



Trustees' Annual Report for the period

Period start date
From 01 01 2018 To 31 12 2018
Period end date

Section A Reference and administration details

Charity name Hope Street Trust

Other names charity is known by

Registered charity number (if any) 1140997

Charity's principal address Val Waterhouse Centre

41-43 Kent Street

Grimsby

Postcode DN32 7DH

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	Rachel Branson	Treasurer		
2	Sylvia Leary	Chair (to 31/10/18)		
3	Julie Lewis			
4	Pam Hancock	Chair (from 31/10/18)		
5	Kylie Farbrace			
6	Tracey Owen	Secretary	From 31/10/18	
7	Michael Grant			
8	Dave Rudd			
9	Shirley Redpath			
10	Jenny Blake			
11	Jim Finney			
12	Martin Daly		From 31/10/18	
13	Maralyn Fox		To 31/10/18	
14	Don Williamson		To 31/10/18	
15	Barry Waby		To 31/10/18	
16	Pete Morley		To 31/10/18	
17	Christine Cross		To 31/10/18	
18	Jenny Smith		To 31/10/18	
19	Betty Browne		To 31/10/18	
20	Geoff Browne		To 31/10/18	
21	Shirley Gage		To 31/10/18	
22	Andy Smith		To 31/10/18	
23	Linda Green		To 31/10/18	
24	Ellie Albery		To 31/10/18	

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)	Trust
Trustee selection methods (eg. appointed by, elected by)	There are a total of 12 trustees, 6 x staff trustees, 6 x volunteer trustees. The Chair is the head of the Hope Specialist Service, which the Hope Street Trust supports. The Chair appoints the other five staff trustees. 6 x volunteer trustees are elected by Trust members eligible to vote.

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.

Policies and procedures:
 Managing sickness
 Grievance procedure
 Data Protection
 Equality and Diversity
 Health and Safety
 Code of Conduct

The Hope Street Trust is a member of the National Council for Voluntary Organisations.

We are also a member of Voluntary Action North East Lincolnshire (VANEL)/Northern Lincolnshire Volunteering Development Service

We have both Public Liability (£5 million) and Employer Liability Insurance (£10 million)

Section C Objectives and activities

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

We promote and support the activities of Hope Specialist Service, which is part of the Care Plus Group social enterprise.

We promote volunteering for the benefit of the charity, the service and the wider community.

We facilitate activities and events to raise awareness of issues affecting people at risk of falls and those with chronic respiratory disease.

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)

- We support the Hope Specialist Service by purchasing goods and services which are not necessarily essential to the running of the service (these are covered by the Hope Specialist Service commissioned budget), but which enhance the service provided to its service users. All profits raised by the Hope Street Trust are reinvested for the benefit of service users.
- We apply for funding to facilitate projects that enable us to offer new social and exercise opportunities to service users in the community.
- We raise funds through the sale of goods, income from exercise classes and social groups and activities.
- We have operated a café on site to provide nutritious food to our service users. In doing so we have employed a small number of staff and provided volunteering opportunities.
- We facilitate day trips and events to help reduce social isolation.
- We operate a membership scheme with a free monthly prize draw.

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Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Treasurer's Report

2018 was a year of major change for both the Hope Street Trust and Hope Specialist Service. In early January we re-located from the Hope Street Medical Centre to the Val Waterhouse Centre. Having spent the previous year treading water whilst we waited to move, the actual move precipitated major spending on our new home, including:

- The creation of a doorway from the gym to indoor/outdoor room
- Furnishing the new Functional Rehab room
- Purchase of 10 clinical chairs
- Display cabinets and adjustable desks
- Re-installation of our fishing sculpture

Having settled in and re-commenced rehab groups and other activities, the Hope Street Trust made other significant investments during the year, including:

- Replacement of draughty shutter in indoor/outdoor room with new fire door
- Recumbent bike for Immingham Rehab Plus sessions
- Clinical flooring for the new relaxation room

We ran bus trips to Horncastle/Grimsthorpe Castle and York Castle Museum/Christmas Market and organised a highly successful Christmas Bash at the Memorial Hall.

When there were issues with patient transport due to long term driver sickness, the Hope Street Trust stepped in to provide a funding bridge and paid for taxis until Care Plus Group got a new supplier set up and began paying them. Without this a significant number of patients would not have been able to attend rehab groups. (All outstanding payments were received from CPG in 2019).

Section D

Achievements and performance

We successfully applied for funding from Awards for All to fund the Culture Club and Forget Me Not bereavement support group at Immingham for one year, with a view to proving its long-term sustainability. The project began very well with excellent attendances, but as partner Friendship at Home took greater control and started charging for sessions, attendances decreased. The project does however have great potential, but would need to be run independently of Friendship at Home to re-establish the initial popularity. Watch this space.

The major "achievement" of 2018 was to re-open the Galley Café after its previous operator pulled out early in the year. With the wonderful benefit of hindsight, we unfortunately bit off more than we could chew and to continue with the food analogies, we bolted our food, rushing into the re-opening. It was done with the best of intentions, but the time it subsequently took for the second incarnation of the Galley Café to open in 2019 in order to ensure that everything was properly set up, proved what we learned the hard way, that these things take time. We were playing catch from the off and this resulted in all sorts of issues and created a lot of extra work and stress for several of the Trustees.

In the end it was almost a relief when the supervisor left at the end of November and the café closed after a brief and unsuccessful attempt to keep it open. Although there were plusses in that the project provided employment and volunteering opportunities, brought a hike in membership numbers through the discount scheme and provided service users with nutritious meals, it also resulted in a loss of around £5k in 2018. However, several thousand pounds of this was spent on new equipment, which is now being used by the 2019 version of the Galley Café.

Income from our sales of arts and crafts items was affected by the move, as we struggled to find somewhere to put our wares so that people could actually see them! However the arts and crafts group continued to do some great work, most notably creating the stained glass windows for the portholes, raising £116 for the Royal British Legion through selling handmade popples and building our National Elf Service Christmas door, which was easily the most in-your-face door in the competition!

We received generous bequests in memory of three patients – Reg, John and Pete – who all sadly died and also our friend and fellow Trustee Muriel Barker, who was a remarkable lady and did so much for the community during her life.

Sadly a lot of the plants, that we "rescued" from the Upsy Daisy garden before we moved, died whilst at Bradley Lakes, ironically due to lack of water during the drought months (they are on a water meter). Had we known that Harbour Place were taking over Hope Street we would probably have left more of the plants there. Once again, hindsight is a wonderful thing.

After six months, those that survived were brought to the Val Waterhouse Centre and now reside at the back of the building. Plans for a new garden in the car park area have been put on hold indefinitely, although we have recently been given approval to take over the wooden planters in the car park, so perhaps this will be the small beginning of something new.

On top of the significant income and expenditure, there were also hundreds of smaller donations, sales and session fees. We have

Section D	Achievements and performance
	<p>supplied many patients with shoulder pulleys, kinesio tape, wheat packs, palm cups and hand fans, whilst service users have given us their pennies and pounds for teas and coffees and social activities and exercise classes. And it all adds up.</p> <p>As Treasurer, I have to say that 2018 has been by far the most challenging year since the Hope Street Trust began. The year began frantically with numerous transactions as we hurried to get our new home ready to receive patients and we switched bank accounts from the Co-operative to Santander in March, but that was nothing compared to the increased work generated by the opening of the café. The previous version at Hope Street was small fry compared to The Galley Café, with online ordering, card payments, salary payments rarely being the same twice.</p> <p>It would be a lot for someone who didn't have a full-time job to do as well and I have to admit that I have really struggled to find the time and make sense of and prepare this year's accounts ready for examination. I thought I was fairly on top of things, but when I finally knuckled down and started reconciling it all, I found myself faced with a mountain of paperwork and realised I was underneath it rather than on top of it. Scanning everything for the first time hasn't helped, although going electronic is a far more practical way of sending the accounts for examination than having to lug files full of paperwork around.</p> <p>In closing, I apologise for having left it late with the accounts this year, but I don't need to be this stressed out again, my plan for the 2019 accounts is to start them before the year is even over in the hope that they might be ready by October 2020!</p>

Section E	Financial review
Brief statement of the charity's policy on reserves	<p>It is our intention to keep non-ringfenced funds to a minimum. Although we finished the year with £34,500 in funds, less than £4500 of this is non-ring-fenced.</p>
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.

Principal sources of funding:

- Donations
- Bequests
- Galley Café
- Event income
- Membership fees
- Rehab Plus sessions
- Tai Chi and chair-based exercise classes
- Sales of equipment

Section F

Other optional information

Financial Procedures:

- Annual review of financial controls to be completed.
- Bank statements to be brought to trustee meetings
- Accounts to be kept on secure drive.
- Annual report to be submitted before deadline.
- Cash and cheques to be banked in a timely manner
- Cash to be counted and checked by second person

Expenditure:


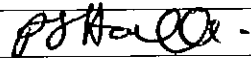
- Under £50 – Treasurer can approve
- Under £50 - £500 – 4 Trustees' approval required
- Over £500 – approval of the majority of all Trustees required

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)	Rachel Branson	Pam Hancock
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	16/10/19	

Hope Street Trust Income & Expenditure Report for year ending 31-12-18

	<u>BANK</u>	<u>CASH</u>	<u>TOTAL</u>
Opening Balance 1st January 2018	38406.58	4021.54	42428.12
Transfer from cash to Bank	23442.59	-23442.59	
<u>INCOME</u>	<u>BANK</u>	<u>CASH</u>	<u>TOTAL</u>
Donations	50.00	1211.77	1261.77
Staff/volunteer benefit donations		30.00	30.00
Bequests		1218.46	1218.46
Galley Café Income	68.57	15830.93	15899.50
Galley Café Card Payment Income	4187.32		4187.32
Fundraising		35.00	35.00
Event Income	58.00	1654.00	1712.00
Awards for All Immingham	9980.00		9980.00
Hope Street Trust Membership Fees	25.00	695.00	720.00
Immingham Rehab Plus		2403.37	2403.37
Hope Street Singers Income		20.00	20.00
Upsy Daisy Garden Income		10.00	10.00
Social Excursions	18.00	1358.50	1376.50
Tai Chi/Chairbased Class Incomes		1977.92	1977.92
Rehab Plus		4835.75	4835.75
Sales (equipment)		529.15	529.15
Handmade by Hope Sales	10.00	180.80	190.80
Book Stall		0.50	0.50
Paypal Income	1.01		1.01
Bank Interest			
TOTAL	14584.90	31991.15	46576.05
<u>DONATIONS OUT</u>	<u>BANK</u>	<u>CASH</u>	<u>TOTAL</u>
Donations Out	-116.60		-116.60
<u>GALLEY CAFÉ EXPENDITURE</u>			
Galley Café Expenditure	-8540.93	-1429.67	-9970.60
Card Payment Scheme Costs	-296.36		-296.36
Payroll Costs	-11674.41		-11674.41
Patient Refreshments	0.00	-135.72	-135.72
Café set up costs	-2382.14	-824.83	-3206.97
<u>COST OF FUNDRAISING ACTIVITIES</u>			
Fundraising costs			
Event Expenditure	-217.97	-1173.29	-1391.26
<u>GRANTS & FUNDING EXPENDITURE</u>			
Awards for All Immingham	-2073.80	-1705.23	-3779.03
<u>SOCIAL EXPENDITURE</u>			
Membership Scheme Costs	0.00	-343.50	-343.50
Immingham Expenditure	-219.99		-219.99
Social Club Expenditure			0.00
Grouchy Old Mens/Fishing Club		-19.00	-19.00
Upsy Daisy Garden Expenditure	-143.53	-72.98	-216.51
Social Excursions	-855.00	-572.00	-1427.00
<u>VOLUNTEER COSTS</u>			
Volunteer expenses	-32.00	-291.29	-323.29
<u>COST OF SALES</u>			
Goods purchased for sale/redistribution	-1037.28	-44.70	-1081.98
Handmade by Hope Expenditure	-229.86	-64.06	-293.92
<u>BANK/PAYPAL FEES</u>			
Paypal Costs	-1.77		-1.77
Returned cheque (account closed)	-20.00		-20.00
<u>OPERATING COSTS</u>			
Employer/Public Liability Insurance	-809.77		-809.77
Professional Fees - Accounts Audit			0.00
Marketing & Publicity			0.00
Memberships & Subscriptions	-187.99		-187.99
<u>HOPE SPECIALIST SERVICE EXPENDITURE</u>			
Move to VWC costs	-14535.64	-1295.99	-15831.63
Goods purchased for Hope Specialist Service	-921.40	-415.08	-1336.48
Goods/services purchased on behalf of service, to be reclaimed from CPG budget		-1787.00	-1787.00
<u>OFFICE EXPENSES</u>			
Postage & Stationery		-34.39	-34.39
	-44296.44	-10208.73	-54505.17

Santander Business Account @ 31-12-18

32,059.58

Co-op Business Account @ 31-12-18

78.05

Cash In Hand

2,361.37

Closing Balances @ 31-12-18

34,499.00

We have examined the above information and explanations provided to us and agree the same.

GWS Accounts Limited

Bookkeeping & Payroll Bureau, Cleethorpes