



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1st	Month May	Year 2022		Day 30	Month April	Year 2023

Section A Reference and administration details

Charity name The Outreach Project at Malvern Book Coop

Other names charity is known by

Registered charity number (if any) 1193041

Charity's principal address 2 St Ann's Road

Malvern

Postcode

WR14 4RG

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	David Comber	Vice Chair		The Board of Trustees
2	Teresa Lehane			The Board of Trustees
3	Sally Quilley			The Board of Trustees
4	Stephanie Jones			The Board of Trustees
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Sally Quilley	September 2023- present
Steph Jones	September 2023-present

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

C.I.O

Trustee selection methods
(eg. appointed by, elected by)

Appointed by Board of Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance education in Malvern and the surrounding areas by providing literacy skills sessions for members of socially and economically disadvantaged communities which offer activities and support to develop individuals' skills and understanding

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Literacy skills sessions for members of socially and economically disadvantaged communities have been held in and around Malvern. Groups include:
 pre-school children and their families,
 pre-school children with speech and language delay,
 pre-school children identified as literacy-deprived,
 young people.

Other activities include:
 donations of books to
 The community Hospital, Malvern,
 Hywel Grange Prison, Worcestershire.
 The Children's Centre, Upton.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The work of The Outreach Project continues in four areas: Toddler Tales, Malvern Community Hospital, LGBTQ+ Cube group and Hywel Prison legacy libraries. Due to the changing nature of the participants in each of these areas it is impossible to give an exact number of people we are reaching. However, as the prison has a population of 1800, the community hospital has 12 beds in use by many patients throughout the year and between 10-14 people attend Toddler Tales each week we are able to demonstrate that we are helping a significant number of people across the whole community.

Summary of the main achievements of the charity during the year

Literacy skills sessions for members of socially and economically disadvantaged communities have been delivered in and around Malvern. We have provided services for local families, preschool children and young people, three legacy libraries have been established.

Section E

Financial review

Brief statement of the charity's policy on reserves

The policy of the trustees is to use funds for the benefit of the local community. Reserves are only kept to ensure sufficient funds for responsible closing down of the charity should that situation arise: one month's costs.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In this financial year the charity was funded by Malvern Book Cooperative who granted £2696 and The Malvern Town Council Mayor who granted £1969.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		



Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/05/22		30/04/23

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	1,348				
	1,989	-	-	1,989	-
	1,348	-	-	1,348	-
	5	-	-	5	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	4,690	-	-	Cross Add Error	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,690	-	-	#VALUE!	-
A3 Payments	3,366				
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	3,366	-	-	Cross Add Error	-
A4 Asset and investment purchases, (see table)					
	1,146	-	-	1,146	-
	-	-	-	-	-
Sub total	1,146	-	-	1,146	-
Total payments	4,512	-	-	#VALUE!	-
Net of receipts/(payments)	178	-	-	#VALUE!	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	178	-	-	#VALUE!	-

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		178	-	-
		-	-	-
		-	-	-
	Total cash funds	178	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets				
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities				
			-	-
			-	-
			-	-
			-	-

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

Signature

Print Name

Date of
approval
