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Trustees' Annual Report for the period						
		Period start date			Period end date	
		01	04	2023	31	03 2024
From				To		

Section A Reference and administration details

Charity name	Ribble Valley Gateway Trust
Other names charity is known by	RVGT
Registered charity number (if any)	1167261
Charity's principal address	99 Chatburn Road
	Clitheroe
Postcode	BB7 2BD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Colin White	Chair		Co-opted
2	Dr Nick Shelley	Lead Trustee for Safeguarding, Link Trustee for Gateway Trust Counselling and Foodbank		St. James' Church, Clitheroe
3	Alan Meyer	Health and Safety Officer		Clitheroe Christians in Partnership
4	Rev Norman Ivison	Communications Officer		St. James' Church, Clitheroe
5	John Keating	Foodbank link Trustee	Until Jan '24	Churches in Longridge
6	Diane Steer	Secretary to RVGT and Art4All Link Trustee		St Paul's Church Low Moor
8				
13				
14				
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17				
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20				

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Association
Trustee selection methods (eg. appointed by, elected by)	Nominated by local churches and Christian groups in Clitheroe, Ribble Valley plus up to 2 co-optees

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The Trust has established an inclusive organisational structure based on active and enduring links with Christian churches in Clitheroe and Longridge. This is reflected in strong levels of volunteering, donations of food and finance and promotion of the Trust's services within the Ribble Valley communities.</p> <p>The Trust has practical links with around 40 referral agencies and two local authorities.</p> <p>The Trust has adopted formal policies regarding safeguarding, risk management and health and safety and has put in place broader policies and handbooks including staff and volunteer handbooks and a Trustee handbook.</p>
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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the charity are for the benefit of people primarily in the area currently administered by the Ribble Valley Borough Council :-

To prevent or relieve poverty including but not exclusively by the provision of food parcels, guidance and support;

To help combat social exclusion and support those who are disadvantaged or with special needs;

<p>To advance Christian faith and practice including, but not exclusively, to promote collective and personal training, outreach services and ecumenical worship and mission.</p>
<p><b>Ribble Valley Foodbank:</b></p> <ul style="list-style-type: none"> <li>- <b>Work with local partners to Change Communities</b>, so that we reduce the need for the Ribble Valley Foodbank locally, helping people to access targeted support that addresses the underlying reason for their crisis.</li> <li>- <b>Work with and within the local community to Change Minds</b> and increase levels of understanding and empathy amongst the public, locally and UK-wide, to build a movement that is willing to take action to create a just and compassionate society without the need for food banks.</li> <li>- <b>Work with the Trussell Trust and other partners to Change Policy</b>, as we provide stronger evidence of the drivers of extreme poverty (or 'destitution') and pushing for positive solutions that will help tackle these.</li> <li>- <b>Prevention or relief of poverty</b> including but not exclusively by the provision of food parcels, guidance and support with specific reference to locality needs. Clients are provided with food parcels and signposting.</li> </ul> <p><b>Gateway Trust Counselling</b> : weekly or fortnightly one hour counselling sessions offered by professionally qualified persons to individuals who self-refer having been signposted by doctors, churches, businesses, friends, family and other care agencies.</p> <p><b>Ribble Valley Art4All</b> : weekly art classes led by an Art Teacher and Volunteers for students who are disadvantaged or who have special needs and their carers..</p> <p>Each service is provided to the public at large subject to the recipient's need for the specific service being clarified on referral in line with Charity Commission guidance.</p>

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Ribble Valley Gateway Trust does not provide grants to third parties.

Grants and donations received for each service are restricted to the service specified unless earmarked as unrestricted.

The Trust's services are mainly delivered through volunteers under the leadership of three part time Managers who are paid for their services and are accountable to the Chair and Trustees.

## Section D

## Achievements and performance

### **Ribble Valley Foodbank**

1. 3505 parcels for adults and children in total were provided, up by 54% on the previous year.
2. Introduction of Financial Inclusion Advice Café at one of the Foodbanks, with over 1000 drop ins between July 2023 and March 2024. Services include Benefits, Health, Mental Health, Housing, Debt, Drug and Alcohol Addiction.
3. Financial Inclusion Café model started in the second foodbank.
4. Regular awareness sessions from the above for volunteers.
5. Continued partnership work with the Trussell Trust and other partners to tackle the issues that bring people to the foodbank.

### **Gateway Trust Counselling**

1. Continuing in providing hour long sessions, we have worked with 260 clients since opening.
2. We now have 2 students doing their 100 hour placement with us with 4 counsellors who are now fully qualified after their placement with us and are still on staff.
3. We now have a deputy manager who is in charge of new client assessments and allocation. She is working 8 hours a week, splitting in half the 16hrs with Alison Groves the service manager to date. Student mentoring is also shared between the two managers.
4. Counsellor numbers are up to 11 and we are open for another day each week. We now have counselling happening each day Monday to Thursday.
5. We are now working with social prescribers and a number of other NHS professionals who are signposting and supporting their clients to make the self-referral to GTC.
6. We are receiving an average of 3-5 enquiries a week and have a fluctuating waiting averaging 12 weeks wait. This means we are maintaining our closed catchment area of the Ribble Valley.
7. The funding for our formal rental agreement to use the rooms in St James' Church has recently be renewed by the Lancaster Foundation for 2025-28.
8. The negotiations with a local Eye Movement Desensitisation and Reprocessing therapist (EMDR) for assistance with traumatised clients has progressed. We will be funding small (max 5) group sessions with some of our clients, to help educate and skill them to desensitise them, when triggered. This may lead to specific clients being put forward to have 1:1 EMDR sessions to work on specific issues. We will offer funding for 6-12 sessions. Both projects are test projects which we will then bid for grant founding to continue, should they live up to expectations.
9. We purchased a course for 7 counsellors from NICAMB Mastering the Treatment of Trauma. This 12hr course has been watched in 1hr sessions and then we have met together to discuss the content and share experience. This has been to designed to skill the newer counsellors in working with traumatised clients. It has also been extremely beneficial for the team as a group.
10. We are increasing our welcomer numbers to shorten shift lengths and provide 2 welcomers per slot so that there is a small team and an ease of absence cover, often within the team.
11. We have begun working with a Grant bid writer to help us with our future funding streams.

### **Ribble Valley Art4All**

1. Weekly art classes continue to be held at The Salvation Army during term times for 26 students. We run 2 classes, from 10am to 12 midday and 1pm to 3 pm.
2. We have 25 Volunteers who support classes on a rota basis.
3. We have formed a small finance group to help with administration and fund raising activities holding monthly planning meetings.
4. We have a second teacher who works with textiles, teaching, sewing, weaving and embroidery skills
5. A secretary has been employed on a part time basis to help with administrative work and grant applications.
6. Due to art funding grants we have been able to plan and go on a day trip to The Lowry where we had a workshop and visited Lowry's exhibition. From this we created our own Clitheroe Lowry inspired work and held an exhibition at Clitheroe Castle for 1 month
7. Successful grant applications and fund raising initiatives over the last year have helped ensure the ongoing financial viability of the service. However fund raising remains a continued priority.

### **RVGT trustees, policies and management**

1. The RVGT is very grateful for the contributions made by each person who has served as a Trustee with the RVGT both those who are serving as trustees and those who have retired.
2. New trustees have been appointed either by the Ribble Valley churches or have been co-opted on. Each trustee has taken on responsibility for a specific aspect of the work of the RVGT, often linked to their skills, experience, and interests. These are: Link Trustee for Foodbank (Nick Shelley), Link Trustee for Counselling and Lead Trustee for Safeguarding (Nick Shelley), Secretary to Trustees and Link Trustee for Art-for-All (Diane Steer), Health and Safety (Alan Meyer), Communications (Norman Ivison).
3. The Trustee Handbook has also been reviewed and updated and provides key information on the RVGT and the roles and responsibilities of the Trustees.
4. The RVGT has benefited from the advice and support of Jo Jowett who is an experienced independent trustee who has provided invaluable advice, support and training on all aspects of running a Charitable Trust.
5. All key policies are regularly reviewed and updated, where appropriate.
6. Good financial processes and controls are key to responsible financial management and ensuring the integrity of the RVGT's transactions and financial records. Sue Clark retired as Treasurer in December '23 and has been replaced by Rachel Massey. The treasurer manages the finance processes and controls.
7. The Trustees are currently looking to appoint more trustees to strengthen the work of the RVGT and spread responsibilities.

**Brief statement of the charity's policy on reserves**

There is no formal reserves policy, but the trustees aim to follow good charitable practice to hold at least 3-6 months funding in reserves.

**Details of any funds materially in deficit**

None.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principal sources of income are grants, donations and gifts from Counselling clients.

Grants and donations are generally restricted to the specific service for which they are earmarked by the grantor or donor. In each instance such funds are used to meet the running costs of that service including rents, insurance, training, subscriptions and staffing costs for each of the projects.

The RVGT is responsible for certain expenditure that benefits all of the projects eg insurance premium, external adviser charges, external accountant costs, and financial administrator costs etc. These costs are recharged back to the projects on a fair and equitable basis.

The Trustees' strategy is to encourage the proactive promotion of each service to attract local donations and to be alert to opportunities for grant applications so that each service is financed sufficiently to meet at least the next twelve months' costs.

**Section F****Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*Ruth Kathleen Haldane*

Full name(s)

Ruth Kathleen Haldane

Position (eg Secretary, Chair, etc)

Chair

Date

15 January 2025

## Receipts and payments accounts

For the period from	Period start date 01/04/2023	To	Period end date 31/03/2024
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants	-	10,605	-	10,605	11,220
Donations	-	66,156	-	66,156	105,093
Clients	-	9,414	-	9,414	16,266
Other	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	-	86,175	-	86,175	132,579
<b>A2 Asset and investment sales, (see table).</b>					
Transfer out Cookery Club	-	-	-	-	2,512
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	2,512
<b>Total receipts</b>	-	86,175	-	86,175	130,067
<b>A3 Payments</b>					
Equipment & Maintenance	-	14,354	-	14,354	3,341
Rent	-	7,308	-	7,308	14,018
Salaries & Supervision	-	60,992	-	60,992	33,473
Expenses & Materials	-	12,600	-	12,600	4,261
Office	-	4,965	-	4,965	2,804
Insurance & Overheads	-	10,901	-	10,901	6,031
	-	-	-	-	-
	-	-	-	-	-
Other	-	-	-	-	-
<b>Sub total</b>	-	111,120	-	111,120	63,928
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	-	111,120	-	111,120	63,928
<b>Net of receipts/(payments)</b>	-	24,945	-	24,945	66,139
<b>A5 Transfers between funds</b>			-	-	-
<b>A6 Cash funds last year end</b>		260,828	-	260,828	194,689
<b>Cash funds this year end</b>	-	235,883	-	235,883	260,828



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Foodbank Account	-	192,424	
	Counselling Account	-	26,915	
	Art4All Account		16,544	
		-	-	-
	<b>Total cash funds</b>	-	235,883	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Ribble Valley Gateway Trust

On accounts for the year  
ended

31.3.24

Charity no  
(if any)

1167261

Set out on pages

Form CC16a

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

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

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

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date: 16.7.24

Name:

Jonathan frank

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

Chartered Accountant, ICAEW

<b>Address:</b>	38 Whalley Road
	Clitheroe
	BB7 1AW

<b>Section B</b>	<b>Disclosure</b>
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Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

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