

# TRINITY MISSION CASTLEFORD CIO

England & Wales · Charity number 1166064

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2016-03-15

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Hope Street Bungalow  
Hope Street East  
Castleford  
West Yorkshire  
WF10 1DZ

**Phone** 01977519496

**Email** [linda@trinitymission.org.uk](mailto:linda@trinitymission.org.uk)

**Website** [www.trinitymission.org.uk](http://www.trinitymission.org.uk)

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE, FOR THE PUBLIC BENEFIT,• THE PREVENTION AND RELIEF OF POVERTY FOR THE PUBLIC BENEFIT IN CASTLEFORD AND IN PARTICULAR THE RELIEF OF THOSE IN NEED IN CASTLEFORD, BY REASON OF HOMELESSNESS OR FINANCIAL HARDSHIP, THROUGH THE PROVISION OF FOOD, CLOTHING AND INFORMATION, ADVICE AND GUIDANCE• TO DEVELOP THE CAPACITY AND SKILLS OF THE MEMBERS OF THE SOCIALLY AND ECONOMICALLY DISADVANTAGED COMMUNITY OF CASTLEFORD IN SUCH A WAY THAT THEY ARE BETTER ABLE TO IDENTIFY, AND HELP MEET, THEIR NEEDS AND TO PARTICIPATE MORE FULLY IN SOCIETY.'• THE ADVANCEMENT OF HEALTH FOR THE PUBLIC BENEFIT IN CASTLEFORD BY MEANS OF SUPPORT FOR THOSE WHO ARE MARGINALISED OR SOCIALLY ISOLATED BECAUSE OF BECAUSE OF THE CHALLENGES THEY FACE AS A RESULT OF LIVING WITH A DISABILITY OR A MENTAL ILLNESS

**Activities:** Center for homeless and disadvantaged people. Open five times a week, providing meals, food parcels, clothing and help and support in accessing appropriate help around issues of housing, benefits, drug & alcohol addiction.

## Classification

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- **How:** Provides Services
- **What:** The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

## Geography

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- City Of Wakefield

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-08-31	£82,007	£87,845	-	-
2024-08-31	£85,025	£78,451	-	-
2023-08-31	£77,005	£71,794	-	-
2022-08-31	£74,543	£72,543	-	-
2021-03-14	£47,161	£34,712	-	-

## Trustees

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Name	Role	Appointed
Joanne Stainburn		2023-10-12
Kate Luise Amaral		2023-10-12
LINDA KNAPPER		2024-10-10
LYNDSEY EVANS		2016-04-18
Linda Skelton		2020-01-23
Patricia Burgess		2021-07-22
Rev BARRY OWEN		2021-07-22
Rev NAOMI NKIROTE KAIGA		2022-03-01
Sandra Michele Cunnington		2024-10-10
Tracy Jayne Weaver		2025-10-16

**TRINITY MISSION CASTLEFORD CIO**

England & Wales - Charity number 1166064

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# Accounts

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# **TRINITY MISSION CASTLEFORD CIO**

**Registered Charity Number 1166064**

## **Annual Report and Financial Statements**

**For the Year Ending  
31<sup>st</sup> August 2025**

**TRINITY MISSION CASTLEFORD CIO**  
**Annual Report and Financial Statements**  
**For the year ending 31<sup>st</sup> August 2025**

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# TRINITY MISSION CASTLEFORD CIO

## Legal and Administrative Details

**CHARITY NUMBER**     1166064

### **STATUS**

The Charity is a Charitable Incorporated Organisation and is called Trinity Mission Castleford CIO. It was registered with the Charity Commission on 15<sup>th</sup> March 2016. It was established under a Constitution recognised by the Charities Act 2011

### **REGISTERED ADDRESS**

Hope Street Bungalow  
Hope Street East  
Castleford  
WF10 1DZ

### **TRUSTEES**

Kate Amaral  
Patricia Burgess  
Valerie Brook  
Sandra Cunnington (from October 2024)  
Lyndsey Evans (Secretary)  
Deborah Haley (until December 2024)  
Stephen Hindle  
Rev Naomi Kaiga (Chair)  
Linda Knapper (from October 2024)  
Rev Barry Owen  
Linda Skelton (Treasurer)  
Joanne Stainburn

### **BANKERS**

The Co-operative Bank  
PO Box 250 Delf House  
Skelmersdale  
WN8 6WT

### **INDEPENDENT EXAMINER**

Joanne Crook FCCA  
Crook & Herbert Accountants  
57 Whitley Spring Crescent  
Ossett  
WF5 0RF

# TRINITY MISSION CASTLEFORD CIO

## Trustees' Annual Report for 2025

The Trustees submit their Annual Report and independently examined Financial Statements for the year ending 31<sup>st</sup> August 2025.

### OBJECTS

The objects of Trinity Mission are:

- The prevention and relief of poverty for the public benefit in Castleford and in particular the relief of those in need in Castleford, by reason of homelessness or financial hardship, through the provision of food, clothing and information, advice, and guidance.
- The advancement of citizenship and community development (including urban regeneration), and the promotion of civic responsibility and volunteering for the public benefit in Castleford.
- The advancement of health for the public benefit in Castleford by means of support for those who are marginalised or socially isolated, by - for example - their age or because of the challenges they face as a result of living with a disability or a mental illness.

### GOVERNANCE

The Trustees are members of the Management Team which oversees the achievement of the above Objects. We are aided in this by a team of volunteers, one full time and two part time members of staff. We also have strong support from the Methodist Circuit and District.

### TRUSTEES

#### Ex-officio

The superintendent minister for the time being of the Aire and Calder Methodist Circuit or its successors, the chair of the church council for the time being of Trinity Methodist Church Castleford and any deacon or presbyter appointed for the time being to have particular oversight of the work of the Trinity Mission are automatically, by virtue of holding that office, a charity trustee.

#### Nominated Charity Trustee[s]

The church council of Trinity Methodist Church Castleford appoints up to two charity trustees for a term of 3 years.

#### Elected Trustees

The Annual General Meeting of the Charity appoints between three and ten charity trustees for a term of 3 years.

## **PUBLIC BENEFIT**

The Trustees have considered the Charity Commission's advice on public benefit.

The Charity's main objective is the relief of poverty in the Castleford area. The principal activity is the provision of food and supporting those in need by the giving of advice and information to those who are marginalised or socially isolated in the community. These activities have a clear beneficial effect to those receiving the support.

## **RISK REVIEW**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and a Risk Management Policy has been drawn up using Charity Commission guidelines. Key risks are:

- The risk of having insufficient resources of funds, staff/volunteers and space to provide our services as costs continue to increase.
- The risk of a lack of expertise/time available amongst trustees to meet challenges ahead.

*These issues continue to be addressed with the help of the Methodist Church and procedures put in place to help mitigate the risks.*

Financial procedures are in place to minimise the risk of fraud. Safeguarding procedures are in place for the benefit of service users, staff and volunteers. Insurance provision is regularly reviewed.

## **RESERVE POLICY**

The Trustees aim to build up sufficient reserves of unrestricted funds to enable us to continue with the work of the Mission, including employment of one full time and two part time members of staff, if we experience any short term gaps in securing funding. Our reserves policy requires us to keep an amount in reserves to cover general running costs for a period of 3 months, plus amounts to cover redundancy payments and unforeseen renewal/replacement of equipment.

## **REVIEW OF ACTIVITIES**

The Mission continues to open for three sessions every week – Tuesday and Wednesday lunchtimes, when guests can obtain food parcels and have a hot meal, and Monday evenings where they can enjoy coffee/tea and a chat. Our Senior Support Co-ordinator is available for advice and support outside of session times.

The number of meals and food parcels provided to our guests is very similar to last year – and appears to be stabilising after an increase post-Covid and the cost of living crisis.

Mark, our Senior Support Co-ordinator, helps around 25-35 people per week with issues such as debt, homelessness, health, mental health and general guidance. He helps them with form-filling in and telephone calls, and liaising with benefits and other agencies. Mark often supports our guests at external appointments such as tribunals, job centres, hospitals and housing associations.

Stephanie, our Services Manager, manages a team of volunteers to provide the Food Bank and hot meal services to our guests. In January 2025 we welcomed Debbie as a member of staff, to supervise the Food Bank. This has helped us to run the food bank in a more cost-effective way, and it has also given Stephanie more time to strengthen the volunteer team. As well as adding to the skills and number of our regular volunteers, we have also welcomed volunteer teams from local businesses, further strengthening our ties with the community.

We continue to work with outside agencies to increase the services that we offer to our guests. NHS Spectrum health nurses, Riverside Housing, BHA (a charity specialising in sexual health), and St James' "Liver Buddies" regularly attend our open sessions. Every week Bevan Healthcare bring their van to the Mission to provide first aid, including wound dressing, and urgent triage for GP appointments. Several of our guests have also received free sight tests and glasses from Specsavers this year.

In August we held a fundraising event – "A mile in their shoes" – which was a sponsored walk by a team of staff, trustees and volunteers. This is the first event of this kind that we have undertaken and we were very pleased with the support we received, particularly from the Methodist churches within our Circuit.

We look forward to another year serving our guests and fulfilling our charitable objectives in the best ways that we can.

### **ACHIEVEMENTS AND PERFORMANCE**

*During the past 12 months Trinity Mission has provided:*

- 4136 food parcels
- 6820 meals
- Approximately 1400 one-to-one meetings with our Senior Support Co-ordinator
- Over 150 sessions where guests can enjoy warm space and social interaction
- Clothing and household items as required by our guests

Our guests have benefitted not only from this physical provision of services, but also from help with their mental wellbeing. Whilst it is difficult to measure such achievements, we are never more satisfied than when we can help our guests towards a more stable lifestyle.

## FINANCIAL REVIEW

The Mission has had another successful year in obtaining grant funding to cover our activities. Our main grant funders continue to be the Aire and Calder Methodist Circuit and the Yorkshire West Methodist District.

*We have also received continued funding for the food bank from the WMDC Household Support Fund and WDH Foodbank fund, the Coalfields Regeneration Trust and Asda Foundation.*

In total, we have received £72,150 in grant funding, broken down as follows:

<b>Grant provider</b>	<b>Amount</b>
Yorkshire West Methodist District	£ 34,000
Aire & Calder Methodist Circuit	£ 30,000
WMDC Household Support Fund	£ 3,750
Coalfields Regeneration Trust	£ 2,000
WDH Foodbank Fund	£ 1,800
<i>Asda Foundation</i>	£ 600

We are also grateful to local companies, churches and individuals who have supported us with regular donations through the year.

Our total expenditure of £87,845 exceeded our total income of £82,007, leaving a deficit of £5,838. However, a surplus of £6,574 was brought forward from 2023/24, still leaving us with sufficient funds to meet our reserves requirement.

Compared to 2023/24, income has reduced by 3.5% and expenditure increased by 12%.

*We commit to increasing staff salaries each year in January by the same percentage increase as the National Living Wage. This year the increase was 5%. Our staff costs also increased due to the additional part time member of staff. Trinity Methodist Church provides us an annexed building rent-free, but we pay hourly rent to them for use of their kitchen and dining space when we are open for meals. The hourly rate increased considerably during the past year but will remain stable for 2025/26. Other costs have remained similar to 2023/24 and we are particularly pleased that Food Bank costs have reduced slightly following several years of increases.*

We start the new financial year having secured increased funding from both the Methodist Circuit and District. However, there will still be a funding gap to be met, and we will continue to apply to external grant providers.

TRINITY MISSION CASTLEFORD CIO

Receipts and Payments Account for the year ending 31<sup>st</sup> August 2025

Trinity Mission CIO

Statement of Financial Activity

For the year ending 31st August 2025

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2024/25</u> <u>£</u>	<u>Total</u> <u>2023/24</u> <u>£</u>
<b><u>Income</u></b>				
Grants	64,600	7,550	72,150	74,800
Donations - Organisations	2,322	-	2,322	3,940
Donations - Individuals	2,509	-	2,509	2,529
Fund Raising	2,632	-	2,632	1,023
Gift Aid reclaimed	468	-	468	377
Interest	1,926	-	1,926	2,356
<b>TOTAL INCOME</b>	<b>74,457</b>	<b>7,550</b>	<b>82,007</b>	<b>85,025</b>
<b><u>Expenditure</u></b>				
Staff Salaries	51,052	700	51,752	46,565
Staff Expenses	374	-	374	569
<b>Total Staff Costs</b>	<b>51,426</b>	<b>700</b>	<b>52,126</b>	<b>47,134</b>
Sessions	1,705	-	1,705	1,739
Food Store	6,534	7,483	14,017	15,629
Rent/services paid to Church	15,450	800	16,250	10,265
Utilities	2,116	-	2,116	2,074
Maintenance/Cleaning	243	-	243	247
Travel	28	-	28	75
Stationery/Office expenses	102	-	102	133
Insurance	728	-	728	728
Equipment/Security	321	-	321	221
Misc. expenditure	209	-	209	206
<b>Total Other Expenses</b>	<b>27,436</b>	<b>8,283</b>	<b>35,719</b>	<b>31,317</b>
<b>TOTAL EXPENDITURE</b>	<b>78,862</b>	<b>8,983</b>	<b>87,845</b>	<b>78,451</b>
<b><u>Excess of Income over Expenditure</u></b>	<b>-4,405</b>	<b>-1,433</b>	<b>-5,838</b>	<b>6,574</b>
Cash at bank/in hand at 31st August 2024	41,943	1,957	43,900	43,900
<b>Cash at bank/in hand at 31st August 2025</b>	<b>37,538</b>	<b>524</b>	<b>38,062</b>	

TRINITY MISSION CASTLEFORD CIO

Statement of Assets and Liabilities for the year ending 31<sup>st</sup> August 2025

<b><u>Cash funds</u></b>	Deposit account	29,536	524	<b>30,060</b>
	Bank Balance	7,820	-	<b>7,820</b>
	Petty cash	182	-	<b>182</b>
	Total	37,538	524	<b>38,062</b>
<b><u>Other Assets</u></b>	Income tax to be recovered	559		
	PayPal giving account	134		
<b><u>Liabilities</u></b>	Rent due to Trinity Methodist	1,300		
	Payroll/Pension Liabilities	747		

Approved by the Trustees and signed on their behalf by:

Rev Naomi Kaiga  
Chair of Trustees



Date: 4/10/25

## INDEPENDENT EXAMINER'S REPORT

I report to the trustees on my examination of the accounts of the Trinity Mission Castleford CIO for the year ended 31 August 2025.

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

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

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Joanne Crook FCCA



Crook & Herbert Accountants  
57 Whitley Spring Crescent  
Ossett  
WF5 0RF

4/10/25

Date

**TRINITY MISSION CASTLEFORD CIO**

England & Wales - Charity number 1166064

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# Accounts

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# **TRINITY MISSION CASTLEFORD CIO**

Registered Charity Number 1166064

## **Annual Report and Financial Statements**

**For the Year Ending  
31<sup>st</sup> August 2024**

# **TRINITY MISSION CASTLEFORD CIO**

## **Annual Report and Financial Statements**

### **For the year ending 31<sup>st</sup> August 2024**

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# TRINITY MISSION CASTLEFORD CIO

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Deborah Haley  
Stephen Hindle  
Rev Naomi Kaiga (Chair)  
Rev Barry Owen  
Linda Skelton (Treasurer)  
Joanne Stainburn

### **BANKERS**

The Co-operative Bank  
PO Box 250 Delf House  
Skelmersdale  
SN8 6WT

### **INDEPENDENT EXAMINER**

Sara Haigh FCCA  
Kelvin Burke & Co Accountants  
81a Stanley Road  
Wakefield  
WF1 4LH

# TRINITY MISSION CASTLEFORD CIO

## Trustees' Annual Report for 2024

The Trustees submit their Annual Report and independently examined Financial Statements for the year ending 31<sup>st</sup> August 2024.

### OBJECTS

The objects of Trinity Mission are:

- The prevention and relief of poverty for the public benefit in Castleford and in particular the relief of those in need in Castleford, by reason of homelessness or financial hardship, through the provision of food, clothing and information, advice, and guidance.
- The advancement of citizenship and community development (including urban regeneration), and the promotion of civic responsibility and volunteering for the public benefit in Castleford.
- The advancement of health for the public benefit in Castleford by means of support for those who are marginalised or socially isolated, by - for example - their age or because of the challenges they face as a result of living with a disability or a mental illness.

### GOVERNANCE

The Trustees are members of the Management Team which oversees the achievement of the above Objects. We are aided in this by a team of volunteers, one full time and one part time member of staff. We also have strong support from the Methodist Circuit and District.

### TRUSTEES

#### Ex-officio

The superintendent minister for the time being of the Aire and Calder Methodist Circuit or its successors, the chair of the church council for the time being of Trinity Methodist Church Castleford and any deacon or presbyter appointed for the time being to have particular oversight of the work of the Trinity Mission are automatically, by virtue of holding that office, a charity trustee.

#### Nominated Charity Trustee[s]

The church council of Trinity Methodist Church Castleford appoints up to two charity trustees for a term of 3 years.

#### Elected Trustees

The Annual General Meeting of the Charity appoints between three and ten charity trustees for a term of 3 years.

## **PUBLIC BENEFIT**

The Trustees have considered the Charity Commission's advice on public benefit.

The Charity's main objective is the relief of poverty in the Castleford area. The principal activity is the provision of food and supporting those in need by the giving of advice and information to those who are marginalised or socially isolated in the community. These activities have a clear beneficial effect to those receiving the support.

## **RISK REVIEW**

The Trustees have a duty to identify and review the risks to which the Charity is exposed. The current cost of living crisis has led to a significant increase in demand for our services over the past year. We expect this to continue into the next year. We therefore run the risk of having insufficient resources of funds, staff/volunteers and space to provide our services. We continue to address these issues with the help of the Methodist Circuit.

Financial procedures are in place to minimise the risk of fraud. Safeguarding procedures are in place for the benefit of service users, staff and volunteers. Insurance provision is regularly reviewed.

## **RESERVE POLICY**

The Trustees aim to build up sufficient reserves of unrestricted funds to enable us to continue with the work of the Mission, including employment of one full time and one part time member of staff, if we experience any short term gaps in securing funding. Our reserves policy requires us to keep an amount in reserves to cover general running costs for a period of 3 months, plus amounts to cover redundancy payments and unforeseen renewal/replacement of equipment.

## **REVIEW OF ACTIVITIES**

The past year has been another challenging year for Trinity Mission, as the cost of living crisis continues to affect those who are most vulnerable in the community.

The Mission continues to open for three sessions every week – Tuesday and Wednesday lunchtimes, when guests can obtain food parcels and have a hot meal, and Monday evenings where they can enjoy coffee/tea and a chat. Our Senior Support Co-ordinator is available for advice and support outside of session times.

Whilst the number of meals and food parcels provided is similar to last year, we have noticed that the severity of our guests' needs has continued to increase, particularly in the area of mental health. Financial stress and delayed access to NHS support contributes to this.

Mark, our Senior Support Co-ordinator, continues to support our guests with their many and various needs - helping them to find accommodation, employment and access to treatment and support. He often accompanies them to appointments, helps them with applications and with telephone calls to outside agencies.

Stephanie, our Services Manager, manages a team of volunteers to provide the Food Bank and hot meal services to our guests. We have welcomed a team of volunteers from Coca Cola during the year as well as students with special educational needs from Camphill Wakefield.

The additional health and support services that we provide to our guests through outside agencies have also been strengthened. As well as NHS Spectrum health nurses, Riverside Housing and the BHA (a charity specialising in sexual health), we now have regular visits from St James' "Liver Buddies" who offer Hepatitis and STD testing. Every week Bevan Healthcare bring their van to the Mission to provide first aid, including wound dressing, and urgent triage for GP appointments. These services are particularly valuable to our guests who are homeless or in insecure accommodation.

As our charity grows, we have also spent considerable time this year reviewing policies and procedures to ensure that we have robust guidelines in place for our governance and activities.

We look forward to the challenges of the coming year as we continue to look for the best ways to serve our guests and fulfil our charitable objects.

## **ACHIEVEMENTS AND PERFORMANCE**

During the past 12 months Trinity Mission has provided:

- 4233 food parcels
- 7065 meals
- 1159 one-to-one meetings with our Senior Support Co-ordinator
- Over 150 sessions where guests can enjoy warm space and social interaction
- Clothing and household items as required by our guests

Our guests have benefitted not only from this physical provision of services, but also from help with their mental wellbeing. Several guests have been helped with rehousing, anxiety, loneliness and addiction issues, accompanied on health visits and given help with benefit applications.

## FINANCIAL REVIEW

The Mission has had a successful year in obtaining grant funding to cover our activities. Our main grant funders are the Aire and Calder Methodist Circuit and the Yorkshire West Methodist District. We have also received continued funding for the food bank from the WMDC Household Support Fund and WDH Foodbank fund, and we also secured some new sources of funding including a National Lottery grant.

In total, we have received £74,800 in grant funding, broken down as follows:

<b>Grant provider</b>	<b>Amount</b>
Aire & Calder Methodist Circuit	£ 30,000
Yorkshire West Methodist District	£ 20,000
WMDC Household Support Fund	£ 6,500
National Lottery Community Fund	£ 6,000
Albert Hunt Trust	£ 4,000
WDH Foodbank Fund	£ 2,800
Arnold Clark	£ 2,000
Yorkshire Building Society	£ 2,000
Wakefield District Community Foundation	£ 1,000
Lidl Neighbourly Fund	£ 500

We are also grateful to local companies, churches and individuals who have supported us with regular donations though the year.

Our total income of £85,025 exceeded our total expenditure of £78,451 by £6,574. Compared to 2022-23, income has increased by 10% and expenditure by 9%.

We commit to increasing staff salaries each year in January by the same percentage increase as the National Living Wage. This year the increase was 10.1%. Food bank costs have continued to rise considerably – this year by 26.3% - but we have again received support from the Government funding Household Support Fund.

Trinity Methodist Church provides us an annexed building rent-free, but we pay hourly rent to them for use of their kitchen and dining space when we are open for meals. The hourly charge has increased during the past year.

Whilst we are in a comfortable position to start the new financial year, having secured funding from Aire & Calder Methodist Circuit and Yorkshire West Methodist District again. However, our annual rent, food bank and salary costs are expected to increase again next year, so our efforts to obtain both grant funding and regular donations will need to continue.

TRINITY MISSION CASTLEFORD CIO

Receipts and Payments Account for the year ending 31<sup>st</sup> August 2024

Trinity Mission CIO

Statement of Financial Activity

For the year ending 31st August 2024

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>2023/24</u>	<u>2022/23</u>
			<u>£</u>	<u>£</u>
<b><u>Income</u></b>				
Grants	56,500	18,300	74,800	70,854
Donations - Organisations	3,940	-	3,940	2,177
Donations - Individuals	2,529	-	2,529	1,781
Fund Raising	1,023	-	1,023	852
Gift Aid reclaimed	377	-	377	562
Interest	2,356	-	2,356	779
<b>TOTAL INCOME</b>	<b>66,725</b>	<b>18,300</b>	<b>85,025</b>	<b>77,005</b>
<b><u>Expenditure</u></b>				
Staff Salaries	43,565	3,000	46,565	42,202
Staff Expenses	569	-	569	1,557
<b>Total Staff Costs</b>	<b>44,134</b>	<b>3,000</b>	<b>47,134</b>	<b>43,759</b>
Sessions	1,489	250	1,739	1,675
Food Store	-	15,629	15,629	12,371
Rent/services paid to Church	6,765	3,500	10,265	7,530
Redevelopment expenditure	-	-	-	1,826
Utilities	2,074	-	2,074	2,151
Maintenance/Cleaning	247	-	247	381
Travel	75	-	75	15
Stationery/Office expenses	133	-	133	243
Insurance	728	-	728	728
Equipment/Security	221	-	221	342
Misc. expenditure	206	-	206	45
10th Anniversary expenditure	-	-	-	728
<b>Total Other Expenses</b>	<b>11,938</b>	<b>19,379</b>	<b>31,317</b>	<b>28,035</b>
<b>TOTAL EXPENDITURE</b>	<b>56,072</b>	<b>22,379</b>	<b>78,451</b>	<b>71,794</b>
<b><u>Excess of Income over Expenditure</u></b>	<b>10,653</b>	<b>-4,079</b>	<b>6,574</b>	<b>5,211</b>
Cash at bank/in hand at 31st August 2023	31,290	6,036	37,326	32,115
<b>Cash at bank/in hand at 31st August 2024</b>	<b>41,943</b>	<b>1,957</b>	<b>43,900</b>	

<b><u>Cash funds</u></b>	Deposit account	26,177	1,957	<b>28,134</b>
	Bank Balance	15,726		<b>15,726</b>
	Petty cash	40	-	<b>40</b>
	Total	41,943	1,957	<b>43,900</b>
<b><u>Other Assets</u></b>	Income tax to be recovered	467		
<b><u>Liabilities</u></b>	Rent due to Trinity Methodist	1,300		
	HMRC Payroll Liabilities	489		

Approved by the Trustees and signed on their behalf by:



Rev Naomi Kaiga  
Chair of Trustees

Date: 09/09/2024

## INDEPENDENT EXAMINER'S REPORT

I report to the trustees on my examination of the accounts of the Trinity Mission Castleford CIO for the year ended 31 August 2024.

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

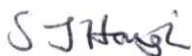
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Sara Haigh FCCA



Kelvin Burke & Co Accountants  
81a Stanley Road  
Wakefield  
WF1 4LH

Date

9/9/2024

**TRINITY MISSION CASTLEFORD CIO**

England & Wales - Charity number 1166064

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# Accounts

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# **TRINITY MISSION CASTLEFORD CIO**

Registered Charity Number 1166064

## **Annual Report and Financial Statements**

**For the Year Ending  
31<sup>st</sup> August 2023**

**TRINITY MISSION CASTLEFORD CIO**  
**Annual Report and Financial Statements**  
**For the year ending 31<sup>st</sup> August 2023**

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# TRINITY MISSION CASTLEFORD CIO

## Legal and Administrative Details

**CHARITY NUMBER**     1166064

### **STATUS**

The Charity is a Charitable Incorporated Organisation and is called Trinity Mission Castleford CIO. It was registered with the Charity Commission on 15<sup>th</sup> March 2016. It was established under a Constitution recognised by the Charities Act 2011

### **REGISTERED ADDRESS**

Hope Street Bungalow  
Hope Street East  
Castleford  
WF10 1DZ

### **TRUSTEES**

Patricia Burgess  
Valerie Brook  
Patricia Draper  
Lyndsey Evans (Secretary)  
Deborah Haley  
Stephen Hindle  
Rev Naomi Kaiga (Chair)  
Rev Barry Owen  
Linda Skelton (Treasurer)  
Anthony Wallis  
Diane Whelan

### **BANKERS**

The Co-operative Bank  
PO Box 250 Delf House  
Skelmersdale  
SN8 6WT

### **INDEPENDENT EXAMINER**

Sara Haigh FCCA  
Kelvin Burke & Co Accountants  
81a Stanley Road  
Wakefield  
WF1 4LH

# TRINITY MISSION CASTLEFORD CIO

## Trustees' Annual Report for 2023

The Trustees submit their Annual Report and independently examined Financial Statements for the year ending 31<sup>st</sup> August 2023.

### OBJECTS

The objects of Trinity Mission are:

- The prevention and relief of poverty for the public benefit in Castleford and in particular the relief of those in need in Castleford, by reason of homelessness or financial hardship, through the provision of food, clothing and information, advice, and guidance.
- The advancement of citizenship and community development (including urban regeneration), and the promotion of civic responsibility and volunteering for the public benefit in Castleford.
- The advancement of health for the public benefit in Castleford by means of support for those who are marginalised or socially isolated, by - for example - their age or because of the challenges they face as a result of living with a disability or a mental illness.

### GOVERNANCE

The Trustees are members of the Management Team which oversees the achievement of the above Objects. We are aided in this by a team of volunteers, one full time and one part time member of staff. We also have strong support from the Methodist Circuit and District.

### TRUSTEES

#### Ex-officio

The superintendent minister for the time being of the Aire and Calder Methodist Circuit or its successors, the chair of the church council for the time being of Trinity Methodist Church Castleford and any deacon or presbyter appointed for the time being to have particular oversight of the work of the Trinity Mission are automatically, by virtue of holding that office, a charity trustee.

#### Nominated Charity Trustee[s]

The church council of Trinity Methodist Church Castleford appoints up to two charity trustees for a term of 3 years.

#### Elected Trustees

The Annual General Meeting of the Charity appoints between three and ten charity trustees for a term of 3 years.

## **PUBLIC BENEFIT**

The Trustees have considered the Charity Commission's advice on public benefit.

The Charity's main objective is the relief of poverty in the Castleford area. The principal activity is the provision of food and supporting those in need by the giving of advice and information to those who are marginalised or socially isolated in the community. These activities have a clear beneficial effect to those receiving the support.

## **RISK REVIEW**

The Trustees have a duty to identify and review the risks to which the Charity is exposed. The current cost of living crisis has led to a significant increase in demand for our services over the past year. We expect this to continue into the next year. We therefore run the risk of having insufficient resources of funds, staff/volunteers and space to provide our services. We continue to address these issues with the help of the Methodist Circuit.

Financial procedures are in place to minimise the risk of fraud. Safeguarding procedures are in place for the benefit of service users, staff and volunteers. Insurance provision is regularly reviewed.

## **RESERVE POLICY**

The Trustees aim to build up sufficient reserves of unrestricted funds to enable us to continue with the work of the Mission, including employment of one full time and one part time member of staff, if we experience any short term gaps in securing funding. Our current reserves leave us sufficient funds to continue with our current activities for approximately 4 months.

## **REVIEW OF ACTIVITIES**

Trinity Mission celebrated its 10<sup>th</sup> Anniversary during 2022. Prior to a celebration event in October, we launched a new logo and website. We welcomed the President of the Methodist Conference, the Chair of the Yorkshire West Methodist District and the Mayor of Wakefield to our anniversary party as well as many of our guests, volunteers and members of the Methodist Circuit. The party was followed by a Circuit Service where Rev Jenny Gill, a founder of the Mission, was the guest speaker.

We believe the Anniversary weekend to have been a great success. Primarily it was an occasion to celebrate with our guests and supporters, but also we felt it managed to further establish the profile of the Mission both within the Methodist Church and the local community.

The Mission continues to open for three sessions every week – Tuesday and Wednesday lunchtimes, when guests can obtain food parcels and have a hot meal, and Monday evenings where they can enjoy coffee/tea and a chat. Our Senior Support Co-ordinator is available for advice and support outside of session times. Demand for these services has grown considerably over the year as our guests have been impacted by the cost of living crisis. The severity of our guests' needs, since they are already living at the margins, has also increased. In particular we find more guests are suffering from mental health problems often triggered by debt and increased by the longer waiting times to access treatment from the NHS.

Mark, our Senior Support Co-ordinator, continues to support our guests with their many and various needs - helping them to find accommodation, employment and access to treatment and support. He often accompanies them to appointments and helps them with telephone calls to outside agencies.

Mark strengthened his skills this year by completing a course covering the main mental illnesses that our guests present with. The aim is to give them more support during the time it takes to signpost and sign them up to the professional help they require, and to help them access the most suitable services.

Stephanie, our Services Manager, manages a team of volunteers to provide the Food Bank and hot meal services to our guests. We are continuously grateful to our volunteers who use their various skills to welcome and provide for our guests. Stephanie has also strengthened ties with the community, obtaining support from several local organisations.

Recently we have teamed up with several local agencies which we hope will help with our guests' mental and physical health. Every Tuesday we will be hosting drop-ins by either Turning Point Talking Therapies or Turning Point Inspiring Recovery, which helps those with addiction. Every Wednesday, NHS Spectrum Community Health will have a representative at the Hope Centre and each month an STD testing and advice service will be offered.

We look forward to the challenges of the coming year as we continue to look for the best ways to serve our guests and fulfil our charitable objects.

## **ACHIEVEMENTS AND PERFORMANCE**

During the past 12 months Trinity Mission has provided:

- 4140 food parcels
- 7193 meals
- Over 150 sessions with face-to-face support available to our guests
- Clothing and household items as required by our guests

Our guests have benefitted not only from this physical provision of services, but also from help with their mental wellbeing. Several guests have been helped with rehousing, anxiety, loneliness and addiction issues, accompanied on health visits and given help with benefit applications.

## FINANCIAL REVIEW

(Note that the previous reporting period to 31<sup>st</sup> August 2022 covered over 17 months, due to a change in year end. Comparisons with the previous year are therefore difficult.)

The Mission has had a successful year in obtaining grant funding to cover our activities. Our main grant funders and the Aire and Calder Methodist Circuit and the Yorkshire West Methodist District. We have secured funding from them for 2022-23 to 2024-25 and, unlike previous years, the grant funding is unrestricted.

In total, we have received £70,854 in grant funding, broken down as follows:

<b>Grant provider</b>	<b>Amount</b>
Aire & Calder Methodist Circuit	£ 30,000
Yorkshire West Methodist District	£ 20,000
WMDC Household Support Fund	£ 9,754
Coalfields Regeneration Trust	£ 5,000
West Riding Masonic Charities	£ 2,350
WDH Foodbank Fund	£ 2,000
Nova	£ 650
Asda Foundation	£ 600
Lidl Neighbourly Fund	£ 500

We are also grateful to two local companies – PTSG and Sigma Group - who have supported us with donations of over £1,000.

Our total income of £77,005 exceeded our total expenditure of £71,794 by £5,211.

The most significant increase in expenditure was on items for the Food Store. There was an increase of more than 80% on the previous reporting period. This was a result of increased usage and increased costs of items purchased, which were not matched by a corresponding increase in donations. Fortunately, the costs were covered by grants from the Government's Household Support Fund, distributed by Wakefield MDC.

The only item of extraordinary expenditure was the purchase of storage cupboards for the kitchen area at a cost of £1,826. A grant from the West Riding Masonic Charities was received to cover this expenditure.

Whilst we are in a comfortable position to start the new financial year, we do expect costs to increase further. Our efforts to obtain both grant funding and regular donations will need to continue.

TRINITY MISSION CASTLEFORD CIO

Receipts and Payments Account for the year ending 31<sup>st</sup> August 2023

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2021/22</u>
	<u>Funds</u>	<u>Funds</u>	<u>2022/23</u>	<u>(14/3/21 - 31/8/22)</u>
			<u>£</u>	<u>£</u>
<b><u>Income</u></b>				
Grants for Staff Costs	-	-	-	46,000
<b>Other Income</b>				
Grants	55,000	15,854	<b>70,854</b>	23,130
Donations - Organisations	2,177	-	<b>2,177</b>	1,796
Donations - Individuals	1,781	-	<b>1,781</b>	2,971
Fund Raising	852	-	<b>852</b>	327
Gift Aid reclaimed	562	-	<b>562</b>	319
Interest	779	-	<b>779</b>	
	<u>61,151</u>	<u>15,854</u>	<u><b>77,005</b></u>	<u>28,543</u>
<b>TOTAL INCOME</b>	<b>61,151</b>	<b>15,854</b>	<b>77,005</b>	<b>74,543</b>
<b><u>Expenditure</u></b>				
Staff Salaries	26,522	15,680	<b>42,202</b>	46,253
Staff Expenses	1,557	-	<b>1,557</b>	1,771
<b>Total Staff Costs</b>	<u>28,079</u>	<u>15,680</u>	<u><b>43,759</b></u>	<u>48,024</u>
Sessions	1,175	500	<b>1,675</b>	1,650
Food Store	4,989	7,382	<b>12,371</b>	6,866
Clothing Store	-	-	-	120
Rent/services paid to Church	7,530	-	<b>7,530</b>	11,820
Redevelopment expenditure	-	1,826	<b>1,826</b>	0
Utilities	681	1,470	<b>2,151</b>	2,351
Maintenance/Cleaning	381	-	<b>381</b>	219
Travel	15	-	<b>15</b>	0
Stationery/Office expenses	243	-	<b>243</b>	43
Insurance	728	-	<b>728</b>	698
Equipment/Security	342	-	<b>342</b>	350
Misc. expenditure	45	-	<b>45</b>	130
10th Anniversary expenditure	-	728	<b>728</b>	272
<b>Total Other Expenses</b>	<u>16,129</u>	<u>11,906</u>	<u><b>28,035</b></u>	<u>24,519</u>
<b>TOTAL EXPENDITURE</b>	<b>44,208</b>	<b>27,586</b>	<b>71,794</b>	<b>72,543</b>
<b><u>Excess of Income over Expenditure</u></b>	<b>16,943</b>	<b>-11,732</b>	<b>5,211</b>	<b>2,000</b>
Cash at bank/in hand at 31st August 2022	14,347	17,768	32,115	32,115
<b>Cash at bank/in hand at 31st August 2023</b>	<b>31,290</b>	<b>6,036</b>	<b>37,326</b>	

TRINITY MISSION CASTLEFORD CIO

Statement of Assets and Liabilities for the year ending 31<sup>st</sup> August 2023

<b><u>Cash funds</u></b>	Deposit account	24,743	6,036	<b>30,779</b>
	Bank Balance	6,450		<b>6,450</b>
	Petty cash	97		<b>97</b>
	Total	<u>31,290</u>	<u>6,036</u>	<b>37,326</b>
<b><u>Other Assets</u></b>	Income tax to be recovered	376		
<b><u>Liabilities</u></b>	Rent due to Trinity Methodist	710		
	HMRC Payroll Liabilities	447		

Approved by the Trustees and signed on their behalf by:

  
Rev Naomi Kaiga  
Chair of Trustees

Date: 13/9/2023

## INDEPENDENT EXAMINER'S REPORT

I report to the trustees on my examination of the accounts of the Trinity Mission Castleford CIO for the year ended 31 August 2023.

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

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

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Sara Haigh FCCA



Kelvin Burke & Co Accountants  
81a Stanley Road  
Wakefield  
WF1 4LH

Date 13/9/23

**TRINITY MISSION CASTLEFORD CIO**

England & Wales - Charity number 1166064

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# Accounts

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# **TRINITY MISSION CASTLEFORD CIO**

**Registered Charity Number 1166064**

## **Annual Report and Financial Statements**

**For the period 14<sup>th</sup> March 2021  
to 31<sup>st</sup> August 2022**

**TRINITY MISSION CASTLEFORD CIO**  
**Annual Report and Financial Statements**  
**For the period 14<sup>th</sup> March 2021 to 31<sup>st</sup> August 2022**

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# TRINITY MISSION CASTLEFORD CIO

## Legal and Administrative Details

**CHARITY NUMBER** 1166064

### **STATUS**

The Charity is a Charitable Incorporated Organisation and is called Trinity Mission Castleford CIO. It was registered with the Charity Commission on 15<sup>th</sup> March 2016. It was established under a Constitution recognised by the Charities Act 2011

### **REGISTERED ADDRESS**

Hope Street Bungalow  
Hope Street East  
Castleford  
WF10 1DZ

### **TRUSTEES**

Patricia Burgess  
Valerie Brook  
Patricia Draper  
John Draper  
Lyndsey Evans (Secretary)  
Richard Forster  
Stephen Hindle  
Rev Naomi Kaiga (Chair)  
Paul Levey  
Rev Barry Owen  
Linda Skelton (Treasurer)  
Anthony Wallis  
Diane Whelan

### **BANKERS**

The Co-operative Bank  
PO Box 250 Delf House  
Skelmersdale  
SN8 6WT

### **INDEPENDENT EXAMINER**

Sara Haigh FCCA  
Kelvin Burke & Co Accountants  
81a Stanley Road  
Wakefield  
WF1 4LH

# TRINITY MISSION CASTLEFORD CIO

## Trustees' Annual Report for 2022

The Trustees submit their Annual Report and independently examined Financial Statements for the period ending 31<sup>st</sup> August 2022.

### OBJECTS

The objects of Trinity Mission are:

- The prevention and relief of poverty for the public benefit in Castleford and in particular the relief of those in need in Castleford, by reason of homelessness or financial hardship, through the provision of food, clothing and information, advice, and guidance.
- The advancement of citizenship and community development (including urban regeneration), and the promotion of civic responsibility and volunteering for the public benefit in Castleford.
- The advancement of health for the public benefit in Castleford by means of support for *those who are marginalised or socially isolated, by - for example - their age or because of the challenges they face as a result of living with a disability or a mental illness.*

### GOVERNANCE

The Trustees are members of the Management Team which oversees the achievement of the above Objects. We are aided in this by a team of volunteers, one full time and one part time member of staff. We also have strong support from the Methodist Circuit and District.

### TRUSTEES

#### Ex-officio

The superintendent minister for the time being of the Aire and Calder Methodist Circuit or its successors, the chair of the church council for the time being of Trinity Methodist Church Castleford and any deacon or presbyter appointed for the time being to have particular oversight of the work of the Trinity Mission are automatically, by virtue of holding that office, a charity trustee.

#### Nominated Charity Trustee[s]

The church council of Trinity Methodist Church Castleford appoints up to two charity trustees for a term of 3 years.

#### Elected Trustees

The Annual General Meeting of the Charity appoints between three and ten charity trustees for a term of 3 years.

## **PUBLIC BENEFIT**

The Trustees have considered the Charity Commission's advice on public benefit.

The Charity's main objective is the relief of poverty in the Castleford area. The principal activity is the provision of food and supporting those in need by the giving of advice and information to those who are marginalised or socially isolated in the community. These activities have a clear beneficial effect to those receiving the support.

## **RISK REVIEW**

The Trustees have a duty to identify and review the risks to which the Charity is exposed. The current cost of living crisis leads us to expect a significant increase in demand for our services over the coming months. We therefore run the risk of having insufficient resources of funds, staff/volunteers and space to provide these services. We continue to address these issues with the help of the Methodist Circuit.

Financial procedures are in place to minimise the risk of fraud. Safeguarding procedures are in place for the benefit of service users and volunteers. Insurance provision is regularly reviewed.

## **RESERVE POLICY**

The Trustees aim to build up sufficient reserves of unrestricted funds to enable us to continue with the work of the Mission, including employment of one full time and one part time member of staff, if we experience any short term gaps in securing funding. Our current reserves leave us sufficient funds to continue with our current activities for approximately 4 months.

## **REVIEW OF ACTIVITIES**

There have been several changes and considerable activity at Trinity Mission since our last report in March 2021.

Deacon Sharon Dille, who managed the Mission and was our Chair of Trustees, left the Circuit at the end of August 2021. Deacon Sharon had been employed by the Aire and Calder Methodist Circuit. It was agreed with the Circuit that Deacon Sharon would not be replaced directly, but that the Mission would employ a lay member of staff to undertake some of her duties. In December 2021 we welcomed Stephanie Salvador as our Services Manager. Stephanie is employed for 24 hours per week and she looks after our team of volunteers and manages the food bank and hot meal service. Mark Stainburn continues to be employed as our full time Senior Support Co-ordinator.

Deacon Sharon's role as Chair of Trustees was initially passed to Rev Barry Owen but is now the role of Rev Naomi Kaiga who will become Minister in charge of Trinity Methodist Church Castleford from 1<sup>st</sup> September 2022.

From March to June 2021, the Mission continued to provide food parcels and takeaway food to our guests following Covid guidelines. In July 2021 we finally were able to safely open our doors to provide cooked meals to our guests each Tuesday and Wednesday. Our guests have really appreciated the re-introduction of this service which gives them a safe place to come to, to spend time with others and to share their stories.

In February 2022 we also re-introduced Monday evening sessions where guests can come for coffee and to chat or play games. These sessions are much quieter than the Tuesday and Wednesday sessions and have enabled our staff and volunteers to do some valuable work - helping guests to tackle homelessness and suicidal/depressive behaviour.

Mark, our Senior Support Co-ordinator, continues to support our guests with their many and various needs - helping them to find accommodation, employment and access to treatment and support. He often accompanies them to appointments and helps them with telephone calls to outside agencies. Mark reports an increase in the mental health difficulties of our guests, often driven by debt, addiction or loneliness. He has recently strengthened his skills and training by completing a Suicide and Self-Harm Awareness Course.

We have strengthened links with other local service providers and representatives from Turning Point (specialists in drug/alcohol abuse and mental health issues) regularly attend our Tuesday sessions to offer further help to our guests. A representative from the local police has also begun to attend some sessions.

We look forward to the challenges of the coming year, as the cost of living crisis is expected to fuel demand for our services. Our team of volunteers is being strengthened and we have widened the range of donors and grant funders to help meet these challenges.

#### **ACHIEVEMENTS AND PERFORMANCE**

During the 17 months since our last report Trinity Mission has provided:

- 4433 food parcels
- 6453 meals
- Over 150 sessions with face-to-face support available to our guests
- Clothing and household items as required by our guests

Our guests have benefitted not only from this physical provision of services, but also from help with their mental wellbeing. Several guests have been helped with rehousing, anxiety, loneliness and addiction issues, accompanied on health visits and given help with benefit applications.

## FINANCIAL REVIEW

At the Mission's last Annual General Meeting, it was agreed that we should change our year end to 31<sup>st</sup> August, in order to align with the Methodist Church's financial year. The accounts contained in this report therefore cover a period of over 17 months, making comparison to 2021/22 accounts difficult.

The Mission has had a successful year in terms of securing income from grant funders. Our main supporters are the Methodist Aire & Calder Circuit and the Yorkshire West District, and we have received continued funding for our staff members from them during 2021/22 and have secured unrestricted funding for the coming 3 years. We have also managed to broaden the base of our grant funders, securing smaller grants from some new sources. A total of £69,130 in grant funding was received during the period, broken down as follows:

<b>Grant provider</b>	<b>Amount</b>
Aire & Calder Methodist Circuit	£ 35,000
Coalfields Regeneration Trust	£ 12,000
Yorkshire West Methodist District	£ 10,000
Albert Hunt Trust	£ 5,000
Arnold Clark	£ 2,500
Wakefield MDC	£ 1,700
Sir George Martin Trust	£ 1,500
Nova	£ 780
WDH Foodbank Fund	£ 650

The funding we have received enabled us to pay the outstanding rent owed to Trinity Methodist Church from previous years.

The most significant increase in expenditure was on staff salaries, due to the recruitment of our Services Manager from December 2021. Increases in expenditure were also seen in sessions and utilities, which were expected as 2020/21 expenditure was particularly low because of closures due to Covid. Food parcel expenditure was also proportionately higher. This is entirely due to increased numbers of food parcels provided – the average cost of a food parcel has remained constant. We receive generous non-monetary donations of food and other provisions which keep necessary additional expenditure low. The challenge for the future year will be to maintain this in the face of rising costs.

TRINITY MISSION CASTLEFORD CIO

Receipts and Payments Account for the period 14<sup>th</sup> March 2021 to 31<sup>st</sup> August 2022

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2021/22</u>	<u>Total</u> <u>2020/21</u> <u>(12 mths)</u>
			£	£
<b><u>Income</u></b>				
Grants for Staff Costs	-	46,000	46,000	36,000
<b>Other Income</b>				
Grants	13,000	10,130	23,130	6,400
Donations - Organisations	1,796	-	1,796	1,692
Donations - Individuals	2,971	-	2,971	2,753
Fund Raising	327	-	327	114
Gift Aid reclaimed	319	-	319	202
	<u>18,413</u>	<u>10,130</u>	<u>28,543</u>	<u>11,161</u>
<b>TOTAL INCOME</b>	18,413	56,130	74,543	47,161
<b><u>Expenditure</u></b>				
Staff Salaries	-	46,253	46,253	22,369
Staff Expenses	-	1,771	1,771	741
<b>Total Staff Costs</b>		<u>48,024</u>	<u>48,024</u>	<u>23,109</u>
Sessions	1,240	410	1,650	203
Food Store	4,106	2,760	6,866	3,454
Clothing Store	120	-	120	44
Rent/services paid to Church	7,300	4,520	11,820	3,000
Utilities	2,271	80	2,351	1,599
Maintenance/Cleaning	219	-	219	64
Travel	0	-	0	32
Stationery/Office expenses	43	-	43	10
Insurance	698	-	698	689
Equipment/Security	350	-	350	57
Misc. expenditure	130	-	130	0
10th Anniversary expenditure	-	272	272	2,451
<b>Total Other Expenses</b>	<u>16,477</u>	<u>8,042</u>	<u>24,519</u>	<u>11,602</u>
<b>TOTAL EXPENDITURE</b>	16,477	56,066	72,543	34,712
<b><u>Excess of Income over Expenditure</u></b>	<b>1,936</b>	<b>64</b>	<b>2,000</b>	<b>12,449</b>
Cash at bank/in hand at 14th March 2021	12,411	17,704	30,155	17,666
<b>Cash at bank/in hand at 31st August 2022</b>	<b>14,347</b>	<b>17,768</b>	<b>32,115</b>	<b>30,115</b>

TRINITY MISSION CASTLEFORD CIO

Statement of Assets and Liabilities for the period ending 31<sup>st</sup> August 2022

<b><u>Cash funds</u></b>	Bank Balance	14,318	17,768	<b>32,086</b>
	Petty cash	29	-	<b>29</b>
	Total	<u>14,347</u>	<u>17,768</u>	<u><b>32,115</b></u>
<b><u>Other</u></b>				
<b><u>Assets</u></b>	Income tax to be recovered	561		
<b><u>Liabilities</u></b>	Rent due to Trinity Methodist	730		
	HMRC Payroll Liabilities	358		

Approved by the Trustees and signed on their behalf by:

Rev Naomi Kaiga  
Chair of Trustees



Date: 8/9/2022

## INDEPENDENT EXAMINER'S REPORT

I report to the trustees on my examination of the accounts of the Trinity Mission Castleford CIO for the year ended 31 August 2022.

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

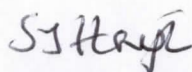
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Sara Haigh FCCA



Kelvin Burke & Co Accountants  
81a Stanley Road  
Wakefield  
WF1 4LH

Date

9/9/22

**TRINITY MISSION CASTLEFORD CIO**

England & Wales - Charity number 1166064

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# Accounts

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# **TRINITY MISSION CASTLEFORD CIO**

**Registered Charity Number 1166064**

## **Annual Report and Financial Statements**

**For the year ending 13<sup>th</sup> March 2021**

# TRINITY MISSION CASTLEFORD CIO

## Annual Report and Financial Statements

For the year ending 13<sup>th</sup> March 2021

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# TRINITY MISSION CASTLEFORD CIO

## Legal and Administrative Details

**CHARITY NUMBER**     1166064

### **STATUS**

The Charity is a Charitable Incorporated Organisation and is called Trinity Mission Castleford CIO. It was registered with the Charity Commission on 15<sup>th</sup> March 2016. It was established under a Constitution recognised by the Charities Act 2011

### **REGISTERED ADDRESS**

15 Willow Gardens  
Castleford  
WF10 3SJ

### **TRUSTEES**

Deacon Sharon Dilley (Chair)

John Draper  
Lyndsey Evans (Secretary)  
Richard Forster  
Debbie Galloway  
Stephen Hindle  
Paul Levey  
Diane Loftus  
Rev Andrew Longshaw  
Linda Skelton (Treasurer)  
Kathryn Stainburn  
Anthony Wallis

### **BANKERS**

The Co-operative Bank  
PO Box 250 Delf House  
Skelmersdale  
SN8 6WT

### **INDEPENDENT EXAMINER**

Sara Haigh FCCA  
Kelvin Burke & Co Accountants  
81a Stanley Road  
Wakefield  
WF1 4LH

# TRINITY MISSION CASTLEFORD CIO

## Trustees' Annual Report for 2021

The Trustees submit their Annual Report and independently examined Financial Statements for the year ending 13<sup>th</sup> March 2021.

### OBJECTS

The objects of Trinity Mission are:

- The prevention and relief of poverty for the public benefit in Castleford and in particular the relief of those in need in Castleford, by reason of homelessness or financial hardship, through the provision of food, clothing and information, advice, and guidance.
- The advancement of citizenship and community development (including urban regeneration), and the promotion of civic responsibility and volunteering for the public benefit in Castleford.
- The advancement of health for the public benefit in Castleford by means of support for those who are marginalised or socially isolated, by - for example - their age or because of the challenges they face as a result of living with a disability or a mental illness.

### GOVERNANCE

The Trustees are members of the Management Team which oversees the achievement of the above Objects. We are aided in this by a team of volunteers and one full time member of staff. We also have strong support from the Methodist Circuit and District.

### TRUSTEES

#### Ex-officio

The superintendent minister for the time being of the Aire and Calder Methodist Circuit or its successors, the chair of the church council for the time being of Trinity Methodist Church Castleford and any deacon or presbyter appointed for the time being to have particular oversight of the work of the Trinity Mission are automatically, by virtue of holding that office, a charity trustee.

#### Nominated Charity Trustee[s]

The church council of Trinity Methodist Church Castleford appoints between one and two charity trustees for a term of 3 years.

#### Elected Trustees

The Annual General Meeting of the Charity appoints between three and ten charity trustees for a term of 3 years.

## **PUBLIC BENEFIT**

The Trustees have considered the Charity Commission's advice on public benefit.

The Charity's main objective is the relief of poverty in the Castleford area. The principal activity is the provision of food and supporting those in need by the giving of advice and information to those who are marginalised or socially isolated in the community. These activities have a clear beneficial effect to those receiving the support.

## **RISK REVIEW**

The Trustees have a duty to identify and review the risks to which the Charity is exposed. The biggest risk we face is the inability to raise sufficient funds to continue with the current activities provided. We continue to address this issue with the help of the Methodist Circuit. Financial procedures are in place to minimise the risk of fraud. Safeguarding procedures are in place for the benefit of service users and volunteers. Insurance provision is regularly reviewed.

## **RESERVE POLICY**

The Trustees aim to build up sufficient reserves to enable us to continue with the work of the Mission, including employment of one full time member of staff, if we experience any short term gaps in securing funding. Our current reserves leave us sufficient funds to continue with our current activities for approximately 5 months.

## **REVIEW OF ACTIVITIES**

The activities of Trinity Mission have been curtailed, for almost all of the reporting period, by the Covid 19 pandemic. However, we have still provided a valuable resource for existing and new guests during this time.

Since the start of the first lockdown last March the Mission has continued to open for our guests on two lunchtimes a week. Obviously, what we have been able to offer has been significantly reduced but we have endeavoured to continue to meet our guests' needs whilst obeying the government restrictions that have been in place at the time and at all times aim to keep our guests and reduced number of volunteers safe.

From the first lockdown we were able to continue to offer food parcels, these are now served through a window whilst the guests queue in the car park and then from October we have been serving hot and cold food for our guests to take away. The clothing store has also continued to operate offering clothing, shoes and household items to guests in need.

We have not seen some of our older guests as they continue to self-isolate but we have gained some new guests. Numbers for food parcels have remained fairly constant at around 60 per week.

Our Support Co-ordinator has continued to offer advice, support and guidance to our guests both at the lunchtime sessions and by telephone at other times. He continues to help our guests with their contact with outside agencies, such as job centres, housing associations, courts and doctors/hospitals.

We are looking forward to when all restrictions are lifted and will be able to invite our guests inside once more. It has become clear that whilst the meals and food parcels are important and actually vital for some of our guests what they have missed most is a safe place to come to, to spend time with others and to share their stories.

## **ACHIEVEMENTS AND PERFORMANCE**

During the past year, Trinity Mission has provided:

- 2988 food parcels
- 1667 meals
- Over 100 sessions with face-to-face support available to our guests
- Clothing and household items as required by our guests

Our guests have benefitted not only from this physical provision of services, but also from help with their mental wellbeing. Several guests have been helped with rehousing, anxiety, loneliness and addiction issues, accompanied on health visits and given help with benefit applications.

## **FINANCIAL REVIEW**

The Mission's total income for the year ending 2021 was £47,161 – an increase of over 80% on the previous year. However, the majority of this was due to the timing of grants received for our Support Co-ordinator. We received grants from the Methodist District of £10,000 each in May 2020 and February 2021. The second of these grants is to cover the period until February 2022. Likewise, a grant of £10,000 received from the Coalfields Regeneration project in December is to cover the period until March 2022. Grant income for the Support Co-ordinator is therefore expected to substantially reduce in the 2021-22 financial year.

Other income and grants totalled £11,161, a 16% increase on the previous year. We received grants from Wakefield Council for additional support for the foodbank during the Covid pandemic. Donations from organisations were reduced from the previous year, we believe largely due to the fact that many of these organisations (notably churches) were not meeting during the pandemic. However, donations from individuals were significantly increased.

Total expenditure for the year was £34,712, an increase of 6% on the previous year. Within this total figure, there were some variations in expenditure against the previous year. Expenditure on sessions was of course much reduced. We also reviewed our insurance policy and reduced the premium. The storage in the kitchen area was improved at a cost of £2,300 – this was met by a donation received in the previous financial year.

Our excess of receipts over payments allowed us to make contributions of £3,000 towards the agreed rent owed to Trinity Methodist Church for use of their premises. However, a liability of £6,480 for rent still remains at the year end. One of the challenges for the coming year is to ensure we receive sufficient unrestricted funding to pay the agreed rent.

**TRINITY MISSION CASTLEFORD CIO**

**Receipts and Payments Account for the year ending 13<sup>th</sup> March 2021**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2020/21</u> <u>£</u>	<u>Total</u> <u>2019/20</u> <u>£</u>
<b><u>Income</u></b>				
Grants for Support Co-ordinator	-	36,000	<b>36,000</b>	16,000
<b>Other Income</b>				
Grants	4,000	2,400	<b>6,400</b>	3,300
Donations - Organisations	1,692	-	<b>1,692</b>	4,403
Donations - Individuals	2,753	-	<b>2,753</b>	1,522
Fund Raising	114	-	<b>114</b>	369
Gift Aid reclaimed	202	-	<b>202</b>	0
	<u>8,761</u>	<u>2,400</u>	<b><u>11,161</u></b>	<u>9,593</u>
<b>TOTAL INCOME</b>	<b>8,761</b>	<b>38,400</b>	<b>47,161</b>	<b>25,593</b>
<b><u>Expenditure</u></b>				
Support Co-ordinator Salary	-	22,369	<b>22,369</b>	23,571
Support Co-ordinator Expenses	-	741	<b>741</b>	500
<b>Total Support Co-ordinator</b>		<u>23,109</u>	<b><u>23,109</u></b>	<u>24,071</u>
Fareshare	0	-	<b>0</b>	1,000
Sessions	203	-	<b>203</b>	876
Food Store	1,054	2,400	<b>3,454</b>	3,639
Clothing Store	44	-	<b>44</b>	14
Rent/services paid to Church	3,000	-	<b>3,000</b>	80
Utilities	1,599	-	<b>1,599</b>	1,593
Maintenance/Cleaning	64	-	<b>64</b>	41
Travel	32	-	<b>32</b>	77
Stationery/Office expenses	10	-	<b>10</b>	37
Insurance	689	-	<b>689</b>	980
Equipment/Security	57	-	<b>57</b>	222
Misc. expenditure	0	-	<b>0</b>	44
Redevelopment expenses	151	2,300	<b>2,451</b>	0
<b>Total Other Expenses</b>	<u>6,903</u>	<u>4,700</u>	<b><u>11,602</u></b>	<u>8,603</u>
<b>TOTAL EXPENDITURE</b>	<b>6,903</b>	<b>27,809</b>	<b>34,712</b>	<b>32,673</b>
<b><u>Excess of Income over Expenditure</u></b>	<b>1,858</b>	<b>10,591</b>	<b>12,449</b>	<b>-7,080</b>
Cash at bank/in hand at 14th March 2020	10,552	7,114	<b>17,666</b>	24,746
<b>Cash at bank/in hand at 13th March 2021</b>	<b>12,411</b>	<b>17,704</b>	<b>30,115</b>	<b>17,666</b>

TRINITY MISSION CASTLEFORD CIO

Statement of Assets and Liabilities for the year ending 13<sup>th</sup> March 2021

		<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2020/21</u>
<b><u>Cash funds</u></b>	Bank Balance	12,362	17,704	<b>30,066</b>
	Petty cash	49	-	<b>49</b>
	Total	<u>12,411</u>	<u>17,704</u>	<u><b>30,115</b></u>
<b><u>Other Assets</u></b>	Income tax to be recovered	300		
<b><u>Liabilities</u></b>	Rent due to Trinity Methodist	6,480		
	(Note: Trinity Methodist Church have not charged the full agreed amount for rental of church premises during 2020/21. This is the balance outstanding at the agreed rate.)			

Approved by the Trustees and signed on their behalf by:

Deacon Sharon Dilley  
Chair of Trustees

Date: 28<sup>th</sup> June 2021

## INDEPENDENT EXAMINER'S REPORT

I report to the trustees on my examination of the accounts of the Trinity Mission Castleford CIO for the year ended 13<sup>th</sup> March 2021.

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

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

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:

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Sara Haigh FCCA

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Wakefield  
WF1 4LH

Date 18 June 2021