



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 6	Month January	Year 2022		Day 5th	Month October	Year 2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Mrs. Jean Huntley	Chair	31 st December 2022	
2	Ms.. Heather Thomson		21 st July 2022	
3	Ms. Joanna Hopper	Treasurer	31 st December 2022	
4	Mrs. Elizabeth Pratt		31 st December 2022	
5	Mrs Fiona Nichol		31 st December 2022	
6	Mr Michael Twiss	Secretary		
7	Mrs Judith Twiss	Funding officer		
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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

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Lloyds	Victoria Road, Consett.

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)

CIO

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

Appointed by board of existing 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.

The policies and procedures we follow include our :- Guidelines for conducting Meetings; Trustees Code of Conduct; Guidelines on roles and responsibilities) Chair, Secretary, Treasurer); Financial policy and Financial rules and guidelines; Data protection Policy and Procedure; Safeguarding Policy, Equalities and Opportunities Policy and our overarching governing Constitution.

We have adopted a rigorous checks and measures system of accounting for all monies, packs of hygiene and sanitary items and products donated. To clearly demonstrate our commitment to the Code of Fundraising Practice, from the start of the new year we will be registering with Funding Regulator.

Organisational Structures:- Though we have adopted the traditional structures and key roles and responsibilities for the conduct of our meetings, we embrace a collegiate approach together with a shared set of values, where each of us has the necessary training and materials available to enable each to fulfil another's role. We have a strong team of volunteers to support our endeavours.

Networking:-We "deliver" our packs via local foodbanks, schools, churches and voluntary organisations and have worked closely with our local Area Partnership team, whose guidance and expertise have proven invaluable. We have also enlisted the support of the County Cabinet Member for Social Inclusion and he has ensured that the issue of hygiene poverty is being closely considered by setting up a team to help and support with tackling the issue.

Section C

Objectives and activities

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

To relieve people living in North West Durham and the surrounding area who are in need by reason of their age, ill health, financial hardship or social circumstances in such ways as the trustees shall think fit, with particular focus on providing assistance to those affected by Covid 19 or who are affected by or victim to other disaster, trouble, catastrophe or war.

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)

From the outset we decided that our focus should be centred around the provision of personal and household hygiene and sanitary products to people in need.

Aims |:-

- To distribute our 8 categories of sanitary care and hygiene packs targeting people in need across all age groups:- through food banks, schools, churches and voluntary sector organisations in order to:-
- To make changes to enable people to start "to access their life chances". (from BBC report on the work of the Charity Hygiene Bank)
- To improve the sense of isolation in people emerging from lockdowns due to a major epidemic;
- To alleviate poverty amongst those most in need;
- To improve physical and mental ill health through improving the sense of well-being, self-esteem;
- Reduction of demands on social, welfare and psychological healthcare services;
- To improve the purchasing power of individuals and families in receipt of our packs enabling choice in food purchases etc;

In the planning and compilation of our packs we have kept in mind the Charity Commission's guidance on public benefit.

In this first year of our Charity we agreed to begin our venture through a consultation process with the various voluntary sector organisations and their respective clients in two separate areas through conducting two pilot projects. We sought funding from our local Area Partnership small projects scheme as well as from a Housing association in an adjoining district.

Background -Starting point

Two of us ran the Red Box Project in our area and on the closure of this project following the Government's provision of sanitary products for schools -and just prior to the beginning of the pandemic, we were left with a small fund which we had raised through holding an event in a local pub. On dissolution we transferred this to The Just Love Project. And this helped us to make a start. In addition to this we had some carry over sanitary products. We used the majority of these, through giving several bin bags full of the products to a local endeavour taking a

container for the Ukrainian disaster. We made some trial packs with others - including hygiene products together with the sanitary products for the 30 women imprisoned in Hassockfield IRC. The remainder we left with a local foodbank. We hand -sewed our initial trial bag to determine the size needed to contain the essential products we were including. We questioned friends and family on ideas for contents as well as having recourse to our own experience of working in food banks.

Continuous consultation and paying attention to feedback and reports on the underlying issues underpins the progress and developments we have made to our processes and procedures.

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.

All trustees give their time voluntarily and receive no remuneration or other benefits.

We are extremely grateful to our team of volunteers for their hours of dedicated work: packing, transferring stock, stock keeping, delivering across our area, helping with fund raising and more.

We would also like to thank our local community for supporting us through drop boxes, and all of those venues who have given and those who offered us spaces to work from – freeing up our dining tables and garages!

A special thanks to Leadgate CIU and their committee for giving us storage and packing space free, a place to gather all our stock and resources together and make packing more viable and a more pleasant experience than having to cart materials from venue to venue across the town.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Start up

In addition to the start mentioned above we were given funding from our local Housing association, Karbon Home to enable us to advertise our presence through setting up a web site, getting business cards, our DBS checks and basic office equipment.

Proctor and Gambol staff fund gave us monies to buy our in initial and future consignments of bags (at that stage we had not determined fully what kind of bags these should be though the nature and weight of the products precluded paper bags) and our own prototype suggested a simple cotton bag initially with a small logo in the bottom corner. Our recent award from the Durham Community Council included an extra amount for the fact that our bags are re-usable

We had previously funded a small pilot project with our local foodbanks trialling our feedback questionnaire with the view to seeking support for

two pilot projects. We changed the feedback form on advice from the foodbanks. Needless to say the anecdotal testimony of the volunteers at the foodbanks on the reactions to receipt of the bags was infinitely more moving than the brief comments made by the recipients all of which were very positive.

As a newly formed Charity the Believe Housing Association pilot and the DVP's small project were our first funded projects so everything has been a tremendous learning curve right from Believe's representative's first questionings helped us to focus on issues we had not considered. The feedback forms show that 98% attest to the benefits the packs have made to themselves and their families and to the need for the service. The majority mention the cost-of-living crisis and tell us that alleviating one area of their needs has helped with their budgeting for essentials like fresh food. The family liaison lead for a cluster of schools worked with us to deliver Family, Household, Child and Teen bags to parents of children in the schools

The project has not only given us the opportunity to "test out" our processes and procedures, it engaged us in meeting with other people who are doing amazing volunteering jobs in these difficult times all of whom have been more than willing to share their insights and experiences. The number of people benefitting from this project was c500. An additional result of the survey forms and contact with the foodbank was having brought to our attention the increasing needs of the elderly. Further consultation with other foodbanks on this issue alone led us to including senior male and senior female packs. Having delivered on the amount we requested money for – our money saving purchases saved an additional sum which we gained permission to plough back into that community

The pilot project with DVP AAP small projects "**Youth & Community Consultation**" Project - entailed us working with 3 local food banks, a college and a school.

The total number of bags funded was 150. To achieve sustainability the costings on the bags was done based on taking an average of local supermarket costs. In the event we were able to use a mixture of these including charity providers and local cash and carry outlets to maximise available resources.

The pre-meeting we held with the Deputy Head and the Health and Well-being Lead in the independent school proved to be very moving in terms of the backgrounds and deep needs of many of their students and resulted in our including all 43 of their students in our consultation survey.

Aims of the project together with our overarching aims included

- Helping access to education, leisure, arts for girls (ref. statistics in our Power Point presentation)
- Helping adolescent males in terms of personal esteem, school performance
- Tackling inequalities because of Covid-19, poverty, job loss.

Having delivered this project we were able to make an adequate and accurate assessment of the additionality that our ability to work with Charity providers etc had given and on the initial bid of £996 –we had saved £424 which we asked and received permission to add to the project . We were still delivering till the end of January this year and we

Section D

Achievements and performance

ended the year on a high note. We were successful in our bid to our Local AAP for a more major project **"We'veGotYou"** across our area which has entailed us in delivering 1129 packs to date to local food banks and individuals in need. Together with this we achieved a funding award to extend our activities into another area and are currently delivering to schools Food banks and community groups in Stanley .

Our own fundraising events like our "Elvis night " raised £1523.11 and this together with a donation of c£700 is funding work we are doing with another local charity engaging students from the local academy in packing and delivering bags to schools, youth clubs and community groups over the Christmas period.

Section E

Financial review

Brief statement of the charity's policy on reserves

Currently - none

Details of any funds materially in deficit

Not applicable

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.

Principal Sources of Funding:-

Dissolution of Derwentside Red Box Project

Karbon Homes

Proctor and Gambol Staff Fund

Believe Housing Small Project Fund

Councillor's Small Project Fund DVP

Fund Raising Event Leadgate CIU

DVP Area Action Partnership

County Durham Community Foundation

Tesco Community Grant

Salvation Army and other drop boxes

£700 from a fund raising event from another group

£500 -Project Genesis providing hygiene packs for young people in local sports groups

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Section F	Other optional information
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The BBC report in October 2022 from Ruth Brock of the Charity Hygiene Bank was of particular note to us and provided us with their own insights into situations we had encountered ourselves
“ the report suggests that “ 3.2 million UK adults are affected by so-called hygiene poverty –
“ --- the truth is by the time you're not switching on your heating or you're going to a food bank for food essentials, you have stopped buying essential hygiene products weeks before”
Hygiene Poverty is on the increase and is disproportionately hitting, like everything else, those most vulnerable in our society. “
Recent months have seen the cost-of-living surge and data from the Office for National Statistics shows that the price of toothpaste alone has increased by 8% in the last year.
People are still experiencing and suffering enormous bills especially here in the North.

Section G	Declaration
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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)

Jean Huntley	Joanna Hopper
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Position (eg Secretary, Chair, etc)

Chair	Treasurer
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Receipts and payments accounts

CC16a

For the period
from

06/01/2022

To

05/01/2023

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					
BELIEVE HOUSING	879	-	-	879	-
CLLR KEVIN EARLY	975	-	-	975	-
PROCTOR & GAMBLE	1,000	-	-	1,000	-
KARBON HOMES	985	-	-	985	-
CONSETT HEART CENTRE	20	-	-	20	-
SUE GIBBONS	62				
D MCGURK	10				
LEADGATE CLUB TOMBOLA STALL	223	-	-	223	-
ASDA FOUNDATION TOKENS	300	-	-	300	-
LLOYDS BANK COMPENSATION	155				
J HUNTLEY DONATION	15				
J HUNTLEY DONATION	5				
CASH DONATION	25				
CASH DONATION	10				
RBP FUND INTRODUCED	841	-	-	841	-
Sub total (Gross income for AR)	5,505	-	-	5,505	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,505	-	-	5,505	-
A3 Payments					
Jan-22	200	-	-	200	-
FEBRUARY	100	-	-	100	-
MARCH	122	-	-	122	-
APRIL	748	-	-	748	-
MAY	1,137	-	-	1,137	-
JUNE	310	-	-	310	-
JULY	22	-	-	22	-
AUGUST	313			313	
SEPTEMBER	61			61	
OCTOBER	669			669	
NOVEMBER	237	-	-	237	-
DECEMBER	198			198	
5th JAN 23	33	-	-	33	-
Sub total	4,151	-	-	4,151	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4,151	-	-	4,151	-
Net of receipts/(payments)	1,354	-	-	1,354	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	1,354	-	-	1,354	-

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	PETTY CASH HELD	50	-	-
		-	-	-
		-	-	-
	Total cash funds	50	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
	2 LAPTOP COMPUTERS	KARBON HOMES	300	-
	2 PRINTERS	KARBON HOMES	159	-
	2 COLLECTION BUCKETS	JLP	30	-
	2 LARGE DESKS WITH END DESKS	AGE UK	-	-
	6 BLACK CONFERENCE CHAIRS	AGE UK	-	-
	2 MAGAZINE RACKS	AGE UK	-	-
	VARIOUS CROCKERY AND CUPS	AGE UK	-	-
	SMAL CUPBOARD	AGE UK	-	-
	SELF INK STAMPS	TJLP	37	-
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