

# ARMCHAIR CHARITY

Registered CIO - Charity no. 1164966

## TRUSTEES ANNUAL REPORT 2020-2021

### DONATIONS RECYCLED TO THE NEEDY FOR OVER THIRTY YEARS

Despite 3 lockdowns, during the year we received 483 free items of furniture, donated by the public, and delivered them free to 168 people and families, equivalent to 2.9 items to one family helped every working day of the year.

Referrals came from Worcester City Council, Citizens Advice Bureau, Housing Associations, Health Visitors, Social Services Probation and Worcester Municipal Charities.

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### DON'T THROW IT AWAY – GIVE IT AWAY

Others less fortunate need it

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The furniture delivery addresses demonstrate clearly that the charity is providing a priority service to those areas in the City where families traditionally experience financial hardship:-

WR4	Warndon, Brickfields, Tolladine	67
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	27
WR5	Ronkswood, Wylds Lane, Stanley Rd. etc.	34
WR2	Dines Green, St. Johns	35
WR3	Northwick, Bevere, Perdiswell, Claines	5
<b>Total</b>		<b><u>168</u></b>

### VALUE FOR MONEY

The Charity offers very good value for money. Each family/person helped, received on average 2.9 items, costing £59 each. A total cost of £169 (about the cost of a single bed) for 2.9 good pieces of 2<sup>nd</sup> hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

**\*THE NUMBER OF REFERRALS AND ITEMS DELIVERED WERE HALF WHAT THEY WOULD NORMALLY BE AS WE ONLY OPERATED FOR 6 MONTHS OF THE YEAR DUE TO THE PANDEMIC MEANING THE AVERAGE COST PER ITEM IS DOUBLE WHAT IT SHOULD BE.**

#### ALL ENQUIRIES TO:

**Richard Hines, Manager**

Tel: 01905 - 456080

Email: [info@armchairworcester.org.uk](mailto:info@armchairworcester.org.uk)

[www.armchairworcester.co.uk](http://www.armchairworcester.co.uk)



NAME OF THE CHARITY	The Armchair Trust CIO
CHARITY REGISTRATION NUMBER:	1164966
CHARITABLE TRUST DEED:	Adopted 27/09/1989. Registered with the Charity Commission on 06/10/1989. Registered as a CIO on 22/12/2015. Not amended since.
NAMES AND EMAILS OF TRUSTEES:	Schedule attached page 7
ANNUAL ACCOUNTS:	Independently Examined - attached pages 8-10
ADDRESS:	Unit 6b, Checkett's Lane Trading Estate, Worcester. WR3 7JW Tel: 01905 - 456080.
BANKERS:	Unity Trust, 4 The Square, 111 Broad St., Birmingham B15 1AR
SOLICITORS:	Hallmark Hulme LLP, 3-5 Sansome Place, Worcester, WR1 1UQ
INDEPENDENT EXAMINER:	Paul Griffith MBE

#### THE REGISTERED CHARITABLE OBJECTS OF ARMCHAIR

"To relieve generally, and individually, persons resident in Worcester City, who are in conditions of financial need, and hardship, by the provision of furniture and other household accessories, donated by the public, or acquired otherwise, which are calculated to reduce the need and hardship.

Armchair welcomes gifts of second-hand furniture and household items from the public, and recycles these items, free of charge, for re-use by needy individuals and families, referred to Armchair by Statutory and Voluntary Bodies.

#### AREA OF BENEFIT

The area of benefit is "*within 10 miles of Worcester City centre*". Occasionally, gifts are collected from just outside the City but **due to limited resources, the need to economise on fuel, and to achieve a low carbon footprint, all deliveries of household items are within the City boundary.**

<http://armchairworcester.org.uk/>



## **FINANCES – HISTORY OF THE FUNDING**

In 1996 the National Lottery gave Armchair a very generous four-year revenue and capital grant enabling us to purchase the 50-year lease of a warehouse in 1996.

Armchair's finances between 1997 and 2008 from the main statutory referrers, i.e. the Primary Care Trust and the County Council Social Services Department were originally regular and apparently secure. However, in 2008 the County Council Adult Social Care Department ceased its funding entirely and the Primary Care Trust did the same in 2010 having already halved its grant in 2008.

In 2007/8 for the first-time limited financial assistance was received from the waste disposal authority and this continues. This was £316.22\* in 2020/2021.

*\*THERE ARE OUTSTANDING CLAIMS YET TO BE PAID BY WCC. It is anticipated now that council workers are returning to their offices that this will be received in April- May 21)*

This year we are most grateful to the following organisations and charities etc. for their continued major support and place on record our thanks to them for their generous donations in 2020–2021:-

**Lasletts Charity, Six Masters, Platform Housing, The Eveson Trust, Worcester Municipal Charities, Worcester City Parish in Need, Mr Chris Cox and Worcestershire CC Waste Disposal.**

**This year we also received a one off Coronavirus support grant of £5,000 from Worcester City Council, and £4,892.62 payments from the Governments Job retention scheme.**

**In general terms, Armchair's finances are secure** with regular grants from new and existing funders. The cash reserves are currently **£20,709.71.**

## **TRANSPORT**

Trustees agreed to set up a designated fund, and £10,000 was transferred initially from reserves to enable us to purchase a new van as required. This is essential to Armchair's operation and without a van could not operate. Most of the surplus funds raised this year will be allocated to this fund to bring the total in this designated fund to £20,000. This will ensure that there are enough funds available for when the van needs replacing again. The current van is 12 years old but with low mileage so should be expected last for several more years, however it is essential to keep this fund in the event that a new van is required.

## **STAFF**

The Trustees employ two part time staff working mornings only, 9.30 am to 1.30pm to collect and deliver items and to take and respond to referrals of people in need.

## **ADMINISTRATION**

In 2011 with a "Grassroots" Grant from Community First, we purchased a computer, printer, Broadband line, set up a website and moved into the 21<sup>st</sup> century. Most referrals now arrive by Email and we can collect statistics of referrals, deliveries and beneficiaries (by postcode) showing the communities we help.



## **POLICIES, RISK ASSESSMENT, RESERVES**

In 1998 the Trustees adopted an Equal Opportunities Policy, a Health and Safety Policy and a Quality Control Policy to operate in connection with the Charity's activities. In 2003 the Trustees adopted an Environmental and Sustainability Policy and a Business Plan. In accordance with the Charity Commission's S.O.R.P. the Trustees have assessed risks and arranged lifting training for staff. Insurance has been taken out for the major risks. A "reserves" policy of 8 months' spending has been adopted as a prudent level given the general insecurity of long-term funding. In 2012 the following policies were added: Confidentiality, Health & Safety at Work, Safeguarding Vulnerable Adults, Complaints, Grievance, Discipline, Recruitment & Selection, Business Plan, and Financial Procedures.

## **WASTE DISPOSAL SUPPORT**

Armchair collects and delivers about 3 vanloads of furniture every week. This represents about **150 van loads** most of which would be tipped - **costing c. £115.00 each representing about £17,250 in waste fees.** The County Waste Disposal Section introduced a "Recycling Credit Scheme" which brought Armchair £316.22\* this financial year based on the weight of the 483\* recycled items, equal this year to 150 tons.

*\*WE HAVE ACTUALLY NOT RECEIVED ANY PAYMENTS FOR THE 483 ITEMS RECYCLED THIS YEAR, THIS PAYMENT WAS FOR THE CLAIM PRIOR TO MARCH 2020, this may be a result of workers not permitted into their offices and all claims are submitted by post.*

## **STATUTORY ENTITLEMENT - ASSESSMENT OF CHARITABLE NEED**

Armchairs referral form ensures the intended beneficiary has exhausted statutory entitlement before applying to Armchair. The Trustees ensure that the Charity supplements rather than supplants the work of the Statutory Services, especially the DWAS, and checks that all the beneficiaries are in receipt of means tested benefits or on similarly low incomes.

## **THE MANAGEMENT COMMITTEE - ELECTION, COMPOSITION, INDUCTION AND TRAINING**

There are 8 trustees (also the members) who replace vacancies as they occur. They are the Board or Management Committee who manage the Charity and authorise expenditure. Membership was drawn from representative groups from the local community. The following are represented: - Maggs Day Centre, the Citizens Advice Bureau, and Worcester Municipal Charities. The Manager and his assistant attend the Committee meetings but do not vote and withdraw if they have a pecuniary interest.

New trustees are inducted by being given the most recent Annual Report and Annual Accounts, the Charity's Constitution, a copy of the Charity Commission publication CC3 "The Essential Trustee - What You Need To Know", and by being invited to visit the furniture warehouse and talk to the staff.

Mr Martyn Saunders will retire this year for a period of 12 months due to other commitments. We wish to extend our thanks to Martyn for his contribution to Armchair, and Martyn is most welcome to return as a trustee at any time.

The following Trustees retire by rotation at the GM and offer themselves for re-election:

Ms. Emma Fay

Nominations may be proposed from the floor providing those nominated have already been appointed as members, duly approved by the Board.

## **MEETINGS OF THE TRUSTEES**

The Board Management Committee meets once every two months. The Trustees receive and consider a report from the Chair, and Manager who keeps the finance books. Minutes are taken and circulated. The Management Committee has the power to co-opt new Trustees and non-voting advisers. The independently examined accounts are approved by the Management Committee and then formally adopted at the Annual Meeting of the Trustees.



## ANNUAL MEETING

The meeting takes place once a year, on 12<sup>th</sup> May 2021 at 12.30 p.m. this year via zoom. The meeting receives the trustees' annual report and the independently examined accounts which are approved by the trustees.

## CHAIR'S REPORT

Mel Kirk reports as follows: **We made a surplus of £7628.03.**

2020/2021 saw another slight increase in referrals due to Armchair now being the only charity that delivers free furniture those in need.

During the year a total of **483** household items was delivered to **168** families or individuals in need with, on average, 3 items each (numbers have reduced this year due to covid and the need at times to suspend operations due to national lockdown). A complete breakdown of referrals and deliveries is set out on page 6.

This financial year has been especially challenging due to Covid-19. During periods where the UK has been in national lockdown, donations reduced significantly (due to Freecycle and non-essential shops closing) meaning that operations had to be reduced due to lack of furniture to donate. We hope that next financial year will not bring any more lockdowns.

My grateful thanks are due to **Richard Hines** (who also manages finances) **and Mark Richardson**, for another successful year's hard work, especially during this challenging year. Their commitment to providing help to those in need has shone through significantly this year, shown through their commitment to as far as possible continue to provide furniture to those in need, and ensure that they themselves and others remain safe. This was especially important as part of the move-on strategy for rough sleepers who were accommodated under the government's "everyone in" scheme, who then moved on to securing their own home (most of which was unfurnished). Richard and Mark you have been amazing this year.

I would also like to thank **all trustees**, all of whom have carried out their roles with care and commitment. The wide-ranging backgrounds of our trustees, their broad skills & experience, and the stability of the membership of our Committee as a whole, provide a strong team which has ensured our survival and effectiveness during difficult times.

Our General Meeting this year will be held virtually to ensure social distancing rules are upheld.

## FINANCE REPORT

Richard Hines reports as follows: This year there was income of £36,102.84, expenditure of £28,474.81 and a surplus of £7,628.03 (£6,603.34 of this surplus was transferred to the designated van fund to take it up to £20,000). At the year end the charity's assets had a book value of **£78,556.71** which includes the warehouse at **£29,700**, the van at **£8,147**, designated fund for new van of **£20,000.00** and accumulated cash of **£20,709.71**.

The Accounts have been independently examined free of charge by our independent examiner Paul Griffith to whom we are most grateful. A full copy of the accounts, including the Income and Expenditure for the year, the Balance Sheet at year end and the Examination Certificate is attached at page 9.



**The Charity offers very good value for money.** Each family/person helped, received on average 2.9 items, costing £59 each. A total cost of £169 (about the cost of a single bed) for 2.9 good pieces of 2<sup>nd</sup> hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

#### **ARMCHAIR MANAGER'S REPORT ON THE YEAR'S WORK - APRIL 2020 TO MARCH 2021**

**Richard Hines** reports as follows: We have collected very careful statistics with the computer to help us demonstrate our **worth to the Worcester community both in terms of meeting need and avoiding unnecessary waste.** There were **183** referrals to which we have responded with **483** items delivered. All the donations have to be collected first, and we then deliver straight from the van to the waiting list.

*\*Armchair had to suspend operations completely between April – July 2020 and operate reduced hours from January to April 2021 due to lockdowns. Armchair therefore only operated for approximately half the year.*

#### **These are our delivery figures for 2020/21 by postcode:**

This demonstrates dramatically to our funders that we help needy people, many of them living in areas where families traditionally experience financial hardship.

WR4	Warndon, Brickfields, Tolladine	67
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	27
WR5	Ronkswood , Wylds Lane, Stanley Rd. etc.	34
WR2	Dines Green, St. Johns	35
WR3	Northwick , Bevere, Perdiswell, Claines	5
<b>Total</b>		<b>168</b>

#### **REFERRALS OF PEOPLE IN NEED TO ARMCHAIR 01/04/2020 - 31/03/2021**

##### **STATUTORY AUTHORITIES**

Worcester City Council	47
Social Services (inc. childrens' centres)	24
Health Visitors	21
Housing Associations	
(Fortis Living, Rooftop, West Mercia Homes)	19
Probation Service	2
<b>Total</b>	<b><u>113</u></b>

##### **VOLUNTARY SECTOR**

Worcester Citizens Advice Bureau	24
Maggs	11
Community Care Project	8
St Pauls Hostel	5
Community Trust	4
Worcester Municipal Charities	2
SSAFA	1
<b>Total</b>	<b><u>55</u></b>
<b>Grand Total</b>	<b><u>168</u></b>



# COLLECTION & DELIVERY OF DONATIONS BY ARMCHAIR 01/04/2020 - 31/03/2021

Double Beds	49	Single Beds	47
Wardrobes	27	Chest of Drawers	79
Bedside Cabinets	54	Dressing Tables	2
Sofas	47	Armchairs	22
Sofa Beds	0	Dining Tables	18
Dining Chairs	63	Coffee Tables	19
TV Stands	21	Bookcases	3
Stools	4	Sideboards	0
Wall Units	0	Ottomans	2
Cots	0	Bunk Beds	2
Computer Desk	0	Other	24
		<b>Total:</b>	<b>483</b>

## LANDLORDS OF DELIVERY ADDRESSES

FORTIS LIVING	107
PRIVATE	22
"SMARTLETS" (CITIZENS ADVICE)	17
WEST MERCIA HOUSING	9
WORCESTER MUNICIPAL CHARITIES	5
ROOFTOP HOUSING	2
NEXUS	2
COMMUNITY CARE PROJECT	2
SANCTUARY HOUSING	2
<b>TOTAL</b>	<b><u>168</u></b>

## NAMES AND ADDRESSES OF TRUSTEES AND STAFF - 2020/21

TRUSTEES	E MAIL ADDRESS
<b>Mel Kirk</b> (Chair)	Email: <a href="mailto:mkirk@maggsdaycentre.co.uk">mkirk@maggsdaycentre.co.uk</a>
<b>Margaret Jones</b> (Vice Chair)	Email: <a href="mailto:jones1res@btinternet.com">jones1res@btinternet.com</a>
<b>David George</b>	Email: <a href="mailto:david.george@cabwhabac.org.uk">david.george@cabwhabac.org.uk</a>
<b>Sue Osborne</b>	Email: <a href="mailto:smosborne46@gmail.com">smosborne46@gmail.com</a>
<b>Alan Purchon</b>	Email: <a href="mailto:apurchon1@gmail.com">apurchon1@gmail.com</a>
<b>Richard Boorne</b>	Email: <a href="mailto:sales@bondtech.uk.com">sales@bondtech.uk.com</a>
<b>Emma Fay</b>	Email: <a href="mailto:efay@maggsdaycentre.co.uk">efay@maggsdaycentre.co.uk</a>
<b>STAFF MEMBERS:</b>	
<b>Richard Hines*</b> Manager	Email: <a href="mailto:info@armchairworcester.org.uk">info@armchairworcester.org.uk</a>
<b>Mark Richardson*</b> Assistant Manager	Email: <a href="mailto:info@armchairworcester.org.uk">info@armchairworcester.org.uk</a>

\* Non-voting members of the Management Committee



# **ARMCHAIR INCOME AND EXPENDITURE 01/04/2020 - 31/03/2021**

## **INCOME**

WORCESTER MUNICIPAL CHARITIES	16,444.00
LASLETT'S CHARITY	3,000.00
EVESON CHARITABLE TRUST	3,000.00
SIX MASTERS CHARITY	2,500.00
PLATFORM HOUSING	500.00
WORCESTER CITY PARISH CHARITY	400.00
MR CHRIS COX	50.00
WORCESTERSHIRE C C RECYCLING CREDIT	316.22
CORONAVIRUS SUPPORT GRANT	5000.00
JOB RETENTION SCHEME	4892.62

**TOTAL INCOME: £36,102.84**

## **EXPENDITURE**

WAGES	20,296.28
NEST PENSION EMPLOYERS CONTRIBUTION	912.22
INLAND REVENUE	3152.00
VAN FUEL	330.00
VAN SERVICING & REPAIRS	162.50
SEVERN TRENT	198.08
STATIONERY AND OFFICE MATERIALS	151.16
TELEPHONE	601.69
FURNITURE STORE INSURANCE	1394.27
VAN ROAD TAX	265.00
ELECTRICITY	236.25
VAN INSURANCE	703.36
BANK CHARGES	72.00
SUNDRIES	0.00

**TOTAL EXPENDITURE: £28,474.81**

## **RESULTS FOR THE YEAR**

**EXCESS INCOME OVER EXPENDITURE: £7,628.03**

## **BALANCES AND BANK RECONCILIATION**

Date	Income	Expenditure	Balance
31/3/21	29,428.61	26,421.03	7,628.03
Brought forward current A/C 2019/2020			33,081.68
Surplus 2020/2021			7,628.03
Unity Current A/C			40,709.71
Un-banked Income			-
Un-presented cheques			-
Accumulated cash			<b><u>£20,709.71</u></b>

## **FIXED ASSETS**

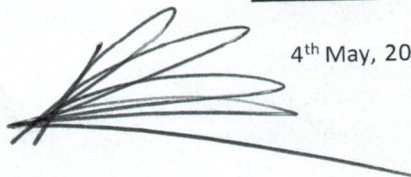
Warehouse (purchase price 1997) (50 year lease)	55,000.00
Depreciation 1997 - 2021 = 23 Yrs @ £1,100	25,300.00
Value at year end	<b><u>£29,700.00</u></b>
Van (purchase price Nov 2014)	16,294.00
Depreciation 5 Yrs @ 1,629.40p.a.	8,147.00
Book value at year end	<b><u>£8,147.00</u></b>

## **ACCUMULATED FUND**

Cash	20,709.71
Designated fund for purchase of new van when required	20,000.00
Van	8,147.00
Warehouse	29,700.00
Total	<b><u>£78,556.71</u></b>
Signed on behalf of the Board	

MEL KIRK (Chair)

4<sup>th</sup> May, 2021





# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Armchair CIO

On accounts for the year  
ended

31/03/2021

Charity no  
(if any)

1164966

Set out on pages

1 - 8

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 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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 section 130 of the Charities Act; and
    - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Signed:

*Paul Griffith*

Date: 29<sup>th</sup> April 2021

Name:

Paul Griffith MBE

Relevant professional  
qualification(s) or body  
(if any):

N/A

Address:

"Grevis Cottage", Lower Dingle, West Malvern, Worcestershire, WR14 4BQ