



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 01/07/2022 **Period start date** **To** 30/06/2023 **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. Run a "Pop up prom" shop to make the school prom affordable. We have had a warm spaces initiative over the winter at our food bank, and two new further new initiatives include a youth group for disabled children and a Men's group to combat loneliness. 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 Newport 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 run a warm spaces initiative during the winter and started a youth group for disabled children and a men's group to combat loneliness.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Fundraising is starting to get going again and we have held a 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>The charity is in a financially stable position and I see no reason why this should change.</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>£0.0</b>
Reasons for holding zero reserves	Para 1.22	<b>HCT has no reserves because it has no long term commitments.</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 (£34,860), private donations (£20,604), weekly small society lottery (£4,667) and clothes recycling (£4,899).</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	Katrina Taylor	Secretary	October 2022 onwards	
3	Adele Delaney	Secretary	July 2022-January-2023	
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

10/11/23

10/11/23
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Table 1

	HCT (Helping Caring Team)			1189021	CC16a
	<b>Receipts and payments accounts</b>				
	For the period from	Period start date	To	Period end date	
		1st July 2022		30th June 2023	
<b>Section A Receipts and payments</b>					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations	16,912	3,692	-	20,604	20,691
Bonus ball	7,121	-	-	7,121	4,821
Equipment	586	-	-	586	492
Stationary	- 0	-	-	-	-
Fuel	- 0	-	-	-	-
Transport	150	-	-	150	62
Misc	836	-	-	836	317
Food	22	80	-	102	-
Events/ Fundraisers	3,049	-	-	3,049	2,348
Clothes	4,899	-	-	4,899	5,780
Raffles	3,402	224	-	3,626	1,217
Grants	- 0	34,860	-	34,860	21,982
Accommodation	- 0	-	-	-	-
Training	- 0			-	-
Storage	- 0			-	-
Insurance	- 0	-	-	-	-
Household/ electrical	- 0	-	-	-	-
Household/ furnishing	- 0	-	-	-	-
Household/ softfurnishing	- 0	-	-	-	-
Mobile phone	- 0		-	-	-
Donations for sleeping bags	- 0			-	6
Toiletries	- 0		-	-	-
Pink Pantry sundries	- 0			-	150
Computer equipment/ software/web hosting	- 0	-	-	-	85
Pink pantry rent	- 0			-	-
Pink pantry utilities	- 0	-		-	-
Starter packs	- 0			-	-
Heat Packs	- 0			-	-
Warm Spaces	- 0			-	-
Youth Club	- 0			-	
Men's group	- 0			-	
Excursions	725			725	
			-	-	-
<b>Sub total(Gross income for AR)</b>	<b>37,702</b>	<b>38,856</b>		<b>76,558</b>	<b>57,950</b>

A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	37,702	38,856	- 0	76,558	
A3 Payments					
Donations	- 0	-	-	-	-
Bonus ball	2,454	-	-	2,454	1,658
Equipment	232	4,469	-	4,701	2,976
Stationary	103	-	-	103	26
Fuel	1,963	1,432	-	3,395	4,150
Transport	4,924	286	-	5,210	22,785
Misc	2,532	1,238	-	3,770	3,185
Food	6,994	8,881	-	15,875	5,561
Events/ Fundraisers	617	679	-	1,296	622
Clothes	913	79	-	992	894
Raffles	867		-	867	183
Grants	- 0	-	-	-	-
Accommodation	1,311	-	-	1,311	640
Training	- 0	-		-	504
Storage	- 0	-		-	-
Insurance/licences	291	-	-	291	491
Household/ electrical	- 0	966	-	966	481
Household/ furnishing	135	92	-	227	1,279
Household/ softfurnishing	- 0	-	-	-	2,311
Mobile phone	945	1,165	-	2,110	355
Donations for sleeping bags	- 0	-		-	-
Toiletries	210	-	-	210	422
Pink Pantry sundries	- 0	146	-	146	2,994
Computer equipment/ software web hosting	90	-	-	90	741
Pink pantry rent	1,919	2,749	-	4,668	2,177
Pink pantry utilities	500	1,449	-	1,949	883
Starter packs	765	1,647		2,412	
Heat Packs	- 0	10,106		10,106	
Warm Spaces	- 0	2,293		2,293	
Youth Club	- 0	4,367		4,367	
Men’s group	131	-		131	
Excursions	250	-		250	
Sub total	28,145	42,045	-	70,191	55,319

A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	
Sub total	- 0	- 0	- 0	-	- 0
Total payments	28,145	42,045	- 0	70,191	55,319
Receipts/(payments)	9,557	- 3,189	-	6,368	2,631
A5 Transfers between funds	- 0	-	-	-	-
A6 Cash funds last year	- 0	-	-	-	-
Cash funds this year end	9,557	- 3,189	-	6,368	2,632

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		9,557	- 3,189	-
		-	-	-
		-	-	-
	Total cash funds	9,557	- 3,189	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
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	
	L woodgate		LOUISE WOODGATE		17/11/23	



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

HCT (Helping Caring Team)

On accounts for the year  
ended

June 2023

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 30/06/2023

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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

17/11/23

Name:

C. HINDLEY

Relevant professional  
qualification(s) or body  
(if any):

Address:

12 KIRBY CLOSE

SWINDON

SN3 2JE

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

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