients, care homes and their staff throughout the district
- By collaboratively sponsoring, with Tesco & Iceland, 40 full Christmas dinner hampers- from sprouts to crackers and Christmas puddings!
- By helping with the printing and distribution of our Pantry Recipe packs
- By funding much needed work of our charity

And by just 'being there' for us. By being available at the end of a telephone and for Zoom calls. To boost us and lifting our spirits. Providing us with support to continue to provide help for the disadvantaged throughout our community.

FIRST STOP CENTRE

Charity no. 803170

29 Bocking End, Braintree, Essex. CM7 9AE

Tel: 01376 346535 E-mail: firststopcentre@btconnect.com

www.firststopcentre.com



CHAIR'S INTRODUCTION

Welcome to First Stop Centre's annual report for 2020/21.

It has been a demanding year, to say the least. The COVID19 pandemic obliged us to shut the Centre to visitors and clients and during the various lockdowns we were unable to provide the drop-in and hot meals facilities, training or counselling, i.e. the mainstays of our support to the people of Braintree. Thanks to the sterling efforts of our manager, Rachael Stone, and deputy manager, Jan Russell, however, we were open five days per week to provide food parcels at the door to those in need. We are very grateful to the many food stores that provided surplus and left over stocks to ensure that we were able to meet demands.

Apart from Rachael and Jan, all staff were furloughed or shielding and were kept in touch with developments, thus ensuring we would be able to resume normal activity as soon as circumstances permitted. We are now well beyond the year under review and have only recently been able to resume some of our "normal" activities but the drop-in and hot meals facilities remain in abeyance for the time being.

This report gives a flavour of the work achieved throughout the pandemic. It would not have happened without the dedication of Rachael and Jan.

Ian Wardrop
Chair of Trustees



ADMINISTRATIVE DETAILS

Charity details

Name	First Stop Centre
Registered charity number	803170
Principal address	29 Bocking End Braintree Essex CM7 9AE

Trustees

Ian Wardrop	Chair
Moia Thorogood	Vice Chair
Tracey Radley	Treasurer
Emma Reid	Secretary

Structure and governance

The charity is a Trust and its governing document is a Constitution. Trustees are appointed by fellow trustees who, together with the Centre Manager, comprise the Management Committee. All trustees are subject to re-election at the Annual General Meeting.

The day-to-day running of First Stop Centre is the responsibility of the Centre Manager who reports to the Management Committee.

Charity's Objects

First Stop Centre is established for the public benefit with the following object:

To relieve the condition of disadvantaged persons in mid-Essex experiencing difficulties with

- homelessness
- joblessness
- substance misuse
- physical and mental health and related problems
- learning disabilities

by the provision of support services for such persons to assist them in maintaining normal relationships with and within the community in which they reside.

The trustees have had regard to the Charity Commission's guidance on public benefit in setting out below the main activities undertaken in furtherance of First Stop Centre's Object:

- education services, including Skills for Life, numeracy, literacy, IT
- counselling, including anger management
- To cover what was previously our 'drop-in' facility- now support with on-line UC accounts, form filling, housing support, "care-of" address, general support from staff.

Main achievements

Details of First Stop Centre's achievements and performance are set out in the Annual Report.

Financial review

The Independent Examiner's report is contained in the main body of the Annual Report. A reserve fund of approx. £50,000 is maintained as contingency in order to deal with any unexpected major expenditure.

Declaration

The trustees declare that they have approved the Annual Report as set out in this document.

March 2021

(Signed)

Ian Wardrop
Chair of Trustees

Manager's Report

In another unprecedented year I am so proud of all who are part of the First Stop team, for all they have done to support so many during a most difficult time. We were told by so many that we were the only people they spoke to or saw during the week, and that was our privilege.

We have been offered support by so many, a true community spirit has developed during what has been a most difficult time.

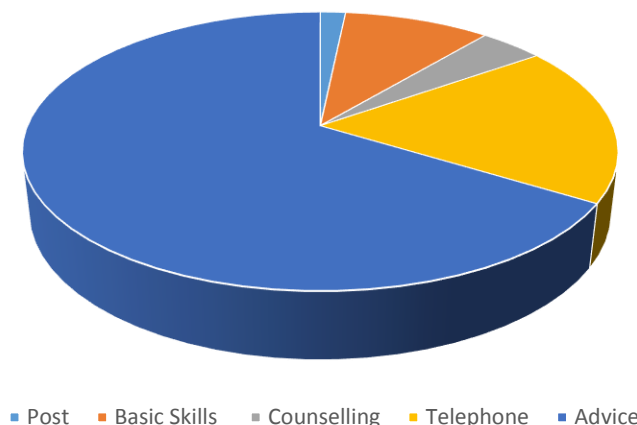
Treasurer's Report

We have had a stable financial year this year mainly due to the continued hard work put into secure funding to run projects that could directly benefit the local community and fully support the vulnerable through the pandemic.

We will continue in this vein to keep the extra support available, whilst upholding our usual funding streams and offering our full range of services where possible.

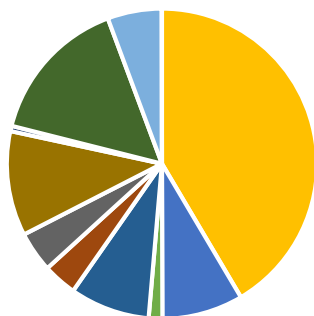
Thank you for the hard work put in by staff to secure continued funding and also looking ahead to what will be a challenging year we hope to be able to support many.

How First Stop Responded to Covid -Not including the Community Fridge



First Stop Centre Pre lockdown usage

■ Social
 ■ Meal
 ■ Post
 ■ Basic Skills
 ■ Counselling
 ■ Telephone
 ■ Advice

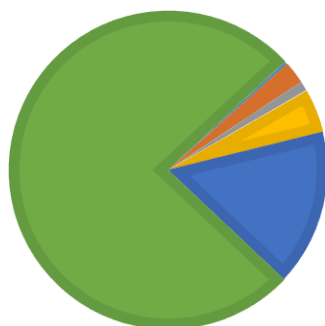


Who can benefit from First Stop services?

- Those who have a history of mental health
- Those who have learning disabilities
- Substance mis-users
- The homeless
- Single parents
- Unemployed
- Ex-offenders
- Senior citizens
- Those socially isolated
- Carers

FIRST STOP RESPONSE TO COVID 19

■ Post
 ■ Basic Skills
 ■ Counselling
 ■ Telephone
 ■ Advice
 ■ Community Fridge



How can the individual make contact with the centre?

- A person can be referred through a third party, such as: JCP, Social Services, NHS, GP surgeries, BDC, Probation Service, CAB or self-referral
- A person can use the centre for the fridge as soon as they wish and any specialised programmes (subject to availability)
- A person now needs to make an appointment to see a member of staff as the drop-in service is no longer available

Mission Statement

To work with people who are disadvantaged, in a non-judgemental way, in order to improve their lives

The Impact that First Stop Centre has had.....

A Case Study

We have been working with Brian for about a year. Previously he had always worked but he has become diabetic and this has had a bad impact on not only his health but general wellbeing. Last year we were able to support him and his family with food and this has been ongoing throughout the year. During lockdowns we delivered food to him via our wonderful volunteers and staff. This has made such a difference to him. At Christmas we were able to provide some gifts and these were a reminder that nice things happen too. Unfortunately when things seemed to be improving there were problems with his accommodation- where cladding and subsidence have become a major problem resulting in the risk of him becoming homeless. We are currently supporting Brian through this too.

Case Study Two.....

We have been helping Sally for nearly a year. She is dyslexic (which was never talked about when she was at school) and this has impacted on her wellbeing all her life. Her self-confidence was so low and she really believed that she was 'unteachable'. We started by working on her confidence and looking at everything she had achieved. We have provided her with tuition for her English skills- taking things slowly but positively- then a tablet to help her practise her new skills (including IT) This will be an on-going process but we have seen such a difference in her already- Down to her hard work.

Oher good news...

We have been able to support so many people in the last 12 months. We have been lucky to be successful with funding to provide help to: hard working parents, single people, older people, those furloughed and anyone who has needed a helping hand over these difficult times. We have been struck by the generosity of those- not always able to afford things themselves. People have been supportive with their time and their energy- which is just what we have needed from time to time. From those providing bread pudding to those bringing turkey! So from all of us we would like to 'Thank' everyone who has been there.

Christmas 2020 was very different – Proving It's not always just about the learning.....

Christmas 2020 saw Braintree Village (Landsec) support us again with their Giving Tree. Even though things had been so difficult and we were in a state of lockdown for much of the year we were able to give each and every person who needed it a much needed boost of a gift. We selected a care home in Braintree and another local to us with a very personal connection with an array of gifts, most had a package of presents! We made sure that the hard working care home staff were not forgotten either, with a selection of biscuits, chocolates and other goodies. Landsec were able to lend a hand to give these out, making it even more special.

Sadly our Learners' Celebration could not go ahead and this was a difficult time for staff and so many of our clients- we really missed this special event. Through people's generosity though we supported old and new clients through difficult times- people are still talking about food hampers and gifts nearly a year on. We are hoping to do more magical things this year- although our celebration will still not go ahead as we are mindful of what Covid -19 can do, and we do not want to spoil any possible get togethers this Christmas time.

First Stop Centre Mid Essex Branch

1st April 2020 - 31 March 2021

	<u>2020/2021</u>	<u>2019/2020</u>	<u>2018/2019</u>
<u>Income</u>			
ECC/NIDC	25,410	26,922	42,126
Essex Community	7,500	0	5,000
Community 360	4,200	1,458	0
Other Funding	0	5,000	3,000
WEA	2,800	11,265	9,000
Landsec	15,000	10,777	5,000
Phoenix Futures	0	600	1,800
Interact	280	560	420
FSJ Charities	0	1,000	0
Xmas Club	0	0	600
Other Donations	24,063	12,914	12,009
Canteen Income	0	1,494	2,071
Fundraising Events	0	2,015	0
Gift Aid	0	1,281	0
Counselling Income	1,850	3,415	2,020
Miscellaneous Income	0	48	780
Pool Table Takings	0	193	377
Census	5,568	0	0
HMRC JRS GRANT	6,665	0	0
Covid-19 Response Grant	21,906		
Essex Association	5,000	0	0
Charities Aid Foundation (CAF	2,200		
Supplier Refund of Overpayment	490	62	26
Bank Interest	14	30	16
	<u>122,946</u>	<u>79,033</u>	<u>84,245</u>
<u>Expenditure</u>			
Payroll	51,720	46,449	50,153
Maintenance	482	926	280
Copier	144	288	288
New Equipment	1,686	0	677
Travel	311	476	1,034
Supervision & Training	228	507	1,365
Insurance	950	950	1,009
Utilities	2,584	2,015	1,977
IT Costs	1,371	768	24
Office expenses	266	435	198
Fundraising expenses	0	0	73
Sundry Expenses	44	445	617
Xmas Club	0	0	1,111
Xmas Hampers	0	500	0
Accounts Audit	60	50	50
Covid19 expenses	13,300	0	0
Printing/Stationery	79	136	281
	<u>73,227</u>	<u>53,947</u>	<u>59,135</u>
<u>(Deficit)/Surplus</u>	<u>49,719</u>	<u>25,087</u>	<u>25,110</u>
Fund B/F	102,995	77,908	52,798
Fund C/F	<u>152,714</u>	<u>102,995</u>	<u>77,908</u>



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

FIRST STOP CENTRE MID-ESSEX BRANCH

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)**

Set out on pages

1-10

**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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with 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 the 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 present 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 other than that disclosed below

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

Signed: Lisa Brown

Date: 05/10/2021

Name: Lisa Brown MICB

Relevant professional qualification(s) or body (if any):

Member of the Institute of Certified Bookkeepers.
ICB Level 1 Manual Bookkeeping
ICB Level 2 Manual Bookkeeping
ICB Level 3 Computerised Bookkeeping
ICB Level 2 Certificate in Bookkeeping
ICB Level 3 Certificate in Bookkeeping and Accounts

IER

1

March 2012

Address:

5 Charnock Close

Kirby Cross

Frinton on Sea CO13 0RT

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.