

## **FELIXSTOWE OLD PEOPLES WELFARE ASSOCIATION**

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

14, Princes Gardens, Felixstowe, Suffolk IP11 7RH

Email - [richolland1@btinternet.com](mailto:richolland1@btinternet.com) Website - [www.fopwa.onesuffolk.net](http://www.fopwa.onesuffolk.net)

### **Trustees Annual Report in respect of year ended 31<sup>st</sup> December 2017**

This is the third 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, Jenny Holland, Richard Holland, Tony Horrocks, and Chris Strang, with Richard Holland appointed as Chairman, Roy Gray as Vice-Chairman, Tony Horrocks as Treasurer and Jenny Holland as Secretary. Three 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 has yet to be 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 (minimum) three Trustee meetings per annum; Title and Roles of Officers; Honorary President role and appointment, and invitations to Felixstowe Town Council and Suffolk Coastal District Council each to have one non-voting representative observer at meetings of Trustees. Trustees agreed that the Association's current financial year end be brought forward from 31<sup>st</sup> March 2018 to 31<sup>st</sup> December 2017 and that thereafter the financial year runs 1<sup>st</sup> January to 31<sup>st</sup> December.

Polices covering day and evening lettings of "the Hut" and the 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.

Adequate reserves are maintained to cover anticipated expenses and contingencies with complete financial reports given at all Trustee meetings. A detailed reserves policy has not yet been formalised, while in the meantime an understanding between Trustees persists that we will not increase prices unnecessarily. The Association does not hold funds as custodian trustee on behalf of others.

The three main activities of the Association are -

Senior Citizens Centre in Broadway House operated under an annual licence from Felixstowe Town Council.

Negotiations to replace the licence with a new Lease are virtually completed. 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 in the Centre which is also in use most evenings for the benefit of local clubs and societies.

"the Hut" beach-front facility which we operate as lessees from Suffolk Coastal District Council 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 unbooked 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. Since taking on occupancy of "the Hut" we have made major improvements including new toilets, a new kitchen, creation of a much larger hall for general use, a D.D.A. access ramp, new windows and external security roller shutter blinds and more recently replacement of badly eroded bricks and replacing external woodwork with UpVC cladding.

Donations /Grants are given to other local senior citizen focussed clubs and organisation, of which there are sadly fewer than in previous years.

Signed on behalf of the Trustees

Richard Holland



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## **FOPWA - TREASURERS REPORT 2017 (Mar-Dec)**

Please find attached the Financial Statement of our Accounts for 2017 (Mar-Dec) which have been audited and approved. It represents 9 months only- due to decision to have future Financial Year from Jan to Dec.

### **CENTRE**

- Refreshment income and tea/coffee/biscuit costs have remained as in 2016 but there is a significant reduction in milk costs.
- Booking fees appear to be down on previous years but as majority are usually received in 1<sup>st</sup> Quarter they will appear next year. Similar situation with Events income.
- However, a substantial increase in Books income.
- Utility costs were all lower than previous but will now remain around current cost for next three years as contracts have been signed to retain costs as in 2016.
- Maintenance costs were low and will continue to be so in future years as capital costs (apart from furniture) will now be covered by FTC
- Donations to other Charities were increased by £250 to total £2000 p.a.
- Licence fee has been increased from £1000 to £2000 p.a.

### **HUT**

- Booking fees appear lower due to majority being paid in February each year – this will ensure 2018 is more representative. Donations remained the same.
- FTC have given a £4500 grant towards cost of new shutters in early 2018
- Utility costs have reduced due to new contracts signed in 2017 but will remain at this level in the future.
- No major expenditure in 2017.

### **FINANCIAL**

- The Centre produced a small operating surplus in this 9 months despite the increased Licence fee. It is expected the surplus to increase in a full year as we will have no major expenditure in future (apart from furniture when needed)
- The Hut had little capital expenditure hence needed only some £4000 from Deposit a/c. toward operating costs in this foreshortened 9-month year.
- Banks -After expenditure on shutters at The Hut we will have some £28,00 in Deposit and Bank Accounts. This will be increased by some £11,000 booking fee income in February; so, without further major expenditure there will be another healthy surplus.
- Interest earned £365

### **ITEMS FOR CONSIDERATION**

1. **Centre Income** – do we increase or decrease tea/coffee price to a round sum.?
2. **Centre Costs**
  - Majority of supplies are purchased from Makro; Do we shop around all local stores to see if we can obtain a better deal? This could also save Jenny / Richard time and car costs!
  - Request FTC pay window cleaning costs of £240 p.a. (equal to 1 week's income!!)
3. **Hut Costs**
  - Save postage etc by emailing booking forms?
4. **Financial**
  - Decide "ring fenced" amount for Hut Maintenance i.e. £10K; £20K or other?
  - How much to invest into a fixed term savings account?

Any questions please let me know

Tony

6<sup>th</sup> January 2018



# 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 2017

### 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  
April 2018