BOPH

TRUSTEES' ANNUAL REPORT

Year ended 17 January 2026

Business Opportunities for the Physically Handicapped
Units 4–7 Charfleets Close, Canvey Island, Essex SS8 0PW
Registered Charity No. 1146329
www.boph.org.uk | b.o.p.h@hotmail.co.uk | 01268 515794

Introduction

This Trustees' Annual Report describes the activities and work of Business Opportunities for the Physically Handicapped (BOPH) during the year ended 17 January 2026. It outlines the charity's organisation, the services it provides, its principal achievements and the financial position reported in the examined accounts.

The report is intended to provide a fair and balanced account of the charity's work and the challenges faced during the year.

History

The vision of providing a workshop for people with disabilities was the brainchild of Geoff and Joan Lythgoe. Their granddaughter had suffered vaccine damage as a baby, leaving her disabled. When she left full-time education, they became aware of the lack of work opportunities for young adults with disabilities and decided to establish a centre offering basic work opportunities in a safe and caring environment.

Following intensive fundraising by family and friends, the organisation obtained charitable status and leased a small unit on Charfleets Industrial Estate, Canvey Island. With the help of local builders and tradespeople who gave their time and expertise, the premises were refurbished. BOPH was founded in 1995 by Geoff and Joan Lythgoe and opened its doors that year, offering placements to people with physical disabilities and learning difficulties.

The charity soon outgrew its original premises. In 1999, when the workshop and an adjacent unit became available for sale, the charity purchased both units.

Administrative Details

Full name: Business Opportunities for the Physically Handicapped

Address: Units 4–7 Charfleets Close, Canvey Island, Essex SS8 0PW

Registered charity number: 1146329

Email: b.o.p.h@hotmail.co.uk

Website: www.boph.org.uk

Telephone: 01268 515794

Directors and Management

The directors and management personnel remained unchanged during the reporting period. The directors and staff are:

- Chairman and Company Secretary: Mr John Arthur Clarke F.I.B.M.S CMS
- Finance Director: Mr Ian Knott CPFA
- Directors: Mrs Jean Blackwell, Mr Roger Blackwell, Mr Peter May, Mrs Sylvia Jillins and Mr Stuart Clarke
- Manager: Karen Bowers
- Assistant Manager: Josephine Geary (Passed away in late 2025)
- Project Worker: Brogan Bowers
- Full-time Supervisor: Post vacant

The charity is managed in accordance with its constitution, adopted on 27 October 2004. Overall responsibility rests with the directors, who are elected by the members at the Annual General Meeting. Day-to-day management of the workshop is undertaken by the staff team.

Volunteers

Volunteer support has remained largely unchanged during the reporting period. Both BOPH charity shops continue to be operated entirely by volunteers, whose time, commitment and dedication are essential to the charity's work and financial sustainability.

The Trustees wish to express their sincere appreciation to all volunteers who give their time so generously, whether in the shops or in other areas of the charity's activities. Their contribution is invaluable.

The Charity's Premises and Assets

The charity owns and manages the workshop at Units 4–7 Charfleets Close, Canvey Island. The premises comprise a main workshop area, storage, offices, a social and eating area, kitchen and toilet facilities.

Maintenance requirements during the year were relatively routine. Any faults or necessary repairs have been addressed as they arise. The continued upkeep of the premises remains important in providing a safe and suitable environment for clients and staff.

Training, Safeguarding and Health and Safety

Training

The charity's established arrangements for induction and ongoing training have continued. These include familiarisation with the premises, fire safety, health and safety requirements and hygiene procedures.

Safeguarding

The charity's existing safeguarding arrangements for vulnerable adults have continued during the reporting period. Established procedures relating to staff checks, supervision and the protection of clients remain in place.

Health and Safety

The charity continues to maintain its established health and safety policies and procedures. Regular safety inspections are undertaken, appropriate records are maintained, and arrangements remain in place to provide a safe environment for clients, staff and visitors.

Finance Director's Report

The financial year has presented BOPH with a number of challenges, particularly in relation to the reduction in packing and sorting work undertaken within the workshop. Despite considerable efforts to identify alternative sources of work, these have so far proved unsuccessful. Consequently, income from this activity, which previously made a contribution to the charity's resources, fell to nil during the year.

Total income for the year amounted to £92,034, compared with £98,055 in the previous year. The charity shops continued to provide the principal source of income, generating £81,769, representing approximately 89% of total incoming resources. Their continuing success and the support of the local community remain fundamental to the charity's ability to maintain its services.

Fundraising income increased to £2,223, compared with £92 in the previous year. Donations amounted to £3,763, while investment income remained relatively stable at £2,798.

Total expenditure, including depreciation, amounted to £96,749, resulting in a deficit of £4,715 for the year. This represents a considerable improvement on the previous year's deficit of £17,754.

Wages and payroll costs remain the charity's largest expenditure, amounting to £60,155. The charity also continues to face the costs associated with maintaining its workshop and charity shops, including utilities, insurance, repairs and general running expenses.

At the year end, unrestricted funds stood at £99,375, with cash balances of £237,263. Whilst the continuing deficit requires careful monitoring, the charity retains a substantial cash and property asset base.

Looking ahead, the principal financial challenge remains the need to maintain and, where possible, increase income from sources other than the charity shops. In particular, efforts to secure additional packing work and develop fundraising opportunities will remain important priorities.

Ian Knott
Finance Director

Fundraising Report

Fundraising continues to form an important part of BOPH's efforts to supplement its regular income and support the work of the charity.

During the year, the charity benefited from fundraising activities and the generosity of individuals and organisations within the local community. Although fundraising remains an area in which further development would be beneficial, the support received is greatly appreciated.

The Trustees recognise that, particularly in view of the reduction in income from packing and sorting work, the development of additional fundraising opportunities remains an important objective for the future.

Workshop Report

Throughout the reporting period, BOPH has continued to operate its workshop from Monday to Friday, providing a safe, supportive and structured environment for adults with physical disabilities and learning difficulties. The number of clients attending has remained broadly similar to previous years, at approximately 25.

The workshop continues to provide opportunities for clients to participate in practical activities, develop individual skills, improve confidence and enjoy the social benefits of working alongside others.

During the period, the volume of packing and sorting work available to workshop clients diminished. Despite efforts to identify and secure alternative sources of suitable work, these efforts have so far proved unsuccessful. This has presented an ongoing challenge in maintaining a regular supply of productive activities and an important source of income.

Notwithstanding these difficulties, the workshop has continued to operate five days a week and the charity remains committed to maintaining its service. The service is provided free of charge to clients.

Charity Shop Report

The charity shops continue to play a vital role in supporting the financial stability and continued operation of BOPH. With the continued generosity of the local community in donating items for resale, together with the commitment and support of our volunteers, the shops remain an essential source of income for the charity.

There have been no significant changes to the operation or location of the shops during the reporting period. Their continued contribution is particularly important in enabling BOPH to maintain the services and facilities provided to its clients.

Benefits to Clients and the Community

BOPH provides a safe and supportive environment for adults with physical disabilities and learning difficulties who may not be able to obtain employment in a conventional workplace. The workshop offers stability, purposeful activity and opportunities to develop practical, numeracy, literacy and social skills, while helping clients to build confidence and maximise their individual potential.

The service also provides valuable support to families and carers. The workshop's continued operation, five days a week and free of charge, remains an important resource within the local community.

Primary Aims and Objectives

The charity's aims and objectives are to promote the welfare of physically and mentally handicapped persons and those with special needs within the community of Castle Point, particularly through the provision of and assistance with facilities for employment training within the workshop.

Fundamental to achieving these aims is the provision of a safe environment for disabled people within the community, offering stability and opportunities to enhance personal development and maximise individual potential.

Strategy for Achieving these Objectives

- Continue to seek assistance from donors and sponsors and keep the community informed about the charity's activities.
- Seek suitable work that can be undertaken by workshop clients, maintaining contact with existing work providers and approaching potential new providers.
- Continue fundraising activities and develop additional opportunities to generate income.
- Support the volunteers who make the charity shops and other activities possible.
- Maintain the workshop premises and ensure that clients continue to enjoy a safe and supportive environment.

Review of the Year's Aims and Objectives

Throughout the year, BOPH has continued to fulfil its principal charitable objectives by providing a safe, supportive and worthwhile environment for adults with physical disabilities and learning difficulties.

Despite the difficulties experienced in securing sufficient packing and sorting work, the charity has maintained its workshop operation five days a week and continued to provide its services entirely free of charge. The number of clients attending has remained broadly consistent, demonstrating the continuing need for the facilities and support provided by BOPH.

The charity shops have continued to provide essential financial support, enabling BOPH to maintain its services notwithstanding the financial challenges faced during the year. Support from the local community, including donations of goods and financial contributions, has continued.

The Trustees consider that the charity has continued to meet its fundamental aims and objectives and remain committed to maintaining and developing these services for the benefit of the local community.

Looking to the Future

The charity's priorities for the coming year will include:

- Continuing to provide services and facilities free of charge to clients attending the workshop.
- Maintaining a safe, supportive and welcoming environment for clients.

- Supporting staff and volunteers who contribute to the operation of the workshop and charity shops.
- Maintaining the successful operation of both charity shops, which remain essential to the charity's income.
- Making further efforts to identify suitable packing and sorting work for workshop clients.
- Developing fundraising and other sources of income to strengthen the charity's financial position.
- Maintaining good relationships with donors, sponsors, work providers and the wider local community.

Acknowledgements

The Trustees wish to thank all those who have supported BOPH during the year. The continued generosity of the local community, those who donate goods and money, the volunteers who give their time, and the organisations and individuals who assist the charity are all greatly appreciated. Their support enables BOPH to continue providing its services to clients.