



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	30	April	2024		30	April	2025

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)

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	Stephanie Jones	Chair		The Board of Trustees
2	David Comber	Vice chair		The Board of Trustees
3	Teresa Lehane	Secretary		The Board of Trustees
4	Sally Quilley	Treasurer		The Board of Trustees
5				
6				
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13				
14				
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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

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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.

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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 and resources for members of socially and economically disadvantaged communities which offer activities and support and resources to develop individuals' skills and understanding in literacy.

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,
parents and carers of preschool children.

Other activities include:

donations of books to
Malvern Foodbank
Hywel Grange Prison, Worcestershire.

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.

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 approximately 60 families, preschool children and young people. Legacy libraries serve communities totalling more than 2000 people. Legacy libraries of books have been given to the Children's Centre, the Community Hospital and Hywel Grange Prison.

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.

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)

Tracy Kelly-Freer

Full name(s)

Tracy Kelly-Freer

Position (eg Secretary, Chair, etc)

Co-ordinator

Date 02/02/26



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
The Outreach Project at Malvern Book Cooperative	

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	4/30/24		4/30/25

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					
	4,000	-	-	4,000	-
	60	-	-	60	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	4,060	-	-	4,060	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,060	-	-	4,060	-
A3 Payments					
	3,535	-	-	3,535	-
	365	-	-	365	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	3,900	-	-	3,900	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,900	-	-	3,900	-
Net of receipts/(payments)	160	-	-	160	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	160	-	-	160	-

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		-	-	-
		-	-	-
		-	-	-
	Total cash funds	160	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	pp David Comber pp Steph Jones	David Comber Stephanie Jones	02/03/26 02/03/26	