



WATTON COMMUNITY CENTRE (CHARLOTTE HARVEY TRUST) REPORT TO ANNUAL TOWN MEETING 2024

The Charlotte Harvey Trust is the charity responsible for the Community Centre on Harvey Street. Thanks to the work of staff, volunteers, the Management Committee and the Trustee, we are continuing to develop the facilities and extend Community use of the Centre. There are now 3 members of staff based at the Centre. Graham our Caretaker, Jo the Food Hub Manager and Sue the Community Projects Officer. Their work has made a big difference in our developments during 2023-24 as has the support of Watton Town Council. This year we have been fortunate again in receiving grants which have enabled the Centre to offer more support to the Community. Watton Community Centre is now a busy and active hub.

Groups using the Community Centre during 2023-24 include:

Brownies
Parent and Toddler Group
Youth Club and Young Carers Group (Benjamin Foundation)
Yoga
Chair Yoga
Slimming World
Sewing Group
Saracens
Kick Boxing
Short Mat Bowls
Stroke Support Group
NCC Out of School Tuition
Young Carers (Norfolk)
HM Prison & Probation Service Dog Training Scheme
Multiply
Board Game Group
Church Group
Community Voices

Other Activities during the year 2023-24 include:

Uniform Sales
Open Meeting for Consultation on Watton Neighbourhood Plan
Celebration of First Year of Food Hub
Private parties/events
The Mayor's Civic Reception for Volunteers in Watton will be held at the Centre in April

Projects and other work during the year 2023-24

Food Hub - this project continues and is now an integral part of the Centre. (See below).
Community Voices - Community engagement (Funding through Norfolk and Waveney NHS).
Literacy Project (Funding for Library Corner).
Multiply (Adult Numeracy programme)
Warm Spaces (NCF Funding)
Brannan Roof Replacement
Lighting replaced by LED lighting, (Part funded by NCF Greening Your Community grant)
Completion of Toilet Refurbishment programme.
Introduction of new booking and accounts software.

We hope that in the coming year a Scouts group will be able to join us, and there is a possibility that a local school may use our facilities for a PE programme.

Food Hub

Watton Food Hub has now celebrated its first year. The Celebration event was well attended and thanks were given to all our volunteers, sponsors and donors. Although the press did not attend, photos and information were forwarded to local news agencies.

The Hub also featured in a news item on Anglian Television in March, and was mentioned on local radio. Our Hub Manager has represented us at regional events.

There are now 230 families using the Hub, and we are proud to be part of a successful project supporting our local Community.

We are still reminding potential users that referral is not needed to use the Food Hub. We offer heavily discounted food, plus some free food items. Our aim is to “bridge the gap” and help families “make ends meet”. The Hub also aims to help families in offering some advice on finding other support,

During the year the Hub has continued to benefit from funding from Nourishing Norfolk, local donors including traders, and our major local sponsor, Belvoir. Members have also benefitted from the National Household Support Fund as well as food donations from local boxes, and both Lidl and Tesco.

We have received funding that will provide packs of useful basics for Afghan families who recently have been located into Watton.

Some Plans for 24 - 25

Community Group / Information Event

Refurbishment of Kitchen (to Food Safety Standard) to extend activities in the Food Hub and for Centre Users. Currently pursuing funding options.

Website and Signage improvements (We have submitted an application to NCF ‘Love Norfolk’ fund which would pay for the website (£3000) and to install new signage (£2000).

Summer Activities - Fun Tuesdays for Primary aged children. (This project has been accepted for the “Tesco blue tokens”- in store in April)

Develop Literacy Corner. We now have a bookcase and books and intend to order 2x bean bags and 10x banqueting chairs.

The Trustee and Management Committee would like to thank all the funding agencies, donors, sponsors and volunteers who have done so much to make this a successful year. We also thank all those who use the Centre, for their continued involvement in this Community resource.

The Charlotte Harvey Trust

Accounts summary 2023 / 24

Summary of Accounts Charlotte Harvey Trust	Balance b/f 1 April 23	IN	OUT	Balance 31 March 2024
Toilets	7900	42000	52066.7	-2166.7
Butterfly Patch	648.94	0	528.76	120.18
CHT Reserves	16972.97	0	6066	10906.97
Warm spaces	647.19	2000	647.19	2000
Community Voices	0	3430	300	3130
Focus Group	0	490	134.74	355.26
Lighting	0	2100	2100	0
Literacy Corner	0	3000	210	2790
Household Support	0	11650	0	11650
MacDonalds	560	0	628.46	-68.46
Food Hub Sustainability Grant	0	9000	0	9000
Food Hub Volunteer Support	0	10000	24	9976
Project Table Tennis	0	400	0	400
Brannan Room Roof	0	0	0	0
Backpacks		2000	0	2000
Centre Income / Costs	4775.59	18022.07	16323.67	6473.99
Food Hub income				
Staff costs	5089.18	0	11193.85	-6104.67
Food sales / income	2017.76	12483.71	18500.83	-3999.36
Reserve	0	1000	0	1000
Donations		2596.5	0	2596.5
Miscellaneous	94.25	9.39	23.6	80.04
Mileage	100	0	64.4	35.6
Till & cash management	500	0	1173.95	-673.95
Fixtures & fittings	300	0	1441.36	-1141.36
Promotion	400	0	267.02	132.98
Consumables	100		132.41	-32.41
Centre running costs sub-total	4775.59	18022.07	16323.67	6473.99
Projects sub-total	26729.1	86070	62705.85	50093.25
Food Hub sub-total	8601.19	16089.6	32797.42	-8106.63
Sub-Total	40105.88	120181.67	111826.94	48460.61

103 Dereham Road, Watton, Thetford, Norfolk IP25 6HA

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11th June 2024

Watton Town Council
Wayland Hall
Middle Street
Watton
IP25 6AG

Sue Dent, Community Projects Officer

Dear Sue,

Re: The Charlotte Harvey Trust, Registered Charity 304104

As requested, I have today carried out an examination of the accounts for the above charity for the Financial Year 2023/24. This involved checking the printed bank statements against the records obtained from the SCRIBE software system and viewing online reports on the actual SCRIBE system.

Examination

From my examination of the paper records and the information shown on the SCRIBE system I can say that the two printed records attached to this letter as an annex, are an accurate record of the Charity's financial position. There are no discrepancies when comparing bank records with supplier bills received or client invoices issued.

The use of the SCRIBE software is a great improvement over the previous Excel sheets as it provides various easy to understand reports and is easily available to anyone with authority to use it.

Recommendations

Presently the accounts do not provide any costs for manpower, as those staff involved are employed by the Sole Trustee, Watton Town Council. While the Council may not wish to levy an actual charge for the costs of the staff involved it may be sensible to offer some indication of the cost of manpower or number of hours involved.

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This might be by:

1. WTC invoicing hours worked at an hourly rate or,
2. WTC invoicing hours at an hourly peppercorn (Say £0.01) rate
3. In the case of (1) I would assume that WTC would issue a credit so that the costs would be shown but would be supported by the Sole Trustee

Presently the true operating cost of the charity is obscured and most importantly Councillors do not have a clear picture of what staff hours are needed to run the Charity.

Whereas this may not be considered important right now if, at some stage in the future, WTC decided to review staff numbers it will be important to understand what level of manpower is needed to run the Charity and to fulfil their obligations as Sole Trustee.

Yours sincerely

Phil Kibler

The Charlotte Harvey Trust

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