

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 31st December 2020

This is the sixth annual report after C.I.O. Charity Registration was awarded on 29th January 2015.

The Trustees at the start of the year were (in alphabetical order) Peter Finbow (Vice-Chairman), Jan Garfield, Jon Garfield, Jack Gradwell, Val Gradwell, Roy Gray, Jenny Holland (Secretary), Richard Holland (Chairman), Tony Horrocks (Treasurer), and Chris Strang. 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 our Constitution, Policies and Rules with the objective(s) of the Association 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". In January 2020 Rule 1 relating to frequency and purpose of Trustee meetings was changed to read -

a) *There shall be one Trustee Meeting per annum in January or February - to include approval / adoption of the Accounts for the preceding year, approval / adoption of Trustees Annual Report to the Charity Commission, election / re-election of Trustees and election/re-election of Officers*

b) *and at least one other Trustee meeting during the year*

Where Constitution Cause 15 (1) (a) allows any Trustee to call for a meeting of the Charity Trustees

The Association's financial year runs 1st January to 31st 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, and 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. No Donations / Grants were given in 2020 because all the organisations normally in receipt of these had closed for the duration of the Covid -19 pandemic and were not looking for financial support from us.

We received special Covid-19 related grants of £10,000 for each building and a Covid-19 rent "holiday" from Felixstowe Town Council for Broadway House.

The main activities of the Association are -

Broadway House (Senior Citizens Centre) is operated under a June 2019 Lease with Felixstowe Town Council in force until 11th June 2024. We have remained closed to both day-time and evening club users since March, to protect our volunteers and visitors, in accordance with HMG rules and guidelines relating to Covid-19. While closed the Town Council refurbished the kitchen and carried out other redecoration and minor repairs.

"the Hut" beach-front facility is operated under a Lease with East Suffolk Council until 31st Dec. 2023, at a nominal rent. Normally 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. This year to protect our volunteers and in accordance with HMG rules and guidelines relating to Covid-19, we did not open. The great majority of groups with reservations chose to "roll-over" their booking to the same day (not date) in 2021 with a small number cancelling and being given a refund. 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
(Chairman)

FELIXSTOWE OLD PEOPLES WELFARE ASSOCIATION
Registered Charity No. 1160222

FINANCIAL STATEMENT 2020

2019 £	INCOME BROADWAY HOUSE	2020 £	2019 £	EXPENDITURE BROADWAY HOUSE	2020 £
10,689.38	Refreshments	2,150.92	3,540.98	Tea / Biscuits	702.22
3,287.00	Bookings	1,819.00	387.00	Milk	75.70
429.20	Donations / Raffle	25.00	4.00	Flowers	5.00
120.00	Events	-	375.85	Phone	397.90
119.13	Book sales	-	753.77	Electricity	266.00
	Bank Interest	161.37	1,373.67	Gas	719.63
	Transfer	248.10	794.98	Water	562.54
	East Suffolk CC	10,000.00	383.75	Insurance	390.76
			1,384.77	Maintenance	265.13
			180.00	Window Cleaning	180.00
			3.50	Equipment	196.80
			321.81	Misc	138.99
			2,200.00	Donations	-
			246.90	Admin	86.70
			213.08	Licence Fee(FTC)	-
14,644.71	TOTAL	14,404.39	12,164.06	TOTAL	3,987.37
				Gain/Loss	10,417.02
	THE HUT			THE HUT	
12,300.00	Booking Fees	10,550.00	1,117.60	Maintenance	618.70
1,163.50	Donations / Fundraising	-	3,160.00	Cleaning charges	700.00
	Bank Interest	261.93	180.00	Equipment	-
	Refund	-	411.59	Electricity	140.19
	East Suffolk CC	10,000.00	85.19	Phone	62.33
			331.45	Water	7.60
			210.00	Refunds	710.00
			161.00	Miscellaneous	-
			66.76	Admin	32.32
				Net Transfer	-
13,463.50	TOTAL	20,811.93	5,723.59	TOTAL	2,271.14
			7,739.91	Gain / Loss	18,540.79
			7,739.91	Total Gain/Loss	28,957.81

BANK / BUILDING SOCIETY

<u>B. House</u>		<u>Difference</u>		<u>HUT</u>	<u>Difference</u>			
2,915.38	Current A/C	171.03	-	2,744.35	1,033.99	Current A/C	1,312.85	278.86
					23,746.96	Nationwide	24,008.89	261.93
<u>16,767.60</u>	Virgin	<u>47,928.97</u>	<u>31,161.37</u>					
19,682.98	Total	48,100.00	28,417.02	24,780.95		25,321.74		540.79
				44,463.93	TOTAL FUNDS	73,421.74		28,957.81

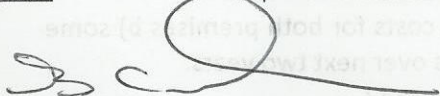
Tony Horrocks

Treasurer

Certified according to records presented to me by the Treasurer

Brian Davies

Independent Examiner

 12/1/21

FOPWA - TREASURERS REPORT 2020

Please find attached the Financial Statement of our Accounts for 2020 which have been audited and approved. This is a most unusual year, with little to report and the future dependent on Covid situation.

BROADWAY HOUSE

- Refreshment income was lower at around £200 per week until closure on 14th March.
- Booking fees were received for early part of year and all agreed to "roll over" until 2021 – except Family History Society who have not yet cashed refund cheque.
- Donations income down.
- Refreshment costs are relevant to the weeks opened.
- Utilities – Everflow did not apply a charge for water for first six months but are now charging fixed costs; Gas and Electricity suppliers have charged only fixed costs; Phone supplier would not initially reduce charges because we had received the ESCC grant. However, after many attempts, they had now permanently reduced their monthly charge by £7 and given a refund.
- Maintenance costs relate to mainly to paper products for kitchen / toilet.
- No Donations to other charities as they are not operating due to Covid.
- Admin lower due to less postage.
- FTCC have waived Licence fee on pro rata basis related to closure time due to Covid.

HUT

- Virtually as normal with Booking fees being lower than previous years due to no bookings after March. Majority of users have rolled over until 2021 with 13 cancelling and receiving refunds.
- Cleaning costs are a furlough payment to cleaner of £700.
- No Fund Raising or Donations income.
- Maintenance costs were repairs to toilets.
- Utilities – as with Broadway house Everflow did not charge for 6 months then reverted to fixed charge; Electricity and phone all charged fixed charge.
- Continued use of emails for "roll over" purposes and maintain contact with users.

FINANCIAL

- **Broadway House** – without the ESCC grant it would have been a break-even position.
- **The Hut** produced a surplus without the ESCC grant but will be eroded next year as most users have rolled over and hence little income.
- **Grants** – ESCC provided grants of £10,000 each to Broadway House and The Hut
- **Interest earned** -£423.40
- **Banks** – Consequently the total funds increased by £28.957 to £ 73,421.
- **Utilities**- We are now allowed to transfer utility contracts up to 12 months in advance which helps to save costs. Consequently, have signed three-year deal with British Gas Lite for electricity at Hut – lower tariff than now as we are low user. Also, three-year deal with Everflow for water at both premises – same as current tariff.

ITEMS FOR CONSIDERATION

1. When to reopen Broadway House and The Hut and to inform users accordingly.?
2. Hut – carry out any repairs / maintenance whilst it is closed.
3. Decide to maintain "ring fenced" amount for Hut Maintenance at £25K?
4. Financial effect if we do not open this year, will be a) some fixed costs for both premises b) some users may request a refund; The surplus will allow us to cover costs over next two years.
5. To what extent will users return, particularly BH, after situation is eased?

Any questions please let me know?

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Registered Charity No. 1,160,222

Independent Examiner's Report to the Trustees in respect of year ended 31st December 2020

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 Acthave 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 2021