

Trustee

Information Pack 2025



About Us

How it all began



The concept of CentrePeace had lived in the hearts of a small group of friends for some years until a suitable place was found and the dream started to become a reality.

We used to think how wonderful it would be to have a centre – a focal point – where anyone who needed help could find it. Not everyone is lucky enough to have friends or family that they can turn to when in need. Sometimes just a cup of tea and a chat is enough, at others more specific or professional help is needed. We wanted to create a place that wouldn't be aimed at any one section of society but embrace all; that wouldn't just be for the financially deprived but that would cater for the WHOLE community – there are many forms of deprivation and very often people feel deprived of love, care, recognition and friendship. CentrePeace has become a 'family' to those in need – whatever the need.

Our Reason for Being

In our individual lives, if someone needs help, it doesn't matter if they are young or old, rich or poor – or any other of the 'categories' that people are put into. If we can help, we do it. That is how we want CentrePeace to be; a place where people can find warmth, friendship and help, whatever their age or socio/economic status. We have a wealth of qualifications and experience amongst our volunteers but if someone needs help that we can't provide, we will support them and help them find it.

Our small staff team and brilliant volunteers are based at our HQ at 56 Palace Avenue, Paignton, TQ3 3HF where you will also find our café, charity shop and counselling rooms.

CentrePeace is strategically located within a Lower Layer Super Output Area (LSOA) of Paignton that was ranked among the most deprived 10% of LSOAs in England (Index of Multiple Deprivation

2019). This extreme deprivation brings with it a host of interconnected challenges, most notably widespread loneliness, and isolation among vulnerable and marginalised individuals.

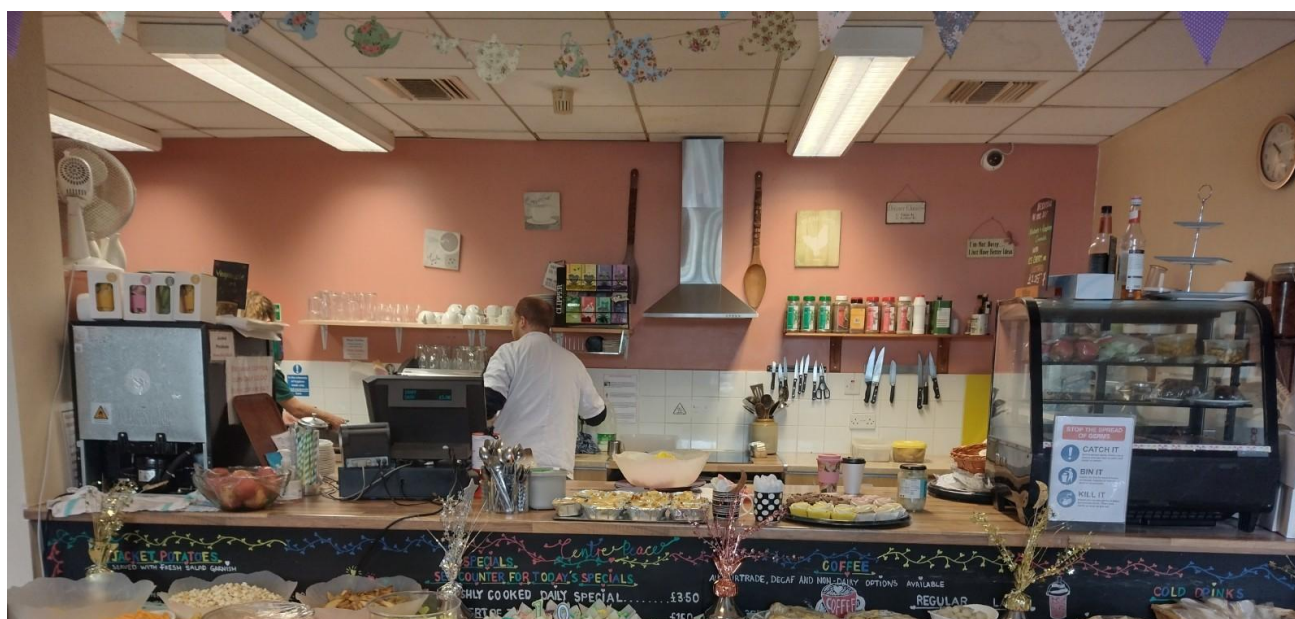
A significant proportion of our users contend with ill mental health, finding vital support through our counselling services, community workshops, and groups, or simply by accessing the café as a safe and welcoming space. We also serve a large percentage of elderly and/or vulnerable individuals who primarily utilise our café and charity shop, benefiting from our affordable pricing that enables them to visit multiple times a week.

Our reach extends far beyond our immediate vicinity, demonstrating the critical need for our services. While many of our supported visitors come from Paignton, some travel from Torquay, and others come from elsewhere across the bay, highlighting CentrePeace as a regional beacon of support. Over half of our visitors come through personal recommendation from family or friends, with the remainder being effectively signposted by local GP surgeries, social prescribers, mental health agencies, social services, and other community organisations.

We are continually expanding our range of workshops and services, proactively responding to the ever-changing community needs. This dynamic approach ensures that we provide relevant support to our current users while actively attracting new individuals who can benefit from the growing array of opportunities CentrePeace offers

What do we do?

Homemade Food That Warms the Heart – At the CentrePeace Charity Café, every meal served is made with care, compassion, and community spirit. Nestled in the heart of our community, our café is more than just a place to eat — it's a place to connect, give back, and enjoy delicious, homemade food made fresh every day.



Counselling - At CentrePeace we believe everyone deserves a compassionate, supportive space to explore their thoughts and feelings. Life can be challenging, but you don't have to face it alone. Our counsellors are here to guide you on your journey to improved well-being and personal growth. We provide free 12-Session personalised counselling programmes or alternatively an informal emotional support and listening ear.

Art and Craft Groups and Workshops – Energy healing, Tai Chi, Computer Skills, Art Therapy, Guitar Lessons, Confidence Makers – no previous experience required!

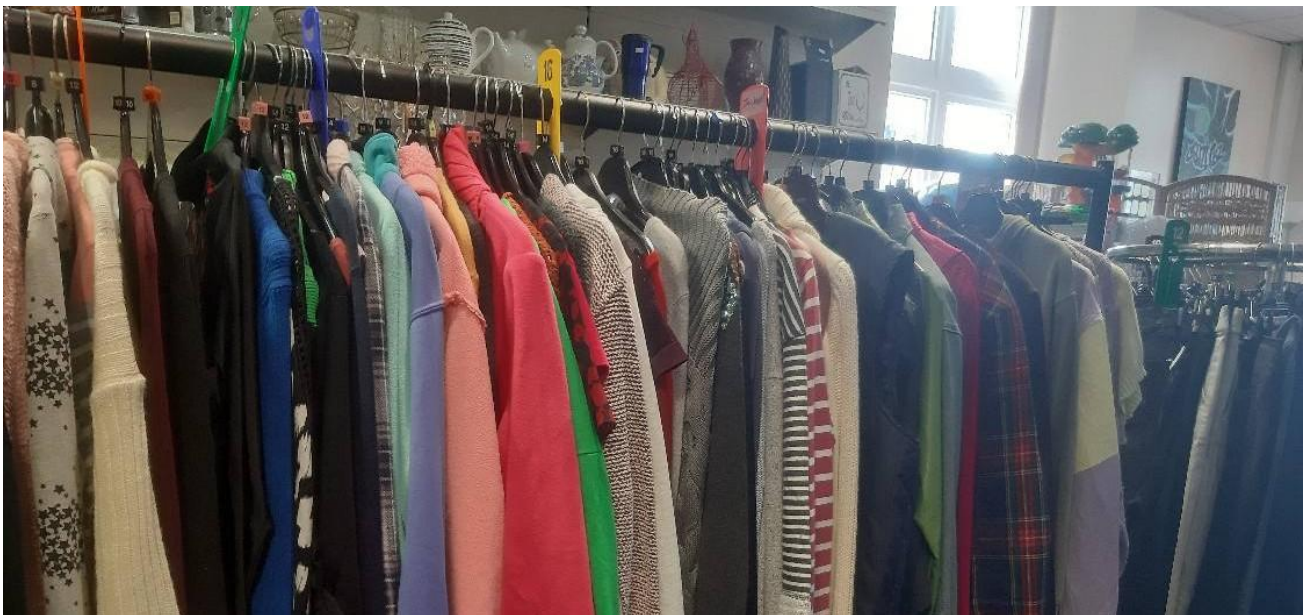
Computer Access – for employment or administrative purposes

Signposting to relevant services and crisis support - Benefit applications: Navigating forms for Blue Badges, Attendance Allowance, PIP forms, and Discretionary Housing Payments, alongside general benefit enquiries.

Essential services advocacy: Addressing housing queries and resolving gas and electric problems.

Basic needs provision: Supplying and signposting individuals to food parcels, ensuring those in crisis have access to essential provisions.

Charity shop – looking great for less and saving great clothes from landfill.



Room Hire

We have two small rooms, suitable for one to one meetings and a larger room. These are available, freely, to local projects that fit in with our ethos or a charge is made for professional bodies, wishing to hire the rooms.

Volunteering - We now have on record, 261 volunteers gifting over 83,331 hours; so, we are well on target for drawing volunteers and delivering support hours in the community.

Governance

The Board

Teresa Emberson
Lisa Barsley
Pamela Harvey
Tina Hooks
Fiona Bailey

Meetings

The Board meets every six to eight weeks at the CentrePeace premises. The meetings are flexible, depending on trustees' other commitments, but generally last for about two hours. There are other opportunities to be involved in between Board meetings, for example volunteering in the shop or café or joining volunteers on one of their excursions!

Our next meeting is scheduled for Wednesday, 1st October at 10:30am

Finances

The financial stability and confidence instilled by the Big Lottery for the three core wages in July 2024 has been pivotal. This has allowed CentrePeace to not only sustain but to significantly expand its outreach and services.

Our total income for the year ending October 2024 was £144,000, expenditure was £164,000 giving us a £20,000 deficit. This deficit was caused by a gap in salary funding, which we had to cover for three months from our own income. Reserves stood at £71,000 with cash at the bank at £54,000.

We are a registered charity and company limited by guarantee, our trustees are also directors and we report both to the Charity Commission and Companies House.

The accounts and annual report for 2024 are attached.

Trustee Role Description

The duties of a Trustee are:

- to ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
- to ensure that the organisation pursues its objectives as defined in its governing document
- to ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are

- to contribute actively to the board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to safeguard the good name and values of the organisation to represent the company at functions and meetings as appropriate
- to declare any conflict of interest while carrying out the duties of a trustee
- to be collectively responsible for the actions of the organisation and other trustees
- to ensure the effective and efficient administration of the organisation
- to abide by the Equal Opportunities Policy
- to ensure the financial stability of the organisation
- to protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- to make sure the organisation is properly insured against all reasonable liabilities
- to appoint and support the employees and monitor her or his performance
- in addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the organisation's work in which the Trustee has special expertise
- to attend meetings, and to read papers in advance of meetings
- to attend sub-committee meetings as appropriate
- to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising
- to keep informed about the activities of the organisation and wider issues which affect its work

Person Specification

- Integrity
- The ability to think strategically and see the bigger picture
- A commitment to the charity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a Trustee
- Good independent judgement
- An ability to think creatively

- A willingness to speak their mind
- An ability to work effectively as a member of a team

The Board of Trustees welcome applications from people who can offer skills and experience in one or more of the following areas:

- financial management
- marketing, media and PR
- organisational strategy
- leadership
- charity law and governance
- charity fundraising
- leadership or management of a small to medium organisation
- the management of change
- monitoring and evaluating performance in the commercial and/or not for profit sector
- recruitment and human resources including employment legislation.
- business development
- risk management

Additional Information

DBS & References

Trustees will need to provide two written references and complete a satisfactory Disclosure and Barring Services check at enhanced level; costs for this will be met by the charity.

Out of pocket expenses

Volunteers, including trustees, may be reimbursed for reasonable and receipted out of pocket expenses. (Mileage, parking, public transport etc).

Recruitment Process

Applications to be made to our recruitment partner, Jackie Dawkins, Shine Charity Recruitment (jackie@shinecharityrecruitment.co.uk) 07974/808193

- Initial discussion with Jackie Dawkins
- Meeting with Chair and other Trustees
- Invitation to attend first board meeting as an observer.
- References and DBS checks

Probation/Induction

The following activities will take place early in the period and a review will take place after 3 months:

- Be encouraged to become involved between Board Meetings in activities that particularly interest them;
- Meet the staff and volunteers;
- Be familiar with the strategy and financial plan;
- Introduction to policies;
- Introduction to quality assurance and relationship with funders
- Biographies of other Trustees;
- Process for Trustee appraisal;
- Identify any additional skills/training they may wish to acquire.



Registered Charity No. 1150049