Medway Volunteer Workshop

Charity Registration Number: 1205002

TRUSTEES' ANNUAL REPORT
AND FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31 DECEMBER 2025

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INTRODUCTION

This report notes the requirements of the Charities Act 2033 and takes into account the Statement of Recommended Practice (SORP) FRS 102.

Name of Charity: Medway Volunteer Workshop

Charity Number: 1205002

Registered Address: The Pippins, 21 Ryegrass Close, Chatham, Kent. ME5 8JY

Bankers: Co-operative Bank, 1, Balloon Street, Manchester, M4 4BE

Managing Trustees:

Paul Markland	Chair
Hilary Cox	Company Secretary
Trevor Cox	Trustee
Rachel Davey	Trustee (Vice-Chair from July 2025)
Alun Pemberton	Trustee (Head of Operations from July 2025)
Keith Sturrock	Trustee
Barry Tipping	Treasurer

MESSAGE from the CHAIR

I am proud of the progress Medway Volunteer Workshop made during 2025, our sixth year of operation.

We had reached the point where we needed to find more space or to consolidate. During 2024, trustees searched for larger, suitable and affordable alternative premises to maintain the MVW's potential.

In November, we heard about a nearby unit which would become vacant in Spring 2025. It was ideal, and we were successful in obtaining the lease. Medway Volunteer Workshop moved to Elm Court Village, Gillingham, in June 2025, more than doubling our space. This meant our growth could continue, with sufficient capacity to accommodate more material and volunteers.

Our wonderful band of volunteers give their time and skills every week to support and help others by collecting, sorting, refurbishing and packing donated tools and sewing machines. These are passed to Tools with a Mission (TWAM) and others, enabling newly trained craftspeople in Africa to earn a living for themselves and their families. We are also proud of the environmental benefit of re-use instead of adding to landfill.

In parallel, we took over management of TWAM's collection operation in Kent, Sussex and South London. Pleasingly, there continues to be plenty of tools and sewing machines being donated by the public, for which we are grateful. We also agreed to pioneer TWAM's regional hub concept.

Of course, moving and equipping Elm Court, growth of the core operation, taking over the collection service, and testing a concept - all at the same time - create new challenges, which our volunteers and trustees embraced.

All of this is a big positive, amongst all the negative news we hear. My thanks to everyone, including our financial donors, for their support.

Paul Markland
Chair of Trustees

OBJECTIVES and ACTIVITIES 2025

OUR OBJECTIVES

The object of the CIO as set out in its constitution is the prevention or relief of poverty anywhere in the world by providing tools and other equipment to charities or other organisations working to prevent or relieve poverty. Through our donors and the skills of our volunteers we aim to provide equipment which empowers impoverished people whilst providing a sense of purpose and helping to prevent isolation amongst our volunteers. At the same time the charity by its very nature contributes to preserving the environment.

GOVERNANCE

Governance of the charity has been maintained by quarterly in-person meetings of the trustees.

In 2025, the trustees have reviewed, maintained, developed and agreed a wide range of policies in line with requirements outlined by the Charity Commission. This included a review of the Health and Safety Policy and introduction of a new risk assessment template. As well as policies for complaints; confidentiality; environment and sustainability; equal opportunities and anti-discrimination; financial controls; grievance procedures; guidelines on discipline; risk management; safeguarding adults; volunteer; whistleblowing; and social media. The review and monitoring of new policies required will continue into 2026.

There were no conflicts of interest reported and no breaches to the UK-GDPR policy that needed to be reported to the ICO or other regulatory bodies.

SUMMARY OF ACTIVITIES

The Trustees of Medway Volunteer Workshop have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the Workshop's volunteers during the past year. The Trustees are satisfied that the information provided in this report and the accounts meets the public benefit requirements.

ABOUT US

The Workshop's principal activity is to receive donated tools, equipment and sewing machines from the local populations of Kent and Medway. These goods are sorted and refurbished where necessary and put into trade kits prior to being passed to our partner organisations. Tools With A Mission (TWAM) receive the majority of refurbished items, places them into kits and sends them to selected African countries for livelihood creation. As a result of our Workshop's activities 629 mainly young people will receive a sewing machine and 171 carpenters kits will help people set up their own businesses. We give tools to Street Angels a local charity supporting homelessness and hardship and annually we receive tools from the Royal Engineers. Tools not required to be placed in kits can be sold or scrapped. Items are sold to a local antique dealer and two of our volunteers sell on the internet. Scrap metal is taken to a local scrap metal dealer. Sales and scrap contribute to the income needed to cover the Workshop's expenses.

OUR PREMISES

In June 2025, Medway Volunteer Workshop (MVW) moved from its former base in Hopewell Drive in Chatham to expansive new premises in Elm Court Village in Gillingham, Kent. Taking over from the former Bulldog Garage buildings, found behind the Elm Court Garden Centre in Hempstead, Gillingham.

Speaking about the move, the Chair of Trustees, Paul Markland, said '*Medway Volunteer Workshop had outgrown the premises we had in our early years, restricting our charity's activities when there was clearly greater demand. The move to Elm Court has doubled our space, meaning more volunteers can refurbish more donated tools and sewing machines - saving these from landfill by re-using them to create sustainable livelihoods in Africa*.'

OUR VOLUNTEERS

MVW is a 100 percent volunteer led organisation. We are indebted to the time and effort put in by all our volunteers often going beyond expectations in terms of goodwill, time and effort to make the workshop a success over the past twelve months.

Our volunteers use their skills and expertise to refurbish a wide range of tools and sewing machines of all types. They are drawn from across Medway, Maidstone and Sittingbourne being attracted by the knowledge that they are playing a part towards the reduction of poverty and contributing towards a greener environment. Our volunteers improve their health and well-being by being able to communicate and socialise with a diverse community interested in using electrical, carpentry and engineering skills. Whilst our volunteers are mainly retired they benefit by learning new skills and learning how to work safely and build self confidence in using the wide range of available tools. Six volunteers are involved in transporting completed work to TWAM headquarters in Ipswich.

None of the activities mentioned in this report would be possible without the dedication and loyalty of our volunteers and supporting them in their work is a key commitment of the trustees. Weekly our volunteers contribute approximately 210 hours of valuable and skilled expertise and they benefit with camaraderie and a sense of purpose.

The number of volunteers working at the workshop has increased slightly so that, at the end of 2025, the number was 36 (excluding trustees). Finding volunteers remains a high priority for the coming year.

Ascertaining the views and ideas of our volunteers has been achieved via the Team Leaders and the trustees benefit from one Trustee being the Head of Operations (since July 2025), so ensuring that at every Trustee meeting, workshop and volunteer items are reported and actions over areas of concerns identified.

Medway Volunteer Workshop's volunteer "family" met socially twice last year in order to thank the volunteers and their partners for their commitment to the work of the charity and to help them get to know other volunteers who work at different times of the week. The camaraderie and support by volunteers to other volunteers is recognised and valued.

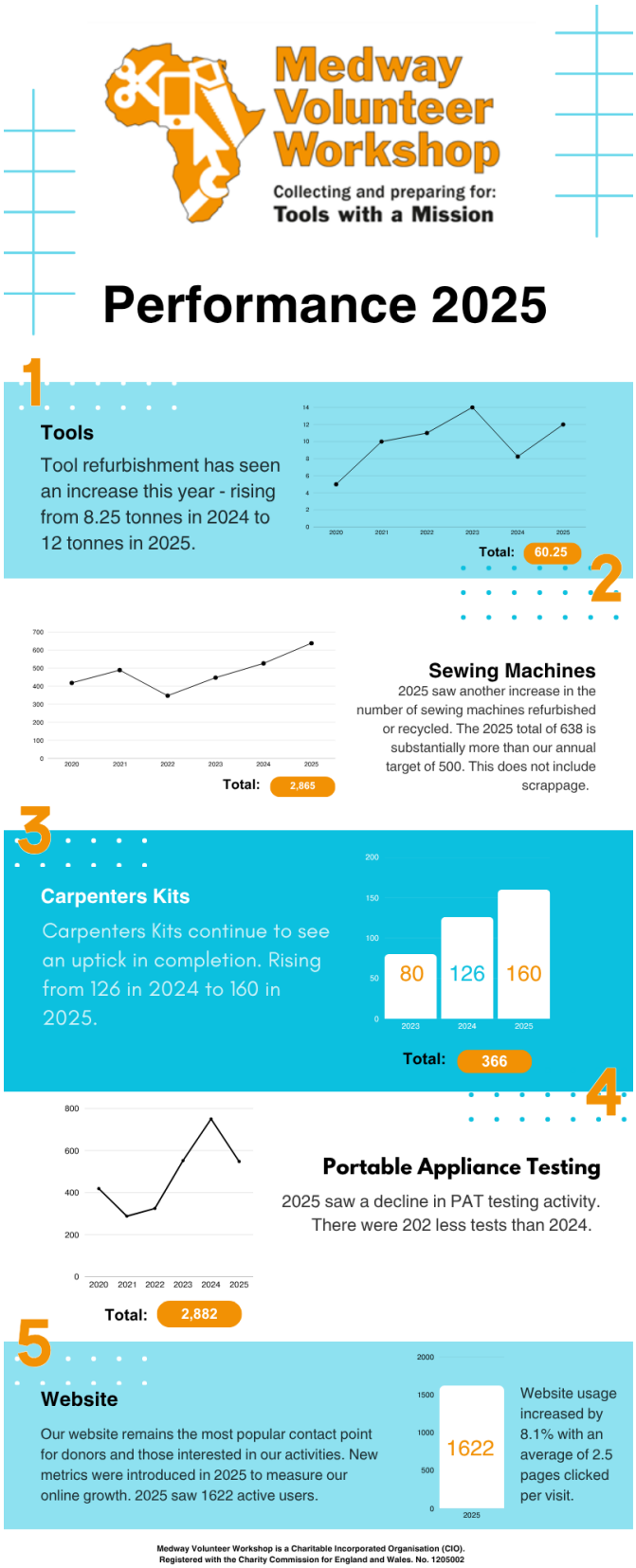
From time to time relevant newsletters from TWAM are forwarded to all our volunteers helping to keep them in touch with the wider outcome of their work and hearing individual stories of how the refurbished tools and sewing machines sent from the workshop have contributed to changed lives. The annual figures presented to the Trustees are sent to each volunteer so that they are aware of the growth of our workshop.

FUNDRAISING

We are indebted to the contributions from our donors, in particular via Kent Community Foundation; 3 presentations about the workshop were given during the year. Fundraising has had to be prioritised from mid-2025, 2 trustees have attended several webinars run by the charity Funding For All and have benefitted from advice given by 2 mentors. Our public image is being raised through the fund raising process.

ANALYSIS OF ACHIEVEMENTS AND PERFORMANCE 2025

Below is a summary of the major activities of the charity over the past 4 years.



YEARLY PERFORMANCE INDICATORS SUMMARY

2025 saw substantial increases in productivity across all key lines of workshop activity and also work taking place behind the scenes to increase visibility and public awareness of the charity.

PUBLIC AWARENESS

Throughout 2025 we have seen an increase in the number of visits to the website and repeat visits to the workshop by donors.

The website continues to be our main advertising and awareness raising tool. Various updates have been made to the website in 2025 to reflect the changing needs of the charity (CIO). This included a new online interactive volunteer application form which helped reduce bureaucracy in our application process. The most popular pages were the ‘contact’ and ‘what you can donate’ pages with an average stay of just over 1 minute.

We also continued to see organic growth via external sites such as Google – where we have remained second in the SEO listings for ‘Donate tools in Kent’ and ‘Donate Sewing Machines in Kent’. The charity Google profile has also attracted 4929 views – mainly for people looking for directions to the workshop.

2025 has also seen a low-level presence on our Facebook profile. However, during the year the page saw 798 views with 62.9% of those being non-followers of the page. Specific posts were predominantly to do with the charity move to new premises in June 2025. No further insights are available for this time period.

We also have a presence on Medway Council’s recycling website.

WORKSHOP DEVELOPMENTS AND IMPROVEMENTS

2025 has seen significant changes to workshop arrangements for the charity. The first five months of 2025 were spent at the original buildings at Hopewell Drive in Chatham. However, in June 2025, a considerable move took place to new premises at Elm Court Village in Gillingham. Substantial steps were taken by some trustees and volunteers to successfully manage this change programme with minimal impact on the productivity of the charity.

The numbers of refurbished sewing machines has increased year on year and the workshop attempts to refurbish all sewing machines collected by the workshop for TWAM in Kent, East Sussex and South East London. 2025 has seen an increase in the number of volunteers refurbishing sewing machines with the team working 4 days a week. Increased volunteer hours and a record number of donated machines has resulted in the best record to date of sewing machines kits prepared, each representing a new job for the recipient in Africa. Likewise increasing the amount of old machines scrapped (156) has supported the income needed to run the workshop. The kits refurbished is unchanged from 2024 being mainly carpenters and sewing machine kits but a large number of sundry items are refurbished ready to be placed into kits by TWAM (e.g. builders, plumber electricians etc.) We have increased the number of PAT testers.

The workshop has benefited by the move from the cramped working conditions of the unit in Hopewell Drive, Chatham to the new extended workshop, a separate dust free Portacabin for the sewing machines and an extra storage container provided at the Elm Court Village site. This has led to an initial partnership with TWAM as a “hub” which will be built on in 2026.

The move was a completed in 3 days with all the volunteers giving time to help and all our volunteers were pleased to come to the new premises, meaning none were “lost” through the move to a new location. All the racking was moved to the new site. Other businesses around us have given us racking which we have been able to utilise. As a result the relationship with local businesses has flourished. The relationship with the owner of the site and his maintenance team has worked well, they are kind enough to give us items they find discarded across the site. The move of location has brought added security, so increasing our confidence in storing more items.

The ability to store the TWAM van on site allows us to do more collections and scheduled deliveries to Ipswich. The Workshop undertakes all liaisons with collectors in Kent, East Sussex and SE London.

The new facilities at the workshop will allow us to expand our volunteer base with further expansion a high priority for 2026.

The substantial change brought about by the move to larger premises has resulted in the need to strengthen the day to day management and governance processes. This remains a priority into 2026.

FINANCIAL REVIEW

Receipts & Payments account	Year ended 31 December 2025			Last year (15mths)
	Unrestricted	Restricted	Total	
Receipts				
Grants and Donations	7,686	6,500	14,186	12,346
Contribution to costs	6,000		6,000	
Sale of donated goods not suitable for refurbishment	18,207	-	18,207	11,168
Bank interest	233	-	233	-
Total receipts	32,126	6,500	38,626	23,514
Payments				
Rent	20,319	-	20,319	13,843
Electricity & other property costs	2,519	-	2,519	2,212
Workshop consumables	455	-	455	373
Equipment costs	1,225	-	1,225	423
Publicity & website	1,447	-	1,447	371
Insurance / Office costs / Sundry	1,442	-	1,442	958
Total Payments	27,407	-	27,407	18,180
Net of receipts/(payments)	4,719	6,500	11,219	5,334
Cash funds last year end	18,304	-	18,304	12,970
Cash funds this year end	23,023	6,500	29,523	18,304

This second full year since converting to a charity saw a step change in operations mid-year with a consequent increase in costs and also an ability to increase self-generated funds. The seemingly healthy surplus for the year benefits from a grant received “early” for 2026 and a short term cost contribution.

Sales of donated goods have increased in line with our aim to be as self-sufficient as possible but at this stage we remain partly dependent on external funding and this years’ income includes grants from the Joy Fund (£5k) & KCF (£6.5k) and a short term contribution to costs from TWAM.

The move to new premises was achieved at very little cost, and helped by a slightly lowered first year rent so the accounts do not yet reflect the full year recurring costs of running the Charity which will approach £40k.

Reserves of £29.5k remain below the target of 1 years’ operating costs, a level which is seen as increasingly sensible on today’s economic environment.

Trustees received no benefits in the period.

The receipts and payments accounts have been independently examined and no concerns or material matters raised.

CHARITY COMMISSION FOR ENGLAND AND WALES

Medway Volunteer Workshop CIO	Reg no 1205002	CC16a

Receipts and payments accounts

For the period	01/01/2025	To	31/12/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
A1 Receipts					
Grants and Donations	7,686	6,500	-	14,186	12,346
Contribution to costs	6,000			6,000	
Sale of donated goods not suitable for refurbishment	18,207	-	-	18,207	11,168
Bank interest	233	-	-	233	-
***Sub total** (Gross income for AR)*	32,126	6,500	-	38,626	23,514
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	32,126	6,500	-	38,626	23,514
A3 Payments					
Rent	20,319	-	-	20,319	13,843
Electricity & other property costs	2,519	-	-	2,519	2,212
Workshop consumables	455	-	-	455	373
Equipment costs	1,225	-	-	1,225	423
Insurance	860	-	-	860	802
Publicity & website	1,447	-	-	1,447	371
Office costs / Sundry	582	-	-	582	156
Sub total	27,407	-	-	27,407	18,180
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	27,407	-	-	27,407	18,180
Net of receipts/(payments)	4,719	6,500	-	11,219	5,334
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	18,304	-	-	18,304	12,970
Cash funds this year end	23,023	6,500	-	29,523	18,304

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
B1 Cash funds	Bank account	23,023	6,500	-
		-	-	-
		-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	23,023	6,500	-
		OK	OK	OK

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Workshop shelving, furniture etc	unrestricted	-	-
	Workshop equipment	unrestricted	-	-
	Computer	unrestricted	-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Unbilled rates	unrestricted	-	
	Electricity	unrestricted	-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	B P Tipping	B Tipping	23/07/2025

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Report to the trustees/ members of	**Medway Volunteer Workshop CIO**		
On accounts for the year ended	31 December 2025	**Charity no**	1205002
Set out on pages	1 & 2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2025.

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").

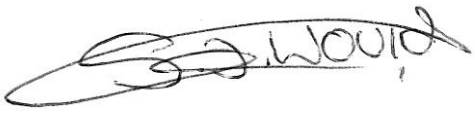
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention 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.

Signed:		**Date:**	08/10/2026
Name:	Samantha Woulds		
Relevant professional qualification(s) or body (if any):	FCCA		