



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 01/07/2021 **Period start date** **To** 30/06/2022 **Period end date**

**Charity name:** Helping Caring Team

**Charity registration number:** 1189021

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>For the public benefit for the relief of the suffering of vulnerable and homeless people of Newport and South East Wales. By providing an outreach service and a food bank that supplies food, essential items, funding for emergency accommodation and an advocacy service to help with access to services and agencies that can improve their</b>
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	<b>Providing humanitarian aid in the form of food, food bank, baby bank, clothes, tents and sleeping bags, toiletries and items required when transitioning to accommodation. Providing food parcels by delivery to those in need. Providing an advocacy service to help to improve lives.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>HCT work with regard to the guidance published by the Charity Commission on public benefit.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>

Contribution made by volunteers	Para 1.38	All the activities of HCT are carried out by 15 volunteers who commit between 4-30 hours a week. These activities include collecting and redistributing food from our food bank and other essential items to vulnerable people across Gwent. Running an outreach service to street homeless and those housed in temporary accommodation in Newport City centre and CCBC area. Collaborating without partners and sponsors. Co-ordinating fundraising activities, including grant applications. Managing the charity's social media and website interests. All governance, compliance and accounting functions.
Other		

## 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	<p>HCT has provided 50-80 hot meals to the vulnerable on a weekly basis, 25-50 food parcels weekly, dozens of sleeping bags, tents, clothes, shoes and other items.</p> <p>HCT has funded microwaves, kettles, toasters and items of bedding to those moving into more permanent accommodation. HCT has advocated for numerous people to help them secure the medical, housing and benefit help they require. We have established food and baby bank, that opens in the evening as well as day time to meet the needs of working people in poverty. We have delivered food parcels to those to whom a food bank is not accessible. We have funded and organised cookery classes on a budget. Run a "Pop up prom" shop to make the school prom affordable. We have held coffee mornings at our food bank for various community groups. We collaborate with the local council, social services, housing authorities and other charities to advocate and help to improve the lives of our beneficiaries. We have organised a Xmas present scheme and made sure the children of 100 families in poverty had new presents for Christmas.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Apart from our standard objective of delivering humanitarian aid to those in need in South East Wales, HCT has moved to a new more accessible and visible base to run our operations and opened a new food bank. We have purchased a second van to enable the expansion of our activities.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Post pandemic, fundraising is starting to get going again and we have held s small number of events. HCT has continued with clothes recycling and operating a small society lottery. HCT continues to attract private donations and grant funding.</b>
Investment performance against objectives	Para 1.41	<b>N/A</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Cash funds amount to £22,494 HCT has no assets. Which includes £12,563 of unrestricted funds.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The only reserves held are those that are restricted and pertain to grant funding received and private donations with a restricted purpose.</b>
Amount of reserves held	Para 1.22	<b>£9,931</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### 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	<b>HCT has four principles sources of funding, Grant funding (£21,982), private donations (£20,691), weekly small society lottery (3,163) and clothes recycling (£5,780).</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>HCT does not have an investment policy.</b>
A description of the principal risks facing the charity	Para 1.46	<b>Inability to attract funding to fund everyday running costs. Most grant funding bodies fund capital costs and not everyday revenue costs.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated association</b>
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	<b>Election to post annually.</b>

### 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	<b>HCT follow the Charity Commission guidance (CC3).</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Trustees undertake strategic and key accounting decisions along with personnel decisions. With respect to policies and procedures held by the charity. Day to day operational decisions are undertaken by key volunteers under the guidance of the trustees.</b>
Relationship with any related parties	Para 1.51	<b>HCT has working relationships with local authorities with respect to improving the lives of our beneficiaries. With local businesses such as supermarkets and other food outlets and with other local charities to ensure efficiency in our objectives.</b>
Other		

## Reference and Administrative details

Charity name	Helping Caring Team
Other name the charity uses	HCT
Registered charity number	1189021

Charity's principal address	28 Bridge Street, Blackwood, Caerphilly, NP12 1AX.

### 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	Hayley Thomas	Chair		
2	Rhian Rogers		Jul 21-Feb 22	
3	Adele Delaney	Secretary		
4	Ceri Waters			
5	Louise Woodgate	Treasurer		
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		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		



## Funds held as custodian trustees on behalf of others

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

### 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

N/A
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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)

	
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Full name(s)

Louise Woodgate	
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Position (eg  
Secretary, Chair, etc)

Treasurer

Treasurer	
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Date

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Table 1

	HCT (Helping Caring Team)					1189021		
	Receipts and payments accounts							
	For the period from	Period start date		To	Period end date			
		1st July 2021			30th June 2022			
Section A Receipts and payments								
	Unrestricted funds		Restricted funds		Endowment funds		Total funds	
	to the nearest	£	to the nearest £		to the nearest £		to the nearest £	
A1 Receipts								
Donations	16,839		3,852		-		20,691	
Bonus ball	4,821		-		-		4,821	
Equipment	50		442		-		492	
Stationary	- 0		-		-		-	
Fuel	- 0		-		-		-	
Transport	62		-		-		62	
Misc	317		-		-		317	
Food	- 0		-		-		-	
Events/ Fundraisers	2,348		-		-		2,348	
Clothes	5,780		-		-		5,780	
Raffles	1,217		-		-		1,217	
Grants	2,440		19,542		-		21,982	
Accommodation	- 0		-		-		-	
Training	- 0		-		-		-	
Storage	- 0		-		-		-	
Insurance	- 0		-		-		-	
Household/ electrical	- 0		-		-		-	
Household/ furnishing	- 0		-		-		-	
Household/soft furnishing	- 0		-		-		-	
Mobile phone	- 0		-		-		-	
Donations for sleeping bags	6		-		-		6	
Toiletries	- 0		-		-		-	
Pink Hub	150		-		-		150	
Computer equipment	85		-		-		85	
Pink pantry rent	- 0		-				-	
Pink pantry utilities	- 0		-				-	
					-		-	
Sub total(Gross income for AR)	34,114		23,836		- 0		57,950	
A2 Asset and investment sales, (see table).								
	- 0		- 0		- 0		-	
	- 0		- 0		- 0		-	
Sub total	- 0		- 0		- 0		-	
Total receipts	34,114		23,836		- 0		57,950	
A3 Payments								
Donations	- 0		-		-		-	
Bonus ball	1,658		-		-		1,658	
Equipment	108		2,869		-		2,976	
Stationary	26		-		-		26	
Fuel	1,733		2,417		-		4,150	

Transport	8,397		14,388		-		22,785	
Misc	2,057		1,128		-		3,185	
Food	3,156		2,405		-		5,561	
Events/ Fundraisers	622		-		-		622	
Clothes	674		220		-		894	
Raffles	183		-		-		183	
Grants	- 0		-		-		-	
Accommodation	364		276		-		640	
Training	- 0		504		-		504	
Storage	- 0		-		-		-	
Insurance	53		438		-		491	
Household/ electrical	31		450		-		481	
Household/ furnishing	- 0		1,279		-		1,279	
Household/soft furnishing	- 0		2,311		-		2,311	
Mobile phone	215		140		-		355	
Donations for sleeping bags	- 0		-		-		-	
Toiletries	152		270		-		422	
Pink Hub	1,639		1,355		-		2,994	
Computer equipment	207		534		-		741	
Pink pantry rent	- 0		2,177		-		2,177	
Pink pantry utilities	276		606		-		883	
Sub total	21,551		33,768		-		55,319	
A4 Asset and investment purchases, (see table)								
	- 0		- 0		- 0		-	
	- 0		- 0		- 0		-	
Sub total	- 0		- 0		- 0		-	
Total payments	21,551		33,768		- 0		55,319	
Receipts/(payments)	12,563	-	9,931		-		2,631	
A5 Transfers betw	- 0		-		-		-	
A6 Cash funds las	- 0		-		-		-	
Cash funds this year end	12,563	-	9,931		-		22,165	
Section B Statement of assets and liabilities at the end of the period								
Categories	Details			Unrestricted funds to nearest £		Restricted funds to nearest £		
B1 Cash funds				12,563		- 9,931		
				-		-		
				-		-		
	Total cash funds			12,563		- 9,931		
	(agree balances with receipts and payments account(s))			OK		OK		
				Unrestricted funds to nearest £		Restricted funds to nearest £		
	Details							
B2 Other monetary assets				-		-		
				-		-		
				-		-		
				-		-		
				-		-		
				-		-		

	Details			Fund to which asset belongs		Cost (optional)		
B3 Investment assets						-		
						-		
						-		
						-		
						-		
	Details			Fund to which asset belongs		Cost (optional)		
B4 Assets retained for the charity's own use						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
	Details			Fund to which liability relates		Amount due (optional)		
B5 Liabilities						-		
						-		
						-		
						-		
						-		
Signed by one or two trustees on behalf of all the trustees	Signature				Print Name			
					LOUISE WOODGATE			

	<b>CC16a</b>
<b>Section A Receipts</b>	
	<b>Last year</b>
	<b>to the nearest £</b>
<b>A1 Receipts</b>	
Donations	11,878
Bonus ball	3,919
Equipment	-
Stationary	-
Fuel	-
Transport	-
Misc	112
Food	10
Events/ Fundraisers	-
Clothes	5,501
Raffles	447
Grants	19,749
Accommodation	-
Training	-
Storage	175
Insurance	-
Household/ electrical	-
Household/ furnishing	80
Household/soft furnishing	-
Mobile phone	-
Donations for sleeping bags	50
Toiletries	-
Pink Hub	-
Computer equipment	-
Pink pantry rent	
Pink pantry utilities	
	-
<b><i>Sub total</i>(Gross income for AR)</b>	<b>41,922</b>
<b>A2 Asset and investment sales, (see table).</b>	
	- 0
<b><i>Sub total</i></b>	<b>- 0</b>
<b><i>Total receipts</i></b>	<b>41,922</b>
<b>A3 Payments</b>	-
Donations	37
Bonus ball	2,006
Equipment	225
Stationary	854
Fuel	2,431

Transport	4,926
Misc	9,366
Food	2,968
Events/ Fundraisers	-
Clothes	966
Raffles	-
Grants	2,224
Accommodation	439
Training	628
Storage	230
Insurance	743
Household/ electrical	265
Household/ furnishing	341
Household/soft furnishing	608
Mobile phone	126
Donations for sleeping bags	-
Toiletries	1,013
Pink Hub	1,352
Computer equipment	102
Pink pantry rent	-
Pink pantry utilities	
	-
<b>Sub total</b>	<b>31,851</b>
A4 Asset and investment purchases, (see table)	
<b>Sub total</b>	<b>- 0</b>
<b>Total payments</b>	<b>31,851</b>
<b>eipts/(payments)</b>	<b>10,070</b>
A5 Transfers betw	-
A6 Cash funds las	-
<b>nds this year end</b>	<b>10,070</b>
<b>Section B St</b>	
<b>Categories</b>	<b>Endowment funds</b>
	to nearest £
<b>B1 Cash funds</b>	-
	-
	-
	-
	OK
	<b>Endowment funds</b>
	to nearest £
<b>B2 Other monetary assets</b>	-
	-
	-
	-
	-
	-

	Current value (optional)
B3 Investment assets	-
	-
	-
	-
	-
	Current value (optional)
B4 Assets retained for the charity's own use	-
	-
	-
	-
	-
	-
	-
	-
	-
	When due (optional)
B5 Liabilities	
Signed by one or two trustees on behalf of all the trustees	Date of approval





## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name

**Help Caring Team**

**On accounts for the year  
ended**

**30 June 2022**

**Charity no  
(if any)**

**1189021**

**Set out on pages**

**1-2**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **DD / MM / YYYY**.

**Responsibilities and  
basis of report**

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**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed: *C. Hindley*

Date: 26/03/2023

Name: C. Hindley

Relevant professional qualification(s) or body (if any): N/A

Address: 12 Kirby Close  
Swindon  
SN3 2JE

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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**Give here brief details of any items that the examiner wishes to disclose.**