



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Report for the period

From 01/04/24 Period start date To 31/03/25 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 was 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. 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

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 67 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 a food bank, which has achieved a five-star FSA rating. Our main premises are at Crossley House on Manor Drive, DE141HJ. 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 due to the service users disability (physical or due to MH), they are delivered their 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.</p> <p>At our HOPE2STREET service. We give out clothing, toiletries, period products, household and homeless camping equipment as needed at every session. We also go on outreach to the places where homeless people live. We have been involved in the housing of many homeless people in cooperation with other agencies which means our outreach teams have been reporting homeless rough sleepers to the council to try to get them immediate offers of a roof over their heads, whether in hotels, supported accommodation or other (there can be many obstacles here!).</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>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 and refer them.</p> <p>We have Crossley House but also lease a storage container and two small units.</p>
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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

Review of the charity's financial position at the end of the period	Para 1.21	<p>Burton HOPE concluded FY24/25 in a strong position. Our organisational aims to build and maintain sufficient earmarked reserves continues for our charity's security. Burton HOPE has maintained suitable operational reserves to support its charitable aims; of particular importance due to there being no source of fixed income. BH is building earmarked reserves for all costs associated with renting a premises large enough to run all operations and store all of our stock and equipment.</p> <p>We hope that our earmarked property reserves can be used eventually to advance our aim of purchasing premises for independence.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>We hold reserves for the security of our charity, our Trustees and so we have security to continue to service those that need us and rely on us.</p> <p>BH has no fixed official income. We depend on donations from the public, businesses and other organisations to survive. We also obtain occasional grants.</p> <p>We are already in need of larger premises and as we search for suitable premises the cost per sq m increases.</p> <ol style="list-style-type: none"> 1. Mileage & Expenses: £14,000 2. Office & Admin: £500 3. Rent: £25,000 4. Utilities: £2,500 5. Food Top Up: £25,000 6. Training: £2,000 7. Insurance: £400 8. Other Property: £5,000 10. Misc Volunteer: £1,000 11. Misc Service Cost: £2,000 12. Other Office & Admin: £5,000 <p>Total £82,400 – looking at cost of things rising we will be looking at more reserves for 25/26</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	Donations from: Members of public by various means; some donate regular amounts. Various corporate donations. Various grants. Our own fundraising activities.
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	Financial risks are that we have no official income, therefore need to ensure we have good reserves to sustain our charity. Also. Our whole operation relies on the generosity of volunteers that freely give up their time.
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 always have been from and will be almost certainly continue to 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.

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 onwards	Trustees
3	Rachael Anderson	Treasurer.		Trustees
4	Nicola Johnson	Secretary	1/3/24 onwards	Trustees
5	Madeleine S Braithwaite	H2H		Trustees
6	Sarah Burston	Various tasks	From 3/1/2025	
7	Katherine Davies	Social media	From 6/9/2024	Trustees
8	Karen Hyde	Comms		Trustees
9	Timothy Hyde	Fire Safety		Trustees
10	Binita Mital Shah		To 4/4/24	Trustees
11	Lewis John Anderson	Vice Chair Joint Acting Secretary.	To 10/6/2024	Trustees
12	William Brister	Website	To 1/9/2024	Trustees
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	

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

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

28.01.26



CHARITY COMMISSION
FOR ENGLAND AND WALES

Winton Hope

No: 1187330

Receipts and payments accounts

CC16a

For the period
from

01.04.24

To

31.03.25

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					
1. Corporate Donations	6,500	-	-	6,500	11,259
2. Public Donations	43,526	-	-	43,526	33,822
3. Collections	293	-	-	293	-
4. Unrestricted Income	-	-	-	-	1,000
5. Restricted Income	-	-	-	-	300
6. Bank Interest	565	-	-	565	533
7. Fundraising	257	-	-	257	667
8. Other	510	-	-	510	193
	-	-	-	-	-
Sub total (Gross income for AR)	51,651	-	-	51,651	47,774
A2 Asset and investment sales, (see table).					
		-	-	-	
		-	-	-	
Sub total	-	-	-	-	-
Total receipts	51,651	-	-	51,651	47,774
A3 Payments					
1. Mileage & Expenses	8,385	-	-	8,385	6,975
2. Office & Admin	422	-	-	422	120
3. Rent	13,660	-	-	13,660	17,755
4. Utilities	1,968	-	-	1,968	77
5. Food Top Up	12,827	-	-	12,827	15,506
6. Training	783			783	48
7. Insurance	468			468	235

8. Support	483			483	-
9. Other Property	515			515	2,181
10. Misc Volunteer	469	-	-	469	304
11. Misc Service Cost	223	-	-	223	659
12. Other Office & Admin	12	-	-	12	2,381
	-	-	-	-	-
Sub total	40,215	-	-	40,215	46,241

A4 Asset and investment purchases. (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-

Total payments	40,215	-	-	40,215	46,241
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Net of receipts/(payments)	11,436	-	-	11,436	1,533
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	152,111	-	-	152,111	154,247
Cash funds this year end	163,547	-	-	163,547	155,780

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	Lloyds Treasurer Account	37,352		-
	Lloyds BB Online Instant Account	51,195	-	-
	Cooperative Account	75,000	-	-
	Total cash funds	163,547	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			-	-

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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)
Defibrillator	Unrestricted	1,170	-
Technology (phones)	Unrestricted	-	-
Fixtures & Fittings	Unrestricted	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

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	

**Independent review of the accounting statements of Burton Hope for the period
01/04/24-31/03/25**

Basis of the independent review

I report on the accounts of Burton Hope which consists of a Receipts and Payment account. This includes a review of the accounting records kept by the club and a comparison of the accounts presented with those records. It also includes any unusual items or disclosures in the accounts and seeking explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - To keep accounting records
 - To prepare accounts which accord with the accounting records

Have not been met; or

2. To which, in my opinion, attention should be drawn in order enable a proper understanding of the accounts to be reached.



Stephanie Allen ACMA