



# The THOMAS Project Trustees Annual Report For the Period of 01 Jan 2021 to 31 Dec 2021

Registered Office: 196H Walsall Wood Road, Aldridge, West Midlands, WS9 8HB

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## **Mission Statement**

To relieve hardship, need and distress; and for the advancement of the Christian religion.

## **Introduction**

We are a Christian charity in Walsall that serves our local community, helping those in hardship, need and distress. From our community hub in Aldridge, we work alongside other local charities and community partners, to offer a range of activities and support services to everyone in our community, regardless of faith, and bring people together.

During 2021 we continued to be impacted by the global pandemic, COVID 19, and the effects this had on being able to deliver services and activity for people in need. In response to the pandemic we increased our foodbank provision to support the vulnerable and those in food poverty, but some other services reduced during national lock-downs and as a result of the tier systems in place.

## **Structure, Governance and Management**

During the accounting period the Trustees were:

Elizabeth Jones (Resigned)

Keith Capp - Treasurer

Clive Thomas (Resigned)

Marlene Bradburn

Peter Brentnall - Minutes Secretary

Nikki-Dee Haddleton – Chair (Appointed in May 2021)

The Charity governing document is a Trust Deed and is constituted as a Trust. During this reporting period two Trustees resigned after a long period of service. Following completion of a Trustee skills analysis we began a new period of Trustee recruitment starting with recruitment of a new Chair of Trustees who was formally appointed in May 2021.

We also updated our Declaration of Trust through a SPECIAL RESOLUTION passed at a General Meeting of the Trustees and Staff on 13<sup>th</sup> September 2021. The changes permit the body of Trustees to consist of a minimum of 4 trustees up to a maximum of 8 trustees (which may include co-opted trustees). The updated Declaration of Trust allows for Trustees to be recruited as and when required as agreed by the Trustee Board and Trustees are appointed by a vote of the Trustee Board. The updates also specify now that Trustees will be appointed for a term of 4 years, and are eligible for re-appointment at that point for a further 4 years serving up to a maximum term of 8 years.

It was also agreed that the Chair of the Trustee Board will be recruited as and when required as agreed by the Trustee Board and may be an existing Trustee or a wholly new appointment and that they are subject to the same appointment process and length of service restrictions as other Trustee Board members. In addition, if there is a gap in the role of the Chair of the Trustee Board an interim Chair of the Trustee Board may be appointed from the existing Trustees for a maximum term of 1 year.

Due to the changes in the minimum Trustee Board membership number the Trust Declaration was amended to show that 'There shall be a quorum when at least three trustees, are present at a meeting'. The purpose of these changes were to support us in recruiting new members of the Trustee Board to meet with identified skills gaps and to ensure we open up board membership to new recruits regularly to support the growth and

development of the charity. The changes also addressed some minor areas where clarification was required.

Trustees held standard quarterly meetings in-person or via zoom which are minuted. Frequency of meetings increased during the second half of 2021 to support the induction of the new Chair of the Trustee Board and in response to the necessity for more frequent meetings to support the Project Manager and Deputy Project Manager in re-opening services following COVID-19 restrictions being lifted. Following the appointment of the new Chair of the Board of Trustees a consultation process took place to enable Trustees, Staff, Volunteers and beneficiaries of the charity to contribute to the development of a new Strategic Plan for the charity. The Strategic Plan was developed and finalised by late 2021 for delivery during 2022-23.

The Trustees appoint members of staff through the application process. During 2021 there were 2 members of staff; Project Manager (21 hours per week) Deputy Project Manager (12 hours a week). The Deputy Project Manager post was a 3 year funded post by the National Lottery Community Fund. In December 2021 the Project Manager formally retired and the Deputy Project Manager resigned their post. As a result the organisational structure was re-designed and a new post was created to support the successful delivery of the charities future aims and activities and outlined in the Strategic Plan developed in the second half of 2021. Recruitment for this post began in December 2021.

Volunteers were recruited by the Project Manager through the application process. There were 20 Volunteers registered with the project in 2021.

The Thomas Project aims to ensure policies and procedures exist where they are required or add value, and that they are fully integrated and implemented throughout the organisation. To ensure high standards and consistency across the organisation, robust and up to date policies and

procedures are required to give clear definitions, boundaries and guidance for all aspects of our services and service delivery. We have clarified and defined the criteria for policies and procedures, how they are developed and approved, how they are communicated and implemented, what they should include and how compliance is monitored. We have created a schedule that allows us more stringently ensure appropriate review dates for policies and procedures are set and met.

During this review we updated some key policies to ensure they comply with up-to-date requirements, including our Data Protection policy, Equal Opportunities Policy, Safeguarding Policy. Confidentiality Policy and Conflict of Interest Policy.

All Trustees, staff and volunteers have appropriate DBS clearance for their roles.

The THOMAS Project is a member of The Churches Child Protection Advisory Service (CCPAS).

All Trustees have regard to Public Benefit (PB1,PB2,PBS) and annually update this knowledge and policies.

## **Financial Review**

The trustees aim to maintain cash reserves at no less than the equivalent of 3 months average expenditure.

The main source of income for the charity is through personal and corporate donations.

Grants are applied for when appropriate and required.

Fundraising activities were again restricted during 2021 as a result of government restrictions.

Although the pandemic restricted most activities the foodbank remained open throughout the period. Therefore fixed costs remained in place and in many areas increased. Income reduced as the covid grants available during 2020 were no longer on offer. Also donations reduced from £26k to £19k.

This led to a shortfall of £10k for 2021 which was funded from reserves.

## **OBJECTIVES AND ACTIVITIES**

During 2021 while Covid 19 restrictions were in place, our main objective was to remain open and support people in food poverty, especially those who were isolated. When restrictions ended we reinstated activities within the project including an arts and crafts project, computer club, job club, Citizens Advice Family Matters sessions, Walsall Workstations and a walking group. In 2022 we aim to promote our current activities and start new ones as we identify specific needs within the community and we plan to increase our reach and our impact.

The THOMAS Project is a member of the Black Country Foodbank (BCFB). We work closely with other food banks in the network. As members of the Black Country Foodbank we are part of the FareShare with Aldridge Co-op, and Aldridge Greggs. We are extremely grateful for the weekly donations of produce we receive from these establishments and from other community groups, churches and individuals.

The THOMAS Project is a member of Transforming Communities Together and Places of Welcome. Unfortunately due to ongoing COVID-19 restrictions the Places of Welcome weekly meetings did not take place at our premises.

We work with Walsall Workstations, a Bridges Project offering support for the unemployed. In 2021 due to Covid 19 restrictions in person sessions were not



able to recommence until later in the year, however, Walsall Workstations did offer our users support over the telephone.

The THOMAS Project works closely with local churches, schools, business and charitable organisations to ensure the local community and our users receive the most appropriate support when needed. Working with these organisations increases the benefit to the public. By working together we build a network of support which ensures those that come to us in crisis receive the best and most appropriate support.

## **ACHIEVEMENTS AND PERFORMANCE**

In the early part of the year most of the usual activities we provide were suspended due to the government restrictions and the unsuitability of the premises for group activities to maintain the 2 metre social distancing rule. When restrictions eased and lifted we reinstated activities that were suitable.

Despite many of our usual volunteers being unable to volunteer, due to shielding or illness, we were still able to operate the twice weekly food bank. During 2021 the foodbank had an increase in demand over the previous year.

The figures for 2021 are:

- Number of vouchers received = **457** - 48.9% more than 2020
- Amount of food given out = **10197.15 Kgs** - 75.4% more than 2020
- Amount of non-food items given out eg toiletries and cleaning products = **2185.28 Kgs** - 79.7% more than 2020
- Number of adults and children worked with **1359** - which comprises of **744** adults and **615** children - which is 65.3% more than 2020 ( 51.2% and 86.4% higher for adults and children)

The increase in need has been provided for by the incredible acts of generosity from the local community and beyond that has ensured our foodbank never went short of anything.

With the help of volunteers we were able to offer a local delivery service of food parcels which has been much appreciated, not only by the people receiving a food parcel, but also by the professionals who support those in crisis. This is not a service currently offered by other food banks in the area. We aim to continue to offer this service in the future provided we have the volunteers.

Support to our users was maintained by regular telephone calls by Trustees and staff to ensure they were safe and well and to offer food parcels to those self isolating or vulnerable.

Thanks to Tesco Community Fund we were able to provide **70** children with Bags of Joy through December. Each bag contained art or crafts, books, chocolate and a fleece blanket/throw. Some bags also contained gloves and scarves, kindly knitted by members of the community.

The contribution made by volunteers has been sacrificial this year. They have continued to risk their own health by volunteering at the Food Bank , their hours amounting to over **1283** hours. In monetary terms this is worth **£12,188** (at the living wage rate of £9.50 per hour). We are very grateful to them for the wonderful work and support they have given, we literally could not provide the service we do without them.

2021 has seen us come out of the pandemic and the challenge has been to recommence regular activities from the Thomas Project premises. We are thankful to God and proud to have been able to maintain a good level of support to local people during this challenging year and we are committed to rebuilding and growing in the years ahead.



.....  
Keith Capp

Trustee - Treasurer

.....  
Nikki-Dee Haddleton

Trustee - Chair

**CHARITY OF FAMILY GUIDANCE &  
COMMUNITY WELFARE  
trading as the 'THOMAS PROJECT'**

**FINANCIAL STATEMENTS**

**for the year ended**

**YEAR ENDED 31 DECEMBER 2021**

**trading as 'THE THOMAS PROJECT'**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED**  
**December 31, 2021**

**GENERAL FUND RECEIPTS AND PAYMENTS ACCOUNT**

		£	£
	<u>Note</u>	<u>Restricted</u>	<u>Unrestricted</u>
<b><u>RECEIPTS:-</u></b>			
Donations			
General Fund			17,898
Fundraising			1,061
Gift Shop			
Gift Aid claims			1,410
Room hire			995
Refunds			100
Sundry Income			135
<b><u>Restricted income:-</u></b>			
Morrisons Voucher			
Sundry Sanitary products			
Main Grant income		5,490	3,450
<b>TOTAL RECEIPTS</b>		<b>5,490</b>	<b>25,048</b>

**PAYMENTS**

Wages and Expenses	(+/- £1,666.67 x 12)		20,132
Volunteer costs			596
Activities			
-Guys and Gals	<b>2</b>		
Clients Gifts & Loans	<b>3</b>		
Client group trips (coach)			
<b><u>Walsall Wood:-</u></b>			
-Insurance			885
-Rent			9,500
-Rates			620
-Telephone			
-Heat and Light			1,803
-Pastoral Items			183
Advertising/Signage			
Food Bank + Outreach		1,481	1,365
-Cleaning + Materials			308
-Postage + Stationery			22

Decorating/Maintenance		1,919
Worldpay/bank charges (incl hand held device)		0
Licenses		
And tools + Capital Equipment		970
CCPAS		
-Sundries		632
<b>TOTAL PAYMENTS</b>	<b>1,481</b>	<b>38,935</b>
EXCESS OF RECEIPTS OVER PMTS	4,009	-13,887
TRANSFER OF FUNDS	0	0
CASH & BANK DEPOSITS at 1 January 2021	1,499	32,052
at 31 December 2021	5,508	18,165

**CHARITY OF FAMILY GUIDANCE & COMMUNITY WELFARE**

**trading as 'THE THOMAS PROJECT'**

**NOTES TO THE ACCOUNTS - 31st DECEMBER 2020**

**£**  
**2021**

**1) FOODBANK AND OUTREACH**

Foodbank	377
Helping Hands - Shop	124
Gift Shop - Stock	37
Bedding for Child	53
Evangelism Resources	374
IT Club	24
Craft items	64
Gift - services for clients	16
Volunteer Project	308
Furniture etc for Clients	190
Artisit for Mosaic funding	671
Other incl items for Bags of Joy	608
	<b>2,845</b>

**2) RESTRICTED FUNDS**

**Main bank:-**      **Grant for**  
**Foodbank**      **Toys**

Funds

Balance b/f	4	188
Income	1,000	
Payments	-358	
Funds Balance c/f @ 31/12/20	<u>646</u>	<u>188</u>

CHARITY OF FAMILY GUIDANCE & COMMUNITY WELFARE  
trading as 'THE THOMAS PROJECT'  
STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2021

£  
2021

**CASH FUNDS:-**

Bank Current account	23,631
Petty Cash	41
Less:- Grants refundable West Midlands Police	
TOTAL CASH	<u>23,673</u>

ASSETS RETAINED FOR THE CHARITY'S OWN USE:-

	<u>Fund</u>
Computers and other equipment	Restricted
Photocopier	Unrestricted

Nikki-Dee Haddleton

ON BEHALF OF THE BOARD OF TRUSTEES

DATE:- .....





<u>£</u> <u>2021</u> <u>Total</u>	<u>Note</u>	<u>£</u> <u>2020</u> <u>Total</u>
17,898		24,794
1,061		1,006
0		34
1,410		3,297
995		420
100		0
135		0
0		0
0		0
8,940		25,262
<hr/> 30,538 <hr/>		<hr/> 54,813 <hr/>

20,132	12,158
596	0
0	0
0	608
0	0
885	1,196
9,500	7,125
620	424
0	730
1,803	1,505
183	132
0	0
2,845	1,275
308	380
22	574

1,919	1,226
0	1
0	0
970	852
0	273
632	467
<hr/>	<hr/>
40,416	28,926
<hr/>	<hr/>
-9,878	25,887
0	0
33,551	7,664
<hr/>	<hr/>
23,673	33,551
<hr/>	<hr/>

**£**  
**2020**

88  
304  
451  
  
432

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1,275

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**Mrs P Toulouse**  
**For refugees**

**Rosie's Hhands**  
**Bursary**

**Bishops Lent**  
**Appeal**  
**Asylum Seekers**

**Shenstone**  
**relief- carpets**

100	689	108	410
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-207

100	482	108	410
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£  
2020

36,356

115

-2,920

33,551
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Cost

Value

1,048

1

875

1







<u>Arnold Clark</u>	<u>Tesco</u> <u>Bags for Life</u>	<u>Arts &amp;</u> <u>Crafts</u>	<u>Total</u>
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		0	1,499
1,000	1,000	2,490	5,490
	-916		-1,481
1,000	84	2,490	5,508



Independent Examiner's Report to the Trustees of the Charity of Family Guidance & Community Welfare

I report on the accounts of the Charity for the year ended 31 December 2021 which are set out on the attached pages.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 149(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- \* examine the accounts (under section 149(3)(a) of the 2011 Act);
- \* follow the procedures laid down in the General Direction given by the Charity Commissioners (under section 149 (5) of the 2011 Act); and
- \* state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directives given by the Charity Commissioners. An examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the account's and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1 which gives me reasonable cause to believe that in any material respect the requirements

\* to keep accounting records in accordance with the accounting records and to comply with the accounting requirements of the 2011 Act

\* to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

2 - to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

MAS JOANNE HUNT FMAAT

Name of Independent Examiner

13th September 2022

Examination Date