

TRINITY MISSION CASTLEFORD CIO

Registered Charity Number 1166064

Annual Report and Financial Statements

For the year ending 13th 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 15th 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 13th 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 13th 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>
<u>Income</u>	Grants for Support Co-ordinator	-	36,000	36,000	16,000
	Other Income				
	Grants	4,000	2,400	6,400	3,300
	Donations - Organisations	1,692	-	1,692	4,403
	Donations - Individuals	2,753	-	2,753	1,522
	Fund Raising	114	-	114	369
	Gift Aid reclaimed	202	-	202	0
		<u>8,761</u>	<u>2,400</u>	<u>11,161</u>	<u>9,593</u>
	TOTAL INCOME	8,761	38,400	47,161	25,593
<u>Expenditure</u>	Support Co-ordinator Salary	-	22,369	22,369	23,571
	Support Co-ordinator Expenses	-	741	741	500
	Total Support Co-ordinator		23,109	23,109	24,071
	Fareshare	0	-	0	1,000
	Sessions	203	-	203	876
	Food Store	1,054	2,400	3,454	3,639
	Clothing Store	44	-	44	14
	Rent/services paid to Church	3,000	-	3,000	80
	Utilities	1,599	-	1,599	1,593
	Maintenance/Cleaning	64	-	64	41
	Travel	32	-	32	77
	Stationery/Office expenses	10	-	10	37
	Insurance	689	-	689	980
	Equipment/Security	57	-	57	222
	Misc. expenditure	0	-	0	44
	Redevelopment expenses	151	2,300	2,451	0
	Total Other Expenses	6,903	4,700	11,602	8,603
	TOTAL EXPENDITURE	6,903	27,809	34,712	32,673
	<u>Excess of Income over Expenditure</u>	1,858	10,591	12,449	-7,080
	Cash at bank/in hand at 14th March 2020	10,552	7,114	17,666	24,746
	Cash at bank/in hand at 13th March 2021	12,411	17,704	30,115	17,666

TRINITY MISSION CASTLEFORD CIO

Statement of Assets and Liabilities for the year ending 13th March 2021

		<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2020/21</u>
<u>Cash funds</u>	Bank Balance	12,362	17,704	30,066
	Petty cash	49	-	49
	Total	<u>12,411</u>	<u>17,704</u>	<u>30,115</u>
<u>Other Assets</u>	Income tax to be recovered	300		
<u>Liabilities</u>	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: 28th 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 13th 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:

- 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 18 June 2021