

# ELMBRIDGE COMMUNITY LINK

England & Wales · Charity number 1035501

## Details

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**Other names** ELMBRIDGE ADVOCACY LINK, ECL

**Status** Registered

**Legal form** Charitable company

**Company number** [02913280](#)

**Registered** 1994-03-23

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

## Contact

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**Address** 2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
KT12 2TZ

**Phone** 01932241968

**Email** [coordinator@eclwalton.org.uk](mailto:coordinator@eclwalton.org.uk)

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

## Activities

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**Objects:** TO PROMOTE THE RELIEF OF ALL PERSONS WITH A LEARNING DIFFICULTY WITHIN THE AREA OF ELMBRIDGE BOROUGH COUNCIL AND TO ASSIST THOSE PERSONS TO REALISE THEIR FULL POTENTIAL TO LEAD FULFILLING LIVES BY THE PROVISION OF A SERVICE (KNOWN AS ADVOCACY) WHICH WILL : 1. ASSIST A PERSON WITH LEARNING DIFFICULTY TO OBTAIN HIS OR HER FULL RIGHTS AND PRIVILEGES AS A CITIZEN; 2. PROVIDE LONG-TERM PERSONAL FRIENDSHIP AND SUPPORT; 3. PROVIDE ADVICE AND SUPPORT ON A ONE TO ONE BASIS TO PERSONS WITH LEARNING DIFFICULTIES; PROVIDE COMMUNITY BASED DROP IN CENTRES AND WORKSHOPS; WHETHER THOSE PERSONS LIVE IN RESIDENTIAL CARE OR RESIDE INDEPENDENTLY IN THEIR OWN HOMES OR WITH RELATIVES.

**Activities:** To promote the relief of all persons with a learning disability within the area of Elmbridge Borough Council

## Classification

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- **How:** Provides Advocacy/advice/information
- **What:** Disability
- **Who:** People With Disabilities

## Geography

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- **Area of benefit:** ELMBRIDGE
- Surrey

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£37,804	£49,164	-	-
2024-03-31	£41,691	£51,751	-	-
2023-03-31	£49,212	£57,019	-	-
2022-03-31	£50,396	£52,637	-	-
2021-03-31	£47,920	£45,324	-	-

## Trustees

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Name	Role	Appointed
<b>Ann Ledgard</b>	Chair	2014-01-29
David Mark Middleton		2014-01-29
Lisa Anne Wilks		2020-04-06
Michael Nally		2024-06-17
Steven Peter Denman		2026-05-11
TERRI COLLINS		

**ELMBRIDGE COMMUNITY LINK**

England & Wales - Charity number 1035501

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# Accounts

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# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

### Report to the trustees

Charity Name  
Elmbridge Community Link

### On accounts for the year ended

31<sup>st</sup> March 2025 Company No:2913280

Charity no  
(if any)

1035501

### Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2026

### Responsibilities and basis of report

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

### Independent examiner's statement

[The charity's gross income does not exceed £250,000]

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

\* Please delete the words in the brackets if they do not apply.

Signed: *S P Denman*

Date: 31/12/2025

Name: Steve Denman

Relevant professional qualification(s) or body (if any):

NA

Address: 61, Burleigh Park. Cobham KT11 2DU

# Elmbridge Community Link

(Limited by Guarantee)

Company No. 2913280  
Registered Charity No. 1035501

## Financial Statements for the Year Ended 31st March 2025

	<u>Page</u>
Officers and Registered Office	1
Report of the Trustees/Directors	2-7
Statement of Financial Activities	8
Balance Sheet	9
Statement of Cash Flows	10
Notes to the Accounts	11-12

# Elmbridge Community Link

(Limited by Guarantee)

**Status:** Company Limited by Guarantee No. 2913280  
Incorporated 22nd March 1994  
Registered Charity No. 1035501

**Registered Office:** 2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
Surrey KT12 2TZ

**Business Address:** 2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
Surrey KT12 2TZ

**Trustees/Directors:** A Ledgard (Chair)  
T Collins  
J Smith  
D Middleton (Treasurer)  
L Wilks  
G Bourne  
M Nally

**Independent Examiner:** S P Denman  
61 Burleigh Park  
Cobham  
KT11 2DU

**Bankers:** CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors**

### **Our aims and objectives**

Elmbridge Community Link (ECL) was formed in 1994 to promote the relief of all persons with a learning disability and / or autism within the area of Elmbridge Borough Council. We aim to do this by:

- offering a range of activities for people with learning disabilities in Elmbridge
- identifying and reaching those that need our services in Elmbridge.

We also host a regular User Forum, with other groups and agencies in the borough, which provide services for people with learning disabilities.

We have a regular, well-attended activity programme and currently support some 80 people with learning disabilities, their families and carers.

### **How our activities deliver public benefit**

People with learning disabilities are amongst the most vulnerable and socially excluded in society and have lifelong support needs. Their multiple needs mean that they have a significantly reduced ability to understand new or complex information and learn new skills. They find it difficult to cope independently and often feel isolated from the wider community as they rarely use local leisure and community facilities. They have substantially higher health needs than the general population. They are also more likely to experience poverty, poor housing, lack of employment, social isolation and discrimination.

Services for people with learning disabilities are changing yet choice remains limited and there are very few independent providers or charities working in this area. ECL's challenge is to identify and engage people with learning disabilities, particularly young people, and to engage them in our activities ensuring they do not become isolated.

ECL aims to provide support for people with learning disabilities to overcome disadvantages by enriching their daily lives through activities and group work. These activities concentrate on helping people learn new skills; improve their sense of belonging to the local community; enhance existing strengths; lead healthier lives; offer new friendship opportunities and improving confidence levels and self esteem.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **How our activities deliver public benefit cont'd**

We monitor and evaluate our work by recording attendance, and canvassing members to evaluate our services and staff make regular reports on progress to funding organisations and the Trustees. Due to our support members are: learning new skills; healthier; happier; and more sociable and confident.

### **Ensuring our work delivers our aims**

Each of our three weekly activity sessions has been developed to deliver our aim of enhancing the lives of people with learning disabilities and autism in the Elmbridge community. Having identified a need to reach more people in the area who are not currently accessing our support, in 2024/25 we carried out a targeted campaign, connecting with local schools with SEN provision, social prescribers and residential homes. We also raised awareness of our services through social media, our website and local community noticeboards.

### **Staff and Volunteers**

The charity employed two part time staff, three self-employed facilitators and around thirty-five volunteers, many of whom come from local sixth-form colleges and schools. Volunteers tell us that they also experience a range of benefits from their ECL involvement, citing improved confidence, friendship possibilities and employability.

### **Financial Review**

#### Principal Funding Sources

The charity is grateful to receive multi-annual funding from Elmbridge Borough Council and The RC Sherriff Trust. We would also not be able to function as we do without the continuing support of Walton Charity which has, in previous years, provided funding for our activities and continues to support us by providing subsidised office accommodation, office services, advice and expertise as we continue to grow and develop.

This year, we have successfully applied to Walsingham Care, the Robert Philips Trust and Baily Thomas for additional funding, bringing in a total of £20,000 in grants.

ECL makes a modest charge for people to attend activities which generated £14.8k during the year.

# Elmbridge Community Link

(Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Financial Review cont'd

#### Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are no funds for long term investment. Surplus funds are held on deposit.

#### Reserves Policy

The Trustee Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds held by the charity should be equal to at least six months of annual expenditure. Forecast expenditure for the year ending 31st March 2026 is c.£50,000 and, therefore, the target is £25,000. The present level of reserves of some £48,000 is above the target level. The Trustees believe this is a prudent level of reserves in the short-term as the 2019 Big Lottery Funding grant tapers over the 5-year award period and so our ability to diversify income will be tested over the next year.

### Future plans

ECL's Trustees and Management have focused on diversifying our funding base and keeping a close eye on costs. We are by no means complacent regarding the challenge presented to diversify our funding base. A major challenge over the next period is to attract new members, particularly into the younger cohort.

Our plan for the year ending 31st March 2026 is to continue to:

- consolidate our services to members building on the growth in the number of activities we deliver;
- publicise our services more widely within the local community to attract new members;
- evaluate the success and benefits of our activities with a view to improving services;
- ensure ongoing volunteer training and development;
- work in partnerships in an attempt to place high functioning younger adults into work placements.

We will also continue to develop new partnerships with local organisations that not only leverage our combined resources but also deliver an exciting proposition to our members.

### Structure, governance and management

#### Governing document

The organisation is a charitable company limited by guarantee, incorporated and registered as a charity on 22nd March 1994.

# Elmbridge Community Link

(Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Structure, governance and management cont'd

#### Recruitment and appointment of Trustees

Over the past year, ECL has appointed one new Trustee, Mike Nally. All the Trustees on the Board bring a different lived experience and fresh perspective to ECL. In 2025 our Trustees have taken part in individual fundraising initiatives, including a skydive and a half marathon, as well as working together as a Board to organise a Quiz Night.

#### Organisational structure

A Trustee Board governs ECL. Trustees come from a range of relevant backgrounds (counselling, parent carer, running services for people with learning disabilities and volunteering), with key specific skills - marketing, fundraising and business development/organisational change - all represented on the Board.

The Board is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of ECL and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to staff. The Trustee Board is independent from management.

#### Risk Management

Significant risks to the charity are considered as part of the Trustee Board's annual review of policies. ECL has the following policies:

- Child Protection
- Equal Opportunities
- Health and Safety Policy
- Health and Safety for the kitchen
- Vulnerable Adults
- Feedback and Complaints Policy
- Environmental and Sustainability Policy

In addition, the Charity Coordinator, Pier Markham, holds and updates specific Risk Assessments for each of the different ECL activities and there are Fire Evacuation Plans for all venues used by the charity. The charity maintains a formal Risk Register.

# Elmbridge Community Link (Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Structure, governance and management cont'd

#### Induction and training of new Trustees

Newly appointed Trustees are provided with a comprehensive induction to ECL through the provision of training and mentoring by established Trustees.

#### Related parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. *Valuing People*, a White Paper (2001), was the first review of Learning Disability services for 30 years and remains the blueprint for change for English local authorities and NHS agencies. *Valuing People* emphasised the need for new opportunities for people with learning disabilities to live more independent lives in the community. The charity continues to participate in the local network of Valuing People groups and also co-operates and liaises with a number of other local charities, sports clubs, local businesses and social services departments on behalf of clients.

### Trustees/Directors

The Trustees/Directors during the year were:-

A Ledgard (Chair)  
T Collins  
J Smith  
D Middleton (Treasurer)  
L Wilks  
G Bourne  
M Nally (appointed 17 June 2024)

### Trustees' responsibilities in relation to the financial statements

Company law requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, for that period. In preparing the financial statements, the Trustees are required to:

# Elmbridge Community Link

(Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Trustees' responsibilities in relation to the financial statements cont'd

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Statement as to disclosure to our independent examiner

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the independent examiner in connection with preparing their report, of which the independent examiner is unaware, and
- the Trustees, having made enquiries of fellow directors and the independent examiner that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

By order of the board of Trustees



Ann Ledgard (Chair)  
30 December 2025

# Elmbridge Community Link

(Limited by Guarantee)

## Statement of Financial Activities for the year ended 31st March 2025

	<u>Notes</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>YTD Total</u>	<u>Prior Year Total</u>
<b>Incoming Resources</b>					
Activities Fees & Fundraising		-	16,946	16,946	17,338
Grants & Donations		9,398	10,028	19,426	22,839
Interest		-	1,432	1,432	1,514
<b>Total Incoming Resources</b>		<u>£9,398</u>	<u>£28,406</u>	<u>£37,804</u>	<u>£41,691</u>
<b>Resources Expended</b>					
Wages & Payroll		1,696	11,476	13,172	30,838
Temporary Staff		3,682	16,794	20,476	7,194
Workshop Costs		239	2,462	2,701	1,943
Rent & Hall Hire		3,781	6,770	10,551	9,304
Printing & Stationery		-	459	459	363
IT & Communications		-	547	547	1,165
Insurance		-	554	554	554
Sundry Expenses		-	644	644	303
Bank Charges		-	60	60	87
<b>Total Resources Expended</b>		<u>£9,398</u>	<u>£39,766</u>	<u>£49,164</u>	<u>£51,751</u>
<b>Net Incoming/(Outgoing) Resources</b>		-	(11,360)	(11,360)	(10,060)
<b>Net Movement in Funds</b>		<u>-</u>	<u>(£11,360)</u>	<u>(£11,360)</u>	<u>(£10,060)</u>
<b>Total Funds Brought Forward</b>	5	-	59,945	59,945	70,005
<b>Total Funds Carried Forward</b>		<u>-</u>	<u>£48,585</u>	<u>£48,585</u>	<u>£59,945</u>

# Elmbridge Community Link

(Limited by Guarantee)

Company No. 2913280

## Balance Sheet at 31st March 2025

	<u>Notes</u>	<u>31/03/25</u>	<u>31/03/24</u>
<b>Tangible Fixed Assets</b>		-	-
<b>Current Assets</b>			
Debtors & prepayments		2,230	1,180
Cash at bank & in hand		65,413	72,228
<b>Total Current Assets</b>		67,643	73,408
<b>Creditors: Amounts Falling Due</b>			
<b>Within One Year</b>	3	(19,058)	(13,463)
<b>Net Current Assets</b>		48,585	59,945
<b>Net Assets</b>		£48,585	£59,945
<b>Funds</b>			
General funds		48,585	59,945
Restricted funds		-	-
<b>Total Funds</b>	5	£48,585	£59,945

For the year ending 31st March 2025, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 30 December 2025 and signed on its behalf by



Ann Helen Ledgard  
Chair

# Elmbridge Community Link

(Limited by Guarantee)

## Statement of Cash Flows for the year ended 31st March 2025

	<u>31/03/25</u>	<u>31/03/24</u>
Opening balance	72,228	80,020
Closing balance	<u>65,413</u>	<u>72,228</u>
<b>Cash inflow/(outflow)</b>	<b><u>(£6,815)</u></b>	<b><u>(£7,792)</u></b>
Operating profit/(loss)	(11,360)	(10,060)
Debtors & prepayments	(1,050)	767
Creditors	5,595	1,501
<b>Cash inflow/(outflow)</b>	<b><u>(£6,815)</u></b>	<b><u>(£7,792)</u></b>

# Elmbridge Community Link

(Limited by Guarantee)

## Notes to the Financial Statements for the year ended 31st March 2025

### 1 Accounting Policies

#### (a) Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102 (effective January 2015) and the Companies Act 2006.

#### (b) Taxation

As a Registered Charity the company is exempt from taxation.

### 2 Restricted Funds

Restricted funds represent amounts received from donors who have specified the use of those funds as a condition for making the donation.

	Deferred Income b/f	Incoming Resources	Outgoing Resources	Deferred Income c/f
Big Lottery Fund	833	-	(833)	-
Elmbridge Borough Council	2,000	1,500	(3,500)	-
RC Sherriff Trust	3,985	2,000	(1,869)	4,116
Surrey County Council		5,850	(1,725)	4,125
Walsingham Care		5,000	(1,250)	3,750
	£6,818	£14,350	(£9,178)	£11,991

### 3 Creditors: Amounts Falling Due Within One Year

	<u>2025</u>	<u>2024</u>
Corporation Tax	-	-
Other Taxation	(26)	(50)
Creditors	(7,041)	(1,422)
Deferred Income:		
Grants	(11,991)	(11,991)
Donations	-	-
	(£19,058)	(£13,463)

# Elmbridge Community Link

(Limited by Guarantee)

## Notes to the Financial Statements for the year ended 31st March 202 cont'd

### 4 Called Up Capital

The company is limited by guarantee and does not have a share capital. All the members are guarantors to an amount not exceeding £1 per guarantor.

### 5 Reconciliation Of Movement Of Accumulated Funds

	<u>2025</u>	<u>2024</u>
Net movement in funds for the year	(11,360)	(10,060)
Total funds brought forward	59,945	70,005
Total funds carried forward	<u>£48,585</u>	<u>£59,945</u>

**ELMBRIDGE COMMUNITY LINK**

England & Wales - Charity number 1035501

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# Accounts

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# Elmbridge Community Link

(Limited by Guarantee)

Company No. 2913280  
Registered Charity No. 1035501

## Financial Statements for the Year Ended 31st March 2024

	<u>Page</u>
Officers and Registered Office	1
Report of the Trustees/Directors	2-7
Statement of Financial Activities	8
Balance Sheet	9
Statement of Cash Flows	10
Notes to the Accounts	11-12

# Elmbridge Community Link

(Limited by Guarantee)

**Status:** Company Limited by Guarantee No. 2913280  
Incorporated 22nd March 1994  
Registered Charity No. 1035501

**Registered Office:** 2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
Surrey KT12 2TZ

**Business Address:** 2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
Surrey KT12 2TZ

**Trustees/Directors:** A Ledgard (Chair)  
T Collins  
J Smith  
D Middleton (Treasurer)  
L Wilks  
G Bourne

**Independent Examiner:** Robert Russell FCA  
Russell Grenville Barker  
Chartered Accountants  
36 Lancaster Road  
Wimbledon  
London SW19 5DD

**Bankers:** CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors**

### **Our aims and objectives**

Elmbridge Community Link (ECL) was formed in 1994 to promote the relief of all persons with a learning disability and / or autism within the area of Elmbridge Borough Council. We aim to do this by:

- offering a range of activities for people with learning disabilities in Elmbridge
- identifying and reaching those that need our services in Elmbridge.

We also host a regular User Forum, with other groups and agencies in the borough, which provide services for people with learning disabilities.

We have a regular, well-attended activity programme and currently support some 80 people with learning disabilities, their families and carers.

### **How our activities deliver public benefit**

People with learning disabilities are amongst the most vulnerable and socially excluded in society and have lifelong support needs. Their multiple needs mean that they have a significantly reduced ability to understand new or complex information and learn new skills. They find it difficult to cope independently and often feel isolated from the wider community as they rarely use local leisure and community facilities. They have substantially higher health needs than the general population. They are also more likely to experience poverty, poor housing, lack of employment, social isolation and discrimination.

Services for people with learning disabilities are changing yet choice remains limited and there are very few independent providers or charities working in this area. ECL's challenge is to identify and engage people with learning disabilities, particularly young people, and to engage them in our activities ensuring they do not become isolated.

ECL aims to provide support for people with learning disabilities to overcome disadvantages by enriching their daily lives through activities and group work. These activities concentrate on helping people learn new skills; improve their sense of belonging to the local community; enhance existing strengths; lead healthier lives; offer new friendship opportunities and improving confidence levels and self esteem.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **How our activities deliver public benefit cont'd**

We monitor and evaluate our work by recording attendance, and canvassing members to evaluate our services and staff make regular reports on progress to funding organisations and the Trustees. Due to our support members are: learning new skills; healthier; happier; and more sociable and confident.

### **Ensuring our work delivers our aims**

Through consultation we identified a need for us to extend and develop our existing services, specifically offering more evening and weekend activities, and to reach more people with learning disabilities in Elmbridge who are not currently accessing our support. We implemented successful sports and music activities which provide many younger people with evening and weekend activities.

Two successful bids to the Big Lottery's Reaching Communities fund, in 2015 and 2019, enabled us to sustain and extend our programme of activities and promote our services. We received the final installment of this funding in November 2023.

### **Staff and Volunteers**

The charity employed two part time staff, three self employed facilitators and around thirty five volunteers, many of whom come from local sixth-form colleges and schools. Volunteers tell us that they also experience a range of benefits from their ECL involvement, citing improved confidence, friendship possibilities and employability.

### **Financial Review**

#### Principal Funding Sources

In addition to the Big Lottery Fund grant, the charity is grateful to receive multi-annual funding from Elmbridge Borough Council and The RC Sherriff Trust. We would also not be able to function as we do without the continuing support of the Walton on Thames Charity which has, in previous years, provided funding for our activities and continues to support us by providing subsidised office accommodation, office services, advice and expertise as we continue to grow and develop.

ECL makes a modest charge for people to attend activities which generated £14.8k during the year.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **Financial Review cont'd**

#### Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are no funds for long term investment. Surplus funds are held on deposit.

#### Reserves Policy

The Trustee Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds held by the charity should be equal to at least six months of annual expenditure. Forecast expenditure for the year ending 31st March 2024 is c.£55,000 and, therefore, the target is £27,500. The present level of reserves of some £70,000 is above the target level. The Trustees believe this is a prudent level of reserves in the short-term as the 2019 Big Lottery Funding grant has ended and so our ability to diversify income will be tested over the next year.

#### **Future plans**

The 2019 grant from the Big Lottery is assigned to cover a portion of our core costs over the 5-year period. ECL's Trustees and Management have focused on diversifying our funding base and keeping a close eye on costs. We are by no means complacent regarding the challenge presented to diversify our funding base. A major challenge over the next period is to attract new members, particularly into the younger cohort.

Our plan for the year ending 31st March 2024 is to continue to:

- consolidate our services to members building on the growth in the number of activities we deliver;
- publicise our services more widely within the local community to attract new members;
- evaluate the success and benefits of our activities with a view to improving services;
- ensure ongoing volunteer training and development;
- work in partnerships in an attempt to place high functioning younger adults into work placements.

We will also continue to develop new partnerships with local organisations that not only leverage our combined resources but also deliver an exciting proposition to our members.

#### **Structure, governance and management**

##### Governing document

The organisation is a charitable company limited by guarantee, incorporated and registered as a charity on 22nd March 1994.

# Elmbridge Community Link

(Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Structure, governance and management cont'd

#### Recruitment and appointment of Trustees

Over the past year, ECL has appointed one new Trustee, Mike Nally. All the Trustees on the Board bring a different lived experience and fresh perspective to ECL. New ideas generated by our Trustees in 2024 have included making and selling ECL branded t-shirts and hoodies; offering new activities within our AllSports sessions; and exploring new fund raising avenues.

#### Organisational structure

A Trustee Board governs ECL. Trustees come from a range of relevant backgrounds (counselling, law, parent carer, running services for people with learning disabilities and volunteering), with key specific skills - marketing, fundraising and business development/organisational change - all represented on the board.

The Board is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of ECL and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to staff. The Trustee Board is independent from management.

#### Risk Management

Significant risks to the charity are considered as part of the Trustee Board's annual review of policies. ECL has the following policies:

- Child Protection
- Equal Opportunities
- Health and Safety Policy
- Health and Safety for the kitchen
- Vulnerable Adults
- Feedback and Complaints Policy
- Environmental and Sustainability Policy

In addition, the Charity Coordinator, Pier Markham, holds and updates specific Risk Assessments for each of the different ECL activities and there are Fire Evacuation Plans for all venues used by the charity. The charity maintains a formal Risk Register.

# Elmbridge Community Link

(Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Structure, governance and management cont'd

#### Induction and training of new Trustees

Newly appointed Trustees are provided with a comprehensive induction to ECL through the provision of training and mentoring by established Trustees.

#### Related parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. *Valuing People*, a White Paper (2001), was the first review of Learning Disability services for 30 years and remains the blueprint for change for English local authorities and NHS agencies. *Valuing People* emphasised the need for new opportunities for people with learning disabilities to live more independent lives in the community. The charity continues to participate in the local network of Valuing People groups and also co-operates and liaises with a number of other local charities, sports clubs, local businesses and social services departments on behalf of clients.

### Trustees/Directors

The Trustees/Directors during the year were:-

A Ledgard (Chair)  
T Collins  
J Smith  
D Middleton (Treasurer)  
L Wilks  
G Bourne (appointed 26th June 2023)  
M Christie (resigned 30th June 2023)  
K Springall (resigned 13th January 2024)  
S Adley (resigned 30th January 2024)

### Trustees' responsibilities in relation to the financial statements

Company law requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, for that period. In preparing the financial statements, the Trustees are required to:

# Elmbridge Community Link

(Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Trustees' responsibilities in relation to the financial statements cont'd

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Statement as to disclosure to our independent examiner

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the independent examiner in connection with preparing their report, of which the independent examiner is unaware, and
- the Trustees, having made enquiries of fellow directors and the independent examiner that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

By order of the board of Trustees



Ann Ledgard (Chair)  
20 December 2024

# Elmbridge Community Link

(Limited by Guarantee)

## Statement of Financial Activities for the year ended 31st March 2024

	Notes	Restricted	Unrestricted	YTD Total	Prior Year Total
<b>Incoming Resources</b>					
Activities Fees & Fundraising		-	17,338	17,338	14,632
Grants & Donations		12,901	9,938	22,839	34,047
Interest		-	1,514	1,514	533
<b>Total Incoming Resources</b>		<u>£12,901</u>	<u>£28,790</u>	<u>£41,691</u>	<u>£49,212</u>
<b>Resources Expended</b>					
Wages & Payroll		11,486	19,352	30,838	34,518
Temporary Staff		645	6,549	7,194	8,496
Workshop Costs		56	1,887	1,943	1,258
Rent & Hall Hire		714	8,590	9,304	10,361
Printing & Stationery		-	363	363	487
IT & Communications		-	1,165	1,165	865
Insurance		-	554	554	776
Sundry Expenses		-	303	303	186
Bank Charges		-	87	87	72
<b>Total Resources Expended</b>		<u>£12,901</u>	<u>£38,850</u>	<u>£51,751</u>	<u>£57,019</u>
<b>Net Incoming/(Outgoing) Resources</b>		-	(10,060)	(10,060)	(7,807)
<b>Net Movement in Funds</b>		<u>-</u>	<u>(£10,060)</u>	<u>(£10,060)</u>	<u>(£7,807)</u>
<b>Total Funds Brought Forward</b>	5	-	70,005	70,005	77,812
<b>Total Funds Carried Forward</b>		<u>-</u>	<u>£59,945</u>	<u>£59,945</u>	<u>£70,005</u>

# Elmbridge Community Link

(Limited by Guarantee)

Company No. 2913280

## Balance Sheet at 31st March 2024

	Notes	31/03/24	31/03/23
<b>Tangible Fixed Assets</b>		-	-
<b>Current Assets</b>			
Debtors & prepayments		1,180	1,947
Cash at bank & in hand		<u>72,228</u>	<u>80,020</u>
<b>Total Current Assets</b>		73,408	81,967
<b>Creditors: Amounts Falling Due</b>			
<b>Within One Year</b>	3	(13,463)	(11,962)
<b>Net Current Assets</b>		<u>59,945</u>	<u>70,005</u>
<b>Net Assets</b>		<u>£59,945</u>	<u>£70,005</u>
<b>Funds</b>			
General funds		59,945	70,005
Restricted funds		-	-
<b>Total Funds</b>	5	<u>£59,945</u>	<u>£70,005</u>

For the year ending 31st March 2024, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 20 December 2024 and signed on its behalf by

*Ann H Ledgard*

Ann Helen Ledgard  
Chairman

**Elmbridge Community Link**  
(Limited by Guarantee)

**Statement of Cash Flows**  
for the year ended 31st March 2024

	<u>31/03/24</u>	<u>31/03/23</u>
Opening balance	80,020	84,577
Closing balance	72,228	80,020
<b>Cash inflow/(outflow)</b>	<u><u>(£7,792)</u></u>	<u><u>(£4,557)</u></u>
Operating profit/(loss)	(10,060)	(7,807)
Debtors & prepayments	767	2,453
Creditors	1,501	797
<b>Cash inflow/(outflow)</b>	<u><u>(£7,792)</u></u>	<u><u>(£4,557)</u></u>

# Elmbridge Community Link

(Limited by Guarantee)

## Notes to the Financial Statements for the year ended 31st March 2024

### 1 Accounting Policies

#### (a) Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102 (effective January 2015) and the Companies Act 2006.

#### (b) Taxation

As a Registered Charity the company is exempt from taxation.

### 2 Restricted Funds

Restricted funds represent amounts received from donors who have specified the use of those funds as a condition for making the donation.

	Deferred Income b/f	Incoming Resources	Outgoing Resources	Deferred Income c/f
Big Lottery Fund	1,250	10,000	(10,417)	833
Elmbridge Borough Council	-	2,000	-	2,000
RC Sherriff Trust	3,864	2,000	(1,879)	3,985
	<u>£5,114</u>	<u>£14,000</u>	<u>(£12,296)</u>	<u>£6,818</u>

### 3 Creditors: Amounts Falling Due Within One Year

	2024	2023
Corporation Tax	-	-
Other Taxation	(50)	-
Creditors	(6,595)	(6,848)
Deferred Income:		
Grants	(6,818)	(5,114)
Donations	-	-
	<u>(£13,463)</u>	<u>(£11,962)</u>

# Elmbridge Community Link

(Limited by Guarantee)

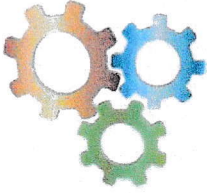
## Notes to the Financial Statements for the year ended 31st March 2024 cont'd

### 4 Called Up Capital

The company is limited by guarantee and does not have a share capital. All the members are guarantors to an amount not exceeding £1 per guarantor.

### 5 Reconciliation Of Movement Of Accumulated Funds

	<u>2024</u>	<u>2023</u>
Net movement in funds for the year	(10,060)	(7,807)
Total funds brought forward	70,005	77,812
Total funds carried forward	<u>£59,945</u>	<u>£70,005</u>



Russell Grenville Barker, Chartered Accountants,  
36, Lancaster Road, Wimbledon, LONDON, SW19 5DD  
email: [rgb@rgbact.com](mailto:rgb@rgbact.com)  
telephone: 020 8544 0300

26 February 2025

## Elmbridge Community Link Accounts for the year ending 31 March 2024

We report to the trustees on our examination of the accounts of the above charity for the year ending 31 March 2024.

You, as trustees, are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

We report in respect of our examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out the examination, we have followed the applicable directions provided by the Charities Commission.

We confirm that there are no material matters which have come to our attention in connection with the examination which give us cause to believe that the accounting records were not kept in accordance in accordance with section 130 of the Act or that the account did not accord with the accounting records or that the accounts did not comply with the applicable requirements concerning the form and content of accounts as set out in the Charities Regulations 2008.

We 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.

Robert Russell

Fellow of the Institute of Chartered Accountants in England and Wales



36 Lancaster Road  
Wimbledon  
LONDON, SW19 5DD  
[rgb@rgbact.com](mailto:rgb@rgbact.com) 02085440300



**ELMBRIDGE COMMUNITY LINK**

England & Wales - Charity number 1035501

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# Accounts

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# Elmbridge Community Link

(Limited by Guarantee)

Company No. 2913280  
Registered Charity No. 1035501

## Financial Statements for the Year Ended 31st March 2023

	<u>Page</u>
Officers and Registered Office	1
Report of the Trustees/Directors	2-7
Statement of Financial Activities	8
Balance Sheet	9
Statement of Cash Flows	10
Notes to the Accounts	11-12

# Elmbridge Community Link

(Limited by Guarantee)

**Status:** Company Limited by Guarantee No. 2913280  
Incorporated 22nd March 1994  
Registered Charity No. 1035501

**Registered Office:** 2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
Surrey KT12 2TZ

**Business Address:** 2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
Surrey KT12 2TZ

**Trustees/Directors:** M Christie (Chairman)  
A Ledgard (Vice-Chair)  
T Collins  
J Smith  
D Middleton (Treasurer)  
L Wilks  
S Adley

**Independent Examiner:** Paddy Ford, Financial Adviser  
42 The Grove  
Walton on Thames  
Surrey KT12 2HS

**Bankers:** CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors**

### **Our aims and objectives**

Elmbridge Community Link (ECL) was formed in 1994 to promote the relief of all persons with a learning disability and / or autism within the area of Elmbridge Borough Council. We aim to do this by:

- offering a range of activities for people with learning disabilities in Elmbridge
- identifying and reaching those that need our services in Elmbridge.

We also host a regular User Forum, with other groups and agencies in the borough, which provide services for people with learning disabilities.

We have a regular, well-attended activity programme and currently support some 80 people with learning disabilities, their families and carers.

### **How our activities deliver public benefit**

People with learning disabilities are amongst the most vulnerable and socially excluded in society and have lifelong support needs. Their multiple needs mean that they have a significantly reduced ability to understand new or complex information and learn new skills. They find it difficult to cope independently and often feel isolated from the wider community as they rarely use local leisure and community facilities. They have substantially higher health needs than the general population. They are also more likely to experience poverty, poor housing, lack of employment, social isolation and discrimination.

Services for people with learning disabilities are changing yet choice remains limited and there are very few independent providers or charities working in this area. ECL's challenge is to identify and engage people with learning disabilities, particularly young people, and to engage them in our activities ensuring they do not become isolated.

ECL aims to provide support for people with learning disabilities to overcome disadvantages by enriching their daily lives through activities and group work. These activities concentrate on helping people learn new skills; improve their sense of belonging to the local community; enhance existing strengths; lead healthier lives; offer new friendship opportunities and improving confidence levels and self esteem.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **How our activities deliver public benefit cont'd**

We monitor and evaluate our work by recording attendance, and canvassing members to evaluate our services and staff make regular reports on progress to funding organisations and the Trustees. Due to our support members are: learning new skills; healthier; happier; and more sociable and confident.

### **Ensuring our work delivers our aims**

Through consultation we identified a need for us to extend and develop our existing services, specifically offering more evening and weekend activities, and to reach more people with learning disabilities in Elmbridge who are not currently accessing our support. We implemented successful sports and music activities which provide many younger people with evening and weekend activities.

Our successful bid to the Big Lottery's Reaching Communities fund in 2015 enabled us to sustain and extend our programme of activities and promote our services. A second successful bid to the same Big Lottery fund in 2019 underpins our drive to recruit more members to ensure our activities are fully attended.

### **Staff and Volunteers**

The charity employed two part time staff, three self employed facilitators and around thirty five volunteers, many of whom come from local sixth-form colleges and schools. Volunteers tell us that they also experience a range of benefits from their ECL involvement, citing improved confidence, friendship possibilities and employability.

### **Financial Review**

#### Principal Funding Sources

In addition to the Big Lottery Fund grant, the charity is grateful to receive multi-annual funding from Elmbridge Borough Council and The RC Sherriff Trust. We would also not be able to function as we do without the continuing support of the Walton on Thames Charity which has, in previous years, provided funding for our activities and continues to support us by providing subsidised office accommodation, office services, advice and expertise as we continue to grow and develop.

ECL makes a modest charge for people to attend activities which generated £14.6k during the year.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **Financial Review cont'd**

#### Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are no funds for long term investment. Surplus funds are held on deposit.

#### Reserves Policy

The Trustee Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds held by the charity should be equal to at least six months of annual expenditure. Forecast expenditure for the year ending 31st March 2024 is c.£60,000 and, therefore, the target is £30,000. The present level of reserves of some £70,000 is above the target level. The Trustees believe this is a prudent level of reserves in the short-term as the 2019 Big Lottery Funding grant tapers over the 5-year award period and so our ability to diversify income will be tested over the next year.

### **Future plans**

The 2019 grant from the Big Lottery is assigned to cover a portion of our core costs over the 5-year period. ECL's Trustees and Management will be focused on diversifying our funding base and keeping a close eye on costs. We are by no means complacent regarding the challenge presented to diversify our funding base. A major challenge over the next period is to attract new members, particularly into the younger cohort.

Our plan for the year ending 31st March 2024 is to continue to:

- consolidate our services to members building on the growth in the number of activities we deliver;
- publicise our services more widely within the local community to attract new members;
- evaluate the success and benefits of our activities with a view to improving services;
- ensure ongoing volunteer training and development;
- work in partnerships in an attempt to place high functioning younger adults into work placements.

We will also continue to develop new partnerships with local organisations that not only leverage our combined resources but also deliver an exciting proposition to our members.

### **Structure, governance and management**

#### Governing document

The organisation is a charitable company limited by guarantee, incorporated and registered as a charity on 22nd March 1994.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **Structure, governance and management cont'd**

#### Recruitment and appointment of Trustees

The Trustees have appointed a sub committee to make recommendations to the Board on suitable policies that should be adopted to ensure the Trustee Board has adequate representation. The sub committee identifies any need to recruit Trustees with different competences and backgrounds, both personal and professional, who can bring fresh perspectives on the way in which the charity is governed.

#### Organisational structure

A Trustee Board governs ECL. Trustees come from a range of relevant backgrounds (counselling, law, parent carer, running services for people with learning disabilities and volunteering), with key specific skills - marketing, fundraising and business development/organisational change - all represented on the board.

The Board is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of ECL and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to staff. The Trustee Board is independent from management.

#### Risk Management

Significant risks to the charity are considered as part of the Trustee Board's annual review of policies. ECL has the following policies:

- Child Protection
- Equal Opportunities
- Health and Safety Policy
- Health and Safety for the kitchen
- Vulnerable Adults
- Feedback and Complaints Policy
- Environmental and Sustainability Policy

In addition, the Charity Coordinator, Pier Markham, holds and updates specific Risk Assessments for each of the different ECL activities and there are Fire Evacuation Plans for all venues used by the charity. The charity maintains a formal Risk Register.

# Elmbridge Community Link

(Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Structure, governance and management cont'd

#### Induction and training of new Trustees

Newly appointed Trustees are provided with a comprehensive induction to ECL through the provision of training and mentoring by established Trustees.

#### Related parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. *Valuing People*, a White Paper (2001), was the first review of Learning Disability services for 30 years and remains the blueprint for change for English local authorities and NHS agencies. *Valuing People* emphasised the need for new opportunities for people with learning disabilities to live more independent lives in the community. The charity continues to participate in the local network of Valuing People groups and also co-operates and liaises with a number of other local charities, sports clubs, local businesses and social services departments on behalf of clients.

### Trustees/Directors

The Trustees/Directors during the year were:-

M Christie (Chair)  
A Ledgard (Vice-Chair)  
T Collins  
J Smith  
D Middleton (Treasurer)  
L Wilks  
S Adley (Appointed 30th November 2022)

### Trustees' responsibilities in relation to the financial statements

Company law requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, for that period. In preparing the financial statements, the Trustees are required to:

# Elmbridge Community Link

(Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Trustees' responsibilities in relation to the financial statements cont'd

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

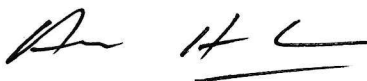
The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Statement as to disclosure to our independent examiner

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the independent examiner in connection with preparing their report, of which the independent examiner is unaware, and
- the Trustees, having made enquiries of fellow directors and the independent examiner that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

By order of the board of Trustees



Ann Helen Ledgard (Vice-Chair)  
29 December 2023

# Elmbridge Community Link

(Limited by Guarantee)

## Statement of Financial Activities for the year ended 31st March 2023

	<u>Notes</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>YTD Total</u>	<u>Prior Year Total</u>
<b>Incoming Resources</b>					
Activities Fees & Fundraising		-	14,632	14,632	8,651
Grants & Donations		20,834	13,213	34,047	41,730
Interest		-	533	533	15
<b>Total Incoming Resources</b>		<u>£20,834</u>	<u>£28,378</u>	<u>£49,212</u>	<u>£50,396</u>
<b>Resources Expended</b>					
Wages & Payroll		16,551	17,967	34,518	34,384
Temporary Staff		804	7,692	8,496	6,890
Workshop Costs		30	1,228	1,258	1,713
Rent & Hall Hire		3,449	6,912	10,361	7,524
Printing & Stationery		-	487	487	337
IT & Communications		-	865	865	846
Insurance		-	776	776	725
Sundry Expenses		-	186	186	122
Bank Charges		-	72	72	96
<b>Total Resources Expended</b>		<u>£20,834</u>	<u>£36,185</u>	<u>£57,019</u>	<u>£52,637</u>
<b>Net Incoming/(Outgoing) Resources</b>		-	<b>(7,807)</b>	<b>(7,807)</b>	<b>(2,241)</b>
<b>Net Movement in Funds</b>		<u>-</u>	<u><b>(£7,807)</b></u>	<u><b>(£7,807)</b></u>	<u><b>(£2,241)</b></u>
<b>Total Funds Brought Forward</b>	5	-	77,812	77,812	80,053
<b>Total Funds Carried Forward</b>		<u>-</u>	<u>£70,005</u>	<u>£70,005</u>	<u>£77,812</u>

# Elmbridge Community Link

(Limited by Guarantee)

Company No. 2913280

## Balance Sheet at 31st March 2023

	<u>Notes</u>	<u>31/03/23</u>	<u>31/03/22</u>
<b>Tangible Fixed Assets</b>		-	-
<b>Current Assets</b>			
Debtors & prepayments		1,947	4,400
Cash at bank & in hand		80,020	84,577
<b>Total Current Assets</b>		<u>81,967</u>	<u>88,977</u>
<b>Creditors: Amounts Falling Due</b>			
<b>Within One Year</b>	3	(11,962)	(11,165)
<b>Net Current Assets</b>		<u>70,005</u>	<u>77,812</u>
<b>Net Assets</b>		<u>£70,005</u>	<u>£77,812</u>
<b>Funds</b>			
General funds		70,005	77,812
Restricted funds		-	-
<b>Total Funds</b>	5	<u>£70,005</u>	<u>£77,812</u>

For the year ending 31st March 2023, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 29 December 2023 and signed on its behalf by



Ann Helen Ledgard  
Vice-Chair

**Elmbridge Community Link**  
(Limited by Guarantee)

**Statement of Cash Flows**  
for the year ended 31st March 2023

	<u>31/03/23</u>	<u>31/03/22</u>
Opening balance	84,577	93,050
Closing balance	80,020	84,577
<b>Cash inflow/(outflow)</b>	<u><b>(£4,557)</b></u>	<u><b>(£8,473)</b></u>
Operating profit/(loss)	<b>(7,807)</b>	<b>(2,241)</b>
Debtors & prepayments	2,453	<b>(1,142)</b>
Creditors	797	<b>(5,090)</b>
<b>Cash inflow/(outflow)</b>	<u><b>(£4,557)</b></u>	<u><b>(£8,473)</b></u>

# Elmbridge Community Link

(Limited by Guarantee)

## Notes to the Financial Statements for the year ended 31st March 2023

### 1 Accounting Policies

#### (a) Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102 (effective January 2015) and the Companies Act 2006.

#### (b) Taxation

As a Registered Charity the company is exempt from taxation.

### 2 Restricted Funds

Restricted funds represent amounts received from donors who have specified the use of those funds as a condition for making the donation.

	Deferred Income b/f	Incoming Resources	Outgoing Resources	Deferred Income c/f
Big Lottery Fund	1,666	15,000	15,416	1,250
Elmbridge Borough Council	594		594	-
RC Sherriff Trust	2,119	4,000	2,255	3,864
	<u>£4,379</u>	<u>£19,000</u>	<u>£18,265</u>	<u>£5,114</u>

### 3 Creditors: Amounts Falling Due Within One Year

	<u>2023</u>	<u>2022</u>
Corporation Tax	-	
Other Taxation	-	(827)
Creditors	(6,848)	(5,959)
Deferred Income:		
Grants	(5,114)	(4,379)
Donations	-	
	<u>(£11,962)</u>	<u>(£11,165)</u>

# Elmbridge Community Link

(Limited by Guarantee)

## Notes to the Financial Statements for the year ended 31st March 2023 cont'd

### 4 Called Up Capital

The company is limited by guarantee and does not have a share capital. All the members are guarantors to an amount not exceeding £1 per guarantor.

### 5 Reconciliation Of Movement Of Accumulated Funds

	<u>2023</u>	<u>2022</u>
Net movement in funds for the year	(7,807)	(2,241)
Total funds brought forward	77,812	80,053
Total funds carried forward	<u>£70,005</u>	<u>£77,812</u>

**Paddy Ford**  
**Financial Adviser, CIMA**

42 The Grove,  
Walton-on-Thames,  
Surrey,  
KT12 2HS  
Tel: 01932 245 410  
e-mail: [paddy.ford@uwclub.net](mailto:paddy.ford@uwclub.net)  
Mobile: 0779 657 0018

Elmbridge Community Link  
2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
KT12 2TZ.

26<sup>th</sup> September, 2023

**Elmbridge Community Link**

**Accounts for the year 1st April 2022 to 31st March 2023**

**Inspection in accordance with current Charity Commission requirements**

My examination was carried out in accordance with the general Directions given by the Charity Commission.

I confirm that I have examined and checked a selection of the records for the Charity over the period referred to above, in conjunction with the Annual Summary and Balance Sheet.

I have found no matters of concern and consider these accounts to be a true and fair summary of the transactions which have taken place over the year.

On this occasion the inspection was undertaken via e-mail.

Paddy Ford



**ELMBRIDGE COMMUNITY LINK**

England & Wales - Charity number 1035501

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# Accounts

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# Elmbridge Community Link

(Limited by Guarantee)

Company No. 2913280

Registered Charity No. 1035501

## Financial Statements for the Year Ended 31st March 2022

	<u>Page</u>
Officers and Registered Office	1
Report of the Trustees/Directors	2-7
Statement of Financial Activities	8
Balance Sheet	9
Statement of Cash Flows	10
Notes to the Accounts	11-12

# Elmbridge Community Link

(Limited by Guarantee)

**Status:** Company Limited by Guarantee No. 2913280  
Incorporated 22nd March 1994  
Registered Charity No. 1035501

**Registered Office:** 2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
Surrey KT12 2TZ

**Business Address:** 2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
Surrey KT12 2TZ

**Trustees/Directors:** M Christie (Chairman)  
T Collins  
J Smith  
A Ledgard  
D Middleton (Treasurer)  
L Wilks

**Independent Examiner:** Paddy Ford, Financial Adviser  
42 The Grove  
Walton on Thames  
Surrey KT12 2HS

**Bankers:** CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors**

### **Our aims and objectives**

Elmbridge Community Link (ECL) was formed in 1994 to promote the relief of all persons with a learning disability and / or autism within the area of Elmbridge Borough Council. We aim to do this by:

- offering a range of activities for people with learning disabilities in Elmbridge
- identifying and reaching those that need our services in Elmbridge.

We also host a regular User Forum, with other groups and agencies in the borough, which provide services for people with learning disabilities.

We have a regular, well-attended activity programme and currently support some 80 people (down from 100 pre-Covid) with learning disabilities, their families and carers.

### **How our activities deliver public benefit**

People with learning disabilities are amongst the most vulnerable and socially excluded in society and have lifelong support needs. Their multiple needs mean that they have a significantly reduced ability to understand new or complex information and learn new skills. They find it difficult to cope independently and often feel isolated from the wider community as they rarely use local leisure and community facilities. They have substantially higher health needs than the general population. They are also more likely to experience poverty, poor housing, lack of employment, social isolation and discrimination.

Services for people with learning disabilities are changing yet choice remains limited and there are very few independent providers or charities working in this area. ECL's challenge is to identify and engage people with learning disabilities, particularly young people, and to engage them in our activities ensuring they do not become isolated.

ECL aims to provide support for people with learning disabilities to overcome disadvantages by enriching their daily lives through activities and group work. These activities concentrate on helping people learn new skills; improve their sense of belonging to the local community; enhance existing strengths; lead healthier lives; offer new friendship opportunities and improving confidence levels and self esteem.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **How our activities deliver public benefit cont'd**

We monitor and evaluate our work by recording attendance, and canvassing members to evaluate our services and staff make regular reports on progress to funding organisations and the Trustees. Due to our support members are: learning new skills; healthier; happier; and more sociable and confident.

### **Ensuring our work delivers our aims**

Through consultation we identified a need for us to extend and develop our existing services, specifically offering more evening and weekend activities, and to reach more people with learning disabilities in Elmbridge who are not currently accessing our support. We implemented successful sports and music activities which provide many younger people with evening and weekend activities.

Our successful bid to the Big Lottery's Reaching Communities fund in 2015 enabled us to sustain and extend our programme of activities and promote our services. A second successful bid to the same Big Lottery fund in 2019 underpins our drive to recruit more members to ensure our activities are fully attended.

### **Staff and Volunteers**

The charity employed two part time staff, one contractor and around sixty volunteers (down from seventy pre-Covid), many of whom come from local sixth-form colleges and schools. Volunteers tell us that they also experience a range of benefits from their ECL involvement, citing improved confidence, friendship possibilities and employability.

### **Financial Review**

#### Principal Funding Sources

In addition to the Big Lottery Fund grant, the charity is grateful to receive multi-annual funding from Elmbridge Borough Council and The RC Sheriff Trust. We would also not be able to function as we do without the continuing support of the Walton on Thames Charity which has, in previous years, provided funding for our activities and continues to support us by providing office accommodation, office services, advice and expertise as we continue to grow and develop.

In line with other charities that provide services for people with learning disabilities, ECL makes a modest charge for people to attend activities which generated £8.7k during the year.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **Financial Review cont'd**

#### Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are no funds for long term investment. Surplus funds are held on deposit.

#### Reserves Policy

The Trustee Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds held by the charity should be equal to at least six months of annual expenditure. Forecast expenditure for the year ending 31st March 2023 is c.£55,000 and, therefore, the target is £27,500. The present level of reserves of some £77,800 is above the target level. The Trustees believe this is a prudent level of reserves in the short-term as the 2019 Big Lottery Funding grant tapers over the 5-year award period and so our ability to diversify income will be tested over the next two years.

### **Future plans**

The 2019 grant from the Big Lottery is assigned to cover a portion of our core costs over the 5-year period. ECL's Trustees and Management will be focused on diversifying our funding base and keeping a close eye on costs. We are by no means complacent regarding the challenge presented to diversify our funding base. A major challenge over the next period is to attract new members, particularly into the younger cohort.

Our plan for the year ending 31st March 2023 is to continue to:

- consolidate our services to members building on the growth in the number of activities we deliver
- publicise our services more widely within the local community to attract new members
- evaluate the success and benefits of our activities with a view to improving services
- ensure ongoing volunteer training and development
- work in partnerships in an attempt to place high functioning younger adults into work placements

We will also continue to develop new partnerships with local organisations that not only leverage our combined resources but also deliver an exciting proposition to our members.

### **Structure, governance and management**

#### Governing document

The organisation is a charitable company limited by guarantee, incorporated and registered as a charity on 22nd March 1994.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **Structure, governance and management cont'd**

#### Recruitment and appointment of Trustees

The Trustees have appointed a sub committee to make recommendations to the Board on suitable policies that should be adopted to ensure the Trustee Board has adequate representation. The sub committee identifies any need to recruit Trustees with different competences and backgrounds, both personal and professional, who can bring fresh perspectives on the way in which the charity is governed.

#### Organisational structure

A Trustee Board governs ECL. Trustees come from a range of relevant backgrounds (counselling, law, parent carer, running services for people with learning disabilities and volunteering), with key specific skills - marketing, fundraising and business development/organisational change - all represented on the board.

The Board is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of ECL and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to staff. The Trustee Board is independent from management.

#### Risk Management

Significant risks to the charity are considered as part of the Trustee Board's annual review of policies. ECL has the following policies:

- Child Protection
- Equal Opportunities
- Health and Safety Policy
- Health and Safety for the kitchen
- Vulnerable Adults
- Feedback and complaints policy
- Environmental and Sustainability Policy

In addition, the Charity Coordinator, Pier Markham, holds and updates specific Risk Assessments for each of the different ECL activities and there are Fire Evacuation Plans for all venues used by the charity. The charity maintains a formal Risk Register.

# Elmbridge Community Link

(Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Structure, governance and management cont'd

#### Induction and training of new Trustees

Newly appointed Trustees are provided with a comprehensive induction to ECL through the provision of training and mentoring by established Trustees.

#### Related parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. *Valuing People*, a White Paper (2001), was the first review of Learning Disability services for 30 years and remains the blueprint for change for English local authorities and NHS agencies. *Valuing People* emphasised the need for new opportunities for people with learning disabilities to live more independent lives in the community. The charity continues to participate in the local network of Valuing People groups.

The charity also co-operates and liaises with a number of other local charities, sports clubs, local businesses and social services departments on behalf of clients.

### Trustees/Directors

The Trustees/Directors during the year were:-

M Christie (Chair)  
T Collins  
J Smith  
A Ledgard  
D Middleton (Treasurer)  
L Wilks

### Trustees' responsibilities in relation to the financial statements

Company law requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, for that period. In preparing the financial statements, the Trustees are required to:

# Elmbridge Community Link

(Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Trustees' responsibilities in relation to the financial statements cont'd

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Statement as to disclosure to our independent examiner

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the independent examiner in connection with preparing their report, of which the independent examiner is unaware, and
- the Trustees, having made enquiries of fellow directors and the independent examiner that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

By order of the board of Trustees



Martin Ralph Christie (Chair)

31 December 2022

# Elmbridge Community Link

(Limited by Guarantee)

## Statement of Financial Activities for the year ended 31st March 2022

	<u>Notes</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>YTD Total</u>	<u>Prior Year Total</u>
<b>Incoming Resources</b>					
Activities Fees and Fundraising		-	8,651	8,651	3,071
Grants and Donations		26,610	15,120	41,730	44,812
Interest		-	15	15	37
<b>Total Incoming Resources</b>		<u>£26,610</u>	<u>£23,786</u>	<u>£50,396</u>	<u>£47,920</u>
<b>Resources Expended</b>					
Wages & Payroll		25,001	9,383	34,384	38,374
Temporary Staff		823	6,067	6,890	1,305
Workshop Costs		472	1,241	1,713	88
Rent & Hall Hire		314	7,210	7,524	3,228
Training		-	-	-	24
Printing & Stationery		-	337	337	696
IT & Communications		-	846	846	755
Insurance		-	725	725	689
Sundry Expenses		-	122	122	96
Bank Charges		-	96	96	69
<b>Total Resources Expended</b>		<u>£26,610</u>	<u>£26,027</u>	<u>£52,637</u>	<u>£45,324</u>
<b>Net Incoming/(Outgoing) Resources</b>		-	(2,241)	(2,241)	2,596
<b>Net Movement in Funds</b>		<u>-</u>	<u>(£2,241)</u>	<u>(£2,241)</u>	<u>£2,596</u>
<b>Total Funds Brought Forward</b>		-	80,053	80,053	77,457
<b>Total Funds Carried Forward</b>		<u>-</u>	<u>£77,812</u>	<u>£77,812</u>	<u>£80,053</u>

# Elmbridge Community Link

(Limited by Guarantee)

Company No. 2913280

## Balance Sheet at 31st March 2022

	<u>Notes</u>	<u>31/03/22</u>	<u>31/03/21</u>
<b>Tangible Fixed Assets</b>		-	-
<b>Current Assets</b>			
Debtors & prepayments		4,400	3,258
Cash at bank & in hand		<u>84,577</u>	<u>93,050</u>
<b>Total Current Assets</b>		<u>88,977</u>	<u>96,308</u>
<b>Creditors: Amounts Falling Due Within One Year</b>	3	<b>(11,165)</b>	<b>(16,255)</b>
<b>Net Current Assets</b>		<u>77,812</u>	<u>80,053</u>
<b>Net Assets</b>		<u><u>£77,812</u></u>	<u><u>£80,053</u></u>
<b>Funds</b>			
General funds		77,812	80,053
Restricted funds		-	-
<b>Total Funds</b>	5	<u><u>£77,812</u></u>	<u><u>£80,053</u></u>

For the year ending 31st March 2022, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 31 December 22 and signed on its behalf by



Martin Ralph Christie  
Chairman

**Elmbridge Community Link**  
(Limited by Guarantee)

**Statement of Cash Flows**  
for the year ended 31st March 2022

	<u>31/03/22</u>	<u>31/03/21</u>
Opening balance	93,050	85,078
Closing balance	<u>84,577</u>	<u>93,050</u>
<b>Cash inflow/(outflow)</b>	<b><u>(£8,473)</u></b>	<b><u>£7,972</u></b>
Operating profit/(loss)	(2,241)	2,596
Debtors & prepayments	(1,142)	(866)
Creditors	(5,090)	6,242
<b>Cash inflow/(outflow)</b>	<b><u>(£8,473)</u></b>	<b><u>£7,972</u></b>

# Elmbridge Community Link

(Limited by Guarantee)

## Notes to the Financial Statements for the year ended 31st March 2022

### 1 Accounting Policies

#### (a) Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102 (effective January 2015) and the Companies Act 2006.

#### (b) Depreciation

Depreciation is provided using the following rates and bases to reduce by annual installments the cost of the tangible assets over their estimated useful lives:

		<u>2022</u>	<u>2021</u>
Computer equipment	33% straight line	-	-

#### (c) Taxation

As a Registered Charity the company is exempt from taxation.

### 2 Restricted Funds

Restricted funds represent amounts received from donors who have specified the use of those funds as a condition for making the donation.

	Deferred Income b/f	Incoming Resources	Outgoing Resources	Deferred Income c/f
Big Lottery Fund	5,392	20,000	23,726	1,666
Elmbridge Borough Council	594			594
RC Sheriff Trust	4,003		1,884	2,119
Surrey CC Members' Allocation	1,000		1,000	-
	£10,989	£20,000	£26,610	£4,379

# Elmbridge Community Link

(Limited by Guarantee)

## Notes to the Financial Statements for the year ended 31st March 2022 cont'd

### 3 Creditors: Amounts Falling Due Within One Year

	<u>2022</u>	<u>2021</u>
Corporation Tax	-	-
Other Taxation	(827)	(694)
Creditors	(5,959)	(4,572)
Deferred Income:		
Grants	(4,379)	(10,989)
Donations	-	-
	<u>(£11,165)</u>	<u>(£16,255)</u>

### 4 Called Up Capital

The company is limited by guarantee and does not have a share capital. All the members are guarantors to an amount not exceeding £1 per guarantor.

### 5 Reconciliation Of Movement Of Accumulated Funds

	<u>2022</u>	<u>2021</u>
Net movement in funds for the year	(2,241)	2,596
Total funds brought forward	80,053	77,457
Total funds carried forward	<u>£77,812</u>	<u>£80,053</u>

**Paddy Ford**  
**Financial Adviser, CIMA**

42 The Grove, Walton-on-Thames, Surrey, KT12 2HS Tel: 01932 245 410  
e-mail: paddy.ford@uwclub.net Mobile: 0779 657 0018

Elmbridge Community Link  
2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
KT12 2TZ.

27<sup>th</sup> January, 2023

**Elmbridge Community Link**

**Accounts for the year 1st April 2021 to 31st March 2022**

**Inspection in accordance with current Charity Commission requirements**

My examination was carried out in accordance with the general Directions given by the Charity Commission.

I confirm that I have examined and checked a selection of the records for the Charity over the period referred to above, in conjunction with the Annual Summary and Balance Sheet.

I have found no matters of concern and consider these Accounts to be a true and fair summary of the transactions which have taken place over the year.



Paddy Ford

**ELMBRIDGE COMMUNITY LINK**

England & Wales - Charity number 1035501

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# Accounts

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# Elmbridge Community Link

(Limited by Guarantee)

Company No. 2913280  
Registered Charity No. 1035501

## Financial Statements for the Year Ended 31st March 2021

	<u>Page</u>
Officers and Registered Office	1
Report of the Trustees/Directors	2-7
Statement of Financial Activities	8
Balance Sheet	9
Statement of Cash Flows	10
Notes to the Accounts	11-12

# **Elmbridge Community Link**

**(Limited by Guarantee)**

**Status:** Company Limited by Guarantee No. 2913280  
Incorporated 22nd March 1994  
Registered Charity No. 1035501

**Registered Office:** 2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
Surrey KT12 2TZ

**Business Address:** 2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
Surrey KT12 2TZ

**Trustees/Directors:** M Christie (Chairman)  
T Collins  
J Smith  
A Ledgard  
D Middleton (Treasurer)  
L Wilks

**Company Secretary** D Bellchamber

**Independent Examiner:** Paddy Ford, Financial Adviser  
42 The Grove  
Walton on Thames  
Surrey KT12 2HS

**Bankers:** CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors**

### **Covid-19**

Because of the Covid-19 pandemic, by the beginning of the financial year 2020-21 the decision had been made to suspend all face-to-face activities. Two of our employees were placed on furlough. The remaining employee, our Charity Co-ordinator, endeavoured to keep in touch with and support our members in any way possible; Zoom meetings, email, telephone calls and even local radio. This situation, with some respite in the summer, continued for the entire financial year and no activities fees were generated.

*Because of the lack of activity during the year, any values or comparatives contained in the remainder of this report refer to the financial year 2019-20.*

### **Our aims and objectives**

Elmbridge Community Link (ECL) was formed in 1994 to promote the relief of all persons with a learning disability and / or autism within the area of Elmbridge Borough Council. We aim to do this by:

- offering a range of activities for people with learning disabilities in Elmbridge
- identifying and reaching those that need our services in Elmbridge.

We also host a regular User Forum, with other groups and agencies in the borough, which provide services for people with learning disabilities.

We have a regular, well-attended activity programme and currently support some 100 people with learning disabilities, their families and carers.

### **How our activities deliver public benefit**

People with learning disabilities are amongst the most vulnerable and socially excluded in society and have lifelong support needs. Their multiple needs mean that they have a significantly reduced ability to understand new or complex information and learn new skills. They find it difficult to cope independently and often feel isolated from the wider community as they rarely use local leisure and community facilities. They have substantially higher health needs than the general population. They are also more likely to experience poverty, poor housing, lack of employment, social isolation and discrimination.

Services for people with learning disabilities are changing yet choice remains limited and there are very few independent providers or charities working in this area. ECL's challenge is to identify and engage people with learning disabilities, particularly young people, and to engage them in our activities ensuring they do not become isolated.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

ECL aims to provide support for people with learning disabilities to overcome disadvantages by enriching their daily lives through activities and group work. These activities concentrate on helping people learn new skills; improve their sense of belonging to the local community; enhance existing strengths; lead healthier lives; offer new friendship opportunities and improving confidence levels and self esteem.

We monitor and evaluate our work by recording attendance, and canvassing members to evaluate our services and staff make regular reports on progress to funding organisations and the trustees. Due to our support members are: learning new skills; healthier; happier; and more sociable and confident.

### **Ensuring our work delivers our aims**

Through consultation we identified a need for us to extend and develop our existing services, specifically offering more evening and weekend activities, and to reach more people with learning disabilities in Elmbridge who are not currently accessing our support. We implemented successful sports and music activities which provide many younger people with evening and weekend activities.

Our successful bid to the Big Lottery's Reaching Communities fund in 2015 enabled us to sustain and extend our programme of activities and promote our services. A second successful bid to the same Big Lottery fund in 2019 underpins our drive to recruit more members to ensure our activities are fully attended.

### **Staff and Volunteers**

In 2019 - 2020 the charity employed three part time staff, one contractor and around seventy volunteers, many of whom come from local sixth-form colleges and schools. Volunteers tell us that they also experience a range of benefits from their ECL involvement, citing improved confidence, friendship possibilities and employability.

### **Financial Review**

#### Principal Funding Sources

In addition to the Big Lottery Fund grant, the charity is grateful to receive multi-annual funding from Elmbridge Borough Council and The RC Sheriff Trust. We would also not be able to function as we do without the continuing support of the Walton on Thames Charity which has, in previous years, provided funding for our activities and continues to support us by providing office accommodation, office services, advice and expertise as we continue to grow and develop.

In line with other charities that provide services for people with learning disabilities ECL makes a modest charge for people to attend activities, which has generated £21.3k in the year 2019 - 2020.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **Financial Review cont'd**

#### Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are no funds for long term investment. Surplus funds are held on deposit.

#### Reserves Policy

The Trustee Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds held by the charity should be equal to at least six months of annual expenditure. Budgeted expenditure for 2020 - 2021 is c.£92,000 and, therefore, the target is £46,000. The present level of reserves of some £77,500 is above the target level. The Trustees believe this is a prudent level of reserves in the short-term as the 2019 Big Lottery Funding grant tapers over the 5-year award period and so our ability to diversify income will be tested over the next two years.

### **Future plans**

The 2019 grant from the Big Lottery is assigned to cover a portion of our core costs over the 5-year period. ECL's Trustees and Management will be focused on diversifying our funding base and keeping a close eye on costs. We are by no means complacent regarding the challenge presented to diversify our funding base. A major challenge over the next period is to attract new members, particularly into the younger cohort.

Our plan for 2020 - 2021 is to continue to:

- consolidate our services to members building on the growth in the number of activities we deliver
- publicise our services more widely within the local community to attract new members
- evaluate the success and benefits of our activities with a view to improving services
- ensure ongoing volunteer training and development
- work in partnerships in an attempt to place high functioning younger adults into work placements

We will also continue to develop new partnerships with local organisations that not only leverage our combined resources but also deliver an exciting proposition to our members.

### **Structure, governance and management**

#### Governing document

The organisation is a charitable company limited by guarantee, incorporated and registered as a charity on 22nd March 1994.

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **Structure, governance and management cont'd**

#### Recruitment and appointment of Trustees

The Trustees have appointed a sub committee to make recommendations to the Board on suitable policies that should be adopted to ensure the Trustee Board has adequate representation. The sub committee identifies any need to recruit Trustees with different competences and backgrounds, both personal and professional, who can bring fresh perspectives on the way in which the charity is governed. One new Trustee was appointed during the year who, as a parent carer, brings a vital, new perspective to the Board.

#### Organisational structure

A Trustee Board governs ECL. Trustees come from a range of relevant backgrounds (counselling, law, parent carer, running services for people with learning disabilities and volunteering), with key specific skills - marketing, fundraising and business development/organisational change - all represented on the board.

The Board is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of ECL and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to staff. The Trustee Board is independent from management.

#### Risk Management

Significant risks to the charity are considered as part of the Trustee Board's annual review of policies. ECL has the following policies:

- Child Protection
- Equal Opportunities
- Health & Safety Policy
- Health and Safety for the kitchen
- Vulnerable Adults
- Feedback and complaints policy
- Environmental and Sustainability Policy

In addition, the Charity Coordinator, Pier Markham, holds and updates specific Risk Assessments for each of the different ECL activities and there are Fire Evacuation Plans for all venues used by the charity. The charity maintains a formal Risk Register. As a result of the Coronavirus outbreak, the Board has undertaken ongoing risk assessments to guide all decisions relating to its programme.

# Elmbridge Community Link

(Limited by Guarantee)

## Report of the Trustees/Directors cont'd

### Structure, governance and management cont'd

#### Induction and training of new trustees

Newly appointed Trustees are provided with a comprehensive induction to ECL through the provision of training and mentoring by established Trustees.

#### Related parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. *Valuing People*, a White Paper (2001), was the first review of Learning Disability services for 30 years and remains the blueprint for change for English local authorities and NHS agencies. *Valuing People* emphasised the need for new opportunities for people with learning disabilities to live more independent lives in the community. The charity continues to participate in the local network of Valuing People groups.

The charity also co-operates and liaises with a number of other local charities, sports clubs, local businesses and social services departments on behalf of clients.

### Trustees/Directors

The Trustees/Directors during the year were:-

M Christie (Chair)  
T Collins  
J Smith  
D Bellchamber  
A Ledgard  
D Middleton (Treasurer)  
L Wilks (Appointed 6th April 2020)

### Trustees' responsibilities in relation to the financial statements

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, for that period. In preparing the financial statements, the trustees are required to:

# **Elmbridge Community Link**

**(Limited by Guarantee)**

## **Report of the Trustees/Directors cont'd**

### **Trustees' responsibilities in relation to the financial statements cont'd**

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### **Statement as to disclosure to our independent examiner**

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the independent examiner in connection with preparing their report, of which the independent examiner is unaware, and
- the trustees, having made enquiries of fellow directors and the independent examiner that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

By order of the board of trustees



Martin Ralph Christie (Chair)  
31 December 2021

**Elmbridge Community Link**  
(Limited by Guarantee)

**Statement of Financial Activities**  
**for the year ended 31st March 2021**

	<u>Notes</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>YTD Total</u>	<u>Prior Year Total</u>
<b>Incoming Resources</b>					
Fundraising and Donations		22,188	25,182	47,370	79,817
Interest Received		-	37	37	117
Gift Aid		-	513	513	693
<b>Total Incoming Resources</b>		<u>£22,188</u>	<u>£25,732</u>	<u>£47,920</u>	<u>£80,627</u>
<b>Resources Expended</b>					
Wages & Payroll		22,108	16,266	38,374	43,355
Temporary Staff		80	1,225	1,305	13,820
Workshop Costs		-	88	88	3,250
Rent & Hall Hire		-	3,228	3,228	11,233
Marketing		-	-	-	130
Training		-	24	24	265
Printing & Stationery		-	696	696	645
IT & Communications		-	755	755	752
Insurance		-	689	689	871
Volunteer Expenses		-	-	-	93
Sundry Expenses		-	96	96	332
Bank Charges		-	69	69	60
<b>Total Resources Expended</b>		<u>£22,188</u>	<u>23,136</u>	<u>45,324</u>	<u>£74,806</u>
<b>Net Incoming/(Outgoing) Resources</b>		-	2,596	2,596	5,821
<b>Net Movement in Funds</b>		<u>-</u>	<u>£2,596</u>	<u>£2,596</u>	<u>£5,821</u>
<b>Total Funds Brought Forward</b>		-	77,457	77,457	71,636
<b>Total Funds Carried Forward</b>		<u>-</u>	<u>£80,053</u>	<u>£80,053</u>	<u>£77,457</u>

# Elmbridge Community Link

(Limited by Guarantee)

Company No. 2913280

## Balance Sheet at 31st March 2021

	<u>Notes</u>	<u>31/03/21</u>	<u>31/03/20</u>
<b>Tangible Fixed Assets</b>		-	-
<b>Current Assets</b>			
Debtors & prepayments		3,258	2,392
Cash at bank & in hand		93,050	85,078
<b>Total Current Assets</b>		<u>96,308</u>	<u>87,470</u>
<b>Creditors: Amounts Falling Due</b>			
<b>Within One Year</b>	3	(16,255)	(10,013)
<b>Net Current Assets</b>		<u>80,053</u>	<u>77,457</u>
<b>Net Assets</b>		<u>£80,053</u>	<u>£77,457</u>
<b>Funds</b>			
General funds		80,053	77,457
Restricted funds		-	-
<b>Total Funds</b>	5	<u>£80,053</u>	<u>£77,457</u>

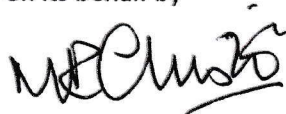
For the year ending 31st March 2021, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 31 December 21 and signed on its behalf by



Martin Ralph Christie  
Chairman

**Elmbridge Community Link**  
(Limited by Guarantee)

**Statement of Cash Flows**  
**for the year ended 31st March 2021**

	<u>31/03/21</u>	<u>31/03/20</u>
Opening balance	85,078	78,595
Closing balance	<u>93,050</u>	<u>85,078</u>
<b>Cash inflow/(outflow)</b>	<u>£7,972</u>	<u>£6,483</u>
Operating profit/(loss)	2,596	5,821
Debtors & prepayments	(866)	1,967
Creditors	6,242	(1,305)
<b>Cash inflow/(outflow)</b>	<u>£7,972</u>	<u>£6,483</u>

# Elmbridge Community Link

(Limited by Guarantee)

## Notes to the Financial Statements for the year ended 31st March 2021

### 1 Accounting Policies

#### (a) Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102 (effective January 2015) and the Companies Act 2006.

#### (b) Depreciation

Depreciation is provided using the following rates and bases to reduce by annual installments the cost of the tangible assets over their estimated useful lives:

Computer equipment	33% straight line
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#### (c) Taxation

As a Registered Charity the company is exempt from taxation.

### 2 Restricted Funds

Restricted funds represent amounts received from donors who have specified the use of those funds as a condition for making the donation.

	Deferred Income b/f	Incoming Resources	Outgoing Resources	Deferred Income c/f
Big Lottery Fund	2,500	25,000	22,108	5,392
Elmbridge Borough Council	804		210	594
RC Sheriff Trust	2,083	2,000	80	4,003
Surrey CC Members' Allocation		1,000		1,000
	£5,387	£28,000	£22,398	£10,989

# Elmbridge Community Link

(Limited by Guarantee)

## Notes to the Financial Statements for the year ended 31st March 2021 cont'd

### 3 Creditors: Amounts Falling Due Within One Year

	<u>2021</u>	<u>2020</u>
Corporation Tax	-	-
Other Taxation	(694)	-
Creditors	(4,572)	(4,626)
Deferred Income:		
Grants	(10,989)	(5,387)
Donations	-	-
	(£16,255)	(£10,013)

### 4 Called Up Capital

The company is limited by guarantee and does not have a share capital. All the members are guarantors to an amount not exceeding £1 per guarantor.

### 5 Reconciliation Of Movement Of Accumulated Funds

	<u>2021</u>	<u>2020</u>
Net movement in funds for the year	2,596	5,821
Total funds brought forward	77,457	71,636
Total funds carried forward	£80,053	£77,457

**Paddy Ford**  
**Financial Adviser, CIMA**

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e-mail: paddy.ford@uwclub.net Mobile: 0779 657 0018

Elmbridge Community Link  
2 Quintet Buildings  
Churchfield Road  
Walton on Thames  
KT12 2TZ.

24<sup>th</sup> December, 2021

**Elmbridge Community Link**

**Accounts for the year 1st April 2020 to 31st March 2021**

**Inspection in accordance with current Charity Commission requirements**

My examination was carried out in accordance with the general Directions given by the Charity Commission.

I confirm that I have examined and checked a selection of the records for the Charity over the period referred to above, in conjunction with the Annual Summary and Balance Sheet.

I have found no matters of concern and consider these Accounts to be a true and fair summary of the transactions which have taken place over the year.

On this occasion and because of Covid 19 restrictions, the inspection was undertaken via e-mail.



Paddy Ford