



Trustees' Annual Report for the period

Period start date			Period end date		
From	01	01	To	31	12
		2019			2019

Section A

Reference and administration details

Charity name

HANDS TOGETHER LUDLOW

Other names charity is known by

Registered charity number (if any) 1171979

Charity's principal address

52 Broad Street

Ludlow

Shropshire

Postcode

SY8 1NH

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	John Aitken		01/01/2019 – 02/05/2019	
2	Susan Chantler	Chair		
3	Christopher Deaves		02/05/2019 – 31/12/2019	
4	Erica Garner	Co-opted Elected	01/01/2019 – 02/05/2019 02/05/2019 – 31/12/2019	
5	David Harlington			
6	Roy Munton	Treasurer		
7	Michael Day		02/05/2019 – 31/12/2019	
8	Michael Owens			
9	Catherine Pritchard			
10	Kim Stilwell			
11	Janna Vigar			
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

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 association model
Trustee selection methods (eg. appointed by, elected by)	Elected by members of the CIO at the AGM Nominated by the Hands Together board of 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.

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Section C Objectives and activities

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

The relief of people in need living in Ludlow and the surrounding villages, by reason of youth, old age, ill health, loneliness, dysfunctional relationships, disability or financial hardship.

A secondary purpose, or method of achieving the primary purpose, can be defined as follows: The advancement of community development and the promotion of effective and efficient use of existing charitable resources by building a network of volunteers linking to caring agencies and local businesses in order to fill gaps of provision where they occur.

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)

The focus of Hands Together LUDLOW continues to be the relief of people in need. All our work has been supported by many different people in the community providing a variety of roles and services.

Networking not only underpins the referrals we receive but it is a key part of the work of our Project Groups. The concept of Project Groups continues to be a firmly established part of Hands Together LUDLOW. The Food Group (which was started in 2016 to look at all food related activities, particularly related to Lunch Clubs) has developed to encompass healthy eating and minimising food waste. The Technology Group considers problems associated with the increasing delivery of services on-line. Social Inclusion is now a forum for many of our partners to engage with Hands Together LUDLOW as well as becoming a hub connecting activities and opportunities. In addition, a Food Network has been set up, mirroring the Social Inclusion group as a hub for food related issues.

All the work that Hands Together LUDLOW undertakes through its volunteers, project groups and networking is intended for public benefit, through the relief of those in need and through community development. The Trustees have considered the Charity Commission guidance on public benefit and the work of the charity is reviewed at every Trustees meeting to ensure that both current work and future plans are aligned to these aims.

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.

Summary of the main achievements of the charity during the year

Our work among vulnerable people in our community is key to all we do, with referrals continuing to come from several of our partner agencies, alongside an increase in self-referrals. This demonstrates that our name is getting better known in the community.

Overall, we supported people during the year, in a range of different ways from transport and de-cluttering to befriending, shopping and Lunch Clubs. Transport to hospital appointments remains a clear need within the community, together with transport to the Job Centre approx. 8 miles away.

Our name is becoming better known in the community as an established charity working with a wide and increasing network of partners and beneficiaries.

The year can be summarised as follows-

- 769 healthy meals served in an environment that brings socially isolated people together,
- 39 individuals received help, improving their ability to live independently in their own homes
- 2876 hours of volunteer support
- 38 people were provided with a Christmas Day Lunch and entertainment.
- 46 to 67 growth in volunteer base.
- 6 Vulnerable people with no IT skills supported, helping them develop the skills needed to access government online sites and communicate with government agencies electronically.
- Weekly redistribution of food totaling *1730kg over the year from surplus supplies to vulnerable people in need including Food Bank and community lunches. * = estimate based upon weight of food over a random sample of 10 weeks.
- Supplying IT kit & expertise to Ludlow Job Club, supporting 22 long term unemployed people with complex needs through weekly job applications and 11 interviews, helping two people who hadn't had paid work for a combined period of 21 years back into paid employment.
- A part time Food Services Coordinator appointed with the assistance of an 'Awards for All' grant. This has greatly enhanced our ability to redistribute surplus food in the community including, for example, from the Ludlow Food Festival to the Food Bank and lunch clubs.

Hands Together LUDLOW has consolidated during 2019 and this summary provides an overview. Continued growth is anticipated, as is building in resilience and flexibility to meet new challenges and be responsive to changing need in our community.

Section E

Financial review

Brief statement of the charity's policy on reserves

Hands Together LUDLOW aims to keep in reserve enough funds to run the operation for 6 months without receiving any further income.

Details of any funds materially in deficit

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.

Cash held: As of 31st December 2019, Hands Together Ludlow held total cash balances of £49629 of which £22020 was undesignated and available for general expenditure.

Designated funds: These totalled £27609 of which £15514 was to finance a professional evaluation of HTL's aims, achievements and long-term viability.

The annual grant of £10000 from the Methodist District Advance fund is designed to cover the Administrator's salary and £5413 has been carried forward into 2020.

Lottery Community funding of £9100 was secured for a Food Coordinator role and £5876 has been carried forward to 2020.

The achievement of a dedicated fund raiser in securing significant grant funding should enable HTL to continue its progress with a secure financial base.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

S. Upton

Full name(s)

SUSAN CHANTLER

Position (eg Secretary, Chair, etc)

CHAIR

Date

30/7/20



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Hands Together Ludlow

No (if any)
1171979

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2019

To

Period end date
31/12/2019

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					
Methodist District Advance Fund	-	10,000	-	10,000	8,000
Hall Garth Trust	-	6,250	-	6,250	-
Lottery Community Fund	-	9,100	-	9,100	-
Lottery Evaluation	-	15,514	-	15,514	-
Connexus	-	529	-	529	-
Wesleys café	-	-	-	-	1,500
Lunch Clubs	1,757	-	-	1,757	1,440
Sundry Donations	11,299	-	-	11,299	2,298
Sub total (Gross income for AR)	13,056	41,393	-	54,449	13,238
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	13,056	41,393	-	54,449	13,238
A3 Payments					
Staff and Contractor Costs	-	20,390	-	20,390	13,243
Insurance	527	-	-	527	526
Administration and Training	1,471	-	-	1,471	1,065
Promotions	37	-	-	37	376
DBS checks	224	-	-	224	-
Lunch Club Expenses	291	-	-	291	389
Sundries	491	-	-	491	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	3,041	20,390	-	23,431	15,599
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,041	20,390	-	23,431	15,599
Net of receipts/(payments)	10,015	21,003	-	31,018	- 2,361
A5 Transfers between funds	2,706	- 2,706	-	-	-
A6 Cash funds last year end	9,299	9,312	-	18,611	20,972
Cash funds this year end	22,020	27,609	-	49,629	18,611

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	Barclays Bank	21,945	27,609	-
	Petty cash	75	-	-
		-	-	-
	Total cash funds	22,020	27,609	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

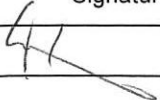
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	DAVID ROY MUNTTON	30/7/20

Hands Together LUDLOW

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2019

2018	INCOME	2018	EXPENDITURE
GRANTS			
8000	METHODIST DISTRICT ADVANCE FUND	10000	
1500	WESLEY'S CAFÉ	-	
	HALL GARTH TRUST	6250	
	LOTTERY COMMUNITY FUND	9100	
	LOTTERY EVALUATION	15514	
	CONNEXUS	529	
9500		41393	
DONATIONS			
1000	BURFORD TRUST	1000	
	MILLICHOPE FOUNDATION	2500	
	RHODDY SWIRE	2500	
	MARCHES FOOD MATTERS	1000	
	LUDLOW METHODIST CHURCH	1000	
	MFG SOLICITORS	1590	
	ROTARY CLUB	460	
	STANDING ORDERS	225	
1268	SUNDRY	756	
2268		11031	
30	START TOGETHER	258	
1440	FRIENDS OF HTL MEMBERSHIP	10	
13238	LUNCHEON CLUBS	1757	
		54449	
		13238	
			20390
		13243	STAFF AND CONTRACTOR COSTS
		526	INSURANCE
		238	ADMINISTRATION AND TRAINING
		265	TELEPHONE
		562	COMPUTER AND SERVICE AGREEMENT
		376	PROMOTIONS
			START TOGETHER
			DBS CHECKS
			SUNDRY
			LUNCHEON CLUBS
		389	
		15599	
		(2361)	EXCESS EXPENDITURE OVER INCOME
			31018
			23431
			54449

BALANCE AT BANK 01/01/19	18398
PETTY CASH	213
EXCESS EXPENDITURE OVER INCOME	31018
	<u>49629</u>

BALANCE AT THE BANK 31/12/19	49554
PETTY CASH	75
	<u>49629</u>

UNRESTRICTED FUNDS AVAILABLE AS AT 31 ST DECEMBER 2019	22020
RESTRICTED FUNDS HELD AS AT 31 ST DECEMBER 2019	27609

BALANCES REMAINING ON INDIVIDUAL RESTRICTED FUNDS	
METHODIST DISTRICT ADVANCE FUND	5413
LOTTERY EVALUATION	15514
LOTTERY COMMUNITY FUND	5876
CONNEXUS JOB CLUB	529
PRIDE OF PLACE	277
	<u>27609</u>

Mc. Bearden
Independent Examiner
14 March 2020

Independent Examiner's Certificate for the Charity's Accounts

Report to the trustees of Hands Together Ludlow on the accounts for the year ended 31 December 2019.

Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to examine the accounts under section 145 of the Charities Act, follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and state whether particular matters have come to my attention.

Basis of independent examiner's statement:

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement:

I have no conflict of interest in relation to this examination.

In my opinion, all relevant disclosures have been made in the financial statements and the trustees have assessed the invoices, bills and commitments outstanding at the end of the reporting period and are satisfied that the charity can settle them as and when they fall due.

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the following requirements have not been met:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act;

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 14 March 2020

Name: M G BEAZLEY MBE, MA, FCMI, C Dip AF (ACCA)

Address: Old Gate House, Old Street, Ludlow SY 8 1NS