

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

England & Wales · Charity number 1031151

Details

Status Registered

Legal form Other

Registered 1994-01-07

Register [View on the Charity Commission register](#)

Contact

Address Manager
Hartlepool Special Needs Group
Support Group
109 Park Road
Hartlepool
TS26 9HR

Phone 01429863766

Email info@hsnsg.org.uk

Website www.hsnsg.org.uk

Activities

Objects: (A) TO RELIEVE THE NEEDS AND ADVANCE THE EDUCATION YOUNG PEOPLE WITH PROFOUND PHYSICAL/LEARNING DISABILITIES, AND TO ADVANCE THE EDUCATION OF THEIR FAMILIES AND CARERS AND THE PUBLIC AT LARGE CONCERNING THE NEEDS OF SUCH YOUNG PEOPLE (B) TO PROVIDE FACILITIES FOR RECREATION AND OTHER LEISURE-TIME OCCUPATION OF SUCH YOUNG PEOPLE HAVING NEED OF THOSE FACILITIES BY REASON OF THEIR DISABILITIES, SO THAT THEIR CONDITIONS OF LIFE MAY BE IMPROVED

Activities: Support/information sessions for parents and carers
Parent/carer/baby/toddler group
Children/young people various clubs
Out of school activities/trips

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Disability
- **Who:** Children/young People, People With Disabilities

Geography

- **Area of benefit:** IN PRACTICE THE BOROUGH OF HARTLEPOOL AND SURROUNDING AREA
- Hartlepool

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£159,096	£147,490	-	-
2023-12-31	£166,631	£141,656	-	-
2022-12-31	£174,603	£141,727	-	-
2021-10-01	£93,588	£71,472	-	-
2020-10-01	£89,061	£78,900	-	-

Trustees

Name	Role	Appointed
Hayley Bouabda		2025-03-07
Jamie Allison		2025-11-04
KAREN TAYLOR		2018-02-27
MARLENE BARNARD		2018-02-27
Shaun McCabe		2023-06-13

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

England & Wales - Charity number 1031151

Accounts

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

STATEMENT OF ACCOUNTS

31 DECEMBER 2024

Registered Charity Number: 1031151

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
STATEMENT OF THE TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and regulations.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Charities Act 2011, the charity (Accounts and Reports) Regulations 2008 and provisions of the trust deed. 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.

Signed on behalf of the Trustees on 6/3/2025

J Shepherd

Mrs J Shepherd - Chairperson

K Taylor

Mrs K Taylor - Treasurer

**HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report on the accounts of the Hartlepool Special Needs Support Group for the year ended 31 December 2024, which are set out on pages 3 to 4.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Charity 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 accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 on connection with the examination giving cause to believe that in any material respect:

1. accounting records were not kept in respect of the Hartlepool Special Needs Support Group as required by section 130 of the Act
- or
2. the accounts do not accord with those 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.

Heather O'Driscoll

Heather O'Driscoll FCA

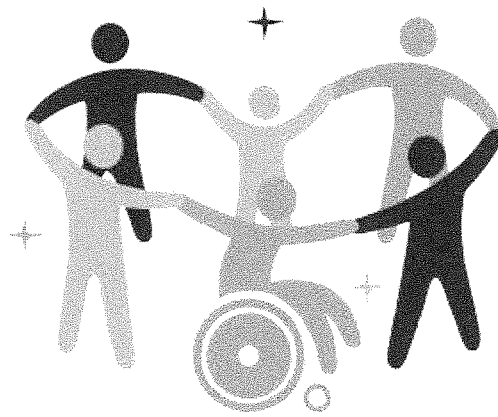
Waltons Business Advisers Limited

Chartered Accountants

14/03/2025

Trustees

Annual Report 2024



HARTLEPOOL SPECIAL NEEDS
support group

supporting local families since 1989

Trustees Report 2024

From 1st January to 31st December 2024

Structure Of The Organisation

Hartlepool Special Needs Support Group is a Voluntary Organisation and consists of:-

Trustees

Jayne Shepherd	-	Chair	Re-Elected February	2021-2027
Karen Taylor	-	Treasurer	Elected February	2024-2027
Marlene Barnard	-		Elected February	2024-2027
Ami Carroll	-	Secretary	Elected February	2024-2027
Jamie Allison	-		Co-opted November	2024-2027
Shaun McCabe	-		Elected February	2024-2027

Recruitment of Trustees

Members can nominate trustees or themselves for positions, also trustees can appoint co-opted trustees.

Met a total of 9 times

The Trustees meet monthly to monitor, set targets and discuss a range of issues relating to the efficient running of the group, including operational and financial reports from the Manager to whom the Trustees have delegated the day to day running of the Group. Additional or informal meetings are also held as required. Full members meeting are held at least three times a year.

Staff and Volunteers

Pat Allison	-	Manager
Julie Carter	-	Assistant Manager
Michelle Hall	-	Administration
Bank of Staff 22	-	Support & Care
Volunteers 15	-	Various Roles

Beneficiaries

- 98 Children and Young Adults who have a disability plus their Parent's, carers and siblings.
- 10 Affiliated Families

Address

Resource Centre
109 Park Road
Hartlepool
TS26 9HR

Chartered Accountants

Waltons Business Advisers Ltd
Maritime House
Harbour Walk,
The Marina
Hartlepool, TS24 0UX

Bankers

Virgin Money
118 York Road
Hartlepool
TS26 9BT

Barclays Bank
148 Park Road
Hartlepool
TS26 9BT

Chairs Report 2024

In 2024, Hartlepool Special Needs Support Group continued to provide a wide range of opportunities for all members.

We are now running a wider range of activities than ever before. This includes a monthly Meet and Mingle session for two different age groups and the introduction of a new club held Friday nights three times a month.

Pat has worked closely with Julie over the last year, sharing all of her managerial knowledge and insights, in readiness for her retirement at the end of the year. On behalf of everyone involved in Hartlepool Special Needs Support Group I would like to thank Pat for all of her hard work and dedication in making the group what it is today, an essential part of the Special Needs community.

The commitment and enthusiasm of all staff and volunteers has been invaluable, as usual, and is very much appreciated.

We had a busy year with lots of renovations and the resource centres makeover is now complete and has already started to have a positive impact on all of the group sessions. Everyone agrees it's looking great.

I, for one, can't wait to see all the exciting opportunities and possibilities 2025 has to offer our members!

Jayne Shepherd—Chair of Trustees

This Annual Report is circulated to all supporters, further copies are available from the Resource Centre.

History

Hartlepool Special Needs Support Group was established in 1989, a voluntary organisation formed under a constitution adopted July 1990 and amended November 1993, November 1999, June 2003, January 2005 and May 2023 **Registered Charity No. 1031151**

We have been providing this service for thirty four years and have a proven track record of managing large sums of money effectively. In 1999, we started operating from our own premises.

Over the years, we have become recognised as a specialist provider of services in our field. It is very apparent that our young people have an enhanced quality of life, are growing in confidence and are gaining the firm foundations and experiences upon which they can build in order to enjoy future opportunities.

Aims and Objectives

The Charity shall serve families, children and young people in the Borough of Hartlepool and those attending schools in this Borough (herein called "the Area"). From birth onwards, (herein referred to as young people). Such young people who enrol as children may remain as members after the age of 18, if deemed mutually appropriate by all parties.

To relieve the needs and advance the education of children and young people with various profound physical or learning disabilities with varying complex needs, including life limiting conditions, and to support their families and carers. An essential part of our service is to raise public awareness and change preconceptions about disability by encouraging inclusive activities through taking part in activities set in the public domain.

The Manager and her team work hard to achieve the Group's objectives by carrying out the following:

- Develop the group, encourage participation, recruit, train and support Volunteers and staff.
- Design appropriate programmes of activities both at centre and outreach and look for new opportunities
- Support the children and young adults under their care
- Provide support and information to parents
- Develop links with other agencies
- Maintain links with existing funding sources and research potential funders
- Ensure the smooth running of the resource centre

Contingency Policy

The Trustees agreed to continue this policy of keeping a contingency fund equal to six months running costs of the Charity. This policy is reviewed and monitored regularly.

Risk Management

The trustees have put systems in place to mitigate any major risks which affect the Charity.

Public Benefit

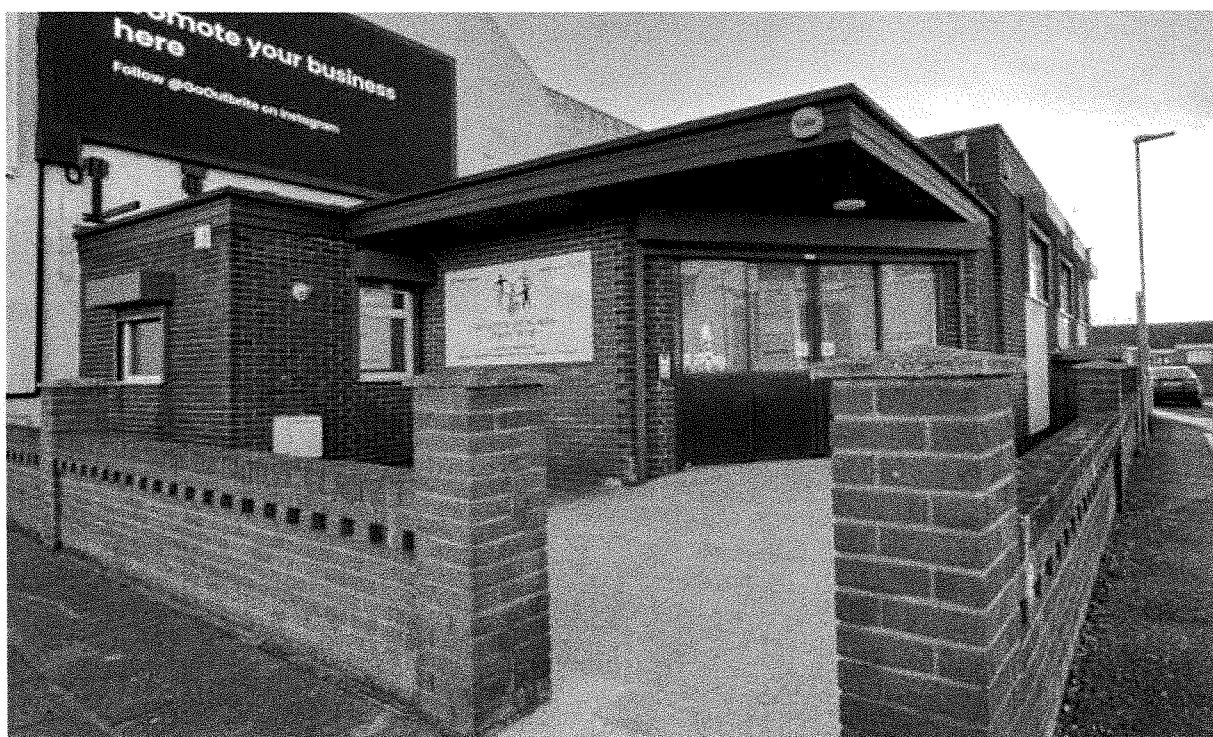
The Charity Trustees consider they have complied with their duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

Resource Centre and out in the wider community:-

Throughout 2024 services has seen an increase of attendees.

- Children's Fun Club
- Babies/Toddlers/Parent & Carer Group
- Friends Fun Club
- Get-Together Club
- Youth Club
- Drama Club "Constellation"
- Friday Night Club
- Meet & Mingle Sessions
- Multi-sensory Sessions
- Parent/Carers Social Events
- Film Nights
- Themed Social Sessions
- Use of centre for private use
- Training and awareness sessions
- Fundraising events (*see Donations—fundraising*)

Our Resource Centre



Children's Fun Club

The club is held every Monday evening during term-time. The children are a very lively group and love to move from one activity to another, enjoying multisensory sessions, energetic and table top games. The children always enjoy participating in the extra fun session with lunch and treats held throughout the year during school/college holidays. All were excited for the Christmas party with a visit from Santa and a gift.



Baby/Toddler/Parent Club

Held on Tuesday mornings 10 am to 12 pm with regular attendance babies and toddlers enjoy accessing the multi-sensory room, play area with a range of toys to keep them busy and continue to have a great rapport with our work placement who supports the sessions. This gives parents, grandparents and carers an opportunity to meet in a relaxed environment with time for refreshments.

Multi-Sensory Room

The multi-sensory room continues to be well used, with bookings from members, non-members and Individuals, all enjoying the relaxing environment.

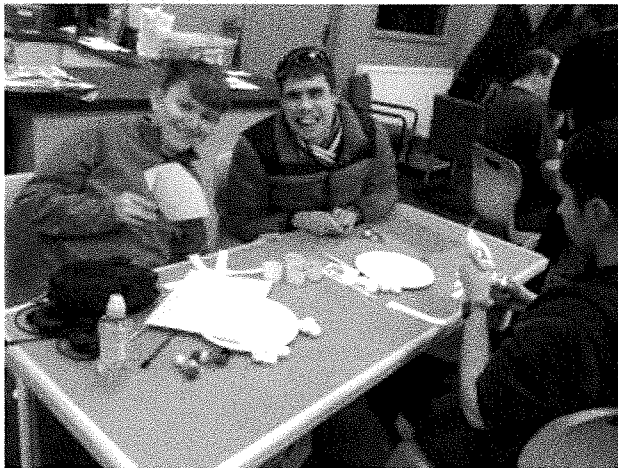


Get-Together Club

This club is held every Wednesday during term time for over 18's, who enjoy completing various tasks including delivering messages, general office duties and preparing gifts for other regular clubs, also enjoying the sensory room for chill-out time. The members help to organise and deliver various fundraising events including fayres, raffles etc and look forward to our parent/carer events welcoming them to the centre.



Youth Club



The club is held every Wednesday evening during term-time. The club is aimed for ages 12 years plus, or when agreed it is appropriate for the young persons particular needs. They are always excited to catch up with their friends and enjoy an exciting, busy programme of activities including bingo, cold cookery and crafts etc with treats and prizes and a visit to Tuck shop. Finishing of the year with a party and visit from Santa.

Friends Fun Club

Friends Fun Club meet on Tuesdays 5.30 pm—7.30 pm for children aged 3—13 years. The Children are a lively group who enjoy singing on the microphone, dancing and performing with time for some fun and games. The Stars are always enthusiastic in rehearsals and thrive when showcasing their performances in front of their family and friends. The year ended with a festive performance for their families, a Christmas party and a visit from Santa with personalised gifts.



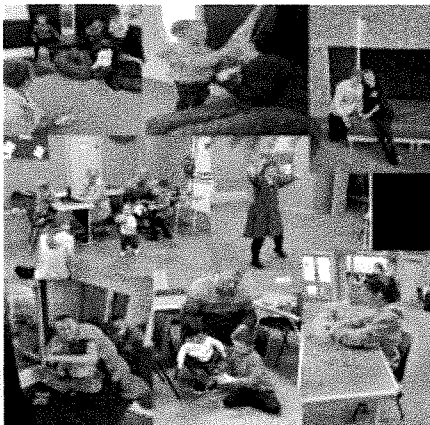
Constellation

Constellation sessions are held on Thursdays 6.00 pm to 8.00 pm for a group of young people aged 13+ who enjoy performing. Stars work hard during the sessions to practice their individual and group parts in preparation for their annual show in a live theatre. Visits to theatre performances by other local groups were made to help collate ideas for future shows. The Group put on a very successful show along with Friends Fun Club and showcased their talents with “We are all Stars” to a full audience. The year was finished with family entertainment evening followed by a Party with treats and a visit from Santa.



Friday Night Club

The club is held Friday nights 5.30 pm to 7.30 pm. The new group was introduced to move on members from Children’s Fun Club when necessary. They engage in similar activities as previous and have all settled in well.



Meet and Mingle

The sessions are held on 1st and 3rd Saturday of the month for up to 15 years and 16 years +. These sessions are enjoyed by the children/ young people and their parent/carers and offers all a chance to socialise in a safe environment.

Parent/Carer Sessions

The regular coffee-mornings held at the base give parent/carers the opportunity to meet up with a coffee and chat with friends, sharing any relevant information. Easter and mince-pie afternoons with treats served were well attended, with time to relax all thoroughly enjoyed.

Summer Scheme 2024

Following last years success it was decided to hold the scheme at Stranton Primary School once again. Delivering another fun-filled, action packed three weeks enabling all children and young adults to participate and enjoy the varied programme of activities on offer, including in-house and external entertainers, i.e. Bubbleman, Circurama, Hartlepotz, Animals About Town, Pets4People, Sparkling Treasures & Steve's Animal Ark. The on-site soft play area and bouncy castle was enjoyed by many. The specialized bikes hired were well used and popular, as was the visit from the ice-cream van. All sessions to the off-site hydro-therapy pool were enjoyed by all who attended. It was lovely to see so many members who have attended previous summer schemes and a delight to welcome a number of new families to our services.

Quotes from parents/carers:

This is the first year **Seb** has attended the scheme and it has been an amazing experience for him. He enjoyed all the activities he took part in. Every pick up time he came out so happy and full of smiles, the staff were helpful and informed us of his day. He will definitely be attending next year and will continue Children's Fun Club.

The scheme allowed **Halen** to have some independence from his parents in a safe environment to explore his own feelings and boundaries.

Ryan was so excited each morning and had lots of fun, he enjoyed every activity and come home with lots of different things he had made. The staff were all lovely and very approachable, they do an amazing job!

We feel very confident leaving the boys in your care, they had so much joy and pleasure from attending the summer scheme. Staff were brilliant and they loved all the activities on offer. Thank you all for the help you have given the **Bentham** boys.

The scheme is much needed as there is nothing else for our children and young adults in the community. They have so many opportunities they otherwise would not have.

Children and young adults:

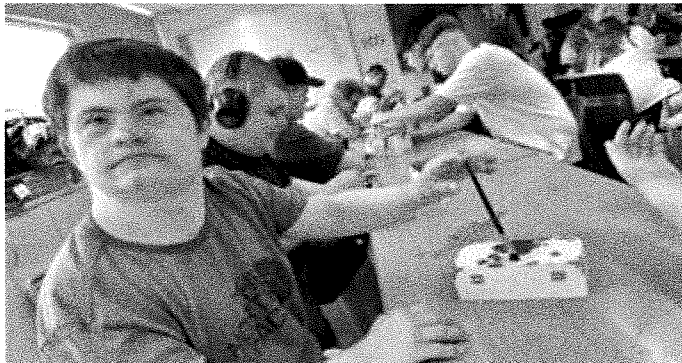
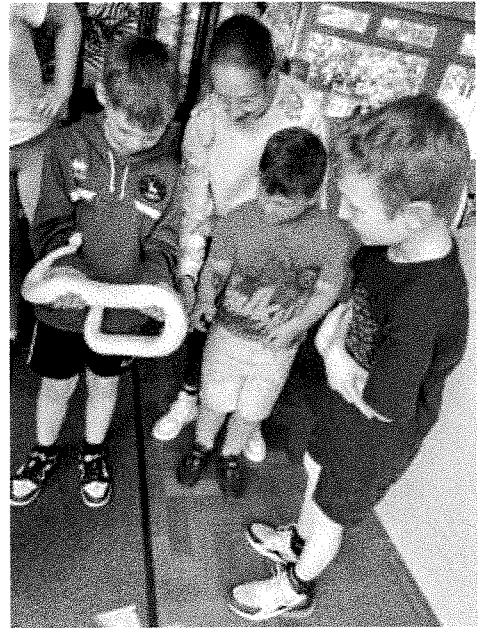
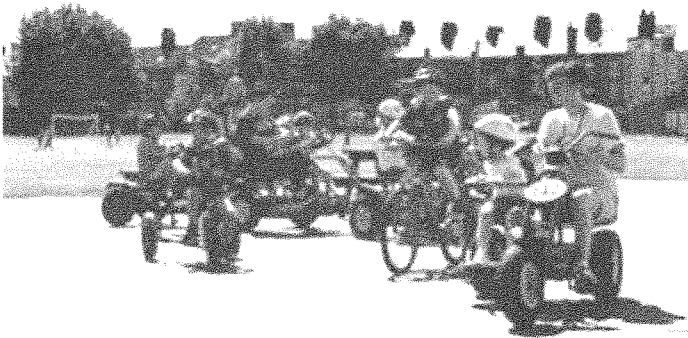
Using our widget symbol individuals completed forms. All identified "happy faces" and the variety of activities on offer were thoroughly enjoyed including sand play, sensory sessions, pottery, silent disco and Bingo.

Quotes from Staff and Volunteers:

The programme of activities were fun and engaging. It was clear all the children and young adults enjoyed themselves.

This has been my third year, and have enjoyed each year. The children and young adults always have so much fun and make lovely memories, it is so rewarding to be part of this team.

The scheme is planned really well with all staff working really hard.



The Groups programme of activities out in the community.

The following activities were enjoyed during the year by all who attended:-

	No. of Visits	Attendees
◆ Annual Social Event—Volunteers	1	13
◆ Jump 360—Trampoline Park	3	98
◆ Larry’s Lanes, Seaton Carew	4	139
◆ Cinema Visit and Pizza Hut	2	63
◆ Social Afternoons	6	142
◆ Humpty Dumpty, Billingham Forum	1	42
◆ Aladdin, Hartlepool Town Hall	1	51
◆ Christmas Party, Catholic Club	1	88
◆ Sleeping Beauty Panto, Darlington Hippodrome	1	56

HSNSG

Information Sharing

We continue to work closely with the voluntary and statutory sector within our base and visiting events out in the community.

Work Placements

A number of young adults continue to attend carrying out various tasks including general office duties, checking and purchase of supplies, Preparing and setting-up other clubs, contributing to the running of the Charity whilst enabling them to build on their own skills and confidence.

Training

Course

Basic First Aid

Attendees

1 Tutor, Manager and Assistant Manager
13 Support staff and volunteers

Emergency First Aid @ work/
Appointed person

1 Tutor, Manager and Assistant Manager
12 Support staff and volunteers

In-House Training

Positive Behaviour &
Disability Awareness

1 Tutor and Manager
12 Support staff and Volunteers

Summer Scheme Introduction

Manager & Assistant Manager
29 Support Staff and Volunteers

Volunteers

We started 2024 rewarding our committed team of volunteers with a social evening, it was well attended and thoroughly enjoyed by all.

We rely heavily on our dedicated team of volunteers to assist with the provision of our services, supporting children and young adults members enabling them to participate and enjoy regular activities held at the resource centre or out in the community.

Also providing help numerous ways behind the scenes contributing to the success of the Group. The Summer Scheme attracted some new students to the team offering their time during their Summer Break and continue to be involved.

We are very proud of them all, we much appreciate the time and effort they give to the Group, well done.



Thank You

Grants, Trusts and Businesses

We would like to acknowledge and thank the following for financial assistance:

Hartlepool Families First—Extended Activities and Play Schemes

Happy Days

Venator Materials

Quorum Development Ltd

Members Personal Donations and Fundraising Events

Donations

Pauline Hunter—Christmas cakes made & decorated

Isaac Boubda & Ethan Turnbull Families

Adapted Caravan Short Breaks via The Teesside Charity

Use of Centre and Equipment

Hunter, Ellis and Phillips Families.

Sensory Room Bookings

Events

Café & Tuck Shop

Raffles

Easter Treats and Mince Pie afternoon

Production and sale of Constellation and Friends DVD

Through the efforts from members, friends, families and supporters who have donated or participated in fundraising events we raised a grand total of **£12,169.**

Many hours of voluntary work were contributed by our Members and Supporters, it is impossible to place a value on the time given, but without it, much of the work undertaken could not be achieved. We very much appreciate all the donations and assistance from our Members, Friends & Supporters, not forgetting all the prizes.

Core Fundraising Group:

This is a small group of volunteers with their key aims to organise events and come up with ideas to increase funds and also general awareness of Hartlepool Special Needs Support Group.

Events held in 2024 were:

- ♦ Band Night
- ♦ Great North Run
- ♦ Christmas Jumper Day

We continue to receive great support from the local community and raised an amazing **£4,244** in the year.



A huge “Thank you” to all involved with the events.

FINANCIAL REVIEW - Accounts for the year end 31 December 2024

Full Accounts 2024 are available at the Resource Centre

INCOME	£159,096
EXPENDITURE	£147,490
BALANCE	£175,242

A message from Julie—Assistant Manager:- I was pleased to start my new position in May 2023. I have enjoyed working in the office alongside Pat, Michelle and Abbie, learning my new role. It has been lovely being involved and getting to know the children, young adults and their families, as well as other staff members and volunteers. I am look forward to what 2025 brings.

FINALLY - A MESSAGE FROM YOUR MANAGER, PAT ALLISON:-

I am delighted to report 2024 has been an extremely busy year lots of exciting activities and events within the resource centre and out in the wider community. It has been lovely to welcome new families and to see the number of members accessing our regular clubs and social opportunities increase. All our clubs provide a wide-range of activities all catered for the specific age-range and needs. I would like to take this opportunity to say I am super proud of our dedicated teams of support staff and volunteers who due to their commitment have allowed the Group to continue delivering services successfully throughout the year.

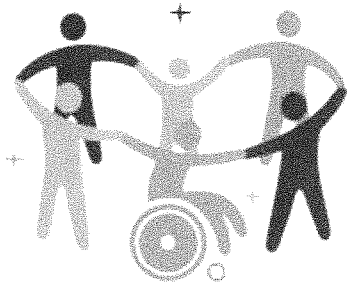
I would like to say a big thank you to Michelle for her continued support and efficiency in keeping the office and our systems running smoothly. Her relationships with the families has grown and developed getting to know them personally. Julie continues to expand on her knowledge of running the Groups services for the many families we support and has development good relations with members, families and staff. Also thank you to Abbie-Leigh and Andrew for continuing their work placement with lots of enthusiasm. My appreciation must go to our wonderful team of staff, trustees and volunteers who have continued to show they commitment and dedication to the group. Throughout the year they help steer and ensure the smooth running of the group contributing to its success.

As always I am overwhelmed with the support and generous donations from families, these are always appreciated and helps the group raise much needed funds. I would also like to thank all our children and young adults, parents and carers for their support.

A big achievement during 2024 has been the modernising of the centre with renovations making it not only welcoming and attractive, easier to access and maintain.

The retirement event arranged for myself was bitter –sweet, it was lovey to see so many past and present families attending. It has been an honour and a pleasure to be have been on this journey, with support from my family, a great team of staff, volunteers and trustees who have enabled all members to experience and participate in many varied social opportunities. Hartlepool Special Needs Support Group will always be a part of who I am and close to my heart.

Pat Allison



HSNSG

Hartlepool Special Needs Support Group

109 Park Road

Hartlepool TS26 9HR

Contact:- Julie Carter - Manager

Tel: (01429) 863766

Office e-mail: info@hsnsg.org.uk

Website: www.hsnsg.org.uk

Facebook: www.facebook.com/hsnsghartlepool



Panto—Darlington Hippodrome

supporting local families since 1989



Hartlepool Special Needs Support Group		1031151
Receipts and payments accounts		
For the year from	01/01/2024	To 31/12/2024

CC16a

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 period to the nearest £
A1 Receipts					
Trust grants and donations	-	22,975	-	22,975	27,245
Members contributions	20,771	-	-	20,771	19,983
Members fundraising	16,403	-	-	16,403	19,669
Interest	5,680	-	-	5,680	5,537
Direct payments	93,267	-	-	93,267	94,197
	-	-	-	-	-
Sub total (Gross income for AR)	136,121	22,975	-	159,096	166,631
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	136,121	22,975	-	159,096	166,631
A3 Payments					
Salaries	102,488	3,240	-	105,728	92,656
Professional fees	1,822	-	-	1,822	1,562
Outings & Activities	3,072	17,240	-	20,312	27,503
Transport	1,275	-	-	1,275	3,770
Expenses	1,330	-	-	1,330	1,541
Expenses - Trustees	-	-	-	-	-
Promotion	-	-	-	-	34
Toys	185	-	-	185	228
Printing Postage & Stat	1,736	1,080	-	2,816	2,286
Premises & Room Hire	7,215	1,415	-	8,630	6,945
Telephone	915	-	-	915	778
Insurance	3,197	-	-	3,197	3,266
Sundry Expenses	-	-	-	-	138
Fund Raising	833	-	-	833	360
Computer costs	447	-	-	447	589
	-	-	-	-	-
Sub total	124,515	22,975	-	147,490	141,656
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Fixed asset additions	38,464	-	-	38,464	1,960
Sub total	38,464	-	-	38,464.00	1,960
Total payments	162,979	22,975	-	185,954	143,616
Net of receipts/(payments)	- 26,858	-	-	- 26,858	23,015
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	202,100	-	-	202,100	179,085
Cash funds this year end	175,242	-	-	175,242	202,100

Section B Statement of assets and liabilities at the end of the period

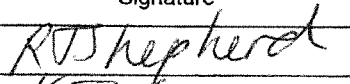

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank balances	175,183	-	-
	Cash balances	59	-	-
		-	-	-
	Total cash funds	175,242	-	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Trade debtors	3,582	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Fixed assets	Restricted	-	47,599
		Unrestricted	-	50,086
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE liability	Unrestricted	2,604	
	Trade creditors	Unrestricted	1,463	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	R J Shepherd	6.3.25
	K Taylor	6.3.25

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

England & Wales - Charity number 1031151

Accounts

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

STATEMENT OF ACCOUNTS

31 DECEMBER 2023

Registered Charity Number: 1031151

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
STATEMENT OF THE TRUSTEES' RESPONSIBILITIES

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Signed on behalf of the Trustees on 26.2.24

Mrs J Shepherd - Chairperson

RJShepherd

Mrs K Taylor - Treasurer

K Taylor

Trustees

Annual Report 2023



HARTLEPOOL SPECIAL NEEDS
support group

supporting local families since 1989

Trustees Report 2023

From 1st January to 31st December 2023

Structure Of The Organisation

Hartlepool Special Needs Support Group is a Voluntary Organisation and consists of:-

Trustees

Jayne Shepherd	-	Chair	Re-Elected February 2021-2024
Julie Carter	-	Secretary	Stepped down May 2023
Karen Taylor	-	Treasurer	Elected February 2021-2024
Marlene Barnard	-		Elected February 2021-2024
Ami Carroll	-	Secretary	Elected February 2021-2024
Jamie Allison	-		Co-opted November 2021-2024
Shaun McCabe	-		Co-opted May 2023

Recruitment of Trustees

Members can nominate trustees or themselves for positions, also trustees can appoint co-opted trustees.

Met a total of 9 times

The Trustees meet monthly to monitor, set targets and discuss a range of issues relating to the efficient running of the group, including operational and financial reports from the Manager to whom the Trustees have delegated the day to day running of the Group. Additional or informal meetings are also held as required. Full members meeting are held at least three times a year.

Staff and Volunteers

Pat Allison	-	Manager
Julie Carter	-	Assistant Manager
Michelle Hall	-	Administration
Bank of Staff 22	-	Support & Care
Volunteers 15	-	Various Roles

Beneficiaries

- 97 Children and Young Adults who have a disability plus their Parent's, carers and siblings.
- 7 Affiliated Families

Address

Resource Centre
109 Park Road
Hartlepool
TS26 9HR

Chartered Accountants

Waltons Business Advisors Ltd
Maritime House
Harbour Walk,
The Marina
Hartlepool, TS24 0UX

Bankers

Virgin Money
118 York Road
Hartlepool
TS26 9BT

Barclays Bank
148 Park Road
Hartlepool
TS26 9BT

Chairs Report 2023

In 2023, Hartlepool Special Needs Support Group has been able to once again successfully provide a wide range of opportunities for its members. We now have a thriving Baby and Toddler Group on Tuesday mornings and regular parent/carer gatherings, we hope to introduce some new sessions and invite speakers to share information relevant to our families into the Resource Centre.

Pat, Michelle and our newly appointed Assistant manager Julie continue to successfully run the office, enabling the smooth running of the group. The dedication of all staff and volunteers, as always, is very much appreciated. Hopefully we will be seeing some positive changes being made to the centre in the coming year.

Here's to a productive and rewarding 2024 for all involved at Hartlepool Special Needs Support Group.

Jayne Shepherd—Chair of Trustees

This Annual Report is circulated to all supporters, further copies are available from the Resource Centre.

HSNSG

History

Hartlepool Special Needs Support Group was established in 1989, a voluntary organisation formed under a constitution adopted July 1990 and amended November 1993, November 1999, June 2003, January 2005 and May 2023 **Registered Charity No. 1031151**

We have been providing this service for thirty three years and have a proven track record of managing large sums of money effectively. In 1999, we started operating from our own premises.

Over the years, we have become recognised as a specialist provider of services in our field. It is very apparent that our young people have an enhanced quality of life, are growing in confidence and are gaining the firm foundations and experiences upon which they can build in order to enjoy future opportunities.

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The Charity shall serve families, children and young people in the Borough of Hartlepool and those attending schools in this Borough (herein called "the Area"). From birth onwards, (herein referred to as young people). Such young people who enrol as children may remain as members after the age of 18, if deemed mutually appropriate by all parties.

To relieve the needs and advance the education of children and young people with various profound physical or learning disabilities with varying complex needs, including life limiting conditions, and to support their families and carers. An essential part of our service is to raise public awareness and change preconceptions about disability by encouraging inclusive activities through taking part in activities set in the public domain.

The Manager and her team work hard to achieve the Group's objectives by carrying out the following:

- Develop the group, encourage participation, recruit, train and support Volunteers and staff.
- Design appropriate programmes of activities both at centre and outreach and look for new opportunities
- Support the children and young adults under their care
- Provide support and information to parents
- Develop links with other agencies
- Maintain links with existing funding sources and research potential funders
- Ensure the smooth running of the resource centre

Contingency Policy

The Trustees agreed to continue this policy of keeping a contingency fund equal to six months running costs of the Charity. This policy is reviewed and monitored regularly.

Risk Management

The trustees have put systems in place to mitigate any major risks which affect the Charity.

Public Benefit

The Charity Trustees consider they have complied with their duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

Resource Centre and out in the wider community:-

Throughout 2023 services have resumes with number of attendees increasing.

- Carer Support and Information sessions for parents and carers
- Children's Fun Club
- Babies/Toddlers/Parent & Carer Group
- Friends Fun Club
- Get-Together Club
- Youth Club
- Drama Club "Constellation"
- Multi-sensory Sessions
- Parent/Carers Social Events
- Film Nights
- Themed Social Sessions
- Use of centre for private use
- Training and awareness sessions
- Fundraising events (*see Donations—fundraising*)



Our Resource Centre



Children's Fun Club

The club is held every Monday evening during term-time with a busy schedule of activities enjoyed by children aged 3-12 years. Activities include arts, crafts, multisensory sessions, energetic and table top games. The children always enjoy participating in the extra fun session with lunch and treats held throughout the year during school/college holidays. All were excited for the Christmas party with a visit from Santa and a gift.

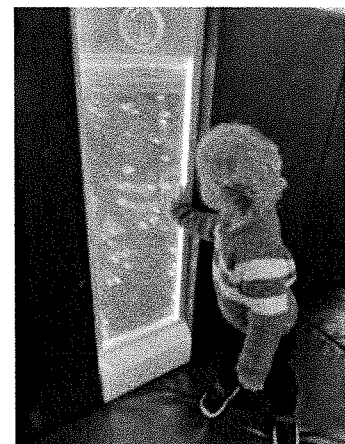


Baby/Toddler/Parent Club

Held on Tuesday mornings 10 am to 12 pm with regular attendance. The babies and toddlers enjoy accessing the multi-sensory room and play area and continue to have a great rapport with our work placement who supports the sessions. This gives parents, grandparents and carers an opportunity to meet in a relaxed environment with time for refreshments.

Multi-Sensory Room

The multi-sensory room continues to be well used, with bookings from members, non-members and individuals.



Get-Together Club

This club is held every Wednesday during term time for over 18's, who enjoy completing various tasks including delivering messages, general office duties and preparing gifts for other regular clubs. The members help to organise and deliver various fundraising events including fayres, raffles etc, and always look forward to welcoming all visitors serving them delicious refreshments. Treats of pizza and cakes are enjoyed to all.

Youth Club

The club is held every Wednesday evening during term-time. The club is aimed for ages 12 years plus, or when agreed it is appropriate for the needs of a young person. The young people are always delighted to meet up and socialise with their friends, and enjoy an exciting, busy programme of activities including bingo, cold cookery and crafts etc with treats and prizes. The introduction of running a tuck shop is a big favourite. The year finished with a party and visit from Santa.



Friends Fun Club

Friends Fun Club meet on Tuesdays 5.30 pm—7.30 pm for children aged 3—13 years. The Children are a lively group who enjoy singing on the microphone, dancing, performing and there is always time for some fun and games. The Stars are always enthusiastic in rehearsals for forthcoming performances in front of their family and friends. The year ended with a festive performance for their families, a Christmas party and a visit from Santa with personalised gifts.



Constellation

Constellation sessions are held on Thursdays 6 pm to 8 pm for a group of young people aged 13+ who enjoy performing. Stars work hard during the sessions to practice their individual and group parts in preparation for their annual show in a live theatre. Visits to theatre performances by other local groups were made this helps collate ideas for future shows. Along with Friends Fun Club they showcased their talents in a successful production of “Royalty The Princes and Princess’ of Disney” to a full audience. The year was finished with family entertainment evening followed by a Party with treats and a visit from Santa.

Parent/Carer Sessions

The regular coffee-mornings held at the base give parent/carers the opportunity to meet up with a coffee and chat with friends, sharing any relevant information. A delicious afternoon tea treat was served and well attended, with time to relax all thoroughly enjoyed.



Hydro-Therapy Sessions

We initially introduced various sessions for different age ranges in February. The baby/toddler session proved extremely popular held early evening Thursdays, this session continues and we have since started an extra evening on Wednesdays. This is a fun and relaxing activity, with parents enjoying the water as much as the children.

Adapted Caravan Short Break

Some of our families were given the opportunity to enjoy a short break in Reighton Sands staying in an adapted caravan, the site had a programme of activities on offer to book and enjoy. All attended reported the full family had benefitted from the break away and had a lovely time exploring the site, the adapted caravan was easily accessible, comfortable, attractive and met individuals needs.

Summer Scheme 2023

Due to our normal venue undergoing alterations we looked into alternative suitable locations. After a number of enquiries and visits to various venues, Stranton Primary School were very helpful and suited our requirements. It was another great success enabling all children and young adults to participate and enjoy the full programme of activities on offer. Including in-house and external entertainers, i.e. Bubbleman, Circorama, Fae Parties, Farm Bus, Hartlepotz, Pets4People, Sparkling Treasures and Steve's Animal Ark. The added bonus of an on-site soft play area and bouncy castle was one of the highlights of the day for many. The specialized bikes hired were well used and popular, as were the visits from the fire engine and ice-cream van. All trips to the off-site hydro-therapy pool were enjoyed by all who attended. It was a lovely to see so many members who have attended previous summer schemes and a delight to welcome a number of new families to our services.

Quotes from parents/carers:

This is **Theo's** first year at Summer Scheme and he will definitely be returning. He has enjoyed every minute and we feel he as been supported really well, can't fault any of the staff and I have felt at ease leaving him.

I am so pleased to have found this Group, **Guy** would love to attend next year and even some clubs as he gets older. Staff could not be better, everyone is so friendly and understanding. I felt my child was in safe hands and well cared for.

Evan and Leo enjoyed the Summer Scheme and will definitely be back next year. Thank you to everyone who made it possible.

All the staff have done an amazing job as always, **Jessica** enjoyed the different activities and fun things on offer. We can't thank all staff enough for their support this summer.

Children and young adults:

Using our widget symbol individuals completed forms. All identified "happy faces" and the variety of activities on offer were thoroughly enjoyed.

Quotes from Staff and Volunteers:

I have really enjoyed my time working during the summer scheme, I felt the activities were tailored to each individual ensuring everyone could be involved. I would love the opportunity to continue working with the children and young adults.

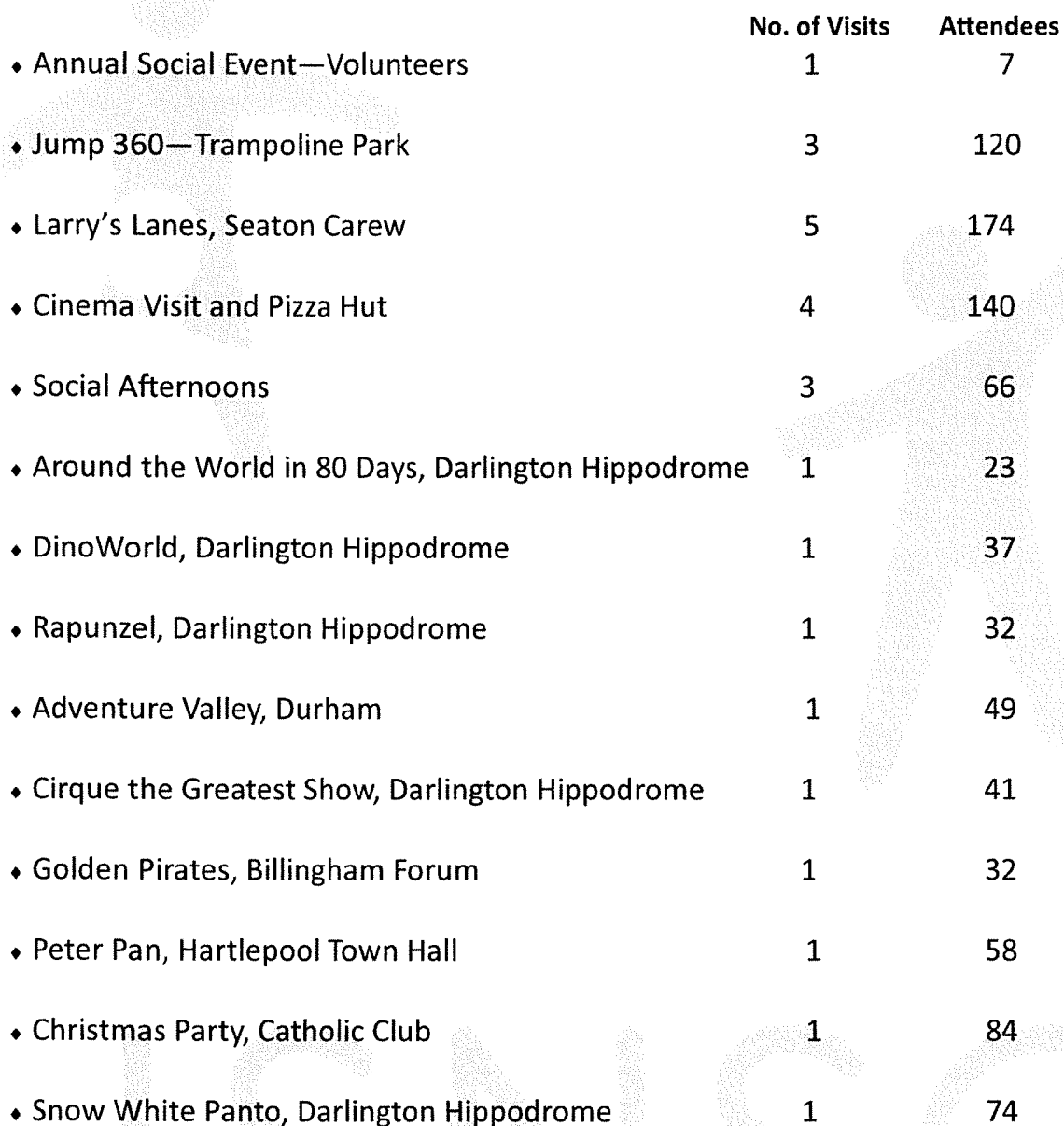
I have enjoyed my time working at the summer scheme, it has helped me to develop new skills and appreciate others.

I have enjoyed working again during this years summer scheme, and activities were really good and engaging for all. All members of staff were helpful and easy to talk to for advice, I hope to continue working with Hartlepool Special needs Support Group.



The Groups programme of activities out in the community.

The following activities were enjoyed during the year by all who attended:-



	No. of Visits	Attendees
◆ Annual Social Event—Volunteers	1	7
◆ Jump 360—Trampoline Park	3	120
◆ Larry’s Lanes, Seaton Carew	5	174
◆ Cinema Visit and Pizza Hut	4	140
◆ Social Afternoons	3	66
◆ Around the World in 80 Days, Darlington Hippodrome	1	23
◆ DinoWorld, Darlington Hippodrome	1	37
◆ Rapunzel, Darlington Hippodrome	1	32
◆ Adventure Valley, Durham	1	49
◆ Cirque the Greatest Show, Darlington Hippodrome	1	41
◆ Golden Pirates, Billingham Forum	1	32
◆ Peter Pan, Hartlepool Town Hall	1	58
◆ Christmas Party, Catholic Club	1	84
◆ Snow White Panto, Darlington Hippodrome	1	74

Information Sharing

We continue to work closely with the voluntary and statutory sector within our base and visiting events out in the community.

Work Placements

A number of young adults continue to attend carrying out various tasks including general office duties, checking and purchase of supplies, Preparing and setting-up other clubs, contributing to the running of the Charity whilst enabling them to build on their own skills and confidence.

Training

Course

Basic First Aid

Attendees

1 Tutors and Manager

13 Support staff and volunteers

In-House Training

Positive Behaviour &
Disability Awareness

1 Tutor and Manager

13 Support staff and Volunteers

Summer Scheme Introduction

Manager & Admin

29 Support Staff and Volunteers

HSNSG

Volunteers

We started 2023 rewarding our committed team of volunteers with a social evening, it was well attended and thoroughly enjoyed by all.

We rely heavily on our dedicated team of volunteers to assist with the provision of our services, supporting children and young adults members enabling them to participate and enjoy regular activities held at the resource centre or out in the community. Also providing help numerous ways behind the scenes contributing to the success of the Group. The Summer Scheme attracted some new students to the team offering their time during their Summer Break and continue to be involved.

We are very proud of them all, we much appreciate the time and effort they give to the Group, well done.

Thank You

Grants, Trusts and Businesses

We would like to acknowledge and thank the following for financial assistance:-

Hartlepool Families First—Extended Activities and Play Schemes
Happy Days
The Teesside Charity
Tesco Community Grant

Members Personal Donations and Fundraising Events

Donations

Pauline Hunter—Christmas cakes made & decorated
Greg Foster, Alfie Smailes and Sam Robson families
Adapted Caravan Short Breaks via The Teesside Charity

Use of Centre and Equipment

Hunter, Ellis Families, Roseanne Waites & Friends of Bluebell Meadow via Emma Allison.
Sensory Room Bookings

Events

Café & Tuck Shop
Spring and Christmas Fayres with Raffles
Easter Treats and Mince Pie afternoon
Production and sale of Constellation and Friends DVD

Through the efforts from members, friends, families and supporters who have donated or participated in fundraising events we raised a grand total of **£13,032**.

Many hours of voluntary work were contributed by our Members and Supporters, it is impossible to place a value on the time given, but without it, much of the work undertaken could not be achieved. We very much appreciate all the donations and assistance from our Members, Friends & Supporters, not forgetting all the prizes.

Core Fundraising Group:

This is a small group of volunteers with their key aims to organise events and come up with ideas to increase funds and also general awareness of Hartlepool Special Needs Support Group.

Events held in 2023 were:

- ♦ Race Night
- ♦ Great North Run
- ♦ Christmas Jumper Day

We continue to receive great support from the local community and raised an amazing **£6626.50** in the year.



A huge “Thank you” to all involved with the events.

FINANCIAL REVIEW - Accounts for the year end 31 December 2023

Full Accounts 2023 are available at the Resource Centre

INCOME	£166,631
EXPENDITURE	£141,656
BALANCE	£202,100

Finally - A message from your Manager, Pat Allison:-

I am delighted to report 2023 has been an extremely busy year lots of exciting activities and activities within the resource centre and out in the wider community. It has been wonderful to see the group back to participating and enjoying a jam packed programme at our regular clubs and out of school social activities and trips.

It has been lovely to welcome new families and to see the number of members accessing our regular clubs and social opportunities increase. All our clubs provide a wide-range of activities all catered for the specific age-range and needs. I would like to take this opportunity to say I am super proud of our dedicated teams of support staff and volunteers who due to their commitment have allowed the Group to continue delivering services successfully throughout the year.

Sadly we lost a special friend Ryan, who was a valued member of our Drama Club "Constellation" and participated in some social events building up a close network of friends, we will miss him dearly and he will always have a special place in our hearts.

I would like to say a big thank you to Michelle for her continued support and efficiency in keeping the office and our systems running smoothly. Her relationships with the families has grown and developed getting to know them personally. In May this year Julie was a welcome addition to our team and has settled in well, getting to know families and all our staff. Also thank you to Abbie-Leigh for continuing her work placement with lots of enthusiasm.

My appreciation must go to our wonderful team of staff, trustees and volunteers who have continued to show they commitment and dedication to the group. Throughout the year they help steer and ensure the smooth running of the group contributing to its success.

As always I am overwhelmed with the support and generous donations from families, these are always appreciated and helps the group raise much needed funds. I would also like to thank all our children and young adults, parents and carers for their support.

Well done everyone I look forward to another year.



Hartlepool Special Needs Support Group

109 Park Road
Hartlepool TS26 9HR

Contact:- Pat Allison - Manager

Tel: (01429) 863766

Office e-mail: info@hsnsg.org.uk

Website: www.hsnsg.org.uk

Facebook: www.facebook.com/hsnsghartlepool



Christmas Party, Catholic Club

supporting local families since 1989

**HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report on the accounts of the Hartlepool Special Needs Support Group for the year ended 31 December 2023, which are set out on pages 3 to 4.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Charity 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 accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 on connection with the examination giving cause to believe that in any material respect:

1. accounting records were not kept in respect of the Hartlepool Special Needs Support Group as required by section 130 of the Act
- or
2. the accounts do not accord with those 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.

Heather

Heather O'Driscoll FCA

Waltons Business Advisers Limited

Chartered Accountants
28 February 2024

.....



CHARITY COMMISSION Receipts and payments accounts		CC16a
For the year from		To

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 period to the nearest £
A1 Receipts					
Trust grants and donations	-	27,245	-	27,245	41,872
Members contributions	19,983	-	-	19,983	20,790
Members fundraising	19,669	-	-	19,669	19,652
Interest	5,537	-	-	5,537	748
Direct payments	94,197	-	-	94,197	91,541
	-	-	-	-	-
Sub total (Gross income for AR)	139,386	27,245	-	166,631	174,603
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	139,386	27,245	-	166,631	174,603
A3 Payments					
Salaries	89,416	3,240	-	92,656	91,464
Professional fees	1,562	-	-	1,562	2,852
Outings & Activities	6,743	20,760	-	27,503	25,434
Transport	3,770	-	-	3,770	2,082
Expenses	1,541	-	-	1,541	1,280
Expenses - Trustees	-	-	-	-	130
Promotion	34	-	-	34	66
Toys	228	-	-	228	242
Printing Postage & Stat	1,206	1,080	-	2,286	2,851
Premises & Room Hire	4,780	2,165	-	6,945	7,786
Telephone	778	-	-	778	975
Insurance	3,266	-	-	3,266	2,690
Sundry Expenses	138	-	-	138	970
Fund Raising	360	-	-	360	2,565
Computer costs	589	-	-	589	340
	-	-	-	-	-
Sub total	114,411	27,245	-	141,656	141,727
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Fixed asset additions	1,960	-	-	1,960	504
Sub total	1,960	-	-	1,960.00	504
Total payments	116,371	27,245	-	143,616	142,231
Net of receipts/(payments)	23,015	-	-	23,015	32,372
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	179,085	-	-	179,085	146,713
Cash funds this year end	202,100	-	-	202,100	179,085

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 balances	202,091	-	-
	Cash balances	9	-	-
		-	-	-
	Total cash funds	202,100	-	-

(agree balances with receipts and payments account(s))

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	B4 Assets retained for the charity's own use	Fixed assets	Restricted
		Unrestricted	13,555
			-
			-
			-
			-
			-
			-
			-
			-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE liability		
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
<i>R J Shepherd</i>	R J Shepherd	26.2.24
<i>K Taylor</i>	K Taylor	26.2.24

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

England & Wales - Charity number 1031151

Accounts

Trustees

Annual Report 2021/2022



HARTLEPOOL SPECIAL NEEDS
support group

supporting local families since 1989

Trustees Report 2020/2021

From 1st October 2021 to 31st December 2022

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Chairs Report 2023

In 2022, Hartlepool Special Needs Support Group has been able to once again successfully provide a wide range of opportunities for its members.

As always, I would like to say a big thankyou to Pat and Michelle, who work tirelessly to ensure the efficient running of the group and all staff and volunteers, who continue to provide excellent support and care, essential for the continued wellbeing and development of our members.

Looking forward to all the challenges and opportunities 2023 may have to offer.

Jayne Shepherd—Chair of Trustees

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Resource Centre and Out in the Wider Community

Throughout 2022 all efforts continued to build on resuming services as pre-Covid.

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- Friends Fun Club
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- Drama Club "Constellation"
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- Use of centre for private use
- Training and awareness sessions
- Fundraising events (*see Donations—fundraising*)

Our Resource Centre



Children's Fun Club

The club is held every Monday evening during term-time with a busy schedule of activities enjoyed by children aged 3-12 years. Activities include arts, crafts, multisensory sessions, energetic and table top games. The children were excited to participate in extra themed sessions Jubilee, Easter and Halloween with included lunch, treats and a memento of the occasion to take home. All looked forward to their Christmas party with a visit from Santa who distributed gifts.



Baby/Toddler/Parent Club

Held on Tuesday mornings 10 am to 12 pm attendance has increased, with new members joining us and regular attendance from those who have been with us since first setting-up in May 2021. The babies and toddlers enjoy accessing the multi-sensory room and play area, all have built up a great rapport with our work placement who supports the sessions. This gives parents, grandparents and carers an opportunity to meet in a relaxed environment with time for refreshments.,



Multi-Sensory Room

We have seen the usage of the multi-sensory room increase over the past year. With bookings from members and non-members for individual use, friends gatherings and baby parties.

Get-Together Club

This club is held every Wednesday during term time for over 18's, who enjoy completing various tasks including shopping, delivering messages and general office duties. The members help to organise and deliver various fundraising events including fayres, raffles etc, also preparing of gifts for other regular club members, with the occasional treat of Pizza and Cakes.



Youth Club

The club is held every Wednesday evening during term-time and occasionally during school/college holidays. The club is aimed for ages 12 years plus, or when agreed it is appropriate for the needs of a young person. The young people are always delighted to meet up and socialise with their friends, with an exciting and busy programme of activities planned by their Supervisor with input from the club's members. They finished the year with a disco and visit from Santa.



Friends Fun Club

Due to its popularity Friends Fun Club continues to be held on Tuesdays 5.30 pm—7.30 pm for children aged 3—13 years. The Stars were always enthusiastic when singing, dancing, miming especially when in preparations for a live show in front of all their family and friends in a local theatre. They ended the year with a festive performance for their families, a Christmas party and a visit from Santa with personalised gifts.



Constellation

Constellation are a group of young people aged 13+ who really enjoy performing. Sessions are held on a Thursday 6.00 pm—8.00 pm during term-time. After a two year break of an Annual Show, the Stars were enthusiastic to collate ideas for a live performance to held at a local theatre during the Summer. Stars worked hard during the sessions to practice their individual and group parts. A successful production of “Kaleidoscope of Music and Dance” along with Stars from Friends Fun Club was thoroughly enjoyed by a full audience.. The year was finished with a party, treats and a visit from Santa and gifts for all stars.



HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP - SUMMER SCHEME 2022

Another successful Summer Programme was delivered safely at High Tunstall School Block D. Following the success of the previous year it was decided to keep the same format with the 3 separate areas. All enjoyed a busy varied programme of activities including visits from external entertainers including Animal Arc, Bubble man, Circus Tricks, Farm Bus, Hartlepotz, Pets4People, Silly Sloths and Sparkling Treasures. The hydro-therapy pool, specialized bikes, visits from ice-cream van and Fire Engine as usual were a great hit.

Quotes from Parents/Carers:

*The Summer scheme provides **Greg** with an invaluable way of socialising with like-minded young adults. The scheme provides a safe environment where he can flourish with the assistance of empathetic and caring staff who provide support and encouragement, this enables Greg to enhance his own experience.*

***Isaac** comes home extremely happy, very excited for the next time,. Although he finds it hard to explain his days of activities he loves swimming and making crafts. All the staff I have spoken to have been wonderful and they are a credit to you. I was very nervous dropping him off on the first day, when I collected him his lovely chilled demeanour made me jump for joy. This Group has provided Isaac with a safe area to grow and create, thank you for providing this.*

***Grace** really enjoys her time at Summer Scheme, she arrives and leaves full of excitement for the next day. Thank you for all that you do.*

*Amazing value for money with a great variety of activities. Thank you to everyone involved. You have made an often difficult 6 weeks holidays much easier for us and more enjoyable for **Cole**.*

***Ciaran and Shea** especially enjoyed swimming, bubble man and the animals. Overall we are extremely grateful for all you do and services you provide for families like ours. I don't know what I would do without the Group, the boys really enjoyed themselves and will be back next summer.*

Children and young adults — Using our widget symbol individuals completed forms all identified “happy faces, and the variety of activities on offer were thoroughly enjoyed.

Quotes from Parents/Carers:


I thoroughly enjoyed every minute of the scheme, it has made me re-consider my future career as I am now thinking of studying teaching, specialising in SEND.

I have really enjoyed the 3 weeks, it has been lots of fun and I fell lucky to have had this opportunity.

I have loved every minute, thank you for the amazing opportunity. I would love to keep working with you all regularly and see everyone again next week.

The Groups programme of activities out in the community.

The following activities were enjoyed during the year by all who attended:-



	No. of Visits
♦ Jump 360—Trampoline Park	6
♦ Larry’s Bowling Seaton Carew	5
♦ Cinema Visit and Pizza Hut	5
♦ Social Afternoons	3
♦ Mocktail Sessions, Black Olive	2
♦ Wizard of Oz, Hartlepool Town hall	1
♦ Adventure Valley, Durham	1
♦ Demon Dentist, Darlington Hippodrome	1
♦ Shrek the Musical, Darlington Hippodrome	1
♦ Stockeld Park, Wetherby	1
♦ Jack and the Beanstalk, Hartlepool Town Hall	1
♦ Christmas Party, Catholic Club	1
♦ Peter Pan, Darlington Hippodrome	1

Parent/Carers took time-out for themselves at our social Afternoons

- ♦ Sambucca’s Restaurant
- ♦ Afternoon Tea @ Place in the Park

Information Sharing

We continue to work closely with the voluntary and statutory sector by inviting speakers to our base and also visiting events in the community.

Work Placements

A number of Young adults continue to attend carrying out various tasks including general office duties, checking and purchase of supplies, Preparing and setting-up other clubs, contributing to the running of the Charity whilst enabling them to build on their own skills and confidence.

Training

Course

Basic First Aid

Attendees

1 Tutors and Manager
10 Support staff and volunteers

In-House Training

Positive Behaviour &
Disability Awareness

1 Tutor and Manager
10 Support staff and Volunteers

Summer Scheme Introduction

Manager & Admin
28 Support Staff and Volunteers

Emergency First Aid at Work

1 Tutor
7 Staff

H S N S G

Volunteers

We started 2022 rewarding our committed team of volunteers with a social evening, it was well attended and thoroughly enjoyed by all.

We rely heavily on our dedicated team of volunteers to assist with the provision of our services, supporting children and young adults members enabling them to participate and enjoy regular activities held at the resource centre or out in the community. Also providing help numerous ways behind the scenes contributing to the success of the Group. The Summer Scheme attracted some new students to the team offering their time during their Summer Break and continue to be involved.

We are very proud of them all, we much appreciate the time and effort they give to the Group, well done.

Thank You

Grants, Trusts and Businesses

We would like to acknowledge and thank the following for financial assistance:-

Hartlepool Families First—Extended Activities and Play Schemes
Repeat for Kids
Utilita
Quorum Development
Fisherman's Arms

Members Personal Donations and Fundraising Events

Donations

The Foster Family (Greg's Grandparents)
Pauline Hunter—Christmas cakes made & decorated
Alfie Smailes, Jamie Haresnape and Adam Burgon's families
Families and Friends of Livvy Dunn and Wendy Slee
Teesside Hero Grant via P. Allison
Oxford Road Baptist Church via James Price
Adapted Caravan Short Breaks via The Teesside Charity

Use of Centre and Equipment

Hunter, Allison and Maddison Families
Sensory Room Bookings

Events

Café & Tuck Shop,
Autumn, Spring and Christmas Fayres with Raffles
Easter Treats and Mince Pie afternoon
Production and sale of Constellation and Friends DVD

Through the efforts from members, friends, families and supporters who have donated or participated in fundraising events we raised a grand total of **£11,154** throughout this 15 months report.

Many hours of voluntary work were contributed by our Members and Supporters, it is impossible to place a value on the time given, but without it, much of the work undertaken could not be achieved. We very much appreciate all the donations and assistance from our Members, Friends & Supporters, not forgetting all the prizes.

Core Fundraising Group:

This is a group of volunteers with their key aims to organise events and come up with ideas to increase funds and also general awareness of Hartlepool Special Needs Support Group.

Events held in 2022 were:

- ◆ Great North Run
- ◆ Christmas Jumper Day

Although 2022 was a quiet year we continued to receive great support from the local community and raised an amazing **£8,492** in a 15 month period. Making the total amount **£32,660** in the Core Fundraising pot.

A huge “Thank you” to all involved with the events.

We are looking forward to building on events and are excited to bring back our popular Christmas Shopping Extravaganza at the end of 2023.



FINANCIAL REVIEW - Accounts for the year end 31 December 2022

Full Accounts 2021/22 are available at the Resource Centre

INCOME	174,603
EXPENDITURE	141,727
BALANCE	179,085

Finally - A message from your Manager, Pat Allison:-

I am thrilled to report this past year has seen us resume a full and exciting programme of weekly clubs and activities held at the resource centre and out in the wider community.

Sadly we lost two very special friends, Livvy and Wendy were valued members of the Charity participating in many group and personal social events, also building up a close network of friends. Their passing had a huge impact on the Group and all members, we miss them dearly and will always have a place in our hearts.

I was delighted to nominate 3 families to access a short break enabling all to enjoy some quality time together, all reported back this was much needed and had come at the right moment to help recharge batteries and have some time-out.

I would like to take this opportunity to say I am super proud of our dedicated teams of support staff and volunteers who due to their commitment have allowed the Group to continue delivering services successfully throughout the year. I would like to say a big thank you to Michelle for all her support and help in keeping the office running smoothly. Also to Abbie-Leigh for continuing her work placement with lots of enthusiasm.

As always I am overwhelmed with the support and generous donations from families, these are always appreciated and helps the group raise much needed funds. I would also like to thank all our children and young adults, parents and carers for their support.

Well done everyone





Hartlepool Special Needs Support Group

109 Park Road
Hartlepool TS26 9HR

Contact: - Pat Allison - Manager

Tel: (01429) 863766

Office e-mail: info@hsnsg.org.uk

Website: www.hsnsg.org.uk

Facebook: www.facebook.com/hsnsghartlepool



supporting local families since 1989

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
STATEMENT OF ACCOUNTS
31 DECEMBER 2022

Registered Charity Number: 1031151

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
STATEMENT OF THE TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and regulations.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Charities Act 2011, the charity (Accounts and Reports) Regulations 2008 and provisions of the trust deed. 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.

Signed on behalf of the Trustees on 21.2.23

Mrs J Shepherd - Chairperson

JT Shepherd .

Mrs K Taylor - Treasurer

K Taylor .

**HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report on the accounts of the Hartlepool Special Needs Support Group for the period ended 31 December 2022, which are set out on pages 3 to 4.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Charity 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 accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 on connection with the examination giving cause to believe that in any material respect:

1. accounting records were not kept in respect of the Hartlepool Special Needs Support Group as required by section 130 of the Act
- or
2. the accounts do not accord with those 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.



Heather O'Driscoll FCA

Waltons Business Advisers Limited

Chartered Accountants

9 March 2023

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Hartlepool Special Needs Support Group 1031151

Receipts and payments accounts

CC16a

For the period from 02/10/2021 To 31/12/2022

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					
Trust grants and donations	4,771	37,101	-	41,872	9,469
Members contributions	20,790		-	20,790	13,418
Members fundraising	19,652		-	19,652	15,824
Interest	748		-	748	1,186
Direct payments	91,541		-	91,541	29,647
Coronavirus job retention scheme income	-	-	-	-	24,044
	-	-	-	-	-
Sub total (Gross income for AR)	137,502	37,101	-	174,603	93,588
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	137,502	37,101	-	174,603	93,588
A3 Payments					
Salaries	84,411	7,053	-	91,464	50,392
Professional fees	2,852		-	2,852	2,684
Outings & Activities	475	24,959	-	25,434	3,880
Transport	-	2,082	-	2,082	405
Expenses	1,280		-	1,280	743
Expenses - Trustees	130		-	130	120
Promotion	66		-	66	33
Toys	242		-	242	633
Printing Postage & Stat	1,084	1,767	-	2,851	2,720
Premises & Room Hire	6,546	1,240	-	7,786	4,503
Telephone	975		-	975	858
Insurance	2,690		-	2,690	2,503
Sundry Expenses	970		-	970	1,140
Fund Raising	2,565		-	2,565	530
Computer costs	340		-	340	328
	-	-	-	-	-
Sub total	104,626	37,101	-	141,727	71,472
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Fixed asset additions	504	-	-	504	458
Sub total	504	-	-	504.00	458
Total payments	105,130	37,101	-	142,231	71,930
Net of receipts/(payments)	32,372	-	-	32,372	21,658
A5 Transfers between funds					
	146,713	-	-	146,713	125,055
A6 Cash funds last year end					
Cash funds this year end	179,085	-	-	179,085	146,713

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 balances	179,076	-	-
	Cash balances	9	-	-
		-	-	-
	Total cash funds	179,085	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Fixed assets	Restricted	-	53,941
		Unrestricted	-	14,860
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE liability			
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<i>R J Shepherd</i>	R J Shepherd	21/02/2023
	<i>K Taylor</i>	K Taylor	21/02/2023

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
STATEMENT OF ACCOUNTS
31 DECEMBER 2022

Registered Charity Number: 1031151

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
STATEMENT OF THE TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and regulations.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Charities Act 2011, the charity (Accounts and Reports) Regulations 2008 and provisions of the trust deed. 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.

Signed on behalf of the Trustees on 21.2.23

Mrs J Shepherd - Chairperson

JT Shepherd .

Mrs K Taylor - Treasurer

K Taylor .

**HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report on the accounts of the Hartlepool Special Needs Support Group for the period ended 31 December 2022, which are set out on pages 3 to 4.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Charity 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 accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 on connection with the examination giving cause to believe that in any material respect:

1. accounting records were not kept in respect of the Hartlepool Special Needs Support Group as required by section 130 of the Act
- or
2. the accounts do not accord with those 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.



Heather O'Driscoll FCA

Waltons Business Advisers Limited

Chartered Accountants

9 March 2023

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Hartlepool Special Needs Support Group	1031151
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CC16a

Receipts and payments accounts			
For the period from	02/10/2021	To	31/12/2022

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					
Trust grants and donations	4,771	37,101	-	41,872	9,469
Members contributions	20,790		-	20,790	13,418
Members fundraising	19,652		-	19,652	15,824
Interest	748		-	748	1,186
Direct payments	91,541		-	91,541	29,647
Coronavirus job retention scheme income	-	-	-	-	24,044
	-	-	-	-	-
Sub total (Gross income for AR)	137,502	37,101	-	174,603	93,588
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	137,502	37,101	-	174,603	93,588
A3 Payments					
Salaries	84,411	7,053	-	91,464	50,392
Professional fees	2,852		-	2,852	2,684
Outings & Activities	475	24,959	-	25,434	3,880
Transport	-	2,082	-	2,082	405
Expenses	1,280		-	1,280	743
Expenses - Trustees	130		-	130	120
Promotion	66		-	66	33
Toys	242		-	242	633
Printing Postage & Stat	1,084	1,767	-	2,851	2,720
Premises & Room Hire	6,546	1,240	-	7,786	4,503
Telephone	975		-	975	858
Insurance	2,690		-	2,690	2,503
Sundry Expenses	970		-	970	1,140
Fund Raising	2,565		-	2,565	530
Computer costs	340		-	340	328
	-	-	-	-	-
Sub total	104,626	37,101	-	141,727	71,472
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Fixed asset additions	504	-	-	504	458
Sub total	504	-	-	504.00	458
Total payments	105,130	37,101	-	142,231	71,930
Net of receipts/(payments)	32,372	-	-	32,372	21,658
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	146,713	-	-	146,713	125,055
Cash funds this year end	179,085	-	-	179,085	146,713

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 balances	179,076	-	-
	Cash balances	9	-	-
		-	-	-
	Total cash funds	179,085	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Fixed assets	Restricted	-	53,941
		Unrestricted	-	14,860
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE liability			
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<i>R J Shepherd</i>	R J Shepherd	21/02/2023
	<i>K Taylor</i>	K Taylor	21/02/2023

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

England & Wales - Charity number 1031151

Accounts

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

STATEMENT OF ACCOUNTS

1 OCTOBER 2021

Registered Charity Number: 1031151

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

STATEMENT OF THE TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and regulations.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Charities Act 2011, the charity (Accounts and Reports) Regulations 2008 and provisions of the trust deed. 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.

Signed on behalf of the Trustees on10.2.22

Mrs J Shepherd - Chairperson *RJShepherd*

Mrs K Taylor - Treasurer *KTaylor.*

**HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report on the accounts of the Hartlepool Special Needs Support Group for the year ended 1 October 2021, which are set out on pages 3 to 4.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Charity 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 accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 on connection with the examination giving cause to believe that in any material respect:

1. accounting records were not kept in respect of the Hartlepool Special Needs Support Group as required by section 130 of the Act
- or
2. the accounts do not accord with those 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.



Heather O'Driscoll FCA

Waltons Clark Whitehill Limited

Chartered Accountants

22 February 2022

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Hartlepool Special Needs Support Group	1031151
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CC16a

Receipts and payments accounts			
For the period from	02/10/2020	To	01/10/2021

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					
Trust grants and donations	2,954	6,515	-	9,469	18,833
Members contributions	13,418		-	13,418	15,126
Members fundraising	15,824		-	15,824	13,394
Interest	1,186		-	1,186	-
Direct payments	29,647		-	29,647	24,069
Coronavirus job retention scheme income	24,044	-	-	24,044	17,640
	-	-	-	-	-
Sub total (Gross income for AR)	87,073	6,515	-	93,588	89,061
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	87,073	6,515	-	93,588	89,061
A3 Payments					
Salaries	42,600	7,792	-	50,392	48,692
Professional fees	2,684		-	2,684	2,665
Outings & Activities		3,880	-	3,880	9,156
Transport	405		-	405	1,623
Expenses	743		-	743	505
Expenses - Trustees	120		-	120	237
Promotion	33		-	33	100
Toys	633		-	633	55
Printing Postage & Stat	2,720		-	2,720	2,873
Premises & Room Hire	3,463	1,040	-	4,503	6,128
Telephone	858		-	858	821
Insurance	2,503		-	2,503	2,479
Sundry Expenses	1,140		-	1,140	969
Fund Raising	530		-	530	2,397
Computer costs	328		-	328	202
	-	-	-	-	-
Sub total	58,760	12,712	-	71,472	78,900
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Fixed asset additions	458	-	-	458	2,400
Sub total	458	-	-	458.00	2,400
Total payments	59,218	12,712	-	71,930	81,300
Net of receipts/(payments)	27,855	- 6,197	-	21,658	7,761
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	118,858	6,197	-	125,055	117,294
Cash funds this year end	146,713	-	-	146,713	125,055

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 balances	146,614	-	-
	Cash balances	99	-	-
		-	-	-
	Total cash funds	146,713	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Fixed assets	Restricted	-	53,941
		Unrestricted	-	14,860
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE liability			
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
<i>R Shepherd</i>	JAYNE SHEPHERD	10.2.22
<i>K Taylor</i>	KAREN TAYLOR.	10.2.22

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

England & Wales - Charity number 1031151

Accounts

Trustees Annual Report 2020



HARTLEPOOL SPECIAL NEEDS
support group

supporting local families since 1989

Trustees Report 2020

From 1st January to 31st December

Structure Of The Organisation

Hartlepool Special Needs Support Group is a Voluntary Organisation and consists of:-

Trustees

Jayne Shepherd	-	Chair	Re-Elected February 2018-2021
Julie Carter	-	Secretary	Re-Elected February 2019-2022
Karen Taylor	-	Treasurer	Elected February 2018-2021
Marlene Barnard	-		Elected February 2018-2021
Ami Carroll	-		Elected February 2018-2021
Jamie Allison	-		Co-opted November 2018-2021
Grace Guerin	-		Co-opted November 2018-2021

Recruitment of Trustees

Members can nominate trustees or themselves for positions, also trustees can appoint co-opted trustees.

Met a total of 5 times plus 7 meetings held via Zoom

The Trustees meet monthly to monitor, set targets and discuss a range of issues relating to the efficient running of the group, including operational and financial reports from the Manager to whom the Trustees have delegated the day to day running of the Group. Additional or informal meetings are also held as required. Full members meeting are held at least three times a year.

Staff and Volunteers

Pat Allison	-	Manager
Office Staff	-	Administration
Bank of Staff 14	-	Support & Care
Volunteers 20	-	Various Roles

Beneficiaries

82 Children and Young Adults who have a disability plus their Parent's, carers and siblings.

4 Affiliated Families

Address

Resource Centre
109 Park Road
Hartlepool
TS26 9HR

Chartered Accountants

Waltons Clark Whitehill Ltd
Maritime House
Harbour Walk,
The Marina
Hartlepool, TS24 0UX

Bankers

Yorkshire Bank
118 York Road
Hartlepool
TS26 9BT

Chairs Report 2020

Who could have predicted what a strange year 2020 was going to be?

I would like you all to join me in thanking Pat for all her hard work and dedication during these unprecedented times. She has continued to make sure our children and young adults have been supported, with Hartlepool Special Needs Support Group providing a range of activities, including zoom calls, as government guidelines have allowed.

Michelle has continued to keep the day to day running of the group up to date in the office and staff and volunteers have gone above and beyond to provide support, care and kindness to our members throughout this extremely difficult year.

Hopefully, in 2021, we can all embrace the 'new normal' and see Hartlepool Special Needs Support Group continue to develop and grow. Together, I know, we can accomplish something very special.

Jayne Shepherd—Chair of Trustees

H S N S G

This Annual Report is circulated to all supporters, further copies are available from the Resource Centre.

History

Hartlepool Special Needs Support Group was established in 1989, a voluntary organisation formed under a constitution adopted July 1990 and amended November 1993, November 1999, June 2003 and January 2005, **Registered Charity No. 1031151**

We have been providing this service for thirty years and have a proven track record of managing large sums of money effectively. In 1999, we started operating from our own premises.

Over the years, we have become recognised as a specialist provider of services in our field. It is very apparent that our young people have an enhanced quality of life, are growing in confidence and are gaining the firm foundations and experiences upon which they can build in order to enjoy future opportunities.

Aims and Objectives

The Charity shall serve families, children and young people in the Borough of Hartlepool and those attending schools in this Borough (herein called “the Area”). From birth onwards, (herein referred to as young people). Such young people who enrol as children may remain as members after the age of 18, if deemed mutually appropriate by all parties.

To relieve the needs and advance the education of children and young people with various profound physical or learning disabilities with varying complex needs, including life limiting conditions, and to support their families and carers. An essential part of our service is to raise public awareness and change preconceptions about disability by encouraging inclusive activities through taking part in activities set in the public domain.

The Manager and her team work hard to achieve the Groups objectives by carrying out the following:

- Develop the group, encourage participation, recruit, train and support Volunteers and staff.
- Design appropriate programmes of activities both at centre and outreach and look for new opportunities
- Support the children and young adults under their care
- Provide support and information to parents
- Develop links with other agencies
- Maintain links with existing funding sources and research potential funders
- Ensure the smooth running of the resource centre

Contingency Policy

The Trustees agreed to continue this policy of keeping a contingency fund equal to six months running costs of the Charity. This policy is reviewed and monitored regularly.

Risk Management

The trustees have put systems in place to mitigate any major risks which affect the Charity.

Public Benefit

The Charity Trustees consider they have complied with their duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

Resource Centre and Out in the Wider Community

At the start of 2020 services continued to be enjoyed. at our centre. In March due to Covid 19 unfortunately the Resource Centre was closed due to the national lockdown. We started to slowly resume the following services in September with limited numbers:-

- Support and Information sessions for parents and carers
- Children's Fun Club
- Youth Club
- Get-together Club
- Drama Club "Constellation"
- Friends Fun Club
- Multi-sensory Sessions
- Use of centre for private bubbles
- Fun sessions—Circus tricks & Halloween party
- Training and awareness sessions
- Fundraising events (*see Donations—fundraising*)

Our Resource Centre



Children's Fun Club

The club is normally held every Monday evening during term-time. It is always a busy active club for children aged 3-12 years that involves activities such as arts, crafts, themed parties, multisensory sessions, energetic and table top games. We resumed this club at a reduced capacity with a busy schedule of new activities introduced, this enabled the children to adapt to the new challenges they were facing and the transitions in their education placements.



Get Together Club

This is usually held every Wednesday during term time for over 18's. They enjoyed completing various tasks which included shopping, delivering messages and general office duties. When the club restarted the young adults coped extremely well with the new routines that had been put in place. Keeping busy with various tasks required to help the smooth running of other clubs. The young adults prepared items for all the Christmas sessions plus the wrapping of 63 Christmas activities pack to distribute amongst members.

Youth Club

The club is normally every Wednesday evening during term-time, for young people aged 12 years plus, or when agreed it is appropriate for the needs of a young person. The young people meet up to socialise with their friends. All adapted really well to the new procedures in place with being more aware of the pandemic and the importance of Hands, Face, Space. They were delighted to be reunited with their friends after the unexpected big break for a catch up. Also enjoying new activities.

Social Afternoon

This was introduced to help those who were in need of somewhere to physically visit and socialise. Six sessions made up of two age appropriate groups proved to be successful. All children and young adults thoroughly enjoyed especially following the struggles of not seeing friends for a number of months.

Mental Health Week



Constellation

Constellation are a group of young people aged 13+ who really enjoy performing. Sessions are held on a Thursday 6-8pm during term-time. Throughout lockdown all stars continued to work on projects and practice at home to produce a short performance to entertain all via our Facebook page. From September the club continued via Zoom, initially we knew this would be a challenge for all, after only a few sessions our Stars amazed us with their skills, hard work and dedication to showcase their talents. Following instructions using signing, singing, acting and using hand held props to produce a recorded performance. We finished off the year with a personalised present delivered to all Stars.

Friends Fun Club

The Friends Fun Club ran for a short period from January to March. The children aged 3-13 years, really enjoy singing on the microphone, dancing, performing and there is always time for some fun and games. Unfortunately at present this Club is still on hold.



The Groups programme of activities out in the community, trips and parent carers social events, were limited this year due to Covid 19.

The following were enjoyed in the beginning of the year by all who attended:-

- ◆ Parent/Carer Social Afternoon
- ◆ Film Night
- ◆ Larry's Bowling Seaton Carew
- ◆ Cinema Visit and Pizza Hut
- ◆ Jump 360—Trampoline Park



H S N S G



Lockdown Activities



Fundraising



Gnome Run



Water Bucket Challenge



Christmas Jumper Day

Information Sharing

We continue to work closely with the voluntary and statutory sector by inviting speakers to our base and also visiting events in the community.

Work Placements

A number of Young adults continue to attend carrying out various tasks including general office duties, checking and purchase of supplies, Preparing and setting-up other clubs, contributing to the running of the Charity whilst enabling them to build on their own skills and confidence.

Catcote Futures attend weekly term-time to carry out work tasks to help to keep the Resource Centre clean and attractive.

Hartlepool 6th Form College:-

To help students gain relevant experience in the field of their College Course and future career choice.

Unfortunately from March 2020 work placements were put on hold due to the national lockdown. In September the groups work placements returned. Following government guidelines we hope to welcome back external work placements in the near future.

TRAINING

COURSE

RQF Emergency First Aid at Work

ATTENDEES

1 Tutor

1 Manager

5 Support staff and volunteers

IN-HOUSE TRAINING

Covid -19

Procedures and Safety Measures

1 Manager

17 Support Staff and Volunteers

Positive Behaviour—Workshop Format

1 Manager and Trustee

9 Support Staff and Volunteers

Volunteers

We started 2020 with rewarding our committed team of volunteers with a social evening, it was well attended and it was thoroughly enjoyed by all.

Our volunteers continue to help support all members enabling them to participate and enjoy regular clubs and the social opportunities on offer from January to March.

Unfortunately March saw an unusual turn of events and the Resource Centre was forced to close. All come together to use their personal skills, knowledge and experience of the children and young adults to put new strategies in places. The aim of this was to help prevent isolation and encourage members their engagement with the group and their friends regularly.

Their ideas were a huge success and included videos of members enjoying activities in their own home surroundings. All waited in anticipation for the daily 6 pm showing, 105 in total. This certainly proved to be a highlight of the day during these uncertain times.

Home deliveries of activity packs, toys, meals and personal courtesy welfare calls were provided to members helping to keep members and their families in touch.

Fundraising events and repairs to resource centre were also carried out.

We heavily rely on our dedicated team of volunteers to assist with the provision of our services and are very proud of them all, we much appreciate their contribution.

Well Done

Grants, Trusts and Businesses

We would like to acknowledge and thank the following for financial assistance:-

Happy Days

Hartlepool Families First—Extended Activities and Play Schemes

Donations and Fundraising

We received very generous donations from a number of families:-
Luke and Cameron, James Price, Alfie Smailes and Helen Taylor

Members, friends, families and supporters who have donated or participated:

Jamie Allison—Gnome Run

Abbie-Leigh Thomson—Water Challenge

Ewan McWilliam— Designing and selling prints

Kia Marsh—Raffle

Pauline Hunter - Masks plus Cakes made & decorated

Simon Hunter—Coast to Coast Bike Ride

Sam Gretton—Christmas Reindeer Cake Raffle

Jen Davies— Christmas Jumper Cookies

Hartlepool Supporters Club via Anthony Farman

Eileen Gibbon via Andrew Allison

Billy Horsley Via Freemasons

Many hours of voluntary work were contributed by our Members and Supporters, it is impossible to place a value on the time given, but without it, much of the work undertaken could not be achieved.

We very much appreciate all the donations and assistance from our Members, Friends & Supporters, not forgetting all the prizes.

Thank You to everyone

Core Fundraising Group:

This is a group of dedicated volunteers with their key aims to organise events and come up with ideas to increase funds and also general awareness of Hartlepool Special Needs Support Group.

Events held in 2020 were:

- ◆ Sponsored Gnome Run
- ◆ Sponsored Bike Ride
- ◆ Christmas Jumper Day

2020 was a year like never before but we still managed to arrange a few events, the events have proved very popular with both our members and the wider community and have raised over £4,000 for Hartlepool Special Needs Support Group.

Since we began in 2014, our events have become a staple in the yearly calendar of the Group. It is fantastic that our fundraising and social activities have become a regular part of Hartlepool Special Needs Support Group's programme and we hope to return with as many as possible once the climate permits.

A social distanced half marathon was completed by one of our volunteer who was expecting to complete the Great North run and instead of pushing one of our members they pushed a large Gnome around the streets of Hartlepool. This gained huge support from the general public and our members alike with the route being planned to pass as many doors as possible. A phenomenal £1660 was raised on this event alone.

Even during the pandemic our Christmas Jumper Day was again a huge success, raising almost as much as the previous year. We would like to say a massive "thank you" to English Martyrs School and Sixth Form College, who for the 6th year running participated and hit a record amount of £1300 raised.

We have continued to use social media as a platform to promote our events and awareness of the services, helping to increase vital funds and raising the profile of Hartlepool Special Needs Support Group in the local community, with our Facebook page reaching over 2100 people.

In addition to our organised events we have continued to receive individual support from people choosing to donate to us as part of Facebook birthday collections. Amazon Smile also proves to be a popular option for earn as you spend donations with monthly payments being sent our way.

We would like to say a huge thank you to all our members, their families and the wider community for their support during 2020. We would also like to say thank you to the local businesses, schools and community groups who continue to support our events.

Jamie Allison, Grace Brock, Sam Gretton, Thomas Mallinson, Shaun Potts.

FINANCIAL REVIEW - Accounts for the year end 1 October 2020

Full Accounts 2019/20 are available at the Resource Centre

INCOME	£89,061
EXPENDITURE	£78,900
BALANCE	£125,055

Finally - A message from your Manager, Pat Allison:-

2020 was certainly a challenge for us. Hit by the complex and extraordinary situation thrown at us due to the Covid 19 pandemic resulting in lockdown and the temporary closure of the Resource Centre.

I am extremely proud to say everyone adapted really well and stepped up to a very different way of life. As the pandemic swept the country we continued to support our members and their families in a number of ways including telephone calls, emails, social media etc. We delivered services in new ways with many of us having to come to grips with technology. All enjoyed taking part in the activities including the toilet roll and water challenge. We successfully delivered activity packs, toys, family meals and Christmas parcels were much appreciated by all.

I would like to thank Michelle for all her support and help in keeping the office running and Abbie-Leigh for her continuing her work placement.

I would also like to thank all support staff and volunteers who met to help plan and prepare sessions to resume as safely as possible and make it fun for members to attend and adapt smoothly to the new procedures in place. We have a dedicated and committed team, their help and support has been invaluable throughout the year.

I am again overwhelmed with the support and generous donations from families particularly in these difficult times., these are always appreciated and helps the group raise much needed funds. May I take this opportunity to thank all our children and young adults, parents and carers for all their support.

Well done everyone, I think we are all looking forward to a New Year.



Hartlepool Special Needs Support Group

109 Park Road
Hartlepool TS26 9HR

Contact: - Pat Allison - Manager

Tel: (01429) 863766

Office e-mail: info@hsnsg.org.uk

Website: www.hsnsg.org.uk

Facebook: www.facebook.com/hsnsghartlepool



Constellation At Home

supporting local families since 1989

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

STATEMENT OF ACCOUNTS

1 OCTOBER 2020

Registered Charity Number: 1031151

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
STATEMENT OF THE TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and regulations.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Charities Act 2011, the charity (Accounts and Reports) Regulations 2008 and provisions of the trust deed. 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.

Signed on behalf of the Trustees on 2.3.21

Mrs J Shepherd - Chairperson *unavailable due to illness*

Mrs K Taylor - Treasurer
K Taylor

flunter - Mrs J Carter
Secretary

**HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report on the accounts of the Hartlepool Special Needs Support Group for the year ended 1 October 2020, which are set out on pages 3 to 4.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Charity 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 accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 on connection with the examination giving cause to believe that in any material respect:

1. accounting records were not kept in respect of the Hartlepool Special Needs Support Group as required by section 130 of the Act
- or
2. the accounts do not accord with those 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.



Heather O'Driscoll FCA

Waltons Clark Whitehill Limited

Chartered Accountants

10/03/2021
.....



Hartlepool Special Needs Support Group 1031151

Receipts and payments accounts

CC16a

For the period from	01/10/2019	To	30/09/2020
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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					
Trust grants and donations	1,000	17,833	-	18,833	41,637
Members contributions	15,126		-	15,126	28,619
Members fundraising	13,394		-	13,394	20,178
Interest			-	-	217
Direct payments	24,069		-	24,069	38,354
Coronavirus job retention scheme income	17,640	-	-	17,640	-
	-	-	-	-	-
Sub total (Gross income for AR)	71,228	17,833	-	89,061	129,005
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	71,228	17,833	-	89,061	129,005
A3 Payments					
Salaries	46,212	2,480	-	48,692	66,406
Professional fees	2,665		-	2,665	3,514
Outings & Activities	-	9,156	-	9,156	24,858
Transport	1,623		-	1,623	2,413
Expenses	505		-	505	1,649
Expenses - Trustees	237		-	237	464
Promotion	100		-	100	632
Toys	55		-	55	884
Printing Postage & Stat	2,873		-	2,873	2,772
Premises & Room Hire	6,128		-	6,128	5,800
Telephone	821		-	821	622
Insurance	2,479		-	2,479	2,433
Sundry Expenses	969		-	969	391
Fund Raising	2,397		-	2,397	2,186
Computer costs	202		-	202	-
	-	-	-	-	-
Sub total	67,264	11,636	-	78,900	115,024
A4 Asset and investment purchases, (see table)					
		-	-	-	
Fixed asset additions	2,400			2,400	1,643
Sub total	2,400	-	-	2,400.00	1,643
Total payments	69,664	11,636	-	81,300	116,667
Net of receipts/(payments)	1,564	6,197	-	7,761	12,338
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	117,294		-	117,294	104,956
Cash funds this year end	118,858	6,197	-	125,055	117,294

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 balances	118,775	6,197	-
	Cash balances	84	-	-
		-	-	-
	Total cash funds	118,858	6,197	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Fixed assets	Restricted	55,892
		Unrestricted	20,413
			-
			-
			-
			-
			-
			-
			-
			-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE liability	1,310	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval