

## FELIXSTOWE OLD PEOPLES WELFARE ASSOCIATION

A Charitable Incorporated (Foundation model) Organisation Registration No. 1,160,222

14, Princes Gardens, Felixstowe, Suffolk IP11 7RH

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### Trustees Annual Report in respect of year ended 31<sup>st</sup> December 2019

This is the fifth annual report after C.I.O. Charity Registration was awarded on 29<sup>th</sup> January 2015.

The Trustees at the start of the year were (in alphabetical order) Peter Finbow, Jon Garfield, Jack Gradwell, Val Gradwell, Roy Gray (Vice-Chairman), Jenny Holland (Secretary), Richard Holland (Chairman), Tony Horrocks (Treasurer), and Chris Strang. In July, Jan Garfield was added as an additional Trustee, Jan having been formerly Felixstowe Town Council representative under Rule 4, with her term of office as Trustee agreed to coincide with Jon Garfield's. Two more Trustees could be appointed to reach the maximum number permitted of twelve.

The method to be adopted for the recruitment and appointment of new Trustees is not formalised, but will continue to be based on personal recommendation of existing trustees and local knowledge of any potential new trustee.

Appointment is entirely within the remit of the remaining Trustees with no other person or body external to the charity entitled to appoint a Trustee.

Management of the Association is achieved by occasional Trustee committee meetings, and much day to day liaison between individual Trustees. In accordance with C.I.O. Constitution clause 26, at the first Trustee meeting in March 2016, five Rules were adopted covering; Frequency and purpose of the Trustee meetings, Title and Roles of Officers; and the Honorary President, and invitations to local authorities to have one non-voting representative observer at our meetings.

In July, Trustees agreed to retain our official Charity registration name in full, but to adopt the working name of F.O.P.W.A. on letter-heads, posters and other day to day working materials. Later in the year, following a survey of users, we agreed to adopt the name "Broadway House" in place of "Senior Citizens Centre".

Polices covering day and evening lettings of "the Hut" and Broadway House (Senior Citizens Centre) are in accordance with the overall objective(s) of the Association being for "the relief of the elderly being those aged 60 or over....by providing facilities which meet their needs and improve their wellbeing...." regardless of their personal background, faith, gender, race or personal circumstances".

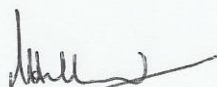
The Association's financial year runs 1<sup>st</sup> January to 31<sup>st</sup> December with quarterly reports to Trustees. Our Reserves Policy is that adequate reserves are maintained to cover costs of a) replacing the roof, b) repairing other major structural defects as they occur, c) annual maintenance of the building called "the Hut" and other contingencies, while not increasing prices unnecessarily. The Association does not hold funds as custodian trustee on behalf of others. Donations /Grants were given in accordance with our Policy (revised in Oct. 2018)

The three main activities of the Association are -

Broadway House (Senior Citizens Centre) is operated under a new Lease with Felixstowe Town Council until 11<sup>th</sup> June 2024. Thanks to the team of volunteers and the continued support of the Town Council it has been another successful year. We have in the region of 500 daytime users every week. It is used most evenings for the benefit of local clubs.

"the Hut" beach-front facility is operated under a Lease with East Suffolk Council (formerly Suffolk Coastal District Council) until 31<sup>st</sup> Dec. 2023, at a nominal rent. Thanks to the team of volunteers, it is open for about 200 days each summer for groups of elderly visitors from Care, Nursing and Residential homes, elderly people's groups and the like. Any un-booked days and evenings "the Hut" is hired to a wider range of users to provide useful additional income to supplement the normal day time booking revenue. In accordance with the terms of the Lease, we continue to use our best endeavours to repair and improve the state and condition of the building.

Signed on behalf of the Trustees



Richard Holland



**FELIXSTOWE OLD PEOPLES WELFARE ASSOCIATION**  
Registered Charity No. 1160222

**FINANCIAL STATEMENT 2019**

<u>2018</u> £	<u>INCOME</u> <u>CENTRE</u>	<u>2019</u> £	<u>2018</u> £	<u>EXPENDITURE</u> <u>CENTRE</u>	<u>2019</u> £
10,330.59	Refreshments	10,683.14	3,287.00	Tea / Biscuits	3541.13
4,020.00	Bookings	3,287.00	342.21	Milk	387.00
1,080.00	Donations / Raffle	429.20	83.39	Flowers	4.00
-	Events	120.00	381.30	Phone	375.85
109.60	Book sales	119.13	866.45	Electricity	794.98
	Refund	6.13	1,152.57	Gas	1,371.63
	Bank Interest	131.98	957.39	Water	753.78
			370.25	Insurance	383.75
			1,417.99	Maintenance	1,380.57
			200.00	Window Cleaning	180.00
			2.00	Equipment	3.50
			326.57	Misc	321.81
			1,950.00	Donations	2,200.00
			446.19	Admin	253.10
			2,067.26	Licence Fee(FTC)	2130.08
			268.64	Refurbishment	
<b>15,540.19</b>	<b>TOTAL</b>	<b>14,776.58</b>	<b>14,119.21</b>	<b>TOTAL</b>	<b>14,081.18</b>
			1,420.98	Gain/Loss	695.40
<b>THE HUT</b>			<b>THE HUT</b>		
12,037.00	Booking Fees	12,300.00	7,083.61	Maintenance	1,117.30
1,459.00	Donations / Fundraisi	1,163.50	3,250.00	Cleaning charges	3,160.00
228.24	Bank Interest	178.41		Equipment	180.00
	Refund		369.10	Electricity	411.59
			76.15	Phone	65.19
			808.47	Water	331.45
				Refunds	210.00
			21.49	Miscellaneous	161.30
			52.15	Admin	66.76
				Net Transfer	343.90
<b>13,724.24</b>	<b>TOTAL</b>	<b>13,641.91</b>	<b>11,660.97</b>	<b>TOTAL</b>	<b>6,047.49</b>
			2,063.27	Gain / Loss	7,594.42
			3,484.25	Total Gain/Loss	8,289.82

**BANK / BUILDING SOCIETY**

<u>CENTRE</u>		<u>Difference</u>	<u>HUT</u>		<u>Difference</u>
1,965.56	Current A/C	2,915.38	1,504.08	Current A/C	1,033.99 - 470.09
	Nationwide		23,568.55	Nationwide	23,746.96 178.41
9,135.92	Virgin	16,767.60			
11,101.48	Total	19,682.98	25,072.63		24,780.95 - 291.68
			<b>36,174.11</b>	<b>TOTAL FUNDS</b>	<b>44,463.93 8,289.82</b>

**Tony Horrocks**

**Treasurer**

Certified correct according to records presented to me by the Treasurer

**Brian Davies**

**Independent Examiner**

*Jul* 15.1.20

*3c2* 15/1/20

## **FOPWA - TREASURERS REPORT (Jan-Dec) 2019**

Please find attached the Financial Statement of our Accounts for 2019 (Jan-Dec) which have been audited and approved.

### **CENTRE**

- Refreshment income has increased slightly from previous year and appears to have levelled off around £210 per week; which is still historically low.
- Booking fees are in line with previous years.
- Donations remain as prior years. No large "one off" donations this year
- Refreshment costs increased due primarily to increased usage.
- Utility costs were as expected and will remain at this level. New Contract with British Gas has been agreed for 3 years from 4<sup>th</sup> January 2020. Agreed to continue with EON for 3 years after this contract expires in Sept 2020. Costs will increase slightly but will remain at this level for 3 years.
- Maintenance costs were primarily due to Dish washer heater replacements and paper products for toilets / kitchen.
- Increased Donations to other Charities were as agreed at £2200.
- Admin lower due to less postage.
- Licence fee increase due to inflation clause in agreement.

### **HUT**

- Booking fees are slightly higher than previously.
- Cleaning costs remain as previously - with new cleaner Fatima and her daughter.
- Small decrease in donations/ fundraising
- Maintenance costs were repairs to toilets.
- Water costs were lower due to refund from last year and repair of toilets stopping leakage.
- Agreed a 3-year contract to continue with British Gas for electricity supply.
- Refunds due to 3 cancellations; which were all rebooked.
- Continued use of emails for booking purposes help to keep admin costs low.

### **FINANCIAL**

- **The Centre** produced a small operating surplus which should continue at this level without unforeseen circumstances
- **The Hut** produced a large operating gain as there was very little capital expenditure this year.
- **Banks** – Consequently the total funds increased by £8,289 to a total £44,463.
- Interest earned £310

### **ITEMS FOR CONSIDERATION**

1. **Centre Costs** – Request FTC pay window cleaning costs of £200 p.a. (equal to 1 week's income!!)
2. **Hut Costs** – attempt to have even more clients using email for booking and invoices?
3. **Financial** - Decide to maintain "ring fenced" amount for Hut Maintenance at £25K? What to do with the bank surplus?

Any questions please let me know

Tony

13th January 2020



# FELIXSTOWE OLD PEOPLES WELFARE ASSOCIATION

Registered Charity No. 1,160,222

## Independent Examiner's Report to the Trustees in respect of year ended 31<sup>st</sup> December 2019

### Respective responsibilities of Trustees and Examiner

As the charity's Trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

### Basis of my report

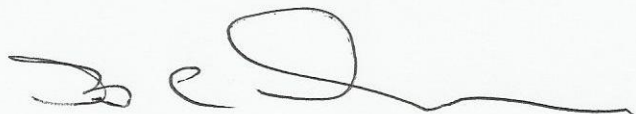
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention :-

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- a) to keep accounting records in accordance with section 41 of the Act; and
  - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.



Brian Davies  
Independent Examiner

January 2020