

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

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

HSNSG



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
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Hartlepool Special Needs Support Group

1031151

Receipts and payments accounts

CC16a

For the period
from

01/10/2019

To

30/09/2020

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	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