



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Report for the period

From 01/04/23      Period start date    To 31/03/24      Period end date

Charity name: BURTON HOPE

Charity registration number: 1187330

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<i>To relieve the needs of people, particularly but not exclusively people who are homeless and rough sleepers, in Burton and the surrounding areas by:</i>  <i>1. the relief of financial hardship, in particular but not exclusively by the provision of essential items and goods</i> <i>2. the preservation and protection of good physical and mental health</i> <i>3. the provision of facilities for recreation or other leisure-time occupation with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances</i>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Our HOPE2STREET service: Two outreach sessions per week in Burton Market Place where many items are available including a three meals per day for three days food parcel, clothing, toiletries, ladies sanitary item, household items and homeless/camping equipment. We also offer support services at our HOPE2STREET outreach sessions including housing, employment, benefits, GP registration, ID docs, EU citizen ID and sign posting or referrals to other services including mental health and addiction. Also an outreach to the places where homeless people sleep to take supplies and to check on wellbeing and ultimately help to get them into a better situation. Our HOPE2HOME food parcel delivery service

		to families and individual's homes operates on two weekdays, although emergency deliveries still take place on other days. We deliver ladies sanitary products to schools and other community organisations where young people in poverty may be found.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	A link has been sent to all Trustees for their perusal. All Trustees have been asked at a meeting and by email that they have read and understood the statement. All Trustees were sent a link to 'The Essential Trustee' and have acknowledged it has been read and understood. <a href="https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do">https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do</a>

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	All of our Members (The trustees) and Associate Members are volunteers therefore all of our operations are a contribution made by volunteers. We currently have 89 regularly active volunteers and over 40 volunteers that contribute casually when they have time. These include Work Placements from College and Duke of Edinburgh candidates.
Other		N/A

#### Achievements and Performance

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>We have successfully operated two food banks, both of which have achieved a five-star FSA rating. We took on Crossley House and gave up the food bank in Anglesey Rd to consolidate our operations. Food parcels are given to those identified in need by referrals from agencies such as Social Services, MH Team, Probation, councils, schools and many others. We also take referrals from other charities and community groups. We also take self-referrals. We encourage collection from our HOPE2STREET weekend outreach sessions in Burton Market Place but if it is not possible, they are delivered to service users homes via our HOPE2HOME service. We have measures in place to make volunteer's vehicles safe for food delivery. We only deal with ambient foods. An average of 175 service users per week used the HOPE2STREET service. We give out clothing, toiletries, ladies sanitary, household and camping equipment as needed at every session.</p> <p>We also go onto outreach to the places where homeless people live. We have been involved in the housing of many homeless people in cooperation with other agencies. The council still has the Everyone In scheme which means our outreach teams have been reporting homeless rough sleepers to the council to get them immediate offers of a roof over their heads, whether in hotels, supported accommodation or other.</p> <p>Birth certificates for service users have been obtained to allow them to prove identity and move their lives on in housing, employment, benefits etc.</p> <p>Service users have been registered with GP's.</p> <p>EU passports are arranged and purchased. We have two volunteers accompany the service user to the Embassy/Consulate to complete the applications.</p> <p>Referrals have been made for mental health counselling.</p> <p>Accompanied appointments for many service users have taken place for mental health addiction, various assessments and other reasons.</p> <p>We get requests for help, mostly a need for food or issues with benefits from all over the country. We find the service user's nearest food bank or other relevant service</p>
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		and refer them.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>Burton HOPE concluded FY23/24 in a strong position but this is the first FY in which incoming funds were less than outgoing funds. Our organisational aims to build and maintain sufficient earmarked reserves continues for our charity's security. Despite our income not meeting our outgoings, Burton HOPE has maintained suitable operational reserves to support its charitable aims; of particular importance due to there being no source of fixed income, whilst also building earmarked reserves for all costs associated with renting a premises suitable to house all operations to a level where Trustees have felt comfortable making progress towards this aim. We hope that our earmarked property reserves can be used within FY24/25 in order to advance this aim.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The Charity's cash funds at the end of FY 23/24 were £ Burton HOPE's operational budget for 24/25 is £83,200.</p> <p>We have earmarked reserves as follows:</p> <p>£83,200 operational reserves. These are to ensure we have provision to fund our budget for the next financial year. Given that we have no fixed income, Trustees have agreed to aim for one year's operational budget to be held in reserves to ensure solvency throughout the next 12 months. As income comes in, in the next financial year, this will be used in order to ensure reserves remain at a suitable level to match the 12 month forecast, reviewed quarterly.</p> <ol style="list-style-type: none"> <li>1. Mileage &amp; Expenses: £14,000</li> <li>2. Office &amp; Admin: £500</li> <li>3. Rent: £25,000</li> <li>4. Utilities: £2,500</li> <li>5. Food Top Up: £25,000</li> <li>6. Training: £2,000</li> <li>7. Insurance: £400</li> <li>8. Other Property: £5,000</li> <li>10. Misc Volunteer: £1,000</li> <li>11. Misc Service Cost: £2,000</li> </ol>

		<p>12. Other Office &amp; Admin: £5,000</p> <p>Our charity has been growing ever since it was founded and continues to do so. Our trustees are conscious that we have no official income and our costs are continuing to increase. To reduce risk to our trustees and charity and its beneficiaries it is felt prudent to maintain healthy reserves to ensure smooth operation. We have a three year lease currently at £12,000 pa.</p>
Amount of reserves held	Para 1.22	(please see above)
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Donations from:</p> <p>Members of public by various means; some donate regular amounts.</p> <p>Various corporate donations.</p> <p>Various grants.</p> <p>Our own fundraising activities.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	<p>Financial risks are that we have no official income, therefore need to actively fundraise and apply for grants to sustain our charity.</p> <p>Our whole operation relies on the generosity of volunteers that freely give up their time.</p>
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Foundation Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO Foundation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are democratically appointed by our current Trustees, who are the only members under the CIO Foundation model constitution. These will be almost certainly be from our pool of Associate Members (our volunteers) that coordinate areas of our operation or have relevant skills that are required on our board. We will need to appoint trustees on their professional skills more as we grow.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New Trustees are encouraged to undergo training when available. They are made aware of the responsibilities of a trustee through the .Gov and Charity Commission websites. There is a CofC for Trustees to sign on appointment.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Our Trustee Board is made up of Chairman, Secretary and Treasurer roles with assistant/vice roles for each. Other Trustees are Coordinators and leads of areas within HOPE. Our 'ordinary volunteers' are Associate Members under our Constitution. Our Board of Trustees make all governance decisions and some operational decisions too. Some operational decisions are delegated to Operation Coordinators and Leads. We liaise with many authorities and community organisations and charities. This is generally reciprocal and of mutual benefit towards bettering the circumstances of service users. We are active members of the VCSE Sector support organisations, SCVYS and Support Staffordshire where much networking and mutual aid takes place to work together to better the circumstances

		of service users and to strengthen our organisations.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

## Reference and Administrative details

Charity name	BURTON HOPE
Other name the charity uses	
Registered charity number	1187330
Charity's principal address	119 Field Lane Burton on Trent Staffs DE13 0NJ



# 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	Stuart John Anderson	Chairman/Joint Acting Secretary. Support coordinator.		Trustees
2	Anne Bradshaw	Safeguarding/H+S	4/8/23 to date	Trustees
3	Rachael Anderson	Treasurer.		Trustees
4	Nicola Johnson	Secretary	1/3/24 to date	Trustees
5	Madeleine S Braithwaite	H2H		Trustees
6	Lewis John Anderson	Vice Chair Joint Acting Secretary.		Trustees
7	William Brister	Website	4/8/23 to date	Trustees
8	Donna O'toole	Accounts	7/721 to 12/1/24	Trustees
9	Lewis John Anderson			Trustees
10	Binita Mital Shah			Trustees
11	Lauren McCabe		To 22/9/23	Trustees
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## OUR POLICIES

Maintaining Professional Boundaries Policy

Health & Safety Policy

Child Protection and Code of Conduct relating to the Policy.

Whistle Blowing Policy

Recruitment of Ex-Offenders Policy

Equality and Diversity Policy

Social Media Policy

Data Protection Policy

Safeguarding Vulnerable Adults Policy

Volunteer Policy and Guidelines for Volunteers

(Volunteer Policy also covers Professional Boundaries, Confidentiality, Code of Conduct, Conflict of Interest.)

Lone Working Policy/Lone Working Policy Guidelines

Also Adopted were the Incident Reporting and Concerns Forms.

Policies will continue to be reviewed annually or sooner if changes are needed or Legislation changes.

Food Storage and sanitation policy

Data Retention Policy

Feedback and complaints policy

Trustees/Committee Code of Conduct

Volunteers Code of Conduct

All policies and C of C docs are review in October each year.

### POLICY ASPIRATIONS

Researching which other Policies are needed to improve our charity.

### SAFEGUARDING ISSUES

Information regarding what constitutes a serious Incident has been given to all Trustees.

No Serious incidents have needed to be flagged up to the Charity Commission from Apr 1st 23 – March 31st 24

Concerns Forms and Incidents sheets are in place at all working venues, Operation Leads are aware of where they are situated.

### HEALTH AND SAFETY

Robust Health and Safety continues to be in place at all BURTON HOPE work venues.

Risk Assessments are in place in each venue, relevant to the operations that take place there. All volunteers are asked to read and sign to say that they have understood the Risk Assessments and will comply with the Risk Assessments.

The Risk Assessments are kept up to date and reviewed every 12 months unless circumstances force change.

First Aid Supplies/Boxes are kept up to date and deliverers/collectors carry a small First Aid Box in their cars.

### FIRST AID

We have our own defib. Our volunteers are offered Defib Awareness Training. Our volunteers are offered Emergency First Aid training.

### PERSONAL PROTECTIVE EQUIPMENT.

Supplies are in place for Volunteers at all times.

The HOPE2STREET. Briefing is done before operation begins.

HOPE2HOME. Briefing is sent out electronically due to volunteers arriving at different times.

#### Chairmans Comments

Burton HOPE has had the support of the residents, businesses and many other organisations in our area. Without this support in the way of donations, grants and other assistance, we could not offer support to those that need us. This is the community coming together to make a true difference.

We are all, without exception, unpaid volunteers and my final words are a heartfelt thank you to all of our very willing volunteers and donors that make Burton HOPE the success it is today.

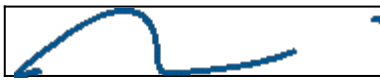

(Stuart) John Anderson (Chair of Trustees).

### Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Stuart John Anderson	Rachael Anderson
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Position (eg Secretary,  
Chair, etc)

Chair of Trustees	Treasurer
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Date

01.03.24
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Arton Hope

No: 1187330

## Receipts and payments accounts

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For the period from	01.04.23	To	31.03.24
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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>					
1. Corporate Donations	11,259	-	-	11,259	32,701
2. Public Donations	33,822	-	-	33,822	23,250
3. Collections	-	-	-	-	2,539
4. Unrestricted Income	1,000	-	-	1,000	2,550
5. Restricted Income	-	300	-	300	20,018
6. Bank Interest	533	-	-	533	94
7. Fundraising	667	-	-	667	-
8. Other	193	-	-	193	623
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>47,474</b>	<b>300</b>	<b>-</b>	<b>47,774</b>	<b>81,775</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>47,474</b>	<b>300</b>	<b>-</b>	<b>47,774</b>	<b>81,775</b>

### A3 Payments

1. Mileage & Expenses	6,975	-	-	6,975	397
2. Office & Admin	120	-	-	120	568
3. Rent	17,755	-	-	17,755	6,716
4. Utilities	77	-	-	77	139

5. Food Top Up	15,506	-	-	15,506	1,760
6. Training	48			48	212
7. Insurance	235			235	259
8. Support				-	150
9. Other Property	2,181			2,181	7,720
10. Misc Volunteer	304	-	-	304	169
11. Misc Service Cost	659	-	-	659	257
12. Other Office & Admin	2,381	-	-	2,381	14,386
	-	-	-	-	-
<b>Sub total</b>	<b>46,241</b>	<b>-</b>	<b>-</b>	<b>46,241</b>	<b>32,733</b>

<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>46,241</b>	<b>-</b>	<b>-</b>	<b>46,241</b>	<b>32,733</b>
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<b>Net of receipts/(payments)</b>	<b>1,233</b>	<b>300</b>	<b>-</b>	<b>1,533</b>	<b>49,042</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>1,233</b>	<b>300</b>	<b>-</b>	<b>1,533</b>	<b>49,042</b>

## 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>	Lloyds Treasurer Account	28,617		-
	Lloyds BB Online Instant Account	50,630	-	-
	Cooperative Account	75,000	-	-
	<b>Total cash funds</b>	<b>154,247</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK

		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	<b>Details</b>			
	Unpresented Receipts (included above in receipts)	110	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	<b>Details</b>			
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>			
	Defibrillator	Unrestricted	1,170	-
	Technology (phones)	Unrestricted	-	-
	Fixtures & Fittings	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-



**B5 Liabilities**

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Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Unpresented Payments (included above in expenditure)	Unrestricted	6,239	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

**Laura Parsons CPFA**

**Independent review of the accounting statements of Burton Hope for the period  
01/04/2023 to 31/03/2024**

**Report for the trustees of Burton Hope.**

As the Trustees for a Charity, 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 of the Accounts for Burton Hope for the Period noted above, I confirm that no material matters or issues were found during my inspection.

My examination confirms that 100% of items of Income and Expenditure sampled (20% sample) were present, correctly retained and accounted for.

The notes to the accounts accurately reflect the amounts in the statement.

Bank Reconciliations are completed and supported by Bank statements.

As such I can confirm that no material issues were found and no concerns have been raised, I agree that the Accounts presented by Burton Hope to me look to be a true reflection of the activities of Burton Hope.

Laura Parsons 29/01/2024

**LAPARSONS**

Full member of Chartered Institute of Public Finance and Accountancy (CIPFA).