

# **Trustee's Report to the Charity Commission**

## **Loving Hands Outreach Team – Year 1 of Charitable Status**

### **Aims and Purposes**

Loving Hands Outreach Team was established to relieve poverty for those living in the community of the Metropolitan area of Kirklees.

### **Objectives and Activities**

The group was established during the Covid-19 pandemic in 2020, to deliver essential food and household items to vulnerable people and families. Charitable status was awarded in June 2021 and our work continues within the current uncertain economic climate. Data from the Kirklees Observatory, 2023 indicates a severe level of poverty in the Kirklees area. The Index of Multiple Deprivation (IMD) 2019 is the official measure of relative deprivation for small areas (or neighbourhoods) in England, indicates that 42% of neighbourhoods within Kirklees fall into the top 30% deprived areas within the local authority and within North Kirklees, where the majority of our service users reside, this number increases to 57%.

Food parcels are delivered by a team of volunteers to the beneficiary's home address. These packages typically contain essential foods and household items such as tinned and packaged foods, cereal, bread milk and eggs. Most importantly, to support health and well-being, fresh fruit, vegetables and dairy products such as cheese and yoghurts are now included. Wherever possible items such as toiletries, nappies and other baby items are also supplied.

Additional support is provided via the signposting of other services, such as mental health charities or helplines, other food banks, baby banks, or other charities working to reduce poverty. Families who require small items of second-hand furniture and other household items, such as bedding, kitchen equipment and clothing are supported on an ad hoc basis, where items can be donated from the local community.

All of the support provided is funded through grants, fundraising activities and the collection of donations from local retailers and the community.

When planning activities for the year the trustees have considered the Commission's guidance on public benefit and, in particular guidance for charities specifically set up for the relief of poverty. Appropriate criteria are used for guidance in selecting beneficiaries requiring support, ensuring that the assistance given to individuals is no more than that actually required to relieve their need. For example, those who receive universal credit, or other relevant state benefits (working with consent under GDPR). It should be noted that those in poverty, or at risk of being in poverty typically means households who go short in some unacceptable way. This includes people who, despite working, still fall into this category and people who may qualify for assistance from a poverty charity whether or not they are eligible for state benefits.

## **Achievements and Performance**

### *Food Bank Service Development*

Our service has developed from providing a basic selection of tinned and packaged foods to now include fresh fruit and vegetables and dairy products. This has been facilitated by increasing success in applying for and receiving funding through grant applications during the reporting period. This included a £10,000 grant from The National Lottery Community Fund, plus smaller grants from One Community, Locala and Kirklees Third Sector Leaders amongst others. We are also now able to supplement our fresh food offering via a subscription to Fare-Share Yorkshire, a charity supplying 125kg of fresh surplus food per week, sourced from major retailers and food manufacturers.

### *Education*

Early in 2022 we distributed a questionnaire to one hundred families, asking them about our service and what they wanted to achieve in the longer term for their families. We established that many families lack cooking knowledge and basic budgeting skills and want to provide better food for their children. Many have poverty-related health issues and struggle for ideas on how they can increase their health and well-being with diet and nutrition. Regular discussions with other charities and services in the community confirmed that provision of food alone will not solve the long-term poverty and health crisis in the community. Education is needed for those who would like to help themselves but need inspiration and support to do so. We applied for funding from Locala Health Visitor service and successfully ran a 6-week pilot cookery course teaching the preparation of basic, cheap and healthy recipes. We have monitored the outcome of our classes using a participant questionnaire and discussion group and were pleased to learn that those participating now are less reliant on food support from ourselves and other services. We are now extending the programme into 2023-24.

## Financial Review

The current cost-of-living crisis has led to a significant increase in the number of households requesting our support. Referrals have been made through schools, health visitors, social workers and self-referrals via our Facebook page.

Data for the reporting period indicates that we regularly supported 398 adults (up 67% year-on-year), 392 children (up 73%) and 166 families (up 60%), plus 154 smaller households without children (up 67%).

In the period prior to registration with the Charity Commission food costs were approximately £580 per calendar month, at the end of the reporting period this monthly expenditure had increased by 88%. This was a function of the increase in number of households requesting support, an increase in the quantity and quality of food supplied per household, with more fresh fruit, vegetables & dairy products. In addition, there were increased costs associated with food and fuel inflation, plus the addition of a quarterly subscription to the Fare-Share Yorkshire service.

### LOVING HANDS OUTREACH TEAM

#### FINANCIAL STATEMENT FOR THE PERIOD 17<sup>TH</sup> JUNE 2021 – 30<sup>TH</sup> SEPTEMBER 2022

The balance of unrestricted funds carried forward into the next financial year is £16,076.57.

Accounts are provided for the period from registration with the Charity Commission on the 17<sup>th</sup> of June 2021 to our financial year end of 30<sup>th</sup> September 2022. Henceforth, in subsequent years our report to the Charity Commission will cover a 12-month period to the end of September.

#### RECEIPTS & PAYMENTS ACCOUNT

TRANSACTION TYPE	IN	OUT	Unrestricted Income TOTAL	Restricted Income TOTAL	Direct COSTS	Indirect COSTS	BALANCE
GRANTS, DONATIONS, LEGACIES	33,198.29		33,198.29				
FUND RAISING EVENTS e.g. RAFFLES, COLLECTIONS	2,571.26		2,571.26				
STANDING ORDER	1,303.50		1,303.50				
FEES FOR CHARITABLE SERVICES (NHS)	533.50		533.50				
MISCELLANEOUS	184.40		184.40				
<b>TOTAL CASH RECEIPTS</b>	<b>37,790.95</b>		<b>37,790.95</b>	<b>-</b>			
FOOD		16,928.65				16,928.65	
PACKAGING		413.77				413.77	
CLOTHING, SCHOOL CLOTHES, TOYS, FAMILY EQUIPMENT		693.66				693.66	
FUNDRAISING COSTS		408.00				408.00	
COST OF PROVIDING OTHER CHARITABLE ACTIVITIES		1,965.50				1,965.50	
OFFICE COSTS, LEGAL, TRAVEL AND INSURANCE		1,251.61				1,251.61	
MISCELLANEOUS		53.19				53.19	
<b>TOTAL CASH PAID OUT</b>		<b>21,714.38</b>				<b>21,714.38</b>	
<b>CLOSING BALANCE - verified from bank balance at end of period</b>							<b>16,076.57</b>

### Reserves policy

It is Loving Hands Outreach Team's policy to maintain a balance on unrestricted funds (if possible), which equates to at least three months unrestricted income, equivalent to £4500, to cover food costs for the provision of food parcels.



## Volunteers

The Trustees would like to thank all of the volunteers who work so hard to make the charity able to support so many people in need within the Kirklees community. Volunteers typically help with the collection, packing and delivery of the food parcels and other household items and clothing. Volunteers also assisted at our newly established cookery classes, providing on-site help with childcare for those attending. We are pleased to have recruited five new volunteers from the participants in the cookery class pilot project and they are now helping in the expansion of our cookery classes programme for 2023-24.

## Structure, Governance and Management

The method of appointment of trustees is set out in our governing document. This is based on the Constitution of a Charitable Incorporated Organisation, whose only voting members are its charity trustees.

Management is carried out by the Managing Trustee and Chairperson, the Vice Chairperson and Secretary, and the Treasurer. These members are responsible for making decisions on all matters of general concern and importance to the day-to-day running of the charity, including deciding on how the funds of the charity are to be spent.

The Board of Trustees met five times during the reporting period with attendance of all trustees, including some participating online due to covid-19 concerns. Additional committees were established during this reporting period, allowing the participation of non-trustee volunteers in specific project activities.

## Administrative Information

Loving Hands Outreach Team is situated in Batley, West Yorkshire, the correspondence address is The Old Vicarage, 150 High Street, WF17 6DW.

- **Trustees:**

Managing Trustee and Chairperson – Louisa Margaret Weir

Trustee Vice Chairperson -Barbara Auty (from June 2021 – July 2023)

Trustee and Secretary -Joanne Pudan (from June 2021 – 27<sup>th</sup> July 2022)

Trustee and Secretary – Dr Karen Margaret Wilson (from 27<sup>th</sup> July 2022 – present)

- Treasurer - Wendy Nuttall

- **Newly appointed Trustees** in the next reporting period are:

Paula Cutler (from July 2023)

Helen Louise Poole (from July 2023)

## Independent Examiners Report to the Trustees of Loving Hands Outreach Team Batley, West Yorkshire

I report to the trustees on the accounts for the period 17<sup>th</sup> June 2021 to 30<sup>th</sup> September 2022 which are set out on page 3 of this report.

### 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:

*Roger Tolson*

Date:

*20<sup>th</sup> JULY 2023*

Name:

*ROGER TOLSON*

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

*N/A*

Address:

*25 THIRLMERE ROAD  
DEWSBURY, WEST YORKSHIRE, WF12 7ED*

### Section B

#### Disclosure

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