

**HARLESTON INFORMATION PLUS
CHARITY**

**Independently examined Trustees Report
and financial statements**

Financial year ending 31st March 2023

Charity Registration number – 1146735

Company registration number – 8010650

HARLESTON INFORMATION PLUS CHARITY

(A company limited by guarantee)

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HARLESTON INFORMATION PLUS CHARITY

(A company limited by guarantee)

The Board of Trustees present their report and independently examined financial statements for the financial year 1st April 2022 to 31st March 2023

Registered name: Harleston Information Plus Charity

Charity registration number: 1146735

Company registration number: 8010650

Registered Office and operational address:

8 Exchange Street, Harleston, Norfolk, IP20 9AB

Board members:

Chair: Margaret Griffiths

Vice Chair: Norman Hart

Treasurer: Carolyn Malinowski

Other Trustees:

Janet Bird (appointed 14.02.23)

Kim Bryant

Lynda Ling

Robin Twigge

Company Secretary: None

Centre Administrator: Sally Davies

Independent Examiner:

Calum Ward & Co Ltd

Market House, 4a Church Street, Harleston, Norfolk, IP20 9BB

Bankers:

Barclays, Leicester, LE87 2BB

HARLESTON INFORMATION PLUS CHARITY

(A company limited by guarantee)

TRUSTEES REPORT FOR THE YEAR ENDING 31 MARCH 2023

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Harleston Information Plus Charity (the charity) for the year ending 31 March 2023.

The Trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the company's governing document, FRS 102 "The Financial reporting Standard applicable in the UK and Republic of Ireland" and Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102 (effective 1 January 2015).

Structure, governance and management

MEMORANDUM OF ASSOCIATION

The charity is registered as a charitable company, limited by guarantee and was incorporated on 28 March 2012 and registered as a charity on 2 April 2012. The charity is constituted under the Memorandum of Association.

The objects of the charity are:

- 1 The promotion for the public benefit of rural regeneration in areas of social and economic deprivation and in particular in Harleston and the surrounding area, by all or any of the following means:
 - The provision of a free confidential, independent and impartial service of information for the residents of Harleston and the surrounding areas;
 - The relief of unemployment in such ways as may be thought fit, including the provision of assistance to find employment;
 - The provision of business related information to unemployed people with a view to assisting them in setting up a business;
 - The advancement of education, training or retraining, particularly among unemployed people;
 - The provision of recreational and other facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances have need of such facilities;
 - The creation of training and employment opportunities by the provision of workspace whether or not such workspace is provided on favourable terms;
 - The relief of elderly and disabled people who are in need, providing items, services or facilities calculated to relieve the needs of such persons and by the provision of support to such persons/carers;
 - Such other means as may from time to time be determined subject to the prior written consent of the Charity Commission;
- 2 To promote or advance any purpose which is charitable according to the law of England and Wales for the benefit of the public principally by the payment of grants, loans and other payments to such

charity or charities with the same or similar area of benefit as the charity as the trustees shall from time to time think fit.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

Subsequent trustees shall be appointed by resolution of the trustees. The term of office for all trustees other than the first trustees is 3 years from the date of their appointment.

c. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The trustees of the charity meet regularly. Day to day control of the Information Centre is delegated to the Information Centre Administrator.

d. AIMS

The trustees' priority aims are currently:

- To work with and involve the local community in all that we do
- To alleviate local rural and social isolation and deprivation
- Identify need and offer quality support and information services to help those who are most disadvantaged in our community, these include jobseekers, carers and the elderly
- To encourage, promote and initiate projects that will provide social and cultural benefits to the area
- To promote Harleston and its hinterland, helping to improve the socio-economic quality of life for everyone in the community.
- To enable a thriving third sector in the Harleston area by encouraging volunteering in the community and providing support for local volunteer run groups and organisations.
- For our own volunteers, offer training and support, enhancing wellbeing, life skills and increasing employability
- Work in partnership with other organisations on projects of benefit to our community
- To seek funding to initiate and support all of the above

e. ACTIVITIES AND PERFORMANCE

The activities of the charity were affected greatly by the Covid-19 Coronavirus pandemic, however due to the hard work and diligence of staff and volunteers, the work of the Charity is now back to normality.

Main activities of the charity during this period have been:

- Information centre and related activities
- Employment Support through Harleston Jobs Club and 1:1 IT Training
- Work to combat loneliness and social isolation across rural areas of South Norfolk through our Befriending Service and Better Together.
- A new service offering help with on-line forms, e.g Blue Badge application, concessionary bus passes, etc
- Development of a new website providing information on the work of HIP, local clubs, activities, sports groups, and services

All our activities focus on improving the quality of life for local residents and are undertaken to further our charitable purposes for the public benefit.

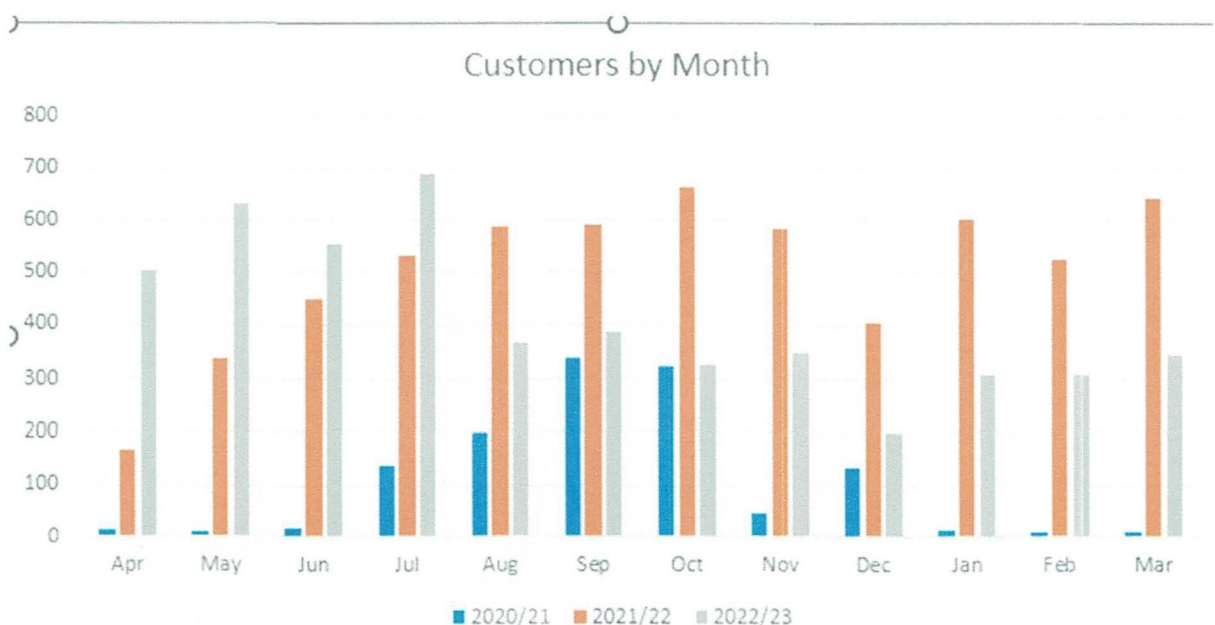
Over the twelve months volunteers including trustees, gave a combined total of close to 3,000 hrs of their time to the work of the Charity, which equates to a value of £28,500 based on the National Living Wage.

Trustees hold a monthly management meeting when progress is reported and discussed, strategy developed and finances scrutinised.

Harleston Information Plus Charity (HIP) is seen as a community focal point, a place where you can get information, receive support and training or enjoy social activity. This has never been more important than these last few years, and we are confident public awareness of our services is continuing to grow. We have been able to extend our services into the hinterland allowing us to better address rural and social isolation.

Information centre

A core of volunteers specialise in working on the information desk and maintain HIP's 6 day a week service.



Note: The sharp reduction in customers from Aug 2022 was due to the withdrawal of a popular service recycling blister packs by Superdrug. Residents bought their used blister packs to the Information Centre and HIP delivered them to participating Superdrug Stores.

Modernisation of equipment in the two meeting rooms with wall-mounted TV screens, has resulted in a more professional offer to room hirers, enabling links to laptops to facilitate training and presentations. The upgrade of 8 laptops used in the Jobs Club benefitted the service users.

The Harleston U3A Board Games group meets at the Centre twice a month, Susan Whymark Funeral Service holds a monthly bereavement counselling session and Citizens Advice visits the Centre weekly on an appointment only basis.

During the year we ran 6 Emergency First Aid at Work training courses offering reduced rates to charities and community groups.

Employment Support

The Jobs Club has been financially supported by:

- (i) LIFT Community Grants Project up until 31st July 2022
- (ii) Norfolk Community Foundation's East of England Co-op Community Cares Fund from 7th September 2022

(i) LIFT Community Grants Project

The project delivered a structured IT learning programme enabling individuals with no IT knowledge or access, to learn, gain confidence and utilise online services that are crucial to their chances of progression into employment or further learning. A total of 15 learners were recruited onto the project as planned and participated in workshops including:

- CV writing
- Creating an email address
- Using emails
- Registering on jobsites
- Applying for work online
- Practical job searching
- Using Universal Credit
- Preparing for interviews
- Online interviews

(ii) Norfolk Community Foundation's East of England Co-op Community Cares Fund

The project aims to help re-connect residents to local opportunities including volunteering and employability support including vocational training and weekly Jobs Club activities.

The Jobs Club has been offering support to jobseekers via 1:1 appointments and advance booking at the weekly Jobs Club which was operating under reduced opening hours up until 31st January 2023.

From 1st February 2023, we fully reopened the weekly drop in Jobs Club to its full capacity and have seen a steady increase in jobseekers accessing this service. The Jobs Club is supported by 3 volunteers and sees an average of 5 jobseekers attend weekly.

The Jobs Club is increasingly supporting jobseekers facing multiple barriers to employment and regularly provides social, emotional and wellbeing support. Many of the jobseekers we see are:

- Long-term unemployed
- Affected by redundancy
- Struggling with health/disability issues
- Aged 50 or over
- Lone parents

Jobseekers receive ongoing support at the Jobs Club with searching and applying for work online, CV writing, IT help, further learning opportunities, interview tips and advice and information regarding self-employment and volunteering.

The Jobs Club has supported a total of 61 jobseekers from 1st April 22 – 31st March 23 and over 40% of jobseekers supported have moved into employment following engagement with our services.

Befriending Service

The befriending service has continued to grow and develop. 4 training days were held providing initial befriending training to 6 volunteers. Other volunteer training included:

- Safeguarding Adults Awareness– 7 volunteer befrienders trained
- Mental Health First Aid– 1 volunteer befriender trained
- Emergency First Aid at Work – 2 volunteer befrienders trained

A total of 12 volunteers have supported the befriending service from 1st April 22 – 31st March 23, supporting 28 service users within Harleston and its surrounding villages. Referring organisations include:

- Community Connectors from South Norfolk and Broadland Council Help Hub
- Norfolk County Council Adult Social Services
- Norfolk Community Health and Care NHS Trust
- Norfolk and Suffolk NHS Foundation Trust
- The Priory Group
- POhWER

On-Line Support Service

Many government and other organisations now require people to access their services on-line, which can present problems for some people without the equipment or knowledge to do so. We have therefore introduced a new service to the Centre, supported by volunteers, offering equipment and technical support in completing on-line forms, such as concessionary bus passes, blue badge forms, and attendance allowance.

Better Together Norfolk

BTN continued its work to provide activities to individuals living in the rural community. This has been delivered in a way that accommodates people's willingness to meet face to face once again.

Many people who attended our virtual Zoom groups during lockdown embraced those connections and continued to maintain friendships formed during lockdown and now meet at the face-to-face groups. In addition, some members of the face-to-face art group have gone on to volunteer their time towards community projects.

Social groups developed and run during this period include:

- A monthly social café held at the Waveney Heritage Centre in Brockdish.
- A weekly 'All Together Café' in St Johns Church, working collaboratively with the Waveney Food Bank.
- A weekly 'Just a Cuppa' in Diss library

We also developed community awareness projects and events:

- Queen's Jubilee projects - commemorative book, red, white and blue hearts issued to the children of Harleston, Jubilee tree in the grounds of St John's Church
- 3 Cooking workshops - on a budget, joy of food on a budget and slow cooker workshop
- Chatty Chair project launched in Harleston 10 Sept to mark Suicide Awareness Day
- Sketch and Reflect, Brockdish
- Arty Crafty Tuesday Kindness postbox initiative, in collaboration with Men's Shed
- Walk, Talk and Write sessions in Diss

- Knitted items for Christmas hampers, working with Diss Norfolk Knitters and Stitchers
- Arty Crafty Tuesday Christmas cards for hampers
- Put a Sock In It – collecting warm socks for those in need
- Community Jigsaw
- Hearts and flowers for Ukrainian refugees

HIP's contract with Voluntary Norfolk for the Better Together project came to an end on 31st March 2023.

Warm Rooms

With funding from Norfolk Community Foundation and South Norfolk District Council we were able to set up Warm Room provision from November to March at the Information Centre once a week and at The Swan Hotel 7 days a week. This provided a safe, warm and welcoming place to go, with free refreshments, for those struggling with rising energy costs.

f. FINANCIAL REVIEW

We have benefitted in the last twelve months from a great deal of valued support received from the local community.

We received donations totalling £9,500 from Bullock Fair Charity Shop, £420 from the Round Table, £375 in memory of Mr Richard Gibbons, £280 from Handsomes of Harleston from their Christmas draw, and £250 total donations from Mr and Mrs Spooner from the proceeds of Brockdish Open Gardens. District Councillor Jeremy Savage donated £250 from his councillor grant funds to enable us to buy a printer.

Our staff and volunteers have donated money raised at stalls at town events, a Quiz Night and the Christmas grotto. Our donation pots, hosted by many local shops, provide us with another valued stream of donations, as does the renting out of our rooms to local organisations.

We would like to express our warmest thanks and appreciation for all these donations.

We received a grant of £6,000 from the Redenhall with Harleston Town Council, and would like to express our appreciation for their continued support.

Our dedicated and hard-working staff have enabled us to deliver a number of projects during the year as described in detail above, funded by grants. Projects undertaken during the year were:

- the continued delivery of the Better Together partnership on behalf of Voluntary Norfolk
- the successful completion of a LIFT project, funded by the European Social Fund
- a continuation of our Befriending service, partly funded by grants from the Love Norfolk Fund and the East of England Co-op
- a continuation of the Jobs Club, partly funded by the East of England Co-op
- a project to enhance opportunities for social interaction, wellbeing and inclusion across rural locations in South Norfolk, funded by the Big Lottery Community Fund
- provision of Warm Rooms at HIP and the Swan Hotel, funded by Norfolk Community Foundation and South Norfolk Council

We have received a grant of £2,000 from the Paul Bassham Trust, as a contribution towards the costs of running the Befriending Service in 2023-24.

Charity no 1146735

We have also received gift funding from the trading profit of Harleston Information Plus Ltd. which is made on a regular annual basis.

After a busy and productive twelve months, we have finished the year in a secure financial position which will stand us in good stead for the forthcoming year.

Reserves policy

The reserve policy is reviewed annually. During the year the trustees examined the charity's requirement for reserves and determined that unrestricted reserves should be maintained at a level sufficient to cover six months core running costs together with sufficient funds to meet any reasonably foreseeable contingency, a total of £38,000. Unrestricted funds currently exceed this level.

g. FUTURE DEVELOPMENTS

Information Centre

A long-standing member of staff has been appointed as Centre Manager who has introduced regular training sessions inviting local groups and organisations to present their services to volunteers.

Employment Support

The Trustees are committed to continuing HIP's work in providing ongoing support through its Jobs Club activities and IT training.

Befriending

The quantity of referrals received for this new service has continued to increase during 2022-23 which highlights the growing social isolation in the community, particularly following the Covid pandemic, and funding is being actively sought to enable us to continue this service to the local community.

Funding

In the forthcoming year, the Charity intends to actively seek the opinions of the community with a view to applying for long-term funding to address the needs of local residents.

PUBLIC BENEFIT

The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415a of the Companies Act 2006

This report was approved by the trustees on 12th September 2023 and signed on their behalf by:
Margaret Griffiths, Chair of Harleston Information Plus Charity

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Section A

Independent Examiner's Report

Report to the trustees

Harleston Information Plus Charity

**On accounts for the year
ended**

31 March 2023

**Charity no
(if any)**

1146735

Set out on pages

12-18

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2023**

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

8 September 2023

Name:

John Willis

**Relevant professional
qualification(s) or body**

The Institute of Chartered Accountants in England and Wales

Address:

Market House

4a Church Street, Harleston, Norfolk

IP20 9BB

HARLESTON INFORMATION PLUS CHARITY
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)

FOR THE YEAR ENDED 31 MARCH 2023

		Restricted funds	Unrestricted funds	Total funds	Total funds
	Note	2022-23 £	2022-23 £	2022-23 £	2021-22 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Grants		49,882	6,000	55,882	53,749
Donations		420	25,386	25,806	21,685
Sale of donated goods		0	536	536	503
Other		0	7,760	7,760	4,933
TOTAL INCOMING RESOURCES	3	50,302	39,682	89,984	81,050
RESOURCES EXPENDED					
Costs	4	40,395	34,944	75,339	64,638
NET MOVEMENT IN FUNDS FOR THE YEAR		9,907	4,738	14,645	16,412
Total funds at 1 April 2022					
		0	118,455	118,455	
TOTAL FUNDS AT 31 MARCH 2023		9,907	123,193	133,100	

The notes on pages 14 to 17 form part of these financial statements

HARLESTON INFORMATION PLUS CHARITY
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BALANCE SHEET AS AT 31 MARCH 2023

	Notes	2023 £	2023 £	2022 £	2022 £
CURRENT ASSETS					
Debtors	7	16,678		14,929	
Cash at bank and in hand		117,781		104,381	
		<u>134,459</u>		<u>119,310</u>	
CREDITORS: amount falling due within one year	8	(1,359)		855	
NET CURRENT ASSETS			133,100		118,455
CREDITORS: amounts falling due after one year			<u>0</u>		<u>0</u>
NET ASSETS			<u>133,100</u>		<u>118,455</u>
CHARITY FUNDS					
Unrestricted funds			123,193		118,455
Restricted funds	9		<u>9,907</u>		<u>0</u>
TOTAL FUNDS			<u>133,100</u>		<u>118,455</u>

The Trustees consider that the Charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the Charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the Charity as at 31 March 2022 and of its net incoming resources for the year in accordance with the requirements of sections 394 and 395 of the Act which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Charity.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 12th September 2023 and signed on their behalf by Margaret Griffiths, Chair of Harleston Information Plus Charity:

Signature

The notes on pages 14 to 18 form part of these financial statements

HARLESTON INFORMATION PLUS CHARITY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS AS AT 31 MARCH 2023

1 BASIS OF PREPARATION

- 1.1** The financial statements have been prepared under the historical cost convention, in accordance with FRS (102) The Financial reporting Standard applicable in the UK and Republic of Ireland” and the Charities SORP (FRS 102) “Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS 102 (effective 1 January 2015).
- 1.2** There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.
- 1.3** No changes have been made to accounts for previous years

2 ACCOUNTING POLICIES

- 2.1** The accounts have been prepared in accordance with FRS102. This has not made any material difference to the financial statements.

2.2 Incoming resources

All incoming resources are included in the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income and the amount can be quantified with sufficient reliability.

Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement

Performance related grants are only included in the SoFA once the related services have been delivered

The value of voluntary help received is not included in the accounts but is described in the trustees’ annual report.

Investment income is included in the accounts when receivable.

2.3 Resources expended

All expenditure is accounted for on an accruals basis.

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

HARLESTON INFORMATION PLUS CHARITY
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NOTES TO THE FINANCIAL STATEMENTS AS AT 31 MARCH 2023

3 INCOMING RESOURCES

	Restricted funds 2022-23	Unrestricted funds 2022-23	Total funds 2022-23	Total funds 2020-21
	£	£	£	£
Grants	49,882	6,000	55,882	53,749
Gifted from HIP Ltd	0	14,045	14,045	11,247
Donations	420	11,341	11,761	10,618
Sale of donated goods	0	536	536	503
Room hire	0	1,730	1,730	594
Other	0	6,030	6,030	4,339
Total	50,302	39,682	89,984	81,050

4 RESOURCES EXPENDED

	Restricted	Unrestricted	Total	Total
	2022-23	2022-23	2022-23	2021-22
	£	£	£	£
Staff costs	24,933	22,517	47,450	45,669
Other costs	15,462	13,427	27,889	18,989
Total	40,395	34,944	75,339	64,638

5. DETAILS OF CERTAIN EXPENSES

5.1 TRUSTEE EXPENSES

During the year no trustees received any payment or remuneration of out-of-pocket expenses

5.2 FEES FOR EXAMINATION OF THE ACCOUNTS

Independent examiner fee £175

HARLESTON INFORMATION PLUS CHARITY
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NOTES TO THE FINANCIAL STATEMENTS AS AT 31 MARCH 2023

6. PAID EMPLOYEES

6.1 STAFF COSTS

	2022-23	2021-22
	£	£
Gross wages and salaries	47,090	45,366
Employers' National Insurance	0	0
Pensions	360	303
Total	47,450	45,669

6.2 AVERAGE NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES IN THE YEAR

The parts of the charity in which the employees work	2022-23	2021-22
Harleston Information Centre Administrator	0.5	0.5
Information Centre & Services Coordinator	0.7	0.7
Better Together	0.7	0.7
Cleaner	0.1	0.1
Total	2.0	2.0

7. DEBTORS: Amounts falling due within one year

	2023	2022
	£	£
HIP Ltd – gifted profit	14,045	11,247
Prepayments and accrued income	2,633	3,682
	16,678	14,929

HIP Ltd (Company number 04630178) is donating its 2022-23 profits to HIP Ltd Charity

HARLESTON INFORMATION PLUS CHARITY
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NOTES TO THE FINANCIAL STATEMENTS AS AT 31 MARCH 2023

8. CREDITORS: Amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	1,359	855
Total	1,359	855

9. STATEMENT OF RESTRICTED FUNDS

Grant funding	Brought forward	Incoming resources	Outgoing resources	Carried forward
	£	£	£	£
1) LIFT grants	0	9,703	9,703	0
2) Better Together	0	15,628	15,628	0
3) Jeremy Savage Grant	0	250	250	0
4) Befriending - Paul Bassham Grant	0	2,000	0	2,000
5) Befriending – Love Norfolk grant	0	4,788	4,788	0
6) Co-op grant “Make A Difference”	0	4,944	4,944	0
7) Awards for all	0	9,969	2,062	7,907
8) Warm Rooms grants	0	2,600	2,600	0
Total restricted grants	0	49,882	39,975	9,907

Incoming resources 2022-23

- 1) LIFT grants - A project that supports people to access local, personalised training and employability skills to help move into employment or further learning, funded by the European Social Fund
- 2) Voluntary Norfolk are the programme managers for Norfolk County Council funded Better Together which works to combat loneliness across Norfolk. As a partner in this programme, HIP operates in the South Norfolk area offering ‘information pop ups’ to help encourage people to be more active and involved in their community.

- 3) A Community Support Grant from Jeremy Savage, the South Norfolk District Councillor member for Harleston, to purchase a printer
- 4) A grant from the Paul Bassham Trust to contribute towards the costs of the Befriending Service in 2023-24.
- 5) A grant from Love Norfolk to contribute towards the costs of running the Befriending Service during 2022-23. The Befriending Service provides telephone or face-to-face befriending to people over the age of 18, to improve their self-confidence, emotional health and wellbeing, reduce social isolation and promote independence.
- 6) The Co-op "Make a difference" grant – a project to help to re-connect residents to local opportunities including volunteering placements, befriending services and employability support
- 7) Awards for All grant – a project to enhance opportunities for social interaction, wellbeing and inclusion, developing new activities and peer support across rural locations in South Norfolk, some of which is carried forward to 2023-24
- 8) Warm Rooms grants - £2,000 from Norfolk Community Foundation and £600 from South Norfolk Council, to fund the provision of Warm Rooms from November 2022 to March 2023

Sally

Harleston
information *plus*

Harleston Information Plus Charity

Annual General Meeting

1:00pm on Tuesday 12th September 2023
at 8 Exchange Street, Harleston IP20 9AB

Anyone who wishes to attend and is not a Trustee can contact
Centre Administrator Sally Davies on 01379 851917 or hip-admin@harleston-norfolk.org.uk who will arrange for appropriate
papers to be issued

AGENDA

1. Welcome
2. Apologies
3. Minutes of last AGM held 12th September 2022
4. Matters arising
5. Chairman's annual report
 - *See pages 4-10 Trustees Report*
6. Financial report
 - *Receipt of annual accounts*
 - *Appointment of independent examiner*
7. Retirement of Trustees in rotation
 - *in rotation: Norman Hart and Lynda Ling*
8. Election and Re-election Trustees
 - *election of Jan Bird and Jeremy Savage*
 - *re-election of Norman Hart and Lynda Ling*
9. Any Other Business

Harleston Information Plus Charity
Annual General Meeting
Minutes of meeting via Zoom video conferencing
12/09/2022

Trustees present	Margaret Griffiths (Chair) Kim Bryant, Norman Hart, Carolyn Malinowski, Robin Twigge In Attendance Sally Davies (<i>minute taker</i>)
In attendance	
1. Welcome	MG welcomed everyone to the meeting
2. Apologies	Lynda Ling
3. Minutes of last General Meeting	The minutes of the meeting held on 20 th Sept 2021 were checked for accuracy. No comments. Proposed by RT as accurate, seconded by CM Minutes to be signed by MG
4. Matters arising	None
5. Chairman's annual report	Included within the Annual Accounts pages 4-11. No questions or comments on the report. KB proposed acceptance, RT seconded, agreed unanimously.
6. Financial Report	CM presented Financial report. NH proposed acceptance of audited accounts, seconded by RT, agreed unanimously.
7. Retirement of Trustees	MG and CM stood down. MG handed the chair to NH.
8. Election and re election of Trustees	Chair asked for proposals for re-election. RT proposed MG and CM for re-election, seconded by KB, agreed unanimously. NH proposed MG as Chair, seconded by KB, agreed unanimously. NH handed back chair to MG.
9. AOB	NH noted that we as group of trustees, employees, volunteers and funders are incredibly lucky as to how well we have come through and out of Covid, gaining more volunteers than we lost, in a financially stronger position and our activity returned to greater level than before Covid.

Meeting closed at 13.48

Signed