

Margaret Clitherow Trust
Charitable Incorporated Organisation
Unaudited Financial Statements
31 December 2017

WALTER HUNTER & CO LIMITED

Chartered accountant
24 Bridge Street,
Newport.
Gwent
NP20 4SF

Margaret Clitherow Trust
Charitable Incorporated Organisation

Financial Statements

Year ended 31 December 2017

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Margaret Clitherow Trust
Charitable Incorporated Organisation

Trustees' Annual Report

Year ended 31 December 2017

The trustees present their report as a separate document, attached.

Statement of Trustees' responsibilities

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2005;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to do so.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' annual report was approved on 18/10/18 and signed on behalf of the board of trustees by:



Mr S D Bowden
Trustee

Margaret Clitherow Trust
Charitable Incorporated Organisation

Independent Examiner's Report to the Trustees of Margaret Clitherow Trust
Charitable Incorporated Company

Year ended 31 December 2017

I report to the trustees on my examination of the financial statements of Margaret Clitherow Trust Charitable Incorporated Company ('the charity') for the year ended 31 December 2017.

Responsibilities and basis of report

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

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to 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 next statement.

Margaret Clitherow Trust
Charitable Incorporated Organisation

Independent Examiner's Report to the Trustees of Margaret Clitherow Trust
Charitable Incorporated Company *(continued)*

Year ended 31 December 2017

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me reasonable cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act, and
- the accounts do 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 order to enable a proper understanding of the accounts to be reached.



Jonathan Rhodes BSc FCA
Independent Examiner

24 Bridge Street,
Newport.
Gwent
NP20 4SF

18 October 2018

Margaret Clitherow Trust
Charitable Incorporated Organisation

Statement of Financial Activities

Year ended 31 December 2017

		2017		2016
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	4	48,336	48,336	9,926
Total income		<u>48,336</u>	<u>48,336</u>	<u>9,926</u>
Expenditure				
Expenditure on raising funds:				
Costs of raising donations and legacies	5	—	—	1,205
Expenditure on charitable activities	6,7	16,118	16,118	5,923
Total expenditure		<u>16,118</u>	<u>16,118</u>	<u>7,128</u>
Net income and net movement in funds		<u>32,218</u>	<u>32,218</u>	<u>2,798</u>
Reconciliation of funds				
Total funds brought forward		2,798	2,798	—
Total funds carried forward		<u>35,016</u>	<u>35,016</u>	<u>2,798</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 6 to 8 form part of these financial statements.

Margaret Clitherow Trust
Charitable Incorporated Organisation

Statement of Financial Position

31 December 2017

	Note	2017 £	2016 £
Current assets			
Cash at bank and in hand		35,016	2,798
Net current assets		<u>35,016</u>	<u>2,798</u>
Total assets less current liabilities		<u>35,016</u>	<u>2,798</u>
Funds of the charity			
Unrestricted funds		35,016	2,798
Total charity funds	10	<u>35,016</u>	<u>2,798</u>

These financial statements were approved by the board of trustees and authorised for issue on 18/10/18 and are signed on behalf of the board by:



Mr S D Bowden
Trustee

The notes on pages 6 to 8 form part of these financial statements.

Margaret Clitherow Trust

Charitable Incorporated Organisation

Notes to the Financial Statements

Year ended 31 December 2017

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Flat 3 Boughton House, Green Lane, Henley-on-Thames, Oxfordshire, RG9 1LR.

2. Statement of compliance

These financial statements have been prepared in compliance with the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on a going concern basis and on a receipts and payments basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Incoming resources

All incoming resources are included in the statement of financial activities when received.

Resources expended

Expenditure is recognised on a payments basis. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

Margaret Clitherow Trust
Charitable Incorporated Organisation

Notes to the Financial Statements *(continued)*

Year ended 31 December 2017

4. Donations and legacies

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Donations				
Donations	7,331	7,331	9,726	9,726
Gift Aid	5	5	200	200
Grants				
Grants	41,000	41,000	—	—
	<u>48,336</u>	<u>48,336</u>	<u>9,926</u>	<u>9,926</u>

5. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Costs of Fundraising & Publicity	—	—	1,205	1,205
	<u>—</u>	<u>—</u>	<u>1,205</u>	<u>1,205</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Project & Casework costs	11,845	11,845	4,350	4,350
Support costs	4,273	4,273	1,573	1,573
	<u>16,118</u>	<u>16,118</u>	<u>5,923</u>	<u>5,923</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2017 £	Total fund 2016 £
Project & Casework costs	11,845	3,891	15,736	5,923
Governance costs	—	382	382	—
	<u>11,845</u>	<u>4,273</u>	<u>16,118</u>	<u>5,923</u>

Margaret Clitherow Trust

Charitable Incorporated Organisation

Notes to the Financial Statements *(continued)*

Year ended 31 December 2017

8. General funds

	Unrestricted funds £	Total 2017 £	Total 2016 £
Communications and IT	912	912	—
General office	959	959	153
Human resources	862	862	—
Finance costs	6	6	38
Governance costs	382	382	—
Insurance	587	587	1,152
Training	565	565	230
	<u>4,273</u>	<u>4,273</u>	<u>1,573</u>

9. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

One trustee was reimbursed £2,476 for travel expenses from October 2016 arising from undertaking charitable activities.

10. Analysis of charitable funds

Unrestricted funds

	At 1 Jan 2017 £	Income £	Expenditure £	At 31 Dec 2017 £
General funds	<u>2,798</u>	<u>48,336</u>	<u>(16,118)</u>	<u>35,016</u>

11. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Current assets	<u>35,016</u>	<u>35,016</u>	<u>2,798</u>



Margaret Clitherow Trust

serving
marginalised
communities

Trustees Annual Report

for the period 01/01/2017 to 31/12/2017

Administrative details

Name: Margaret Clitherow Trust

Abbreviated Name: MCT

Registered Charity No. 1163629

Contact details

Registered address: 3 Boughton House
Green Lane
Henley on Thames
Oxfordshire RG9 1LR

Main office: 43 The High Street
Marlow
Buckinghamshire SL7 1BA

Email: info@margaretclitherow.org
Website: www.margaretclitherow.org

The Objectives of MCT

The charity's objectives, as outlined in our constitution, are summarised by the following:

We seek to serve marginalised communities through –

- Providing faith-based services (including pastoral care) to our client communities where faith is a longstanding tradition.
- Advancing the social inclusion of our client communities, which includes the provision of advocacy.
- Improving education and health outcomes in our client communities.

We work with marginalised communities that are Traveller, Roma and Gypsy in origin.

Occasionally, in special circumstances, we may expand our work to include other marginalised and socially excluded communities and groups.

Background

In 2004, the now former Chair of the Equality and Human Rights Commission, Trevor Phillips, drew comparison between the racism towards Gypsies and Travellers in the UK to that of the racism towards black people living in the south of America during the 1950s.

Travellers have a longstanding and distinct way of life and identity, which in some respects has lasted hundreds of years. Yet many Travellers, at least in this country, now feel this culture is being eroded. More generally, the marginalisation and stigmatisation of these communities has cyclical and damaging consequences, which has been further exacerbated by our fast changing and modern world. Evidence shows that outcomes for these communities, in areas such as life expectancy, mental wellbeing and education, are perhaps the worst of any ethnic group in the UK.

Margaret Clitherow Trust was founded in late 2015 to help tackle some of these issues. At MCT we seek to serve Travelling communities in an effort to help address some of the problems they face within society.

Through its chaplaincy/pastoral arm, Margaret Clitherow Trust enjoys a unique level of trust and understanding with Traveller communities. We believe that, in partnership with communities, these relationships can be used to develop sustainable and effective programmes to improve outcomes for Travellers.

Review of the year

2017 was a year of steady growth for Margaret Clitherow Trust. Our income rose sharply in comparison to the previous year and this led us to plan further, sustainable growth in what the charity offers. Shauna Hamilton joined the team as our Administration Manager halfway through the year, followed by Lynne Powell as our Operations Manager who joined in the autumn. Both of these individuals have made a remarkable impact in a short time, laying the foundations for our work going forward through implementing robust organizational, support and development structures.

As outlined in our summary of our activities, our programmes have developed from 2016, including a small but expanding Family Work operation targeting health, education and social needs. We have started to particularly expand our work in Cardiff and South Wales, where our Operations Manager is based and where there are high populations of Travellers. In general, our work, as of 31st December 2017, was focused on 40 Traveller sites.

Five-year strategic aims

The Trustees have now set down five-year strategic aims, set looking forward to 2023, with a view to continually improving our practice and developing our functions in order to be effective in meeting the objectives outlined in our constitution.

The five-year strategic aims are vision statements and are less specific than the more definitive and staged targets outlined in our annual plan.

The strategic aims are:

1. To steadily increase our outreach to members of the Traveller communities of England and Wales through expansion of effective pastoral care, chaplaincy and facilitated church access services.
2. To continually improve access to high quality and bespoke legal advice and representation for Travellers across England and Wales.
3. To utilise our community relationships to promote meaningful improvements in the social inclusion, health and wellbeing, and educational access of those we serve.
4. To build a sustainable and diverse fundraising operation capable of being responsive to arising demand and opportunities.
5. To grow and develop a thriving and committed team of employees and volunteers able to meet the challenging and increasing demands on the charity.
6. To ensure, that the services we deliver are consistently effective and developed in close collaboration with client communities.

Activities during 2017

Faith based and pastoral work

The Travelling communities we work with benefit from the availability of the general pastoral care that MCT offers, not least because their marginalisation from society can limit access to conventional support.

In addition, many of the Travelling communities we work in have a faith-based tradition that has lasted hundreds of years. Because of this rich history, an increasing lack of access to conventional church ministry has had a detrimental impact on cultural expression and social issues within communities.

Key aspects to the pastoral and faith provision are:

- Pastoral care and general support
- Intensive support for families with chronically sick and terminally ill children
- Care of the sick and bereaved
- Enabling continuation of Traveller cultural customs, such as the blessing of graves

- Ensuring the provision of sacraments
- Baptisms
- Securing premises for Traveller funerals, marriages and marriage blessings
- Catechetical education and First Communions

MCT also assists in the effort to enable cultural and faith based expression by delivering training and/or reintegration programmes for Dioceses and Parishes who would like to be able to cater better for Travellers in their locality. In 2017, we did so in four areas.

“The cultural and pastoral needs of Travellers illustrate why faith based provision is not just a luxury for Travellers, but vital to maintaining the identity and social cohesion of these communities”
— MCT Senior Chaplain

Social inclusion and advocacy

In general, we work towards social inclusion through all our programmes, including by enabling access to statutory services through our Family Support Work and supporting individual parishes to reintegrate Traveller populations.

Another key aspect of our social inclusion work is securing access to advocacy for Traveller communities. The purpose of this is about ensuring socially excluded individuals and communities can speak up and deal with their problems in the same way others can.

In 2017, we did this through:

1) Referrals to ‘Traveller friendly’ law firms

We identify individuals and communities facing legal problems through our pastoral care and Family Support work. We then refer the client to a law firm that has the bespoke capability to support them. The most common issues that we deal with are housing, eviction, family and children’s issues and criminal matters. We have partnered with four law firms so that we can refer cases seamlessly onward.

When we refer a case onward, our involvement does not stop there. We assist with communication between clients and their legal representatives, as well as helping with practical matters such as form filling and Legal Aid applications. This is particularly useful for clients who are itinerant or who have communication barriers, literacy issues or mental health difficulties.

Without this bespoke support it would be very difficult for some clients to access legal representation or in some cases impossible.

2) Facilitating complex legal cases

We also have a record in facilitating access to legal representation or advice in more complex cases, such as cases effecting whole communities and cases involving the death of a minor. Our team, which includes volunteers with an advocacy background, has approached specialist firms to take on cases. We are then on hand to assist with matters such as organizing client

or community meetings, making enquires, and providing emotional support.

3) In-house advice/advocacy

The third strand of our advocacy work is in-house. This is *non*-legal work. We can give guidance on issues such as benefits and education. We also often write letters on behalf of clients to put forward their positions or needs or simply to aid with communication. We similarly accompany clients to meetings to aid communication.

Various members of our team carry out this work in different ways, including by volunteers with an advocacy background. Examples of this work include helping a community to make complaints to environmental health about flooding sewage impacting on children's health and helping a lady with a history of suicide attempts to resolve debt issues.

Often our in-house advocacy work crosses over with our Family Support Work, where our Family Workers help to communicate clients' needs to statutory services on a variety of issues (see below).

Health, education and social needs

Family Support Work:

The MCT Family Support work grew in 2017. Our support work is focused on “advancing the social, health and educational needs of Traveller families” (MCT Development Plan).

Our Family Support Workers aim to serve families with complex needs and have worked with them to address numerous issues including schooling, housing, disability needs, parenting and mental health. We have provided Family Support Work in two high need areas in England for some time now. In addition, with a new Operations Manager based in Wales, October 2017 saw MCT expand Family Support services into South Wales, in particular the Cardiff area.

Work has included:

1. Reintegration into schooling through work with families and the Local Authority.
2. Multi-agency coordination resulting in the supply of a new, adapted mobile home for a family with a severely disabled child.
3. Parental support for families with children who have complex health and/or behavioural needs.
4. Liaison with Local Authority planning departments on housing and welfare needs of individual Traveller families.
5. Help with important applications related to health and wellbeing, including Powers of Attorney and disability benefits.

Mental Health:

MCT is particularly interested in providing emotional and mental health support to Travellers. Through our work we have recognized that this is a major issue for communities. “10% of Irish traveller deaths are as a result of suicide” (Brook and Monaghan, 2007).

Our team members are all aware of these issues. Our pastoral care and family support teams work to support clients with complex emotional needs, particularly where there are issues surrounding a traumatic bereavement, a terminally ill adult or child in the family, family breakdown and diagnosed mental illness. We have a 7 day a week phone line for existing clients to call.

In addition, in 2017 our pastoral care team began to trial:

- Discreet drop-in cabins for young men, who are at particular risk statistically.
- Stepped up mediation for young runaways.

Future development in the areas of health, education and social needs:

- Growth of Family Support Work capacity.
- Expansion of our work on mental health over the next couple of years, including through bespoke training for our team, a mental health strategy and bringing in further volunteers with mental health experience.
- Consider appointing a health/public health professional to examine the health issues within the communities we serve, with a view to coordinating with CCGs and other health bodies to improve access to provision.
- Consider and trial Medical Advocacy and literacy programmes.

Structure, Governance and Management

This charity is a Foundation Charitable Incorporated Organization. It is governed by a standard constitution of a Charitable Incorporated Organization. The date of this constitution is the 11th September 2015. This charity was admitted onto the Register of Charities in England and Wales on the 17th September 2015.

Every Trustee is appointed for a term of three years by a resolution passed at a properly convened meeting of the Charity Trustees. In selecting Trustees we consider the skills, knowledge and experience required for the effective administration of the CIO. Potential Trustees must also meet with a number of our clients and demonstrate a commitment to the work we do before the appointment is made. Each new Trustee is provided with copies of the Constitution, ratified policies, our business/development plans, the latest annual report and the latest statement of accounts, as well as meeting with the Chair.

By December 2017, the CIO had recently contracted an Operations Manager based in Cardiff (Lynne Powell) and Administration Manager based in Marlow (Shauna Hamilton) to lead areas of work. Responsibilities were beginning to transition in some areas from Trustees and volunteers to those posts. The Board conducted a review going into 2018 on the structure of the charity in line with our needs and funding. We remain a small hands-on charity, utilizing the skills of appropriately qualified volunteers to undertake and lead areas of work.

We have a comprehensive safeguarding policy. DBS checks are carried out on all eligible operational individuals. Detailed safeguarding training is also provided to those individuals through a third party provider.

We have a number of other policies, including a Financial Management policy and a Conflict of Interest policy.

Financial Review

During the period 01.01.17 to 31.12.17 our total income was £48,336. The charity received income from fundraising events (held by third parties), private individuals, collections and other charities, as well as Gift Aid.

In April 2017, we received a grant of £40,000 in unrestricted funding from a registered charity. This was a large grant in comparison to other income streams. Accordingly the Trustees were careful to ensure that the charity understood its projected income for the following year before determining how and when to spend these funds, as well as reviewing how the funds would be spent to best effect. For this reason, expenditure only started to grow in the second half of 2017 as we steadily grew operations and planned sustainable funding the following year. As a result, at the end of this financial year, the charity still held funds of £35,016.

Monthly expenditure was expected to continue to rise into 2018 as operations expand, with a further substantive grant expected in spring 2018.

Over the next five years, the Trustees will seek to build sufficient reserves to maintain the charity's activities for one year. The purpose of the reserves is to safeguard the charity from short-term fluctuations in funding. Our funds at 31.12.17 (as above) was clearly a healthy one in this regard notwithstanding an increase in outgoings.

The charity was kindly provided with a rent free office by Sagoss Ltd in Marlow, Buckinghamshire.

As of 31.12.17 the charity had no liabilities, debts or fund deficits.

Neither the charity or its trustees act as custodian trustees.

Note of thanks

The Trustees would like to express their gratitude to our operational team, funders, partner organisations and to Sagoss Ltd. for their varied and committed support.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission when exercising their responsibilities.

Trustees for the period 01/01/17 to 31/12/17

Mrs. Margaret Atkinson (appointed 15.11.17)

Mr. Samuel Bowden

Revd. John Chadwick (resigned 15.11.17)

Revd. Jeremy Harris (term renewed)

Declaration

The Trustees declare that they have approved the report.

Signature *S Bowden*

Full name Samuel Bowden

Date 25/10/18