

# Trustees annual report for the period

Year Ending December 2021



## Reference and administration details

Charity Name -	Chapter15
Registered Charity number -	1188310
Charity's dx address -	15 Fairfields Thetford Norfolk
Postcode -	IP24 1JL

## Name of Trustees who manage the charity

Nadine Forde	Andrew Forde
John Jones	Lel Mfazwe

## Number of active volunteers

16 (three of which are the Trustees named above)

## Structure, governance, and management

Description of the charity's trusts

Type of governing document –	Constitution adopted March 2020
How the charity is constituted –	CIO Charitable incorporated organisation.
Trustee selection method –	Trustees are selected or reselected in a trustee member, in the period prior to the end of term.

## Additional governance issues

Volunteer Membership of the charity is given to people from the public. The trustees appoint when it is agreed they are suitable candidates for the role(s). Appropriate checks are made such as CRB and referral and recommendations.

The charity supports anyone within the local area who is on an extremely low income. The trustees oversee the day to day running of the charity and the work carried out by its volunteers to ensure it is in accordance with the charity's governing document aims and objectives.

The trustees seek the views of those we are supporting and have an established a working relationship with existing services in the town to help with deciding the activities and pathways to be run. All trustees give their time voluntarily and receive no remuneration or other benefits.

## Objectives and activities

1. *The prevention or relief of poverty for the public benefit in Thetford and the surrounding area, in particular but not exclusively by:*
  - a. *providing homeless people, those at risk of homelessness, and those living in poverty with essentials such as food, hygiene items, clothing, furniture, sleeping equipment, haircuts and any other essential items they may need;*
  - b. *providing support, advice and information to the homeless, those at risk of homelessness and those living in poverty;*
  - c. *establishing effective working relationships with other charities and voluntary and statutory organisations established to help people who are homeless, vulnerably housed and living in poverty to better meet their needs and improve their conditions.*
  - d. *promoting awareness of homelessness and poverty in Thetford and the surrounding area.*
2. *To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.*

*For the purpose of this clause 'socially excluded' means being excluded from society, or part of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards; crime (either as a victim of crime or as an offender rehabilitating into society).*

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## Summary

In planning our activities for the year ahead, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The main activities are as follows:

- Following Covid19 guidelines we continued to visit the Camp on a weekly basis to ensure basic needs are met. To provide things such as clean water. Gas for their cooking stoves and clean clothes, toiletries, and food.
- Working to support other charities, services, and community groups. Throughout the pandemic such as referrals, fulfilling clothes request supplying stock such as sleeping bags.

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- Continuing to work with authorities to establish a relationship to strengthen support. Working with innovation ideas to build strategic plans for the future of the town.

## Additional details of contributions

We are grateful for the many hours that our volunteers have spent working on behalf of the charity. Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

## Achievements and performances

- **Spring 2021**

With the pandemic at the forefront of everyone's minds we continued to ensure we continue to follow all covid measure whilst support the most vulnerable within the community.

- **Summer 2021**

Our Trustee meetings were carried out by zoom and we started discussions with Keystone Development Trust to work in partnership for the Charity to rent the annex space at the Riversdale centre. This was done in order to allow people without accommodation have a shower and use laundry facility. We opened this facility in August 2021.

- **Autumn 2021**

Direct support to those most in need was continued was organising and manning the facility in the town centre. Training had to be giving to all volunteers including First Aid, Safeguarding vulnerable adults and food hygiene. A safeguarding designated Lead was appointed for the Charity.

- **Winter 2021**

It has been an honour to deliver a service that enables lives to be given hope and have dignity through basic human living needs such as washing, shaving and having clean clothes, At Christmas we had the pleasure to partnership with The Salvation Army to provide both an English and Polish Christmas Dinner for those in our community. We are seeing attendance figures averaging each session between 5 and 12 (sometimes 15) this has slightly lowered from the beginning. However, the drop in this number are good news stories, where people are moving on in their circumstances either returning home to reunite with family or have begun working and engaging with local services and are now in accommodation, which is obviously the best outcome.

Our work continues to grow and network with existing local services which is crucial to the work we do. We are stronger together.

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## Financial Review

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

Cash in account at 31/12/2021 was **£6775.47** in unrestricted funds.

Inaccessible funds at the time of this report is **£348.36**. This money continues to be held in other accounts that we do not have direct access to. This money will be moved to the main bank account as soon as is reasonably possible.

Any financial risk due to the charity is from reduced donations due to the Covid-19 pandemic.

### Further financial review details

The account funds the expenses of provision to support those in need alongside donations from the general public. We have also been awarded two grants in this period which will support our charitable purposes outlined in our governing document. One of our main sources of funds this year continues to be donations from a local business in Thetford. Our costs have been greater this year since autumn 2021 due to the continued visits to the camp alongside the set up and operational costs attributed to the Annex shower and laundry facility.

This is reported and documented via the annual account spreadsheet.

**Balance of Account on 1/1/2021: £753.21**

**Total amount of Income via Donations/Grants in the year 2021: £14,115.85**

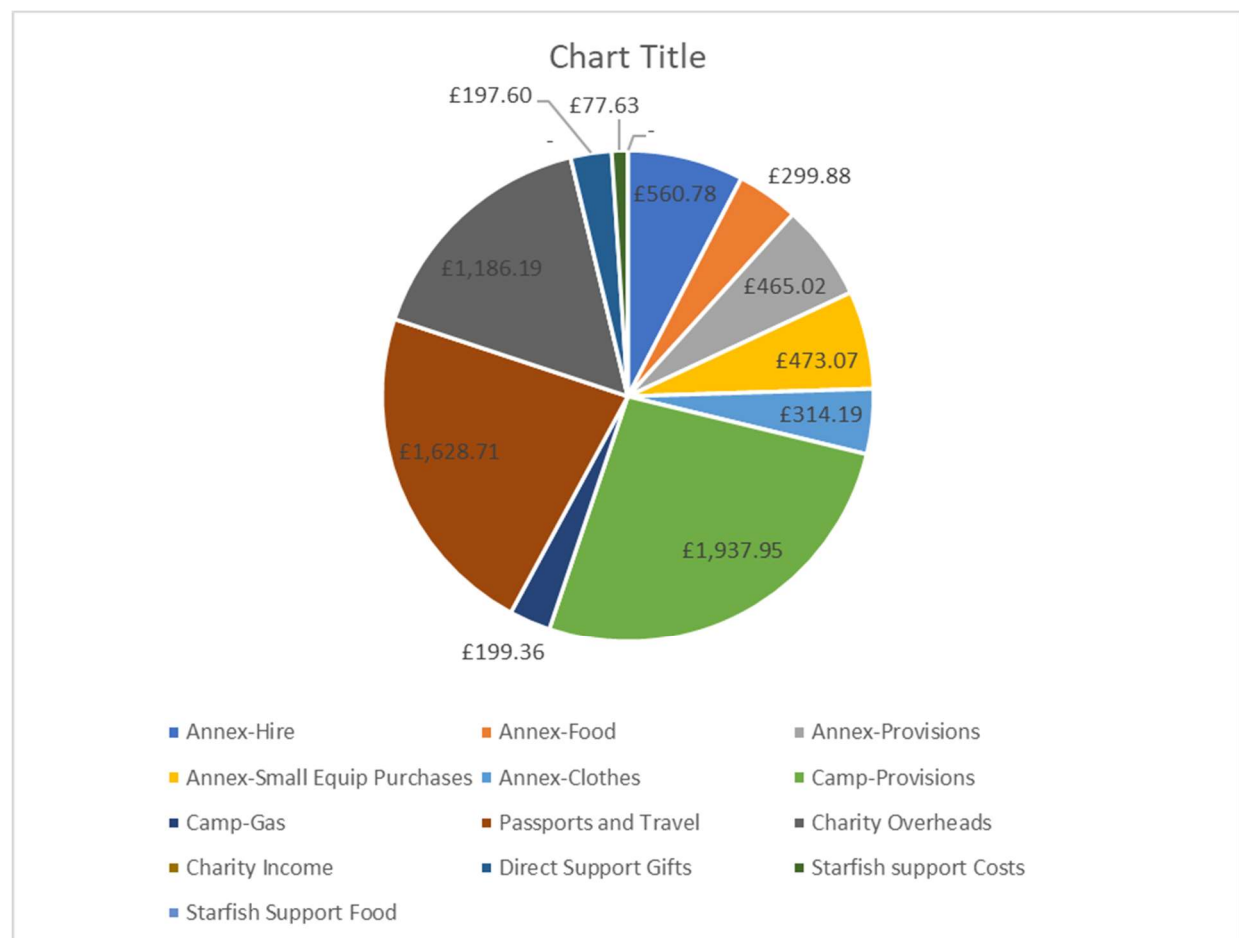
**Category Spending Year 2021 date totalling: £7,340.38**

**Showing cost (£) followed by percentage of expenditure.**

**Ending balance on 31/12/2021: £6,775.47**

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## Other operational information




We continue to talk as a board of trustees to find ways to grow and expand our existing services in line with the needs to the Town and people we come in to contact with.

We continue actively seek other forms of income (such as additional grants) to help facilitate the work that is completed.

## Declaration

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

Signed on behalf of the charity's trustees.

Signature		Name	Nadine Forde	Date	29/01/22
Signature		Name	Andrew Forde	Date	29/01/22
Signature		Name	John Jones	Date	29/01/22
Signature		Name	Lel Mfazwe	Date	29/01/22

**Chapter15 Accounts Overview**

2021

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
Openning balance	£753.21												
<b><u>Income</u></b>													
Charity Income	-	-	-	£1,700.00	-	-	£1,900.00	£2,000.00	£300.00	£16.36	£7,446.28	-	£13,362.64
Total	-	-	-	£1,700.00	-	-	£1,900.00	£2,000.00	£300.00	£16.36	£7,446.28	-	£13,362.64
<b><u>Expense</u></b>													
Charity Overheads	-	-	-	-	-	£311.76	£146.14	£609.56	-	-	£118.73	-	£1,186.19
Annex-Hire	-	-	-	-	-	-	-	-	-	£152.94	£305.88	-	£458.82
Annex-Food	-	-	-	-	-	-	-	£48.02	£6.00	£131.61	£74.03	£40.22	£299.88
Annex-Provisions	-	-	-	£45.24	-	-	-	£348.97	£17.67	£28.89	£24.25	-	£465.02
Annex-Small Equip Purchases	-	-	-	-	-	-	£70.69	£151.28	-	-	£251.10	-	£473.07
Annex-Clothes	-	-	-	-	-	-	-	£33.49	-	£28.62	£100.64	£9.00	£171.75
Camp-Provisions	£179.73	£218.42	£100.00	£9.00	£24.90	-	£550.09	£666.28	-	£1.75	£74.21	£113.57	£1,937.95
Camp-Gas	£27.00	£61.75	-	-	-	-	£21.35	£24.02	£33.25	-	£31.99	-	£199.36
Passports and Travel	-	-	-	-	£365.15	-	£804.90	£204.01	£254.65	-	-	-	£1,628.71
Direct Support Gifts	-	-	-	-	-	£17.50	-	-	-	-	-	£257.73	£275.23
Starfish support Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Starfish Support Food	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	£206.73	£280.17	£100.00	£54.24	£390.05	£329.26	£1,593.17	£2,085.63	£311.57	£343.81	£980.83	£420.52	£7,095.98
Monthly balance	£546.48	-£280.17	-£100.00	£1,645.76	-£390.05	-£329.26	£306.83	-£85.63	-£11.57	-£327.45	£6,465.45	-£420.52	£7,019.87
Running balance	£546.48	£266.31	£166.31	£1,812.07	£1,422.02	£1,092.76	£1,399.59	£1,313.96	£1,302.39	£974.94	£7,440.39	£7,019.87	£7,019.87