# TRINITY MISSION CASTLEFORD CIO

**Registered Charity Number 1166064**

## Annual Report

## and

## Financial Statements

## For the Year Ending

## 31st August 2026

# TRINITY MISSION CASTLEFORD CIO

## Annual Report and Financial Statements

## For the year ending 31st August 2026

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# TRINITY MISSION CASTLEFORD CIO

## Legal and Administrative Details

**CHARITY NUMBER** **1166064**

**STATUS**

The Charity is a Charitable Incorporated Organisation and is called Trinity Mission Castleford CIO. It was registered with the Charity Commission on 15th March 2016. It was established under a Constitution recognised by the Charities Act 2011

**REGISTERED ADDRESS**

Hope Street Bungalow
Hope Street East
Castleford
WF10 1DZ

**TRUSTEES**

Kate Amaral
Patricia Burgess
Valerie Brook (until October 2025)
Sandra Cunnington
Lyndsey Evans (Secretary)
Stephen Hindle (until December 2025)
Rev Christopher Holmes (Chair) (from July 2026)
Rev Naomi Kaiga (Chair) (until July 2026)
Linda Knapper
Rev Barry Owen
Linda Skelton (Treasurer)
Joanne Stainburn
Tracy Weaver (from October 2025)

**BANKERS**

The Co-operative Bank
PO Box 250 Delf House
Skelmersdale
WN8 6WT

**INDEPENDENT EXAMINER**

Joanne Crook FCCA
Crook & Herbert Accountants
57 Whitley Spring Crescent
Ossett
WF5 0RF

# TRINITY MISSION CASTLEFORD CIO

## Trustees' Annual Report for 2026

The Trustees submit their Annual Report and independently examined Financial Statements for the year ending 31st August 2026.

**OBJECTS**

The objects of Trinity Mission are:

- The prevention and relief of poverty for the public benefit in Castleford and in particular the relief of those in need in Castleford, by reason of homelessness or financial hardship, through the provision of food, clothing and information, advice, and guidance.

- The advancement of citizenship and community development (including urban regeneration), and the promotion of civic responsibility and volunteering for the public benefit in Castleford.

- The advancement of health for the public benefit in Castleford by means of support for those who are marginalised or socially isolated, by - for example - their age or because of the challenges they face as a result of living with a disability or a mental illness.

**GOVERNANCE**

The Trustees are members of the Management Team which oversees the achievement of the above Objects. We are aided in this by a team of volunteers, one full time and two part time members of staff. We also have strong support from the Methodist Circuit and District.

**TRUSTEES**

Ex-officio
The superintendent minister for the time being of the Aire and Calder Methodist Circuit or its successors, the chair of the church council for the time being of Trinity Methodist Church Castleford and any deacon or presbyter appointed for the time being to have particular oversight of the work of the Trinity Mission are automatically, by virtue of holding that office, a charity trustee.

Nominated Charity Trustee[s]
The church council of Trinity Methodist Church Castleford appoints up to two charity trustees for a term of 3 years.

Elected Trustees
The Annual General Meeting of the Charity appoints between three and ten charity trustees for a term of 3 years.

**PUBLIC BENEFIT**

The Trustees have considered the Charity Commission's advice on public benefit.

The Charity's main objective is the relief of poverty in the Castleford area. The principal activity is the provision of food and supporting those in need by the giving of advice and information to those who are marginalised or socially isolated in the community. These activities have a clear beneficial effect to those receiving the support.

**RISK REVIEW**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and a Risk Management Policy has been drawn up using Charity Commission guidelines. Key risks are:

- The risk of having insufficient resources of funds, staff/volunteers and space to provide our services as costs continue to increase.
- The risk of a lack of expertise/time available amongst trustees to meet challenges ahead.

These issues continue to be addressed with the help of the Methodist Church and procedures put in place to help mitigate the risks.
Financial procedures are in place to minimise the risk of fraud. Safeguarding procedures are in place for the benefit of service users, staff and volunteers. Insurance provision is regularly reviewed.

**RESERVE POLICY**

The Trustees aim to build up sufficient reserves of unrestricted funds to enable us to continue with the work of the Mission, including employment of one full time and two part-time members of staff, if we experience any short-term gaps in securing funding. Our reserves policy requires us to keep an amount in reserves to cover general running costs for a period of 3 months, plus amounts to cover redundancy payments and unforeseen renewal/replacement of equipment.

**REVIEW OF ACTIVITIES**

The Mission continues to open for three sessions every week – Tuesday and Wednesday lunchtimes, when guests can obtain food parcels and have a hot meal, and Monday evenings where they can enjoy coffee/tea and a chat. Our Senior Support Co-ordinator is available for advice and support outside of session times.

The number of meals and food parcels provided to our guests is very similar to last year.

Mark, our Senior Support Co-ordinator, helps our guests with issues such as debt, homelessness, health, mental health and general guidance. He helps them with form-filling in and telephone calls, and liaising with benefits and other agencies. Mark often supports our guests at external appointments such as tribunals, job centres, hospitals and housing associations. The number of formal one-to-one appointments is reduced from last year. This is partly because Mark had a period of absence from work, reducing overall capacity. It is also because of an increasing complexity of our guests' needs – many are presenting with multiple needs, often linked to poor mental health – so that meetings are taking longer than previously.

Stephanie, our Services Manager, manages a team of volunteers to provide the Food Bank and hot meal services to our guests. During the year Stephanie attended a course in volunteer management,

funded by Nova, which strengthened her skills in this area and led to the production of a volunteer handbook. We now have more than 25 regular volunteers and we also host volunteer teams from local businesses.

Debbie, our Food Bank Supervisor, has now completed her first full year of employment and has contributed greatly to cost control and smooth running of the food bank.

We continue to work with outside agencies to increase the services that we offer to our guests. NHS Spectrum health nurses, Bevan Healthcare, Riverside Housing, BHA (a charity specialising in sexual health), and St James' "Liver Buddies" regularly attend our open sessions.

We are currently developing a new digital system for recording and managing our guest information which will be introduced from September 2026. Moving away from paper records, the new system will securely store accurate records of our service users and will help us to track each person's progress over time. This will help us to better understand their needs, challenges and changing circumstances and thereby strengthen and improve the service that we offer.

**ACHIEVEMENTS AND PERFORMANCE**

During the past 12 months Trinity Mission has provided:

- 3,910 food parcels
- 7,044 meals
- Approximately 600 one-to-one meetings with our Senior Support Co-ordinator
- Over 150 sessions where guests can enjoy warm space and social interaction
- Clothing and household items as required by our guests

**FINANCIAL REVIEW**

The Mission has had another successful year in obtaining grant funding to cover our activities. Our main grant funders continue to be the Aire and Calder Methodist Circuit and the Yorkshire West Methodist District. During the year we received our final grant from the WMDC Household Support Fund, plus continued grants from the Vico Homes (previously WDH) Foodbank Fund. We also received an unrestricted grant from the Albert Hunt Trust.

In total, we have received £86,023 in grant funding, broken down as follows:

| **Grant provider** | **Amount** |
|---|---|
| Aire and Calder Methodist Circuit | £ 40,000 |
| Yorkshire West Methodist District | £ 36,500 |
| Albert Hunt Trust | £ 5,000 |
| Vico Homes Foodbank Fund | £ 3,000 |
| WMDC Household Support Fund | £ 1,000 |
| Nova | £ 523 |

We are also grateful to local companies, churches and individuals who have supported us with regular donations of both money and goods throughout the year.

Our total income of £92,300 exceeded our total expenditure of £89,651 leaving a small surplus of £2,649 which allows us to continue to meet our reserves requirements.

Compared to 2024/25, income has increased by 12.6% and expenditure by 2.1%.

We commit to increasing staff salaries each year in January by the same percentage increase as the National Living Wage. This year the increase was 6.75%. Trinity Methodist Church provides us an annexed building rent-free, but we pay hourly rent to them for use of their kitchen and dining space when we are open for meals. The hourly rate has remained the same as last year. We are very pleased that food bank costs have decreased from last year, despite rising food prices. This is a result of some very generous donations of food from local companies and churches, as well as the benefit of having a dedicated Food Bank Supervisor who keeps close control of costs. The amount spent on equipment has increased from last year. This represents the purchase of tablets in preparation for the introduction of our digital system. Other costs have remained similar to 2024/25.

We start the new financial year having secured funding again from both the Methodist Circuit and District. However, there will still be a funding gap to be met, and we will continue to apply to external grant providers.

## TRINITY MISSION CASTLEFORD CIO

### Receipts and Payments Account for the year ending 31st August 2026

**Trinity Mission CIO**
**Statement of Financial Activity**
**For the year ending 31st August 2026**

| | | Unrestricted Funds | Restricted Funds | Total 2025/26 | *Total 2024/25* |
|---|---|---|---|---|---|
| | | | | £ | *£* |
| **Income** | Grants | 81,500 | 4.523 | **86,023** | *72,150* |
| | Donations - Organisations | 820 | - | **820** | *2,322* |
| | Donations - Individuals | 2,471 | - | **2,471** | *2,509* |
| | Fund Raising | 693 | - | **693** | *2,632* |
| | Gift Aid reclaimed | 559 | - | **559** | *468* |
| | Interest | 1,734 | - | **1,734** | *1,926* |
| | **TOTAL INCOME** | **87,777** | **4,523** | **92,300** | *82,007* |
| **Expenditure** | Staff Salaries | 55,069 | 523 | **55,592** | *51,752* |
| | Staff Expenses | 633 | - | **633** | *374* |
| | **Total Staff Costs** | 55,702 | 523 | **56,225** | *52,126* |
| | Sessions | 932 | 400 | **1,332** | *1,705* |
| | Food Store | 7,540 | 3,600 | **11,140** | *14,017* |
| | Rent/services paid to Church | 16,413 | - | **16,413** | *16,250* |
| | Utilities | 2,020 | - | **2,020** | *2,116* |
| | Maintenance/Cleaning | 178 | - | **178** | *243* |
| | Travel | 24 | - | **24** | *28* |
| | Stationery/Office expenses | 57 | - | **57** | *102* |
| | Insurance | 728 | - | **728** | *728* |
| | Equipment/Security | 487 | 524 | **1,011** | *321* |
| | Misc. expenditure | 523 | - | **523** | *209* |
| | **Total Other Expenses** | 28,902 | 4,524 | **33.426** | *35,719* |
| | **TOTAL EXPENDITURE** | **84,604** | **5,047** | **89,651** | *87,845* |
| **Excess of Income over Expenditure** | | **3,173** | **-524** | **2,649** | *-5,838* |
| Cash at bank/in hand at 31st August 2025 | | 37,538 | 524 | 38,062 | *38,062* |
| **Cash at bank/in hand at 31st August 2026** | | **40,711** | - | **40,711** | |

## TRINITY MISSION CASTLEFORD CIO

### Statement of Assets and Liabilities for the year ending 31st August 2026

| | | Unrestricted Funds | Restricted Funds | Total |
|---|---|---|---|---|
| **Cash funds** | Deposit account | 36,795 | - | **36,795** |
| | Bank Balance | 3,805 | - | **3,805** |
| | Petty cash | 111 | - | **111** |
| | Total | 40,711 | - | **40,711** |
| **Other Assets** | Income tax to be recovered | 412 | | |
| **Liabilities** | Rent due to Trinity Methodist | 1,300 | | |
| | Payroll/Pension Liabilities | 845 | | |

**Approved by the Trustees and signed on their behalf by:**

**Rev Christopher Holmes**
**Chair of Trustees**

**Date:** 22/10/2026.

**INDEPENDENT EXAMINER'S REPORT**

I report to the trustees on my examination of the accounts of the Trinity Mission Castleford CIO for the year ended 31 August 2026.

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

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

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:

- accounting records were not kept in accordance with section 130 of the Act or
- 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.

Joanne Crook FCCA



Crook & Herbert Accountants
57 Whitley Spring Crescent
Ossett
WF5 0RF

Date: 22/10/2026