



Trustees' Annual Report for the period

From **01/01/2020** Period start date To
31/12/2020 Period end date

Charity name: **Cannock Chase Advice Centre**

Charity registration number: **1063030**

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | Our Advice Centre aims to provide a service to people who are the most marginalized of our society, and affected, but not exclusively, by vulnerabilities in various hidden or known forms, in the municipal district of Cannock Chase and Surrounding areas with advice, information, guidance and support. To relieve those with poor mental health, disabilities and affected by social exclusion to receive support to prevent poverty and financial hardship, promote human rights and combat discrimination. To relieve financial hardship by the provision of free advice and assistance to persons who, through lack of means would otherwise be unable to obtain such service. With the vision to inspire and envisage thriving local communities where vulnerable people are respected and supported with social justice at its heart. |
| 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 | The Advice Centre helps improve the quality of life of vulnerable people whether they be elderly or disabled, assisting them in a range of ways as followed; applying for various welfare and disability benefits such as PIP, ESA, and AA, resolve any problems with areas such as bills, council tax and housing benefits, address and advise on consumer matters and offer guidance and support on personal family matters. This aids people in the sense that it allows them to have greater opportunities to live life in a |

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| | | more accommodating way to them which suits their needs. This service assures the vulnerable people of the community that they are not alone, there is support and somebody to listen which helps alleviate difficulties and stress. All of this helps to make a positive difference to people's lives. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | Yes, there has been regard to the guidance on public benefit, the work of the advice centre aligns with this. |

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 the work carried out at our organization is done entirely by volunteers which without whom, we would not be able to offer this invaluable service to the local community. We are so grateful for all the hard work both supporting and encouraging the vulnerable, ultimately being solely responsible in achieving our objectives up to now and in the future. |
| Other | | |

Achievements and Performance

| | SORP reference | |
|--|----------------|--|
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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

In the beginning of 2020, in the midst of the pandemic, the advice Centre volunteers acted as miracle workers. In the sense that all their hard efforts were maintained, doing as much as they possibly could in continuing to offer support and advice to the people of Cannock area in the particularly difficult time. Which was invaluable in a time where there was so much uncertainty for everybody. Although throughout this period, the consultations were primarily via telephone or email, there were only face to face meetings in times of emergency, appropriate procedures were followed with PPE being worn to ensure people stayed safe. To assist with this, the Centre underwent a refurbishment in the form of attaining an upgrade of computers and equipment. From summer onwards, the Centre took a 'business as usual' approach in the sense that all meetings returned to face-to-face. This continued with the correct safety procedures in place. This continued throughout the whole year. Throughout the summer, the Centre focused on marketing and advertisement named 'Reaching Out' campaign. This was in order to generate a greater number of clients, thus supporting a greater number of people in the community. This was carried out via the use of ads in a local magazine 'the grapevine' and newspaper the 'Express and Star'. Although this was a step in the right direction, this method of advertisement did not seem to be very successful as not many clients were generated. The Centre therefore trialed another method, there was also the commencement of designing a website in order to provide an accessible platform for a wider group of people, also providing clarity of the of the work carried out by the Centre and how staff can support clients. These steps were necessary to not only keep up with the times, but the main form of advertisement prior to this, was word of mouth. Which is simply not feasible to rely on, particularly in a time where a lot of people are isolated and do not get the opportunity to interact with one another.

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| | | <p>Towards the end of the year, the Centre trialed a Money Management Course in partnership with a local organization, 'Penk Moneywise' and the 'Salvation Army'. Which entailed four sessions of an appropriate, interactive presentation which were one hour long. The first was a demonstration for staff to ensure content and methods of teaching were appropriate and make any adaptations necessary. The follow three were for clients. This assisted the participants through teaching what budgeting is, why they could try to implement it and how it can be molded specifically to each individual. The participants were selected based on their level financial hardship in hope of selecting people it would be most beneficial for. In addition to the teachings, participants were given a £20 food voucher for Asda for each session they attended, which was useful as it acted as an incentive and a means of helping. We are set to carry out another course in early 2022 as the first was successful. We noted that many clients came across this using social media, so this is another potential avenue to try.</p> |
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Additional information (optional)

You may choose to include further statements where relevant about:

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| <p>Achievements against objectives set</p> | <p>Para 1.41</p> | <p>In relation to relieving financial hardship, the centre managed to generate over £400,000 worth of benefits for the people of Cannock and the surrounding areas which incredibly amounts to more than pre-covid times. This includes £10,000 in employment and support allowance, over £11,000 in disability living allowance, over £150,000 in Attendance allowance and over £240,000 in Personal Independence Payments. These payments make a world of difference for the vulnerable, helping to improve their day-to-day life. These figures only depict the difference made in retrospect, but the payments are ongoing, so the beneficiaries receive more than the figures portray. This is without the allocation of things such as food vouchers.</p> |
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| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

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| Review of the charity's financial position at the end of the period | Para 1.21 | Cash at the bank held at the end of the period was £34200 with £5800 of this being restricted funds. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The reserves are held to ensure there is enough money to cover the costs of any liabilities in the event of any unforeseen circumstances or loss of funding which would result in the 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 | Not applicable. |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | No uncertainties to declare. |

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 | The primary sources of funds are the various grants that the Centre receives. The most significant being from both the Cannock Chase council and Staffordshire County each year, with other grants being applied for throughout. In addition to this the centre receives small amounts of funds from donations. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | The central risk that the Advice Centre would face is the loss of funding or grants as these are the main source of income. |
| 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 | Unincorporated |
| 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 | The trustees are appointed by a resolution passed at a properly convened meeting of the trustees. The appointment will be for three years. There may be appointments made by Cannock Chase District Council, Staffordshire County Council, or the Centre Staff. |

Additional information (optional)

You may choose to include further statements where relevant about:

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|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | Ongoing matter that is currently being developed. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | The Advice Centre has relation with Penk Moneywise, a debt management organisation, which allows for the staff there to use our rooms and facilities to work with their clients as well as the advice centre clients. In addition to this, we have begun to run money management courses alongside Penk, as stated previously. Further there is the relationship with support Staffordshire, which assists with networking with other organisations, events and opportunities in the area and advertising. Moreover, the social prescribers at Support Staffordshire signpost people in need of support to the centre, thus helping to generate greater numbers of clients. Finally, there is the Bethany Baptists Church |

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| | | which provides 'the extra mile' fund which goes to clients in times of financial crisis. |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Cannock Chase Advice Centre |
| Other name the charity uses | |
| Registered charity number | 1063030 |
| Charity's principal address | 23 Park Road, Cannock, Staffordshire, 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 | Frank Allen | | 18/01/2021 | |
| 2 | Sheila Cartwright | | | |
| 3 | Thomas Dawson | | | |
| 4 | Phil Hewitt | | 18/01/2021 | |
| 5 | Phil Jones | | 18/01/2021 | |
| 6 | Peter Kruskonjic | | 18/01/2021 | |
| 7 | Susan Searle | | 18/01/2021 | |
| 8 | Hyra Sutton | | 18/01/2021 | |
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Corporate trustees - names of the directors at the date the report was approved

| Director name | | |
|----------------------|--|--|
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
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Funds held as custodian trustees on behalf of others

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|---|-----------------|
| Description of the assets held in this capacity | Not applicable. |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | Not applicable. |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | Not applicable. |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
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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) | <i>F.W.L. Allen.</i> | |
| Full name(s) | <i>FRANK, WILLIAM, CHARLES,</i> | <i>ALLEN</i> |
| Position (eg Secretary, Chair, etc) | <i>CHAIRMAN,</i> | |
| Date | <i>21.1.2022</i> | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Cannock Chase Advice Centre

1063030

Receipts and payments accounts

CC16a

For the period
from

01/04/2020

To

31/03/2021

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 | | | | | |
| Cannock Council | 11,530 | - | - | 11,530 | - |
| Misc Donations | 6,976 | 12,350 | - | 19,326 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 18,506 | 12,350 | - | 30,856 | - |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 18,506 | 12,350 | - | 30,856 | - |
| A3 Payments | | | | | |
| Volunteers' expenses | 3,736 | - | - | 3,736 | - |
| Telephone | 1,841 | - | - | 1,841 | - |
| Electricity | 221 | - | - | 221 | - |
| Gas | 327 | - | - | 327 | - |
| Water | 322 | - | - | 322 | - |
| Rates | 383 | - | - | 383 | - |
| Insurance | 1,352 | - | - | 1,352 | - |
| Administration/Misc | 474 | - | - | 474 | - |
| Maintenance | 6,500 | - | - | 6,500 | - |
| Sub total | 15,156 | - | - | 15,156 | - |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 15,156 | - | - | 15,156 | - |
| Net of receipts/(payments) | 3,350 | 12,350 | - | 15,700 | - |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | - | - | - | - | - |
| Cash funds this year end | 3,350 | 12,350 | - | 15,700 | - |

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 Balance | 28,379 | 5,839 | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 28,379 | 5,839 | - |
| | (agree balances with receipts and payments account(s)) | Agreement Error | Agreement Error | OK |

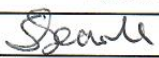
| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets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

| Categories | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| Categories | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|-----------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | Computers | Restricted Funds | 6,300 | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| Categories | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------------------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | Unpresented cheques | Unrestricted Funds | 766 | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|--|--------------|------------------|
|  This is electronically signed | Susan Searle | 10/12/2021 |



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's report on the
accounts**

Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
CANNOCK CHASE ADVICE CENTRE

**On accounts for the year
ended**

| | | |
|-----------------------------|--------------------------------|---------|
| 31 ST MARCH 2021 | Charity no (if any) | 1063030 |
|-----------------------------|--------------------------------|---------|

Set out on pages

_____ (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records;
- I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Peter Wilkinson

Date: 6TH JANUARY 2022

Name: PETER WILKINSON

Relevant professional qualification(s) or body (if any): _____

Address: 21 HAWTHORN ROAD
CHESLYN HAY
WS6 7ER