

ARMCHAIR CHARITY

Registered CIO - Charity no. 1164966

TRUSTEES ANNUAL REPORT 2019-2020

DONATIONS RECYCLED TO THE NEEDY FOR THIRTY YEARS

During the year we received **815** free items of furniture, donated by the public, and delivered them to **288 people** and families, equivalent to **2.8** items to one family helped every working day of the year. Referrals came from the Citizens Advice Bureau, Housing Associations, Health Visitors, Social Services & Worcester Municipal Charities.

DON'T THROW IT AWAY – GIVE IT AWAY Others less fortunate need it

The furniture delivery addresses demonstrate clearly that the charity is providing a priority service to those areas in the City where families traditionally experience financial hardship:-

WR4	Warndon, Brickfields, Tolladine	103
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	82
WR5	Ronkswood , Wylds Lane, Stanley Rd. etc.	51
WR2	Dines Green, St. Johns	43
WR3	Northwick , Bevere, Perdiswell, Claines	9
	Total	<u>288</u>

VALUE FOR MONEY

The Charity offers very good value for money. Each family/person helped, received on average 2.8 items, costing £32 each. A total cost of £90 (about the cost of a single bed) for 2.8 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

ALL ENQUIRIES TO:

Richard Hines, Manager

Tel: 01905 - 456080

Email: info@armchairworcester.org.uk

www.armchairworcester.co.uk

ANNUAL REPORT OF THE TRUSTEES - 2019/2020

NAME OF THE CHARITY	The Armchair Trust CIO
CHARITY REGISTRATION NUMBER:	1164966
CHARITABLE TRUST DEED:	Adopted 27/09/1989. Registered with the Charity Commission on 06/10/1989. Registered as a CIO on 22/12/2015. Not amended since.
NAMES AND EMAILS OF TRUSTEES:	Schedule attached page 7
ANNUAL ACCOUNTS:	Independently Examined - attached page 9-10
ADDRESS:	Unit 6b, Checkett's Lane Trading Estate, Worcester. WR3 7JW Tel: 01905 - 456080.
BANKERS:	Unity Trust, 4 The Square, 111 Broad St., Birmingham B15 1AR
SOLICITORS:	Hallmark Hulme LLP, 3-5 Sansome Place, Worcester, WR1 1UQ
INDEPENDENT EXAMINER:	Paul Griffith acts as "Independent Examiner"

THE REGISTERED CHARITABLE OBJECTS OF ARMCHAIR

"To relieve generally, and individually, persons resident in Worcester City, who are in conditions of financial need, and hardship, by the provision of furniture and other household accessories, donated by the public, or acquired otherwise, which are calculated to reduce the need and hardship.

(Please see the website "[armchair worcester.org.uk](http://armchair.worcester.org.uk)")

Armchair welcomes gifts of second-hand furniture and household items from the public, and recycles these items, free of charge, for re-use by needy individuals and families, referred to Armchair by Statutory and Voluntary Bodies.

AREA OF BENEFIT

The area of benefit is "*within 10 miles of Worcester City centre*". Occasionally, gifts are collected from just outside the City but **due to limited resources, the need to economise on fuel, and to achieve a low carbon footprint, all deliveries of household items are within the City boundary.**

FINANCES – HISTORY OF THE FUNDING

In 1996 the National Lottery gave Armchair a very generous four-year revenue and capital grant enabling us to purchase the 50-year lease of a warehouse in 1996 for £55,000 and a nearly new van. However, Lottery revenue funding ended in 2000.

Armchair's finances between 1997 and 2008 from the main statutory referrers, i.e. the Primary Care Trust and the County Council Social Services Department were originally regular and apparently secure. However, in 2008 the County Council Adult Social Care Department ceased its funding entirely and the Primary Care Trust did the same in 2010 having already halved its grant in 2008.

In 2007/8 for the first-time limited financial assistance was received from the waste disposal authority and this continues. This was £1,533 in 2019/2020.

With expenditure of around £26,000 annually, and a reduction of the statutory funding from £12,000 in 2009 to nil in 2011, there was a very large shortfall to raise annually and Armchair faced a financial crisis until existing local sponsors came to the rescue. Armchair has always received generous help from grant making trusts who benefit the poor and needy to whom the furniture is delivered.

This year we are most grateful to the following organisations and charities etc. for their continued major support and place on record our thanks to them for their generous donations in 2019–2020:-

Lasletts Charity, The Hopmarket Charity, Six Masters, Fortis, The Eveson Trust, The Grimley Charity, Worcester Municipal Charities, Worcester City Parish and Worcestershire CC Waste Disposal.

In general terms, Armchair's finances are secure with regular grants from new and existing funders. The cash reserves are currently **£19,685.02**.

PREMISES

In 1997 the Trustees paid £55,000 for a warehouse (leasehold for 50 years) in which to store the gifts received that are not immediately required.

TRANSPORT

Following an expensive leasing arrangement, the Trustees purchased a second-hand van. This was replaced with a better one, in 1998, with a grant from the National Lottery, and a more modern Luton Van with a tail lift was acquired using reserves in 2001. This required replacing in 2014 at a cost of £16,294.00 from reserves. This year it was agreed by trustees that a designated fund will be established and £10,000 was transferred initially from reserves. Any surplus each year will be allocated to this fund. This will ensure that there are enough funds available for when the van needs replacing again. At year end there is £13,396.66 in this designated fund.

STAFF

The Trustees employ two part time staff working mornings only, 9.30 am to 1.30pm to collect and deliver items and to take and respond to referrals of people in need.

ADMINISTRATION

In 2011 with a “**Grassroots**” Grant from Community First of £4,107.00, we purchased a computer, printer, Broadband line, set up a website and moved into the 21st century. Most referrals now arrive by Email and we can collect statistics of referrals, deliveries and beneficiaries (by postcode) showing the communities we help.

POLICIES, RISK ASSESSMENT, RESERVES

In 1998 the Trustees adopted an Equal Opportunities Policy, a Health and Safety Policy and a Quality Control Policy to operate in connection with the Charity's activities. In 2003 the Trustees adopted an Environmental and Sustainability Policy and a Business Plan. In accordance with the Charity Commission's S.O.R.P. the Trustees have assessed risks and arranged lifting training for staff. Insurance has been taken out for the major risks. A "reserves" policy of 8 months' spending has been adopted as a prudent level given the general insecurity of long-term funding. In 2012 the following were added: Confidentiality, Health & Safety at Work, Safeguarding Vulnerable Adults, Complaints, Grievance, Discipline, Recruitment & Selection, Business Plan, and Financial Procedures.

WASTE DISPOSAL SUPPORT

Armchair collects and delivers about 3 vanloads of furniture every week. This represents about **150 van loads** most of which would be tipped - **costing c. £115.00 each representing about £17,250 in waste fees.** The County Waste Disposal Section introduced a "Recycling Credit Scheme" which brought Armchair £1,533 this financial year based on the weight of the 815 recycled items, equal this year to 250 tons. In 2017 the County Council promised to renew its generous arrangement for Armchair to dump unusable furniture without charge.

PUBLICITY AND EDUCATION OF THE PUBLIC TO RECYCLE/RE-USE

The Trustees issue press releases and arrange feature articles in the local press seeking gifts of furniture and generally promoting the Charity's recycling work locally. Articles are published in The Worcester News which led to many donations. The charity appears regularly in Worcestershire County Council's recycling newsheet "Mission Impossible".

STATUTORY ENTITLEMENT - ASSESSMENT OF CHARITABLE NEED

The Charity revised its referral form in 2015 to ensure the intended beneficiary has exhausted statutory entitlement before applying to Armchair. The Trustees ensure that the Charity supplements rather than supplants the work of the Statutory Services, especially the DWAS, and checks that all the beneficiaries are in receipt of means tested benefits or on similarly low incomes.

THE MANAGEMENT COMMITTEE - ELECTION, COMPOSITION, INDUCTION AND TRAINING

There are 8 trustees (also the members) who replace vacancies as they occur. They are the Board or Management Committee who manage the Charity and authorise expenditure. Membership was drawn from representative groups from the local community. The following are represented: - Maggs Day Centre, the Citizens Advice Bureau, and Worcester Municipal Charities. The Manager and his assistant attend the Committee meetings but do not vote and withdraw if they have a pecuniary interest.

New trustees are inducted by being given the most recent Annual Report and Annual Accounts, the Charity's Constitution, a copy of the Charity Commission publication CC3 "The Essential Trustee - What You Need To Know", and by being invited to visit the furniture warehouse and talk to the staff.

The following Trustees retire by rotation at the GM and offer themselves for re-election:

- Ms. Susan OSBORNE
- Ms. Mel KIRK
- Mr. Alan PURCHON

Nominations may be proposed from the floor providing those nominated have already been appointed as members, duly approved by the Board.

MEETINGS OF THE TRUSTEES

The Board Management Committee meets once every two months. The Trustees receive and consider a report from the Chair, and Manager who keeps the finance books. Minutes are taken and circulated. The Management Committee has the power to co-opt new Trustees and non-voting advisers. The independently examined accounts are approved by the Management Committee and then formally adopted at the Annual Meeting of the Trustees.

ANNUAL MEETING

The meeting takes place once a year, on 13th May 2020 at 12.30 p.m. this year via zoom. The meeting receives the trustees' annual report and the independently examined accounts which are approved by the trustees.

CHAIR'S REPORT

Mel Kirk reports as follows: **We made a surplus of £3,007.58.**

2019/2020 saw another slight increase in referrals due to Armchair now being the only charity that delivers free furniture those in need.

During the year a total of **815** household items was delivered to **288** families or individuals in need with, on average, 2.8 items each. A complete breakdown of referrals and deliveries is set out on page 6.

My grateful thanks are due to **Richard Hines** (who also manages finances) **and Mark Richardson**, for another successful year's hard work. We receive many compliments about their reliability, helpfulness and courtesy.

I would also like to thank **all trustees, all** of whom have carried out their roles with care and commitment. The wide-ranging backgrounds of our trustees, their broad skills & experience, and the stability of the membership of our Committee as a whole, provide a strong team which has ensured our survival and effectiveness during a difficult financial period. We have witnessed the disappearance of services like Armchair, or the introduction of charges, which people on Means Tested Benefits simply cannot afford. We anticipate that need will increase in future years with the introduction of Universal Credit.

Towards the end of this financial year Armchair made the decision to suspend services until lockdown had been lifted across the country. This was for various reasons including staff / families being classed as fitting into the vulnerable group, the need to protect staff safety and because people were no longer donating furniture. Staff have been furloughed because of this, which means that we can reclaim 80% of the wages back from government during their time in furlough.

Our General Meeting this year will be held virtually to ensure social distancing rules are upheld.

FINANCE REPORT

Richard Hines reports as follows: This year there was income of £29,428.61, expenditure of £26,421.03 and a surplus of £3,007.58 (this surplus was transferred to the designated van fund). At the year end the charity's assets had a book value of **£70,928.58** which includes the warehouse at **£29,700, the van at £8,147, designated fund for new van of £13,396.66** and accumulated cash of **£19,685.02**.

The Accounts have been independently examined free of charge by our new independent examiner Paul Griffith to whom we are most grateful. A full copy of the accounts, including the Income and Expenditure for the year, the Balance Sheet at year end and the Examination Certificate is attached at pages 8-9.

The Charity offers very good value for money. Each family/person helped, received on average 2.8 items, costing £32 each. A total cost of £90 (about the cost of a single bed) for 2.8 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

ARMCHAIR MANAGER'S REPORT ON THE YEAR'S WORK - APRIL 2019 TO MARCH 2020

Richard Hines reports as follows: We have collected very careful statistics with the computer to help us demonstrate our **worth to the Worcester community both in terms of meeting need and avoiding unnecessary waste**. There were **288** referrals to which we have responded with **815** items delivered. All the donations have to be collected first, and we then deliver straight from the van to the waiting list.

These are our delivery figures for 2019/20 by postcode:

This demonstrates dramatically to our funders that we help needy people, many of them living in areas where families traditionally experience financial hardship.

WR4	Warndon, Brickfields, Tolladine	103
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	82
WR5	Ronkswood , Wylds Lane, Stanley Rd. etc.	51
WR2	Dines Green, St. Johns	43
WR3	Northwick , Bevere, Perdiswell, Claines	9
	Total	288

REFERRALS OF PEOPLE IN NEED TO ARMCHAIR 01/04/2019 - 31/03/2020**STATUTORY AUTHORITIES**

Social Services (inc. childrens' centres)	41
Health Visitors	37
Worcester City Council	47
Housing Associations (Fortis Living, Rooftop, West Mercia Homes)	57
Probation Service	2
	<u>184</u>

VOLUNTARY SECTOR

Citizens Advice Bureau/WHABAC	81
Community Care Project	8
St Pauls Hostel	4
Maggs	3
SSAFA	2
Worcester Municipal Charities	1
Womens Aid	1
YMCA	1
Pathways	1
Stroke Association	1
Good Soil Trust	1
Total	<u>104</u>
Grand Total	<u>288</u>

COLLECTION & DELIVERY OF DONATIONS BY ARMCHAIR 01/04/2019 - 31/03/2020

Double Beds	73	Single Beds	66
Wardrobes	37	Chest of Drawers	123
Bedside Cabinets	70	Dressing Tables	1
Sofas	73	Armchairs	58
Sofa Beds	1	Dining Tables	36
Dining Chairs	127	Coffee Tables	42
TV Stands	25	Bookcases	11
Stools	12	Sideboards	0
Wall Units	1	Ottomans	8
Cots	5	Bunk Beds	1
Computer Desk	0	Other	45
		Total:	815

LANDLORDS OF DELIVERY ADDRESSES

FORTIS LIVING	168
PRIVATE	36
“SMARTLETS” (CITIZENS ADVICE)	25
WEST MERCIA HOUSING	14
WORCESTER MUNICIPAL CHARITIES	8
ROOFTOP HOUSING	8
NEXUS	6
WEST MORELANDS	6
COMMUNITY CARE PROJECT	5
BROMFORD HOUSING	4
SANCTUARY HOUSING	4
ARDEN PROPERTIES	2
WATERLOO HOUSING ASS.	2
TOTAL	<u>288</u>

NAMES AND ADDRESSES OF TRUSTEES AND STAFF - 2019/20

TRUSTEES

E MAIL ADDRESS

Mel Kirk
(Chair)

Email: mkirk@maggsdaycentre.co.uk

Margaret Jones
(vice chair)

Email: jones1res@btinternet.com

David George

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Sue Osborne

Email: smosborne46@gmail.com

Alan Purchon

Email: apurchon1@gmail.com

Richard Boorne

Email: sales@bondtech.uk.com

Emma Fay

Email: efay@maggsdaycentre.co.uk

Martyn Saunders

Email: martyn.saunders@cabwhabac.org.uk

STAFF MEMBERS:

Richard Hines*
Manager

Email: info@armchairworcester.org.uk

Mark Richardson*
Assistant Manager

Email: info@armchairworcester.org.uk

* Non-voting members of the Management Committee

ARMCHAIR INCOME AND EXPENDITURE 01/04/2019 - 31/03/2020

INCOME

WORCESTER MUNICIPAL CHARITIES	15,995.00
LASLETT'S CHARITY	3,000.00
SIX MASTERS CHARITY	3,000.00
HOPMARKET CHARITY	2,500.00
EVESON CHARITABLE TRUST	2,000.00
FORTIS	500.00
GRIMLEY	500.00
WORCESTER CITY PARISH CHARITY	400.00
WORCESTERSHIRE C C RECYCLING CREDIT	1,533.61

TOTAL INCOME: £29,428.61

EXPENDITURE

WAGES	18,236.53
NEST PENSION EMPLOYERS CONTRIBUTION	847.79
INLAND REVENUE	2,936.52
VAN FUEL	644.07
VAN SERVICING & REPAIRS	122.89
SEVERN TRENT	193.05
STATIONERY AND OFFICE MATERIALS	0.00
TELEPHONE	588.71
FURNITURE STORE INSURANCE	1309.07
VAN ROAD TAX	260.00
ELECTRICITY	260.30
VAN INSURANCE	728.00
BANK CHARGES	72.00
SUNDRIES	222.00

TOTAL EXPENDITURE: £26,421.03

RESULTS FOR THE YEAR

EXCESS INCOME OVER EXPENDITURE: £3,007.58

BALANCES AND BANK RECONCILIATION

Date	Income	Expenditure	Balance
31/3/20	29,428.61	26,421.03	3,007.58
Brought forward current A/C 2018/2019			30,074.10
Surplus 2019/2020			3,007.58
Unity Current A/C			33,081.68
Un-banked Income			-
Un-presented cheques			-
Accumulated cash			<u>£33,081.68</u>

FIXED ASSETS

Warehouse (purchase price 1997) (50 year lease)	55,000.00
Depreciation 1997 - 2019 = 23 Yrs @ £1,100	25,300.00
Value at year end	<u>£29,700.00</u>
Van (purchase price Nov 2014)	16,294.00
Depreciation 5 Yrs @ 1,629.40p.a.	8,147.00
Book value at year end	<u>£8,147.00</u>

ACCUMULATED FUND

Cash	19,685.02
Designated fund for purchase of new van when required	13,396.66
Van	8,147.00
Warehouse	29,700.00
Total	<u>£70,928.68</u>

Signed on behalf of the Board

MEL KIRK (Chair)

4th May, 2020