



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 December 2021 To 30 November 2022

Charity name: Comfort C.A.F.E.

Charity registration number: 1188833

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>1) For the public benefit, the prevention or relief of poverty in the Blackpool Borough Council area by the provision of food, items, advice, information and support to people aged 18 and over who are living in poverty as a result of homelessness, being at risk of homelessness (by virtue of being vulnerably housed) and financial hardship.</p> <p>2) To promote social inclusion for the public benefit by preventing people who are aged 18 in the Blackpool Borough Council area from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.</p> <p>For the purpose of this clause 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a socially and economically deprived community.</p>
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	<p>Comfort C.A.F.E. runs a weekly public drop-in session at St.Thomas's Church Hall in Counce Street, Blackpool. Those attending are befriended and served with a hot meal, a drink and takeaway sandwiches and snacks. We have known for a long time that many of our community struggle to feed themselves properly between payment of wages or benefits. In particular there are no soup kitchens available mid-week, and this is a particularly lean time. The situation has got worse with the current economic situation and shows no signs of improving. To address this, we set up the 'Food Tomorrow' project, supported by grants from Blackpool Council, the Cheshire Community Foundation and the D.J. Sidebottom/Glasdon Charitable</p>

		<p>Programme. The project provides parcels of non-perishable foodstuffs over the Winter period.</p> <p>The average weekly attendance is around 80 people of various ages, gender, family situation and employment status.</p> <p>During the year we saw a steady rise in the number of people attending our sessions who had no permanent residence. This includes rough sleepers, people 'sofa-surfing', and those in B&B and hostel accommodation. Where funds allow, we provide sleeping bags, warm clothing, personal hygiene supplies and clean underclothes.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The charity has complied with its duty to have due regard to the Charity Commission's public benefit guidance when exercising powers or duties to which the guidance is relevant.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not make grants but provides items of food and clothing etc. in kind.
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	All activities of the charity are performed by unpaid volunteers.
Other		<p>Comfort C.A.F.E. has facilitated the attendance of NHS teams to provide Covid and Influenza vaccinations to people who might otherwise not have received it.</p> <p>Comfort C.A.F.E. has facilitated the attendance of a Wellbeing Councillor at weekly sessions that has been funded by the charity ASHAR (Bringing Hope).</p> <p>We welcome the occasional attendance at our sessions by the charity 'Hope for Justice' who have briefed volunteers on watching for signs of Modern Slavery and spoken to people attending weekly sessions.</p> <p>We have also welcomed representatives of the charity 'UR Potential' to speak to people attending sessions about how to move closer to getting employment.</p>

Achievements and Performance

	SORP reference	
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.	Para 1.20	Comfort C.A.F.E. has run the weekly sessions described above, helped people on low incomes to feed themselves and provided friendship and, via our Wellbeing counsellor, wellbeing advice. We also refer people to other organisations for help and advice as appropriate.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have met all objectives for the year.
Performance of fundraising activities against objectives set	Para 1.41	We have raised more than sufficient funds to meet our objectives during the year from a mixture of regular donations, one-off donations from local churches and organisations, and grants.
Investment performance against objectives	Para 1.41	The charity has made no specific investments and operates with a basic bank account to handle donations and pay for operational expenses.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the start of the year Comfort C.A.F.E. had funds of £17,206. The bank balance of the charity at the end of the year was £28,980 which was carried forward to the 2022/2023 financial year. This includes Restricted Funds of £14,464 to be used for the 'Food Tomorrow' project during 2022/2023.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity trustees review the accounts at each meeting and aim to retain reserves sufficient to pay for our rent and core services for a period of 6 months.
Amount of reserves held	Para 1.22	£3,000
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

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	The charity has a number of supporters who make regular monthly donations with many others making one-off donations. Fund-raising events have been held by a number of local churches and we have received grants from Blackpool Council, the Assura Community Fund and the D.J. Sidebottom/Glasdon Charitable Programme.
Investment policy and objectives including any social investment policy adopted	Para 1.46	All funds are kept in a Cooperative Bank charity account. There are no other investments and no plans to make any.
A description of the principal risks facing the charity	Para 1.46	No specific risks but we are dependent on our supporters and volunteers.
Other		As a provider of food, Comfort C.A.F.E. is inspected by the Local Authority and was awarded a Five Star food hygiene rating on 29 November 2022. Food is prepared and labelled in accordance with Food Allergy and Intolerance guidance issued by the Food Standards Agency, including labelling pre-prepared items like sandwiches for the presence of allergens.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution approved by the Charity Commission
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
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	<p>(1) 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.</p> <p>(2) 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.</p> <p>(3) Eligibility for trusteeship</p> <p>(a) Every charity trustee must be a natural person.</p> <p>(b) No individual may be appointed as a charity trustee of the CIO:</p> <ul style="list-style-type: none"> if he or she is under the age of 16 years; or if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)] of the Constitution. <p>(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.</p> <p>(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.</p>

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 volunteers are provided with copies of all policies and procedures and their duties are explained to them.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is managed by the Board of Trustees. A Kitchen Manager, who has a Level 2 Food Hygiene and Safety for Catering certificate, is appointed to supervise all matters relating to food preparation.

Relationship with any related parties	Para 1.51	Comfort C.A.F.E. works closely with the Blackpool Food Bank, St. Thomas's Church and attends forums organised by Blackpool Council
Other		

Reference and Administrative details

Charity name	Comfort C.A.F.E.
Other name the charity uses	New Comfort Zone
Registered charity number	1188833
Charity's principal address	C/O 19 Ulverston Crescent Lytham St. Annes Lancashire FY8 3RZ

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	Gwen Cross	Secretary		
2	Brian Watson	Treasurer		
3	Sian Livesey			
4	Justin DeRizzio-George			
5	Valerie Wilcox		1 December 2021 to July 2022	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
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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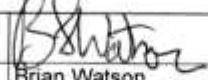
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gwen Cross	Brian Watson
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	20 March 2023	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Comfort C.A.F.E.

No (if any)

1188833

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01-Dec-21		30/11/2022

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					
One-off Donations	5,132	-	-	5,132	11,629
Regular Donations	4,647	-	-	4,647	3,884
Grants (Food Tomorrow project)	-	20,900	-	20,900	-
Miscellaneous	214	-	-	214	1,693
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	9,993	20,900	-	30,893	17,206
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	9,993	20,900	-	30,893	17,206
A3 Payments					
Food purchase	3,831	-	-	3,831	3,534
Clothing purchase	361	-	-	361	575
Office Expenses and postage	317	-	-	317	1,982
Sleeping bags etc	1,056	-	-	1,056	598
Toiletries	85	-	-	85	158
Rucksacks	445	-	-	445	290
Rent and Insurance	1,967	-	-	1,967	1,955
Misc. (inc. Covid) Expenses	2,854	-	-	2,854	2,321
Food Tomorrow Project	83	6,435	-	6,518	-
Sub total	10,999	6,435	-	17,434	11,413
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	10,999	6,435	-	17,434	11,413
Net of receipts/(payments)	- 1,006	14,465	-	13,459	5,793
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,521	-	-	15,521	-
Cash funds this year end	14,515	14,465	-	28,980	5,793

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	Bank Account	14,681	14,299	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	14,515	14,465	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

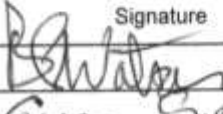

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	BRIAN WATSON	20/03/23
	GWEN CROSS	20/03/23

Independent Examiner's Report to the Trustees of the Comfort C.A.F.E. Trust

I report to the trustees on my examination of the accounts of the Comfort C.A.F.E. Trust (the Trust) for the year ended 30 November 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

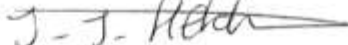
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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: 

Name: JOSHUA JAMES FLETCHER

Relevant professional qualification or membership of professional bodies (if any): DipFA

Address: 16 Solhem Avenue, Wyberton, Boston, PE21 7DA

Date: 22/03/2023