

Trustee Annual Report

Cirencester Signpost

“Embracing Hope, Creating Community”

01 July 2021 to 30 June 2022

Registered Charity Number 1175014

Introduction

The trustees of Cirencester Signpost present their annual report for the period from 01 July 2021 to 30 June 2022.

This report sets out how we deliver for the benefit of many in our community as we seek to help people get their lives back on track.

Our charitable year was set against the gradual lifting of Covid restrictions. However, due to the prolonged period of disruption that the pandemic brought about and the nervousness across all sectors of the community about gathering again, it was obvious that as a charity we would not simply be able to return to 'business as usual'.

We sought to evaluate the impact of our changed world not only as Cirencester Signpost but also as individuals. This report reflects our activities as we endeavoured to be flexible in our outreach, whilst keeping everyone safe and being true to our charitable objectives.

Objectives and Activities

In accordance with Christian principles, the relief of poverty for those in need with a particular focus on those who are homeless in Cirencester and the immediate surrounding area in particular, but not exclusively by:

- The provision of 'drop in' sessions offering advocacy, a befriending service and information on other local agencies
- Providing free meals to help relieve poverty
- The provision of clothing, footwear and toiletries together with assistance to find housing

With a view to integrating such people into society.

Review of Activities and Achievements

At Cirencester Signpost, we strongly believe that hope and encouragement can be found by coming together. During the summer of 2021, Covid restrictions gradually began to ease but many were apprehensive about what this would mean for them stepping over the threshold to meet others.

Against this backdrop, we launched our well-being café held every Saturday in response to the hidden consequences of the pandemic on people's mental well-being, especially the impact of prolonged social isolation and the incessant negative news media. We undertook risk assessments to ensure that this was done in a safe manner and alleviate any concerns amongst those that wanted to come including our volunteers. In total over 1,000 breakfasts were served throughout the year.



Recognising the importance of mental health to each of us, our focus is on the benefits of being with friends, making new ones, having a laugh and going away feeling uplifted. The café also provides an opportunity to come alongside anyone dealing with personal challenges who needs a listening ear or someone to advocate for them.



With assisting those finding themselves homeless remaining at the core of our activities, we provided 54 home-starter packs of key kitchen, bedding, bathroom and cleaning essentials to those previously homeless moving from emergency accommodation into a new home of their own.

Those we come alongside are not looked upon as 'clients', we regard them as part of our Signpost family. Getting lives back on track can take countless hours of effort often over many months working with agencies. Our commitment is to journey for as long as it takes, never giving up on anyone. Throughout the year we provided this level of support to 20 individuals/families.



On 22 occasions, we helped people who found themselves in a sudden crisis. This included those who faced having to sleep on the streets over a weekend because most outreach services are closed.

To keep them safe and offer encouragement, we provided emergency accommodation, toiletries and food until the Monday when we engaged with support services on their behalf to get them the help they needed.

The trustees have fully considered and taken into account the Charity Commission's guidance on public benefit in determining the activities undertaken by the charity.

Financial Review

For the period from 01 July 2021 to 30 June 2022, our expenditure totalled £29,805. The main area of expense was outreach support direct to those in need within our local community totalling £20,746. Our charity is run by the goodwill of volunteers so we have no salaries to pay resulting in the overwhelming majority of our donations being targeted on directly helping others.

Our monies were received as a result of the kindness of individual donors, local community groups and churches across Cirencester and nearby villages along with a grant from St. James's Place Wealth Management.

Cirencester Signpost is committed to being an ongoing and sustainable organisation benefiting all of those in need who come to us. In order to do this, we will aim hold at least two years' operating costs to create a "sustainability surplus".

The amount of the reserves will be a minimum of £60,000 based on our full financial year's expenses and at 30 June 2022. This will be regularly reviewed at trustee meetings as we are review our offering to ensure it remains resilient to changing circumstances.

Structure, Governance and Management

Cirencester Signpost is constituted as a Charitable Incorporated Organisation (CIO) with a constitution as its governing document, its members being the trustees. Our registered charity number is 1175014.

Currently, trustees are recruited from those who are volunteers. Charity means more than having worthy aims. A charity must be a living example of charitable conduct. It must, therefore, be good as well as do good. Our trustee group recognises that legal and regulatory compliance are the central pillars of governance ensuring that we fulfil our obligations incorporating key areas such as charity law, health and safety, financial, data protection and insurance.

As we deal with the most vulnerable in our community safeguarding is at the core of our governance. We are committed to providing a safe and trusted environment, establishing an organisational culture that prioritises safeguarding, having adequate policies, procedures and measures to protect people and ensure they are regularly reviewed and handling incidents as they arise and reporting them to the relevant authorities.

To facilitate this governance, any potential trustee must be fully conversant with our framework of policies and procedures, which includes: -

- a safer recruitment process
- safeguarding policy and procedures
- code of conduct and good practice
- roles and duties of a trustee
- data protection policy; and
- health and safety policy

together with signing a trustee certificate of eligibility confirming they are a fit and proper person to hold the position of trustee, declare any conflicts of interest and confirm they have read and understood the Charity Commission's document 'the essential trustee'.

The trustees are responsible for ensuring our safer recruitment process is adhered to and where appropriate volunteers must provide satisfactory references and be made aware of and sign up to our core policies and codes.

Beyond our policies and procedures, we recognise the need for practical application and for this reason any potential trustee must undertake an Enhanced Disclosure & Barring Service (DBS) check and pass a Continuing Professional Development (CPD) accredited safeguarding course as agreed by the trustee group.

Looking Forward

It is vital as a charity that we remain focused on the delivery of our charitable objectives whilst recognising the need to remain agile and flexible to the needs of those we serve. We look to continue to work with other agencies and professionals striving to add value and never simply replicating what others are doing. We will continue to be separate and distinct whilst valuing the collaboration that partnerships bring.

We confirm that this report complies with the requirements of the Charities Act 1993, as amended by the Charities Act 2006 and the Charities SORP 2005.

Reference and Administration Details

Charity name: Cirencester Signpost

Registered Charity Number: 1175014

Charity's contact and principal postal address:

Mrs Juliette Harris
Office 4 Betec Business Park
Love Lane
Cirencester
GL7 1YG

Who are the trustees?

Trustee Name	Date where not acted for whole year
Graham Harris	
Jayne Taylor	
Juliette Harris	
Charlotte Gorman	

Declaration

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

Signed on behalf of the charity's trustees



Position: Chair

Date: 25 January 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Cirencester Signpost

1175014

Receipts and payments accounts

CC16a

For the period
from

Period start date

01-Jul-21

To

Period end date

30-Jun-22

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 £
A1 Receipts					
Donations	20,899	-	-	20,899	21,243
Grants	10,000	-	-	10,000	2,500
Gift Aid	3,012	-	-	3,012	546
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	33,911	-	-	33,911	24,289
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	33,911	-	-	33,911	24,289
A3 Payments					
Provision of community meals	4,059	-	-	4,059	-
Outreach support	20,746	-	-	20,746	14,833
Hire/rental costs	3,352	-	-	3,352	2,879
Insurance	274	-	-	274	275
Admin & marketing	1,374	-	-	1,374	1,176
Sub total	29,805	-	-	29,805	19,163
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	29,805	-	-	29,805	19,163
Net of receipts/(payments)	4,106	-	-	4,106	5,126
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	61,196	-	-	61,196	61,196
Cash funds this year end	65,302	-	-	65,302	

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 £
B1 Cash funds	Santander account	65,302	-	-
		-	-	-
		-	-	-
	Total cash funds	65,302	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Catering equipment	-	-	-
	Lockable storage cabinets	-	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Lease of office in Love Lane	-	-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Juliette Harris	04/01/2023



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Cirencester Signpost

On accounts for the year
ended

30 June 2022

Charity no
(if any)

1175014

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2022.

As the charity's trustees, 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 all 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 in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date:

05/01/2023

Name:

Anna Blake

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

Chartered Financial Planner

Address:	97 White Eagle Road
	Swindon, Wiltshire
	SN25 1PY

Section B	Disclosure
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Only complete if the examiner needs to highlight material 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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