

**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**

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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



Mrs J Shepherd - Chairperson



Mrs K Taylor - Treasurer

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

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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 FCA

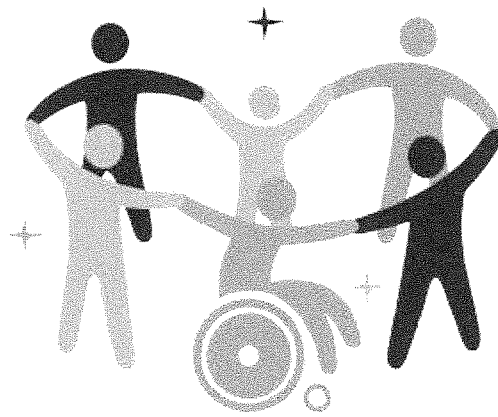
### Waltons Business Advisers Limited

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**

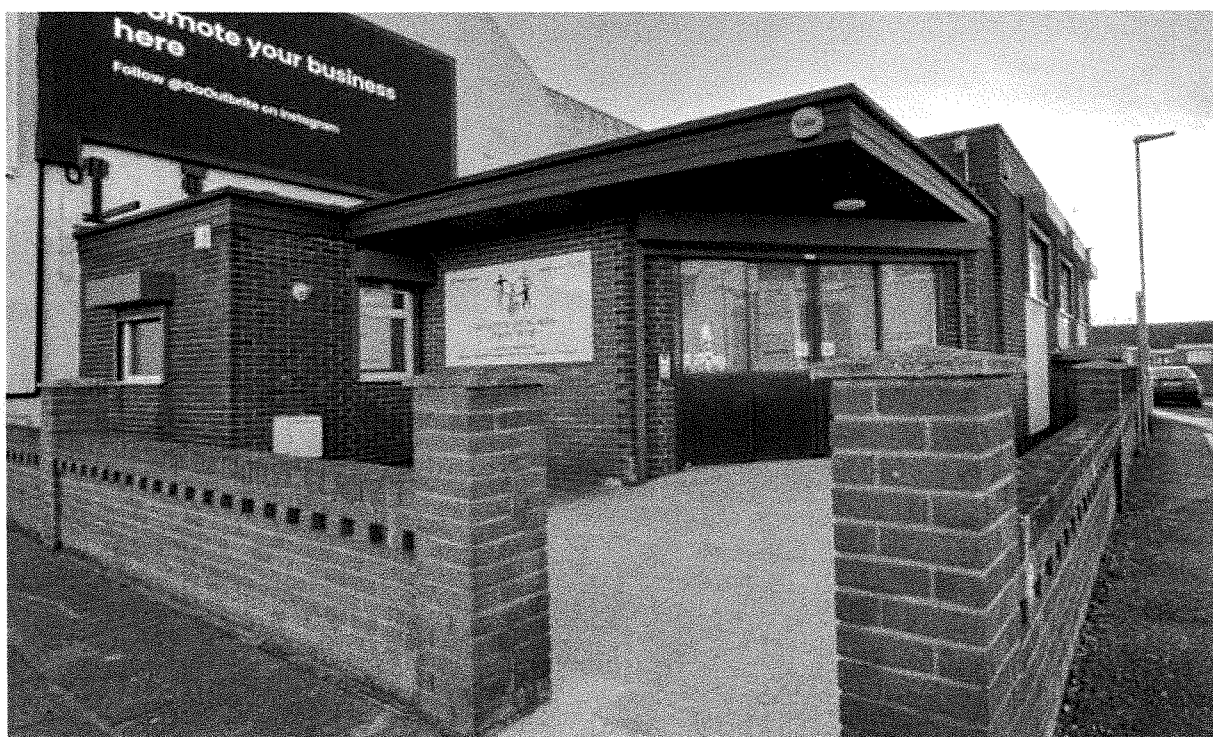
The Charity Trustees consider they have complied with their duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

## 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.

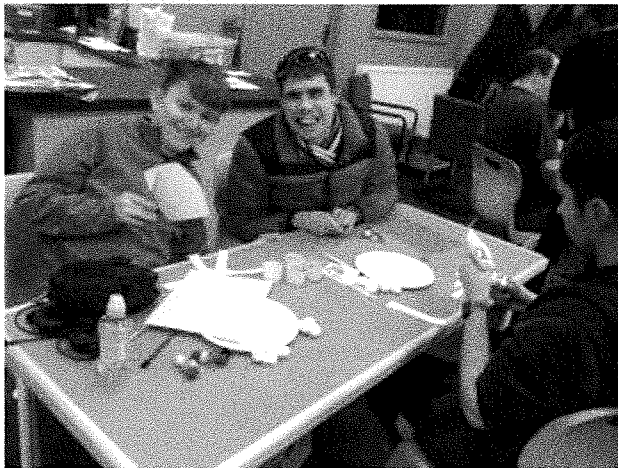


### **Get-Together Club**

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/carers 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.



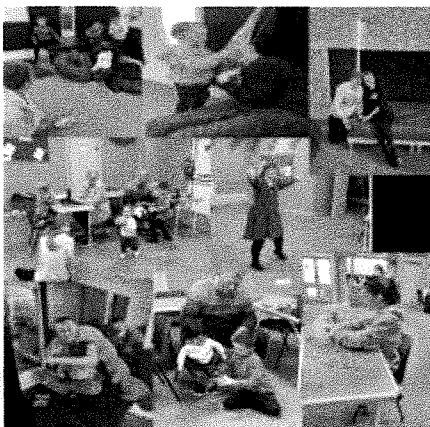
## Constellation

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.

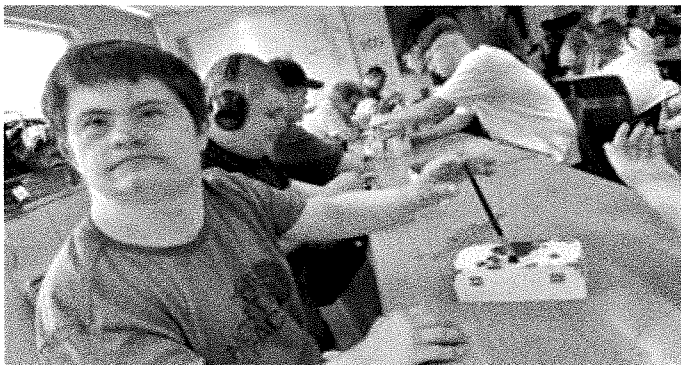
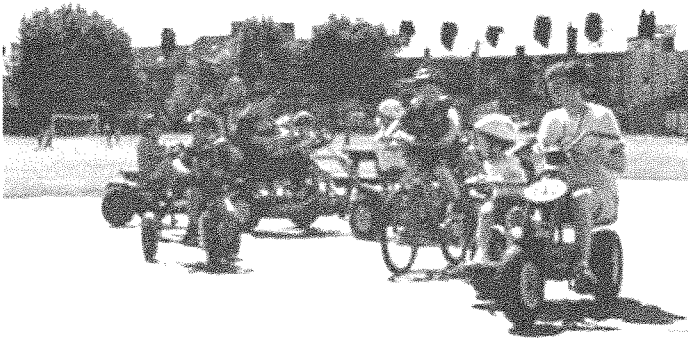
## Quotes from Staff and Volunteers:

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:-**

	<b>No. of Visits</b>	<b>Attendees</b>
♦ 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

## 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

<b>INCOME</b>	<b>£159,096</b>
<b>EXPENDITURE</b>	<b>£147,490</b>
<b>BALANCE</b>	<b>£175,242</b>

**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**



# 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](mailto:info@hsnsg.org.uk)

**Website:** [www.hsnsg.org.uk](http://www.hsnsg.org.uk)

**Facebook:** [www.facebook.com/hsnsghartlepool](http://www.facebook.com/hsnsghartlepool)



**Panto—Darlington Hippodrome**

*supporting local families since 1989*



Hartlepool Special Needs Support Group	1031151	<b>Receipts and payments accounts</b> <b>CC16a</b>	
For the year from	01/01/2024	To	31/12/2024

## 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 £
<b>A1 Receipts</b>					
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
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>136,121</b>	<b>22,975</b>	<b>-</b>	<b>159,096</b>	<b>166,631</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>136,121</b>	<b>22,975</b>	<b>-</b>	<b>159,096</b>	<b>166,631</b>
<b>A3 Payments</b>					
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
	-	-	-	-	-
<b>Sub total</b>	<b>124,515</b>	<b>22,975</b>	<b>-</b>	<b>147,490</b>	<b>141,656</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Fixed asset additions</b>	<b>38,464</b>	<b>-</b>	<b>-</b>	<b>38,464</b>	<b>1,960</b>
<b>Sub total</b>	<b>38,464</b>	<b>-</b>	<b>-</b>	<b>38,464.00</b>	<b>1,960</b>
<b>Total payments</b>	<b>162,979</b>	<b>22,975</b>	<b>-</b>	<b>185,954</b>	<b>143,616</b>
<b>Net of receipts/(payments)</b>	<b>- 26,858</b>	<b>-</b>	<b>-</b>	<b>- 26,858</b>	<b>23,015</b>
<b>A5 Transfers between funds</b>			-	-	-
<b>A6 Cash funds last year end</b>	<b>202,100</b>	<b>-</b>	<b>-</b>	<b>202,100</b>	<b>179,085</b>
<b>Cash funds this year end</b>	<b>175,242</b>	<b>-</b>	<b>-</b>	<b>175,242</b>	<b>202,100</b>

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

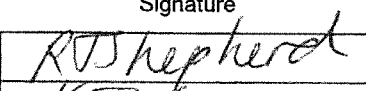
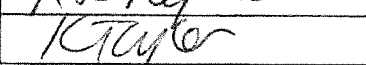
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank balances	175,183	-	-
	Cash balances	59	-	-
		-	-	-
	<b>Total cash funds</b>	<b>175,242</b>	<b>-</b>	<b>-</b>

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Trade debtors	3,582	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	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