

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

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	Re-Elected February 2022-2025
Karen Taylor	-	Treasurer	Elected February 2021-2024
Marlene Barnard	-		Elected February 2021-2024
Ami Carroll	-		Elected February 2021-2024
Jamie Allison	-		Co-opted November 2021-2024

Recruitment of Trustees

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

Met a total of 9 times

Working Group met 8 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
Michelle Hall	-	Administration
Bank of Staff 17	-	Support & Care
Volunteers 15	-	Various Roles

Beneficiaries

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

Bankers

Virgin Money
118 York Road
Hartlepool
TS26 9BT

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

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 and January 2005, **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.

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

- 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 Coffee-Morning
- 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 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:

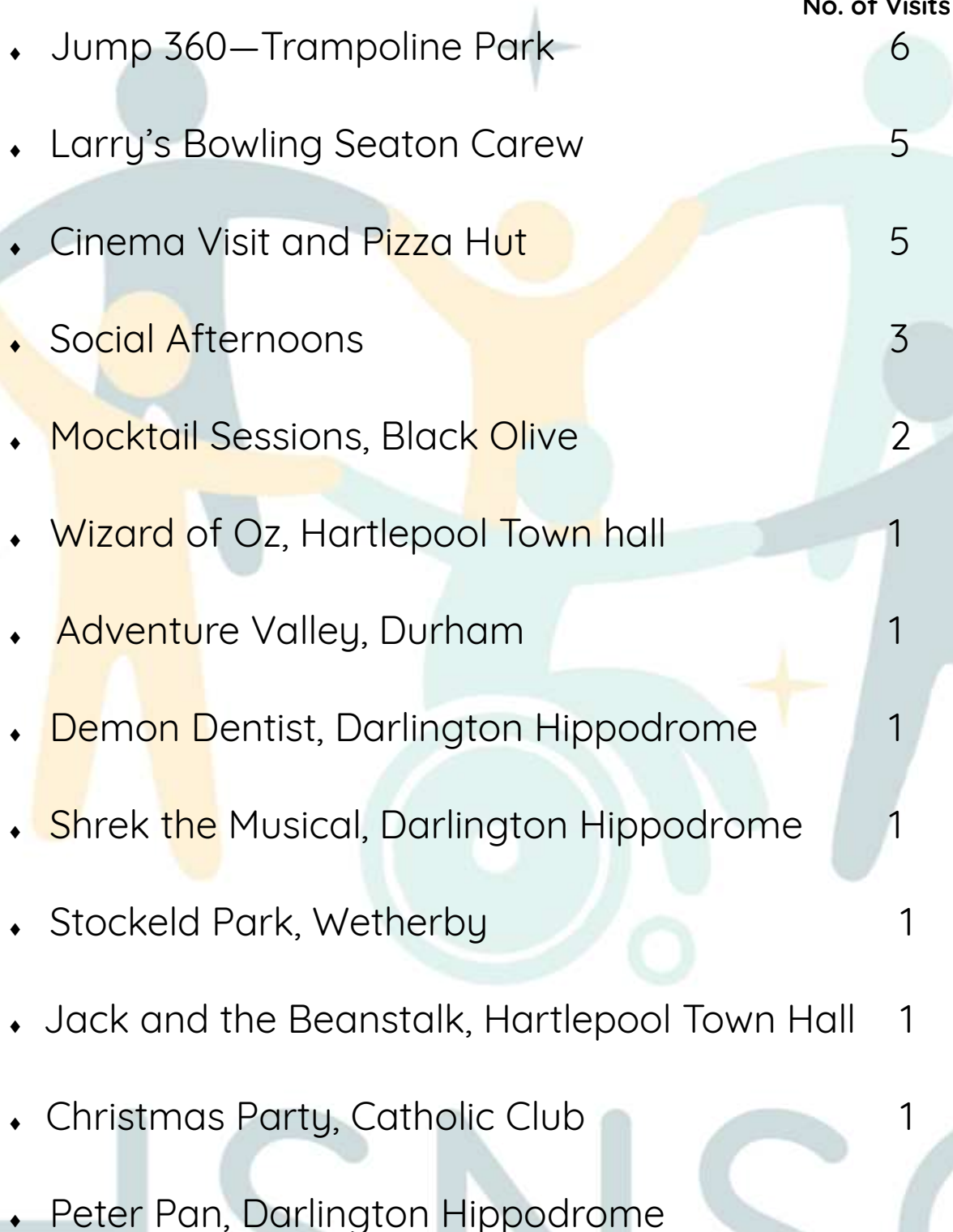
I thoroughly enjoyed every minute of the scheme, it has made me re-consider my future career as I am now thinking of studying teaching, specialising in SEND.

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	

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

HSNSG

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

RTShepherd .

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 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			-	-	-
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
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fixed assets	Restricted	-	53,941
		Unrestricted	-	14,860
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	PAYE liability			
			-	
			-	
			-	

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

HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP

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Mrs J Shepherd - Chairperson

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			-	
			-	
			-	

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	K Taylor	K Taylor	21/02/2023