

# **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**

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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><br><u>Funds</u> | <u>Restricted</u><br><u>Funds</u> | <u>Total</u><br><u>2021/22</u><br><br>£ | <u>Total</u><br><u>2020/21</u><br><u>(12 mths)</u><br><br>£ |
|---|-------------------------------------|-----------------------------------|---|---|
| <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   |
|   | 18,413                              | 10,130                            | 28,543                                  | 11,161  |
| <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>                        |                                     | 48,024                            | 48,024                                  | 23,109  |
| 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>                     | 16,477                              | 8,042                             | 24,519                                  | 11,602  |
| <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  |
| Cash at bank/in hand at 31st August 2022        | 14,347                              | 17,768                            | 32,115                                  | 30,115  |



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 | 32,086 |
|                            | Petty cash                    | 29     | -      | 29     |
|                            | Total                         | 14,347 | 17,768 | 32,115 |
| <b><u>Other 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.

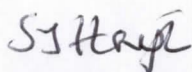
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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