



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2024 Period start date To 31/08/2025
Period end date

Charity name: Cannock Chase Advice Centre

Charity registration number: 1209864

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide non-judgemental, non-discriminatory service of listening, understanding, support and advice for people of the community and surrounding area
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	Advice and help with benefits including the completion of forms especially PIP, AA, Blue Badge and food vouchers, Universal Credit, and housing
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	All staff are volunteers
Other		

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	Many thousands of pounds has been obtained in benefits for clients which means an improvement to their well-being and ability to feed themselves and keep warm especially our vulnerable clients. .

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	None
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£54438
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold £3000 to cover any liabilities in the event of closure of the centre
Amount of reserves held	Para 1.22	£3000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	Cannock Chase Council, Staffordshire County Council
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity		Loss of Grants

	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted
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	Trustees are appointed from Cannock Chase Council and Staffordshire County Council. Others can be appointed by resolution at the AGM

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	Under development
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties		Work closely with Penkmoneywise offering debt management for clients of the centre

	Para 1.51	
Other		

Reference and Administrative details

Charity name	Cannock Chase Advice Centre
Other name the charity uses	
Registered charity number	1209864
Charity's principal address	23 Park Road, Cannock, Staffs WS11 1JN

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	Hyra Sutton	Chair	18/1/2021	
2	Peter Kruskonjic	Vice chair		
3	Sheila Cartwright			
4	Jaquie Prestwood			
5	Martin Murray			
6	Lynn Franklin			
7	Sue Thornley			
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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

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information



Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Susan Searle

Full name(s)

Susan Searle

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

Secretary

Date

CANNOCK CHASE ADVICE CENTRE 1/9/24 - 31/8/25

INCOME

2024/2025

Cannock Council	12,730.00
Misc	400.00
Rotary Club	<u>250.00</u>
Total	13,380.00

EXPENDITURE

Workers' Expenses	6,573.90
Telephone	1,606.80
Electricity	397.79
Gas	928.01
Water	443.12
Rent/Rates	406.79
Insurance	1,431.06
Administration	0.00
Maintenance	1,460.76
Misc	<u>55.00</u>
	13,303.23

Funds @ Beginning of year	Bank	40,993.07
Invoice o/s @ 1/9/24		12,480.00
Income		13,380.00
Less Expenditure		-13,303.23
Unpresented cheque & payments		888.36
Funds @ bank end of year		<u>54,438.20</u>
Including reserve of £3000		

Auditors

Carol Wilkinson



Peter Wilkinson

