



# Trustees' Annual Report for the period

**From**

Period start date  
01 Sep 2019

**To**

Period end date  
31 Aug 2020

## Section A Reference and administration details

**Charity name** Contented the Charity

**Other names charity is known by** CtC

**Registered charity number (if any)** 1173136

59 Main Street

Ticknall

Derby

**Postcode** DE73 7JF

### 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	Gethin Davies	Chair	-	-
2	Robin Whelan	Treasurer	-	-
3	Keith Horsfall	-	-	-
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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### 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)	Constitution, 18 September 2016. Amended objectives, May 2017 and May 2020
How the charity is constituted (eg. trust, association, company)	CIO (Charitable Incorporated Organisation), 'foundation' model constitution, whose only voting members are its charity trustees.
Trustee selection methods (eg. appointed by, elected by)	The constitution states: "Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO."

### Additional governance issues (Optional information)

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

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

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## Section C

## Objectives and activities

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

The relief of unemployment for the benefit of the public, including in such ways as the trustees see fit, assisting them to find employment.

The advancement of education for the benefit of the public, in such ways as the charity trustees think fit, including by developing their mental, physical and moral capabilities.

In the third year of the charity, our first project was completed and reported to the satisfaction of funders and a new proposal developed. Unfortunately, the Covid pandemic caused all funding to stop: our university funding was withdrawn and other funders, including the National Lottery, rejected a number of subsequent applications, apparently due to high demand.

Volunteers struggled on, moving operations online using Microsoft Teams and Sharepoint, zoom.us and creative platforms. Partnerships with more established charities were explored. Staff engaged in training including coaching and supervision accreditation, completed enhanced police checking, and supported successful partner ISO9001 and ILM audits. We had one serious mental health incident among our staff which was managed with the support of an external national charity with an excellent outcome.

### **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)**

Thanks to the EU Erasmus+ programme we were able to recruit a volunteer to support us and half a dozen graduates were supported throughout the spring and summer in spite of the withdrawal of finance.

In planning, monitoring and steering these activities, the trustees believe they have complied with their duty to pay due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The team has taken time to understand the guidance on public benefit issued by the charity commission.

<https://www.gov.uk/guidance/public-benefit-rules-for-charities>

The additional objective covering education (see above) included in a revised constitution and approved by the Charity Commission.

Simple policies remain in place for:

- ☐ Risk management
- ☐ Safeguarding children and vulnerable adults
- ☐ Conflicting interests
- ☐ Volunteer management
- ☐ Complaints handling
- ☐ Paying staff

## 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.

Section D	Achievements and performance
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Summary of the main achievements of the charity during the year

As above (Section C).

## Section E

## Financial review

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

It is the policy of this charity to hold in unrestricted reserves the equivalent of six months general overheads including salary costs.

This policy will be reviewed annually or before an officer is appointed.

### Details of any funds materially in deficit

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### 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.

## 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)		
Full name(s)	Gethin Davies	
Position (eg Secretary, Chair, etc)	Chair	
Date	30 May 2021	