



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 23rd	Month Feb	Year 2024		Day 31st	Month Jan	Year 2025

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	Lee Bates			
2	Steve Hodgetts			
3	Sue Warmington			
4				
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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

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

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.

Policies and Procedures

1. Accepting of Equipment and IT Usage Policy
2. Bullying and Harassment Policy
3. Business Continuity Plan
4. Code of Conduct
5. Complaints and Compliments
6. Disciplinary
7. Driving
8. Environmental and Sustainability
9. Equality and Diversity
10. GDPR Data Protection Policy
11. Grievance
12. Health and Safety
13. Lone Working
14. Protection of Adults at Risk
15. Safeguarding Children
16. Safer Recruitment
17. Whistleblowing

Section C Objectives and activities

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

The prevention or relief of poverty. Working with partners such as Local and County Council, Food bank, Hygiene Bank, Citizens Advice Bureau. Making appropriate referrals to the relevant agencies who can provide appropriate support. Referral to in-house services such as employment support, digit IT support, Social Groups.

We will support anyone who accesses our services including children, youth, older people, those experiencing long term health conditions or have a disability.

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)

We provide a holistic approach focusing on 'What Matters to Me'. Services can be accessed via telephone, email or visiting our Helping Hand Café. The aim of our Helping Hand Cafe is Serving Knowledge, Empowering Lives. Community Development. Identifying gaps in community provision, working with Community Groups to develop the community offering of support. Working together with other Community Groups, promoting opportunities and groups that provide local support within the Community.
We provide Volunteering and Work Experience Opportunities. Come and have a chat to us tell us what you are interested in, what skills you have and what you would like to have a go at and we will try and accommodate your request. Whether you can volunteer for 1 hour a week, 1 day a week, 1 day a month we always appreciate the time you give us. Providing a series of Social Activities to help improve people's well-being and reducing Social Isolation. These include walking group, cuppa and chat group, sing for fun group and a craft group. Our Helping Hand Café that is the gateway to these services. Open 7 days a week, with 3 late evenings. Acknowledging that support isn't just 9am to 5pm. This gives those working who may need support access to our service of an evening and weekend. Providing a space for local talent to showcase their talent on a Saturday which in turn gives people somewhere to visit as weekends as this time can be lonely for those who are socially isolated. Providing low-cost food and refreshments at affordable prices for everyone. Our pay it forward scheme is where someone can pay for food and drink for someone else. Tell us what you would like to pay for, we print off the receipt with the items on and place it on a board. Those who are struggling financially or someone homeless for example can look at the board and take the appropriate receipt to the and we will give them those items. Providing a safe space for people to come and obtain the appropriate support they need, including a support group for Tamworth and surrounding areas LBGTQIA+ Community

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.

Volunteers play a key role to the success of Tamworth and Surrounding Areas Helping Hand Charity.

Supported by a small staff team our volunteers help run our Helping Hand Café.

We also support those with learning difficulties giving them an opportunity to learn new skills and play an active part in their community.

In addition, we support those students undertaking Work Experience, giving them an opportunity to experience what working for a charity is like. Given a chance to undertake all task.

Tamworth & Surrounding Areas Helping Hand Charity will apply for grant funding from funders where the criteria match those of the Charity and will help us deliver our objectives.

Summary of the main achievements of the charity during the year

The main achievement in our first year of operation was successfully setting up our Helping Hand Café.

The aim of our Café is Serving knowledge, Empowering lives.

Our Café is not just a 9am – 5pm Café. We are here to help those who need support to improve their general health and mental wellbeing.

We open three late evenings a week and of a weekend meaning those who are working and may need help can come and speak with us outside the normal 9am – 5pm hours.

Signposting to appropriate support such as social groups, exercise groups, Citizens Advice Bureau, substance misuse support groups.

We have a sing for fun group for those living with Dementia that takes place once a week for an hour. Singing helps improve mental health, bringing people together to socialise, provide mutual support to each other.

A walking group meet once a week at our Café. They go for an hour walk and return where we offer a reduced rate on our hot drinks for those who have taken part in the walk. Again, giving them an opportunity after the walk to socialise with friends and maybe have a spot of lunch.

We have a Friday craft group, that meet each week for a couple of hours and make a variety of things and gain if they wish can have some lunch. Learning new skills, making new friends.

On a Saturday we usually have local artist come and perform. Entry is free again encouraging social isolation. Again, many groups don't have any activities of a weekend, and weekends can seem a long while without speaking to anyone.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure.

Details of any funds materially in deficit

We have no deficits

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.

The Charities funding will come from a variety of sources.

Grant funding. Applying for funding that can support and enhance our aims and objectives.

Contract Work. Applying for tenders again that align with our aims and objectives and that give us the opportunity to maintain or even expand our offering.

Self- funding. We aim long term for our Helping Hand Cafe to be self-sustaining covering overheads, all day-to-day costs and staff salaries. In addition, we will hold raffles and general fundraising events throughout the year to raise funds

Business Donations. Promote our services within the local business sector. As well as any financial donation is helpful, practical support such as donating time to help us with a specific task, project or repair or equipment such as stationary. All this is helpful.

Section F

Other optional information

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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Steve Hodgetts	Lee Bates
Full name(s)	Steve Hodgetts	Lee Bates
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	10/10/2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Tamworth & Surrounding Area Helping Hand Charity

1207169

Receipts and payments accounts

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For the period from	23/02/2024	To	31/01/2025
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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					
Community Café Sales	5,230	-	-	5,230	-
Rental Income	244	-	-	244	-
Donations	4,000	-	-	4,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	9,474	-	-	9,474	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	9,474	-	-	9,474	-
A3 Payments					
Community Café Purchases	382	-	-	382	-
Salaries	4,258	-	-	4,258	-
Employer Pension Contributions	60	-	-	60	-
Accountancy	600	-	-	600	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	5,300	-	-	5,300	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,300	-	-	5,300	-
Net of receipts/(payments)	4,174	-	-	4,174	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	4,174	-	-	4,174	-

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 Deposits	4,174	-	-
		-	-	-
		-	-	-
	Total cash funds	4,174	-	-
	(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	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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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	
	Mr Steven Hodgetts	Mr Steven Hodgetts	28/10/2025	