



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From

Period start date 1 April 2022

To

Period end date 30 March 2023

Charity name: HORNCASTLE CRISIS SUPPORT TEAM

Charity registration number: 1194472

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To relieve financial hardship in Horncastle and local small villages by providing food parcels, issuing grants of money for unmet needs, providing information on support services and other activities as agreed by the trustees.
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	We operate a foodbank, run our own small grants scheme, administer a small grant scheme on behalf of Horncastle Health & Wellbeing, using ringfenced funds. We also run a regular drop-in advice service, signposting to other forms of support and assisting with advice and information.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We provide small grants to relieve financial hardship in Horncastle and surrounding villages. A grant making policy has been developed to guide current decision making.
Policy on social investment including program related investment	Para 1.38	N/A

Contribution made by volunteers	Para 1.38	We rely on volunteers to run our charity and most activities are carried out by locals. They provide excellent support, to ensure we support those in need within the community.
Other		N/A

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	We have delivered 335 standard 5 day food parcels during the financial year. These supported 854 adults and 315 children. We also sent out Festive Parcels at Christmas to 297 individuals. These contained festive foods, crackers and donated gifts. Ensuring everyone in our community was able to celebrate. We provided 18 small grants, from our own funds. These covered items such as white goods, school uniform and our Home Starter packs, for those moving into accommodation with very limited possessions. We continue to publicise these grants to professionals working with local families. Working with Horncastle Health & Wellbeing Fund, we were able to administer 13 further grants for people in the district suffering from health related conditions. 24 supermarket vouchers were issued on behalf of ELDC for the Household Support Fund. We continue to send out Service updates to our referral partners, outlining the assistance we can provide. We also have a website and run facebook pages with over a thousand followers.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against	Para 1.41	We continue to update and where necessary implement new policies, around the work undertaken by our
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objectives set		team. We are active members of East Lindsey Food Bank Collective, regularly attending meetings with other food charities in the district. Through which, we are able to offer support, advice and work collaboratively to ensure we maintain our ability to run efficiently.
Performance of fundraising activities against objectives set	Para 1.41	Income form all sources, including grants and donations are in line with our running costs.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity has a stable financial position, with funds available to be rolled over into the next financial year, in support of general activities and also specific projects.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold reserves against our forecast levels of future activity to ensure that we can continue to support our local community to the best of our abilities, over the next financial year. Our reserves policy is to hold at least £9000.00. Due to an increase in demand as inflation and cost of living affects our community we continue to hold a higher level of reserves. This ensures that we can continue to purchase extra food stock, as community donations into supermarket drop-off points no longer cover our needs.
Amount of reserves held	Para 1.22	£18508.56 (unrestricted funds)
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going	Para 1.23	N/A

concern		
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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	Principle sources of funding for this financial period, included private & corporate donations, grants and fundraising donations from organisations such as churches and community groups.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	We continue to maintain a risk register and continue to monitor 4 principle areas of risk; Strategic, Financial, Operational & Stakeholder. This is a recurring agenda item at our trustee meetings and we are comfortable with the current risk levels in all areas.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
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	Apart from the founding members, every trustee is appointed by a resolution passed at a properly convened meeting of the trustees. In selecting individuals for appointment, the trustees have regard for the skills, knowledge and experience required for the steering and administration of the CIO.

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	We have a code of conduct and safeguarding policy, signed and acknowledged by the volunteer as part of the induction process. Additional policies are also shared as
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		appropriate for the role, such as Safety, lone working and GDPR.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Horncastle Crisis Support Team
Other name the charity uses	Horncastle Support Team / Horncastle Community Larder
Registered charity number	1194472
Charity's principal address	c/o Community Centre Manor House Street Horncastle LN9 5HF

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	Sarah Buik	Treasurer		Trustee Board
2	Isabel Forrester			Trustee Board
3	Trevor Forrester			Trustee Board
4	Fiona Martin			Trustee Board
5	Paul Scott	Chair		Trustee Board
6	S. Amanda Eastwood			Trustee Board
7				

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

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)

Paul Scott

**Position (eg Secretary,
Chair, etc)**

Chair

Date

13th February 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Horncastle Crisis Support Team

1194472

Receipts and payments accounts

CC16a

For the period
from

Period start date
01.04.2022

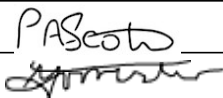
To

Period end date
30.03.2023

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					
Grants	4,832		-	4,832	-
Donations	14,496	-	-	14,496	-
	-		-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total(Gross income for AR)	19,328	-	-	19,328	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	19,328	-	-	19,328	-
A3 Payments					
Food larder	8,113	-	-	8,113	-
Grant awards	7,783	-	-	7,783	-
Misc	500	-	-	500	-
Home starter pack	491	-	-	491	-
Deliveries	418	-	-	418	-
Governance	35	-	-	35	-
Insurance	168	-	-	168	-
Projects	6,012	-	-	6,012	-
Rent	210	-	-	210	-
Marketing & Comms	229	-	-	229	-
Sub total	23,959	-	-	23,959	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	23,959	-	-	23,959	-
Net of receipts/(payments)	- 4,631	-	-	- 4,631	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,410	1,271	-	18,681	-
Cash funds this year end	12,779	1,271	-	14,050	-

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	20,050		-
		-	-	-
		-	-	-
	Total cash funds	20,050	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	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
			Paul Scott	13.02.2024
			Trevor Forrester	13.02.2024