



Melton & District Furniture Project

Annual report 2023/2024



Registered charity number: 1086010
Company Registration Number: 4105094

Location & Contact Information

Address

The warehouse
3B Park Road
Melton Mowbray
Leicestershire
LE13 1TT

Telephone number

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Website address

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Facebook page website address

www.facebook.com/mdfp1987



Not to Scale

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Chief Executive Officer And Chairman's Report.

The project has been very busy this year and we have helped many families and individuals who are in need and we fulfilled our referral system requirements, also to people who drop in to access items they require.

Our new volunteers and long term volunteers have done very, very well and we could not operate without them. Also we must thank our hard working staff. They have been very proactive and have steered the project into a healthy position, we thank the board for their valued input. They welcomed two new members.

A big thank you to the communities of Melton, Melton District and Rutland for their continued donations and support. Their continued donations of many assorted items helps us do our much needed work. This also gives preloved furniture, household goods and small electrical items a new home to many who may not have resources to purchase new items.

We had to replace our fuel storage tank which took some reserves but unfortunately it had to be done.

We look forward to 2024/2025 and we hope we will continue to be an asset to the Melton Borough and Rutland County Council who continue to support us in our work.

We also would like to welcome back our councillor Pat Cumbers back she has been greatly missed.

I hope you find this annual report interesting and a window into what we do.

Mr Ivor Ruddle
Chairman

Company Report

Project Report on Behalf Of The Directors

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statement of the charity for the year ended 31st March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in

accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015).

Objectives & Activities

Objectivities & Aims

The company is a charity and its objectives are to assist, either generally or individually, persons resident in the borough of Melton District and Rutland County Council who are in conditions of need, hardship and distress:

- the provision of furniture and other household accessories calculated to reduce the need, hardship of such persons; and
- the relief of unemployment by provision of training, advice and support.

To achieve these objectives, the company operates a furniture recycling project utilising the services of volunteers and trainees on placement schemes. Furniture and household items are collected from all over the Melton Borough and County of Rutland, cleaned and restored as necessary and re-distributed to qualifying people in the area. At the same time volunteers and trainees receive experience and instruction in dealing with the public, handling goods and warehouse duties and office responsibilities.

The directors have taken due account of the guidelines laid down by the Charity Commission in meeting the requirements as described in principles 1 and 2 regarding identifiable public benefits and feel that this Project meets with them. This Project additionally assists the donating public to make a significant contribution to the local authority targets in its area of benefit to meet their “waste stream” obligations.

Achievements & Performances

Charitable activities

Total incoming resources for the year amounted to £95,163 with total resources expended of £89,252 resulting in net incoming resources of £5,911 (2021: net incoming resources of £19,101). The total value of services provided by volunteers and work experience placements has not been included, but is calculated to be in the region of £42,960 for the year. General reserves stood at £61,643 at 31 March 2024.

The Rutland Project showed net outgoing resources for the year with no balance brought forward therefore gave rise to the transfer from the general fund to support it. The directors are looking at ways to improve the position of the Rutland Project including grants available and improving awareness in the area.

Financial Review

Investment Policy & Objectives

The directors have considered the most appropriate policy for investing funds and maintain high interest bank accounts for this purpose.

Reserves Policy

The directors have established a policy whereby reserves are set aside for capital asset replacement for staff costs in case emergency cover is required, and for redundancies. A current account is used for online banking.

Structure, Governance & Management

Governing Document

The charity is controlled by its governing document, a deed of trust and constitutes a limited company, limited by guarantee, as defined by Companies Act 2006.

Recruitment & Appointment of New Trustees

The methods adopted for the recruitment of new directors are by seeking from the volunteer pool persons with interest, expertise and / or time to give for

this purpose and to actively encourage their participation as directors of the Project.

Members

Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of winding up. The total number of such guarantees on 31 March 2023 was 5.

Induction & Training of New Trustees

New directors are given written guidance on trustee duties and responsibilities.

Approved by order of the board of trustees and signed on its behalf by:

Mr I Ruddle
Chairman

Trustees and Staff

Melton and District Furniture Project

Volunteer voting board members of the board

Chairman

Ivor Ruddle

Directors

Merelyn Greaves
Leanda Smalley
Gloria Blaney
Graham Greaves – Volunteer Representative
Fran Hearn
Scott Cooper

Bookkeeper

Sarah Amos
Foxwise Accountancy limited
22a Burton Street
Melton Mowbray
Leicestershire
LE13 1AF

Staff

Project Manager – 22 hours
Driver Assistant – 22 hours
Personal Assistant – 8 hours
Cleaner – 4 hours

Melton Borough Council Representative member

Councillor – Pat Cumbers

Statement of intent on equal opportunities

The Melton & District Furniture Project recognises that everyone has a contribution to make to our society and a right to equality. We aim to ensure that no job applicant, staff member, volunteer, organisation or individual to whom we provide services will be discriminated against, by us on the grounds of: -

- Age;
- Class;
- Disability;
- Employment status;
- Political belief, religion;

- Race, colour, nationality, ethnic or national origins;
- Sex, marital status, childcare responsibilities; or
- Sexuality.

Introduction

The project was established in 1987, at a time when the idea of giving pre-loved furniture, household and small electrical items to a second home was sweeping the county. We have gone on to provide thousands of items every year to low income families/individuals, reducing items no longer wanted from going to landfill. We established a referral system, to allow us to work with other charities and help those in dire need who have nothing.

Our project has grown over the last three decades, from one person with a van, to a community that welcomes volunteers of varying ages and skills.

The Melton Borough Council has funded our project since its conception. We are very grateful that they understand our purpose and values.

The Volunteers

Volunteers are at the heart of our project. Without their support we would not be able to function as we do. Our volunteers have varied backgrounds. We have volunteers with learning challenges, mental health issues, drug and alcohol dependency and other disabilities.

We are able to provide training for our valued volunteers to aid them in getting back into paid employment or offer them a place of sanctuary and a chance to excel in a safe environment with a friendly team of colleagues. For some this is their only social interaction and we pride ourselves on forming a community where everyone is welcome and feel part of the team.

It is an honour to welcome those who wish to give their time from wherever they are in life. Our aim will always be to encourage and give opportunity to those who need it.

Training

Many of the long-standing volunteers 'buddy train' our new starters in the roles they wish to do at the project. We always encourage them to try every department.

We offer training and experience in:-

Warehouse

Retail / sales / using tills / filling in forms / interacting with customers / locating and selling items / answering enquiries / marking items that are sold (these are coloured coded for anyone facing any challenges.)

Bric a brac department

Bric a brac shop sales / calculating totals / wrapping items / answering enquiries / pricing items / sorting out items for sale / cash handling.

Reception

Taking money from customers (cash handling) / arranging delivery dates / using a Barclaycard machine / some village delivery/ colour coordinated red/blue delivery data base usage.

Telephone answering / using phones for arranging collections / taught how to speak to customers / using collection data base / 4 weekly wipe delivery board for vehicle and volunteers to use to arrange routes.

Office duties

Photocopying / composing letters on a laptop / filing paper work / designing forms.

Volunteers can also assist with helping with petty cash book / testing electrical items / sorting and pricing bric a brac items / sweeping and polishing / tidying the unit.

Vehicle

Driving the vehicle / assisting / introducing themselves to the public / interacting with the public / ensuring correct trained manual handling / following policies.

The project will help with: -

- Building confidence
- Offer support
- Reduce isolation
- Improve skills
- Offer learning opportunities
- Offer help and advice with access to work and references
- Increase help in the community
- Provide more opportunities for people to socialise
- Above all a reason to get up and go out where they are valued as a person.

Job centre

We work very closely with the Job Centre and have a good working relationship with their job coaches. Sometimes we receive referrals for those who are unemployed to experience volunteering as a starting point to gaining paid employment. We can provide training for this as well as an opportunity to learn new skills or develop current skills further. We also help with references if they need one. Many of our volunteers have been successful in finding work with our help and our partners

Statistics

If volunteers were paid £11.44 an hour, they have saved the funding stream £96,370.56 in unpaid work and given their skills and commitment over the April 1st 2021 to 31st March 2024 period. Our volunteers gave every hour for free. They work hard and endure stress at times but they all believe in, 'Working for a common goal-The community'.

Those involved with the Melton & district furniture Project During 2023/2024 Current volunteers

Darren Mclean
Neil Close
Scott Cooper
Leanda Smalley
Darren Hazelwood
Anne Cheeseman
Christine Scott
Sharon Jackson

Ivor Ruddle
Merelyn Greaves
Gloria Blaney
Fran Hearn
Barbara Mortimer
Aaron Jackson
Michael Matts

Volunteers who joined us

Selina Peake

Luke Wayne

Dennis Stanley

Volunteers who moved on

Michael Hudson

Mo Monks

Outcomes

We have 3 first aiders, 2 health and safety, 2 fire marshals and 1 volunteer representative.

Statistics

month	Volunteer hours	Items collected	total deliveries	Rutland millage	Melton mileage
April 2023	373	50	24	171	373
May 2023	509	44	31	256	509
June 2023	548	63	41	238	548
July 2023	265	36	27	196	265
August 2023	492	69	36	219	492
September 2023	794	52	40	163	794
October 2023	405	50	40	181	405
November 2023	459	63	48	258	459

December 2023	327	44	28	172	327
January 2024	670	57	46	47	670
February 2024	614	64	45	184	614
March 2024	267	34	24	112	267
Total	8424	663	412	2197	5723

Unable to produce tonnage of items saved from landfill due to new form used for recycling credits, it goes by how many items now. From 01/04/23 to 31/03/24 we sold a total of 3874 items.

Main objectives of the organisation

To relieve either generally or individually, persons who reside in the Borough of Melton and the County of Rutland (areas of benefit) who are in need, due to hardship or distress, by :-

- Providing furniture and other household accessories, including electrical appliances, which in turn reduce landfill and offer the residents of both an alternative to tipping thus reducing potential pollution and waste.
- Relieving the needs of hardship or distress of such persons in need by providing furniture, household accessories and bric-a-brac. A referral scheme which is linked into local social service and charity providers. It ensures help is available for the neediest to access this as an emergency service.
- The relief of unemployment by the provision of work experience, training, support, guidance and help back into work.
- To provide a supportive educational environment for special needs, mental health and other groups who for any reason have a temporary or

permanent inability to maintain an effective role in mainstream employment.

Current Services

- Re-use and testing of electrical goods.
- Re-use of furniture and household accessories and furnishings.
- Bric-a-brac shop
- Volunteer opportunities
- Training of volunteers and preparation for work

Anticipated Developments

- Build on our training and record keeping
- More training for staff and volunteers
- To keep updating the warehouse members of staff
- Continue to apply for further funding for Project running costs
- Encourage more Re-use donations
- To continue to develop the relationship with Melton Borough Council and Rutland County Council to try to meet their waste stream policy targets

Families and individuals can come in and purchase our items that start at £5 for small furniture items, i.e. coffee tables. We aim to provide a service in which our clients are able to experience a shop/retail environment.

Many people on benefits or low income lose the ability to choose. We ensure that when they enter, they are feeling like they are entering a furniture shop, but the prices are within their range.

To better advertise our referral systems we emailed our supporters and also sent leaflets and posters.

Brand-new three-piece suites can be too much for some individuals/families to afford and due to the amazing support we receive, we are able to offer them with prices starting from £50. In order to maintain this we do not make profit at the end of each year.

Our prices reflect what we are able to budget for each year and by doing so our Committee insist we are following our core aims. We have been able to help 2,769 individuals and families to access low cost items, reducing waste and offering an alternative for those on low income.

Melton and District Furniture Project
Statement of Financial Activities for the year ended
31 MARCH 2024

		Unrestricted	Restricted	2024	2023
		Funds	Funds	Total	Total
		£	£	Funds	Funds
				£	£
<u>Incoming Resources</u>					
Incoming and endowments from					
Donations and Legacies	1	4805	8,000	12,805	13177
Other trading activities	2	82986	13,917	96,904	99853
Investment Income	3	28	0	28	66
		<hr/>	<hr/>	<hr/>	<hr/>
		87820	21917	109737	113096

Resources Expended

Costs of Generating Funds

Establishment expenses	25348	4473	29822	34944
Staff costs	55053	4,918	59971	47298
Vehicle running costs	5352	2,123	7475	9148
Volunteer / placement costs	2,231	394	2625	3997

Administration	5,929	1,046	6976	16839
Cost of goods sold	0	0	0	0

Total Resources Expended	93,915	12,954	106,869	112,227
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Net Income/(Expenditure)	-6,095	8,963	2,869	869
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Reconciliation of Funds

Total funds brought forward	31,142	31,372	62,513	61,643
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Total funds carried forward	25,047	40,335	65,382	62,513
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CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Melton and District Furniture Project
Balance Sheet as at 31 March 2024

				2024	2023
			Unrestricted	Restricted	
			Funds	Funds	Total
					Funds
					Total
					Funds
Fixed Assets	Notes				
Tangible Assets	8		4447	0	4447
					3681
Current Assets					
Debtors	9		0	0	0
Cash at bank and in hand			41361	20356	61717
					59596
			41361	20356	61717
					59596
Current Liabilities					
Creditors - amounts falling due within one year			781	0	781
					763
Net Current Assets			40580	20356	60936
					58832
Total Net Assets			45028	20356	65382
					62513
Funds					
Unrestricted					45,028
Restricted					42,159
					20,356
					20,356
Total Funds					65382
					62,513