



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

**From 1st January 2020 Period start date To 31st December 2020
Period end date**

Charity name: Hands Together Ludlow

Charity registration number:1171979

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The relief of those in need by reason of youth,old age,ill health,loneliness,dysfunctional relationships,disability or financial hardship who are living in Ludlow and surrounding villages.
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	<ul style="list-style-type: none">- We support our communities through:<ul style="list-style-type: none">o The provision, largely through community volunteers, of direct services, resources and activities to individuals and families in needo Working alongside local agencies such as the local council to help develop and implement local planso Working in partnership with a range of organisations. Operationally, many of our activities depend on joint working (for example, surplus food collection), and the distribution of meals requires close working with the Food Bank and local retailerso Supporting other organisations through sharing of good practice, etc.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have been provided with the Charity Commission Public Benefit guides

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	<p>Approximately 200 hours per month</p> <p>In addition to management of the Charity, delivery of day-to-day services includes</p> <ul style="list-style-type: none"> - Helpline - Food collection and delivery - Prescription and grocery collection and delivery - Meal preparation - Befriending - Transport - IT support and training - Employability support - Bereavement support
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	<p>In summary for the year:</p> <p>3585 freshly cooked frozen meals delivered to people who were shielding during the pandemic.</p> <p>48 People who were lonely and isolated were phoned at least weekly by a befriender.</p> <p>1,362 deliveries of shopping, and prescriptions were delivered to people's homes for those who were shielding.</p> <p>During 2020 HTL set up a Community Helpline and received a total of 2042 calls from people who needed help and support during the pandemic. This phone line continues to be answered six days per week.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	

Performance of fundraising activities against objectives set	Para 1.41	Fundraising has been successful, both in achieving emergency funding for covid related activities and in securing longer term funding from the National Lottery for an Operations Manager and Food Services Coordinator.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's financial position is healthy, but requires continuous fundraising for a sustainable future. The finance sub committee meets quarterly and reports to the trustees.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	HTL is working towards holding six months reserves, to cover staff and activity costs.
Amount of reserves held	Para 1.22	£36000

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	There are three pillars to HTLs fundraising strategy. 1. Major funding organisations, such as the National Lottery 2. Local grants and trusts 3. Individual donors
A description of the principal risks facing the charity	Para 1.46	Risks to the charity are detailed in the organisational risk log. The risk log is reviewed and updated quarterly at trustees meetings. The most significant risk identified in 2020 has been potential loss of key staff particularly during the Covid pandemic. In addition to internal risk mitigation processes, the appointment of an Operations Manager in 2021, following a successful application for funding from the National Lottery, should also mitigate that risk.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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 at the AGM by decision of the members. Trustees may also be appointed by the governing body, but must then stand retire at the next 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	Currently in development.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	HTL is led and managed by volunteer trustees. Currently there are 11(maximum 12). Service delivery is by volunteers, supported by a small group of part time staff. The charity is not part of any umbrella group, and is independent.
Other		

Reference and Administrative details

Charity name	Hands Together Ludlow
Registered charity number	1171979
Charity's principal address	52, Broad St., Ludlow 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	Sue Chantler	Chair		
2	Roy Munton	Treasurer		
3	Mike Owens			
4	Cathy Pritchard			
5	David Harlington			
6	Erica Garner			
7	Kim Stilwell			
8	Chris Deaves			
9	Janna Vigar			
10	Michael Day			
11	Ann Sutcliffe		October-December	
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

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

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	SUSAN CHANTLER	DAVID HARRINGTON
Position (eg Secretary, Chair, etc)	CHAIR	
Date	03/06/21	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Hands Together Ludlow

No (if any)
1171979

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/01/2020		31/12/2020



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					
Large National Funders	-	55,850	-	55,850	34,614
Local Funders	14,810	1,897	-	16,707	11,279
Businesses / Organisations	13,042	-	-	13,042	3,050
Individual donations	16,441	-	-	16,441	3,481
Sundries	9,195	-	-	9,195	2,025
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	53,488	57,747	-	111,235	54,449
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	53,488	57,747	-	111,235	54,449
A3 Payments					
Staff and Contractor Costs	-	49,901	-	49,901	20,390
Insurance	528	-	-	528	527
Administration and Training	917	-	-	917	1,732
Evaluation	-	10,000	-	10,000	-
Lunch Club Expenses	152	-	-	152	291
Company at Christmas	145	-	-	145	-
Job Club	-	404	-	404	-
Sundries	241	-	-	241	491
Covid 19 Sundries	6,182	5,514	-	11,696	-
Sub total	8,165	65,819	-	73,984	23,431
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	8,165	65,819	-	73,984	23,431
Net of receipts/(payments)	45,323	8,072	-	37,251	31,018
A5 Transfers between funds	241	241	-	-	-
A6 Cash funds last year end	22,020	27,609	-	49,629	18,611
Cash funds this year end	67,102	19,778	-	86,880	49,629

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	66,919	19,778	-
	Petty cash	183	-	-
		-	-	-
	Total cash funds	67,102	19,778	-
	(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
	S.V. CHANTLER	3/6/21
	D. HARLINGTON	3/6/21

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 2020.

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: 25 March 2021

Name:

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

Address:

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

HANDS TOGETHER LUDLOW INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31/12/2020

BALANCES

BALANCE AT BANK 1 JANUARY 2020	49554	BALANCE AT BANK 31 DECEMBER 2020	86697
PETTY CASH	75	PETTY CASH	183
EXCESS INCOME OVER EXPENDITURE	14023		
EXCESS INCOME OVER EXPENDITURE - COVID	23228		
TOTAL	86880		86880

UNRESTRICTED FUNDS AVAILABLE AS AT 31/12/20
 RESTRICTED FUNDS HELD AS AT 31/12/20
 COVID REMAINING FUNDING
TOTAL

43874
 19778
 23228
86880

BALANCES ON INDIVIDUAL RESTRICTED FUNDS

AWARDS FOR ALL
 METHODIST DISTRICT ADVANCE FUND
 CONNEXUS GROUP JOB CLUB
 CONNEXUS GROUP DIGITAL INCLUSION
 GOOD THINGS FOUNDATION DIGITAL INCLUSION
 PRIDE OF PLACE
 COMPANY AT CHRISTMAS
TOTAL

7933
 9010
 125
 1043
 630
 277
 760
19778

*Mike Beardon
 Independent Examiner
 25 March 2021*

HANDS TOGETHER LUDLOW
INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31/12/2020

2019	INCOME	2020	2019	EXPENDITURE	2020
	LARGE NATIONAL FUNDERS				
9100	AWARDS FOR ALL	10000	20390	STAFF AND CONTRACTOR COSTS	11866
10000	METHODIST DISTRICT ADVANCE FUND	10000		EVALUATION	10000
	LOTTERY COMMUNITY FUND	23850		EVALUATION UNDERSPEND TO COVID	5514
15514	STAFFORDSHIRE COMMUNITY FOUNDATION	12000	527	INSURANCE	528
34614	LOTTERY EVALUATION		395	ADMIN & TRAINING	281
	TOTAL	55850	454	TELEPHONE	293
			622	COMPUTER SERVICES AGREEMENT	
	LOCAL FUNDERS		37	PROMOTIONS	
1000	BURFORD TRUST	2000	369	START TOGETHER	202
6250	HALL GARTH CHARITABLE SETTLEMENT	6000	224	DBS CHECKS	12
2500	MILLICHOPE FOUNDATION	4500		EQUIPMENT	331
	WESTCROFT TRUST	1200		JOB CLUB	404
1000	MARCHES FOOD MATTERS	1110	291	LUNCHEON CLUBS	152
529	CONNEXUS HOUSING GROUP	1267		COMPANY AT CHRISTMAS	145
	GOOD THINGS FOUNDATION	630	122	SUNDRY	39
11279	TOTAL	16707	23431	TOTAL	29767
	LOCAL BUSINESS / ORGANISATION DONATIONS			COVID EXPENDITURE	
	WESLEYS CAFÉ	500		STAFF AND CONTRACTOR COSTS	38035
460	LUDLOW ROTARY CLUB	1000		PULLING TOGETHER WEBSITE & OTHER TECH	475
	SEVERN TRENT COMMUNITY FOUNDATION	4000		FREEZER	310
	NFU MUTUAL FOUNDATION	3164		CONSUMABLES	3494
1590	MFG SOLICITORS	1000		TRAVEL EXPENSES	1903
	MASONIC LODGES	1150		TOTAL	44217
	LUDLOW LECTURES	500			
	NEIGHBOURLY LTD	400			
	VAUGHANS SANDWICH SHOP	500			
	CHURCHILL FOUNDATION	287			
	LUDLOW WOMENS INSTITUTE	50			
	FARESHARE	291			
	CRAVEN ARMS BRIDGE CLUB	200			
1000	LUDLOW METHODIST CHURCH				
3050	TOTAL	13042			
	INDIVIDUAL DONATIONS				
225	STANDING ORDERS	300			
3256	SUNDRY	16141			
3481	TOTAL	16441			
	SHROPSHIRE COUNCIL SOCIAL PRESCRIBING				
1757	LUNCHEON CLUBS	7222			
	COMPANY AT CHRISTMAS	547			
258	START TOGETHER	1426			
10	FRIENDS OF HANDS TOGETHER LUDLOW				
2025	TOTAL	9195	31018	EXCESS OF INCOME OVER EXPENDITURE	14023
				EXCESS OF INCOME OVER EXPENDITURE - COVID	23228
54449	FINAL TOTAL	111235	54449		111235

INCLUDED IN THE ABOVE INCOME IS A TOTAL OF £67445 DONATED IN RESPONSE TO THE COVID-19 PANDEMIC