



Trustees' Annual Report for the period

Period start date		Period end date		
From	6 th	April	2020	To 5 th April 2021

Section A Reference and administration details

Charity name

Take Our Hand

Other names charity is known by

Registered charity number (if any)

1176795

Charity's principal address

10 Sharpe Way

Ormesby St. Margaret

Great Yarmouth

Postcode

NR29 3PT

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	Alex Gough	Chair		
2	John Young	Vice-Chair & Data Protection Officer		
3	Steve Scott-Greenard	Secretary & Finance Officer		
4	Caroline Bull	Trustee		
5	Jodie	Gallagher	15 th June 2020 to present	
6	Chris	Waddams	Resigned 20 th July 2020	
7				
8				
9				
10				

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)	Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointment

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.

Section C Objectives and activities

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

THE OBJECTS OF THE CIO ARE:

1. TO RELIEVE THE MENTAL AND PHYSICAL SICKNESS FOR THE PUBLIC BENEFIT, IN PARTICULAR BUT NOT LIMITED TO YOUNG ADULTS RESIDENT IN NORFOLK SUFFERING FROM BEREAVEMENT OR LOSS BY THE PROVISION OF SUPPORT AND ACTIVITIES FOR SUCH PERSONS, IN PARTICULAR BY:

(A) PROVIDING LOCAL FACE-TO-FACE AND ONLINE SUPPORT GROUPS AND NETWORKING OPPORTUNITIES.

(B) INCREASING, OR COORDINATING, OPPORTUNITIES FOR YOUNG PEOPLE, THEIR FAMILIES AND FRIENDS TO ENGAGE WITH SUPPORT SERVICES THROUGH ADVOCACY AND PEER SUPPORT.

(C) PROVIDING ADVICE AND ADVOCACY TO THOSE SUFFERING BEREAVEMENT IN ORDER THAT THEY MAY GAIN ACCESS TO SOCIAL BENEFITS AND SPECIALIST AGENCIES TO HELP PREVENT FINANCIAL HARDSHIP AND/OR MENTAL AND PHYSICAL SICKNESS AS A RESULT OF BEREAVEMENT.

NOTHING IN THIS CONSTITUTION SHALL AUTHORISE AN APPLICATION OF THE PROPERTY OF THE CIO FOR THE PURPOSE WHICH ARE NOT CHARITABLE IN ACCORDANCE WITH [SECTION 7 OF THE CHARITIES AND TRUSTEE INVESTMENT (SCOTLAND) ACT 2005] AND [SECTION 2 OF THE CHARITIES ACT (NORTHERN IRELAND) 2008].

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 main activities in the year were to follow due governance in continuing to develop the Charity, updating policies, and facilitating the operational needs of the Charity. Covid-19 has prevented face-to-face activities, but the Charity diverted attention to providing care packages for bereaved young people. This has now become a focus for the Charity to maintain post Covid. All the Charity's activities are reflected in the Chair's report.

The Board has paid due regard to the public benefit guidance published by the Charity Commission when exercising any powers or duties to which the guidance is relevant. The objects and aims of Take Our Hand fall within the subsection 3(1) of the Charities Act 2011.

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

The Charity has continued to welcome donations from public and has sufficient unrestricted funds to provide immediate support to individuals who seek support from Take Our Hand. The Charity has developed partnerships to offer those alternatives to counselling as per the objects of the Charity.

Restricted funds were provided by way of grants for care packages and the Charity is grateful for these donations and the ongoing support this finances.

Chairs Report

Since the last AGM we have found ourselves a year into a global pandemic. Due to that pandemic, in April we decided to change the services we were offering to ensure young people could still receive help with their grief even though we were in lockdown.

Take Our Hand were fortunate to receive funding from three different sources to provide our bereavement care packages. Our care packages provide a mix of items to help the service user support themselves through their grief but also some nice treats in there for them to put a smile on their faces. Since receiving funding in April we have issued 39 care packages to young people across Norfolk. Feedback from the service users suggests the care packages have been invaluable to them.

“Thank you so much for supporting our young person with a bereavement box. We wanted to help her mark this important anniversary and the items in the box will help her to express her grief.” - Residential worker

“Thank you for the bereavement care packages you sent my brother and me. It was a lovely surprise and we both enjoyed opening them” - Service user

We have appointed two new volunteers, adding to the two volunteers we already have. One volunteer is our Social Media Officer and the other our Events and Fundraising Coordinator. Both have provided invaluable support and knowledge to the charity. Along with our volunteers we have appointed a Safeguarding Consultant volunteer who is currently the Head of Safeguarding for Norwich Football Club. Safeguarding is of the utmost importance for the charity and Gary is providing support and guidance to ensure young people are always safe in our care.

Along with two new volunteers we also appointed a new Trustee, Jodie, who brings a wealth of knowledge from her job working in the NHS.

In the past year we have joined the Norman Lamb Mental Health Coalition, Bereavement Recovery group organised by Norfolk County Council and the Small Charity Coalition. All of which allows us to connect with like-minded organisations, learn from and share with others what we are doing.

All high schools, colleges, universities, and funeral directors across Norfolk have been provided with leaflets of our services to ensure as many organisations as possible are aware of what we offer and so they can pass our information on to those we could support.

Finally, the Chair would like to thank all those who have supported us in the last year. From those who have donated money, time, or goods for our care packages. Without this support we would not be able to provide the care and support to our services users that we currently do.

The **Secretary** will prepare the annual report for submission to the Charities Commission as required under Section 133 of the Charities Act 2011 as presented by the Finance Officer for the year 2020-21. The Secretary thanks the Board of Trustees for their support throughout the year and hopes that the Charity continues to grow and strengthen from the sound foundation that it has achieved.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves of £2000 have been set by the trustees to permit all active courses for client's to be concluded as per their intended sessions. The trustees will review this reserve level as appropriate to the number of live users. These reviews will be carried out at each general meeting of the Trustees.

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.

As a Charitable Incorporated Organisation with a Gross income below £25000, Take Our Hand is not required to have its accounts externally audited. The accounts were audited internally by John Young, Vice-Chair on 28th April 2021, prior to the AGM.

Take Our Hand will submit a completed CC16a form for receipts and payments accounts under Section 133 of the Charities Act 2011.

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)

Full name(s)

Position (eg Secretary, Chair, etc)

Date



CHARITY COMMISSION
FOR ENGLAND AND WALES

Take Our Hand

1176795

Receipts and payments accounts

CC16a

For the period
from

06/04/20

To

05/04/21

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					
Donations	4,915	-	-	4,915	894
Fundraising Events	-	-	-	-	-
Grants	-	7,674	-	7,674	1,000
Gift Aid	354	-	-	354	-
Miscellaneous	-	-	-	-	7
Care Package Donations	-	6,509	-	6,509	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	5,268	14,183	-	19,451	1,901
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,268	14,183	-	19,451	1,901
A3 Payments					
Website	26	-	-	26	32
Advertising, social Media & Printing	538	-	-	538	17
Insurance	96	-	-	96	89
Training & Resources	172	-	-	172	15
Laptops and Telephones	114	-	-	114	700
Care Package Items & Deliveries	-	4,453	-	4,453	-
Stationery & Deliveries	162	125	-	287	-
Uniforms	67	-	-	67	-
Client activities	57	-	-	57	-
Fundraising Out	280	-	-	280	-
Sub total	1,512	4,577	-	6,089	853
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,512	4,577	-	6,089	853
Net of receipts/(payments)	3,756	9,605	-	13,362	1,048
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,955	-	-	2,955	-
Cash funds this year end	6,711	9,605	-	16,317	1,048

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	Co-operative account	6,712	9,605	-
	Petty Cash	-	-	-
		-	-	-
	Total cash funds	6,712	9,605	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	Parcel To Go Postal Account	23	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
	Laptops	Unrestricted funds	700	500
	Telephone	Unrestricted funds	104	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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	