



Annual Report April 2025

The Charlotte Harvey Trust is the charity that is responsible for Watton Community Centre on Harvey Street. The Centre is now the Home of Watton Food Hub which is part of the Nourishing Norfolk Network. Please see their separate report.

The Centre provides a base for fourteen community groups and activities with over 175 people using the Centre each week. There are 3 part time members of staff who are responsible for running the Centre and Food Hub and also work to improve the facilities and put on community activities.

Groups using the Community Centre during 2024-25:

Watton Junior School	TinyTalk
Yoga	Saracens Martial Arts
Benjamin Foundation Youth Group and Young Carers	HM Prison & Probation Service Dog Training Team
Sewing Group	Watton Family Group
Saracens Kickboxing	3 rd Watton Brownies
Hackers, Tackers & Stuffers	Breckland Boardgamers
All Nations Church	Chair Yoga
Wayland Short Mat Bowls	

As well as one-off use birthday parties and celebrations.

Other activities in 2024-25:

Summer Family Fun Tuesdays

Free family activities held every Tuesday during the summer holiday. Funded with support from Tesco and Watton Town Council. The days were very popular with over 100 children and their 'adults' attended. Funded with support from Tesco and Watton Town Council.

c/o Watton Town Council 01953 881007

admin@wattontowncouncil.gov.uk

www.wattoncommunitycentre.co.uk



Community Day, Aug 2024

A chance to find out more about what is happening in the community with over 20 local groups and societies represented.

Wellbeing Day, March 2025

A chance to meet representatives from government and community groups offering support and advice. Hosted by Wayland Chamber of Commerce

Watton Food Hub

The Community Centre continues to host The Watton Food Hub. This provides a valuable service to the Community and now supports over 300 households in the Watton area.

Projects in 2024-25:

Kitchen

The kitchen has been completely refurbished and now has much improved facilities including an oven. Funded by Breckland Council from the Rural England Prosperity Fund.

Website

The Centre now has it's own dedicated website: www.wattoncommunitycentre.co.uk which include links to booking and information about the Centre. Funded by Love Norfolk via the Norfolk Community Foundation.

Orchard Trees

10 new orchard trees were planted thanks to funding from Breckland Council from the King's Coronation Living Heritage Fund.

Plans for 2025-26:

Centre Access

Grant funding will be sought to improve disabled access and improve the car park.

Family Activity Days

As the days were so successful the team will aim to hold a family activity every Tuesday morning during the school holidays with support from local businesses and community groups, Tesco and Watton Town Council.

Falls Prevention

The team hope to set up a weekly exercise class that help older residents keep active and mobile.

Charlotte A3:K72Harvey Trust Accounts 2024/25	Balance b/f 1 April 24	IN	OUT	Balance
Projects	10320.00	34254.61	44991.16	-416.55
Backpacks	2000	0.00	1978.23	21.77
Community Voices	3130.00	0.00	80.00	3050.00
Warm Spaces 2	2000	0.00	1356.39	643.61
Warm Spaces 3	0.00	1500.00	0.00	1500.00
Hardship	0.00	10625.00	9112.50	1512.50
Kitchen	0.00	16500.00	23574.86	-7074.86
Literacy	2790.00	0.00	2326.13	463.87
Neighbourly	0.00	280.00	144.00	136.00
Orchard	0.00	349.61	351.39	-1.78
Summer Fun	0.00	4000.00	4240.62	-240.62
Table Tennis	400.00	0.00	508.80	-108.80
Website	0.00	1000.00	1318.24	-318.24
CHT Reserve	9215.71	3208.27	2400.00	10023.98
Community Centre costs	0.00	6097.11	24629.62	-18532.51
Administration	0.00	0.00	2307.82	-2307.82
Health & Safety	0.00	0.00	2519.72	-2519.72
Maintenance	0.00	136.68	5865.59	-5728.91
Utilities	0	5960.43	13936.49	-7976.06
Community Centre Income	6473.99	23240.36	258.38	29455.97
Food Hub Projects	1976	25500	512.41	26963.59
Household Support	0	20000.00	28.39	19971.61
Volunteer Support	1976	0.00	484.02	1491.98
Sustainability	0	5500.00	0.00	5500.00
Food Hub Reserve	6151.54	0.00	1004.40	5147.14
Food Hub Donations	997.4	2005.78	0	3003.18
Donations Belvoir	0	1000.00	0.00	1000.00
Donations	997.4	900.78	0.00	1898.18
Donations petty cash	0	105.00		105.00
Staff	10895.33	0.00	6182.58	4712.75
Food Hub Sales & Stock	2430.64	19945.1	31795.51	-9419.77
Food Hub Sales cash	0	14375.10	0.00	14375.10
Food Hub till income	2430.64	5570.00	0.00	8000.64
Food Hub stock	0	0.00	31795.51	-31795.51
Food Hub Running Costs	0	387.03	2480.61	-2093.58
Grand Total	48460.61	114638.26	114254.67	48844.20

The Charlotte Harvey Trust

Accounts Summary 2024 – 25

Charlotte Harvey Trust Summary Account 2024/25				
WATTON COMMUNITY CENTRE				
Centre running costs sub-total	0.00	6097.11	24629.62	-18532.51
Centre income	6473.99	23240.36	258.38	29455.97
Centre Balance	6473.99	29337.47	24888.00	10923.46
Projects sub-total	10320.00	34254.61	44991.16	-416.55
Centre Reserve	9215.71	3208.27	2400.00	10023.98
WATTON FOOD HUB				
Food Hub donations	997.4	2005.78	0	3003.18
Food Hub Reserve	6151.54	0.00	1004.40	5147.14
Food Hub Projects	1976.00	25500.00	512.41	26963.59
Food Hub running costs sub total	0	387.03	2480.61	-2093.58
Food Hub Income / Stock	2430.64	19945.1	31795.51	-9419.77
Food Hub staff	10895.33	0	6182.58	4712.75
Grand total	48460.61	114638.26	114254.67	48844.20
Petty Cash	0.00			105.00
Bank	48460.61			48739.20

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17th July 2025

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, supplier invoices and client bills 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 there are no discrepancies when comparing bank records with supplier bills received or client invoices issued. The SCRIBE records accurately reflect both transactions and the actual Bank and Petty Cash figures.

Recommendations

In my last examination I raised the issue that the accounts do not provide any costs for those staff employed by the Sole Trustee, Watton Town Council. The accounts do now show the cost of the Food Hub Manager but not the Caretaker or the Community Projects Officer

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.

The Trustee has a duty to ensure that accurate accounts are produced and presently it could be argued that not including the cost of the Caretaker distorts the true position of the Charity. I understand that the Caretaker has no other WTC related duties.

In the case of the Community Projects Officer it may be argued that the position is less clear but, at a minimum, the situation with "free" loan of these Council staff should be mentioned in the Annual Report.

It is clear from the accounts that the Charity is in a sound financial condition and the only additional recommendation I would make is that the Trustee should consider registering with HMRC for Gift Aid. Some monetary donations are now being received and will be eligible for Gift Aid. The registration process is straightforward and there are no costs involved.

Yours sincerely

Phil Kibler