



**TUNBRIDGE WELLS
MENTAL HEALTH RESOURCE LIMITED**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31 MARCH 2021

www.mentalhealthresource.org.uk

Registered charity number: 1049854

Registered company number: 02826452

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TUNBRIDGE WELLS MENTAL HEALTH RESOURCE LIMITED

REFERENCE AND ADMINISTRATIVE DETAILS *FOR THE YEAR ENDED 31 MARCH 2021*

Board of Trustees	D Bellinger-Brown A Donald (Treasurer) D Hardie (deceased Jan 2021) R Lindsay E Muir R North (appointed March 2021) N Thorn (Chair)
Company number	02826452
Charity number	1049854
Trading name	Mental Health Resource
Registered and principal office	2a Grosvenor Park Tunbridge Wells Kent TN1 2BD
Charity manager	R Corry
Company secretary	H Collins
Independent examiner	A S Healey FCA CTA DChA Lindeyer Francis Ferguson Limited North House 198 High Street Tonbridge Kent TN9 1BE
Solicitors	Cripps 22 Mount Ephraim Tunbridge Wells Kent TN4 8AS

REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

The Board of Trustees of the charity present their annual report together with the financial statements of the charity Tunbridge Wells Mental Health Resource Limited for the year ended 31 March 2021. The trustees confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019). This report is also the Directors' Report required by Company Law.

Structure, Governance and Management

The organisation is a charitable company limited by guarantee, incorporated on 11 June 1993 and registered as a charity on 18 October 1995. It is governed by its Memorandum and Articles of Association.

The legal name of the charity is Tunbridge Wells Mental Health Resource Limited; however, its trading name is now Mental Health Resource, and this is what it is referred to throughout this report.

The Reference and Administrative details set out on page 1 form part of this report.

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association are known as members of the Council of Management. New trustees are recruited through an open recruitment process. Under the requirements of the Memorandum and Articles of Association at every Annual General Meeting one third of the trustees shall retire from office. The trustees to retire in every year shall be those who have been longest in office. A retiring trustee shall be eligible for re-election.

There is a formal procedure for the induction of members of the Board of Trustees. All trustees give their time voluntarily.

The Board of Trustees meet every two months and have responsibility for the strategic oversight of the Charity. The Board of Trustees is supported by two sub-committees – Finance and Strategy and Marketing, Campaigning and Fundraising – which both meet at least quarterly. The Board of Trustees delegate the day-to-day management of the charity to the Charity Manager.

Sadly, David Hardie, one of our trustees and the founder of the charity, passed away in January 2021. David, along with a small group of Tunbridge Wells residents, established the charity in response to the lack of mental health services in their area. Their vision was to build a new mental health resource centre, a safe and caring environment for people suffering from mental ill health, to increase their self-confidence and feel a full and valued member of society. These remain the tenets of the charity today.

Aims, Objectives and Activities

Our charity's purposes as set out in the company's Memorandum of Association are to 'relieve persons with mental health problems in the Tunbridge Wells area by ... providing services with the object of improving their conditions of life'.

Our Vision

We believe in improved wellbeing for everyone.

Our Mission

We provide safe spaces and person-centred mental health support in our community to help people improve their wellbeing.

Our strategic aim

Our overall aim is to improve people's mental wellbeing.

Our strategic objectives

In order to improve people's mental wellbeing, we will

- a) enable people to be supported and valued
- b) provide opportunities for social connections
- c) raise awareness of mental health in the community and
- d) ensure people with mental health issues benefit from a well-run, sustainable organisation

Our aims and objectives fully reflect the purposes for which the charity was set up and the Theory of Change methodology has ensured that all our activities contribute to our aims and objectives.

The charity undertakes the following activities to achieve its aims and objectives:

- a) Community Support:
 - i. The Hub: our friendly wellbeing centre providing wellbeing activities and a safe space to talk; and our out-of-hours support
 - ii. Reachout: confidential, self-help support groups focusing on wellbeing and recovery
 - iii. Reachout Youth: helping young people share stories, develop coping strategies and make new friends
- b) Assert: a specialist independent mental health advocacy service provided to those detained under the Mental Health Act and community advocacy
- c) Mental Health Training: raising awareness of mental health with local organisations

The Board of Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit in the review of our aim and objectives and in planning all activities. Further details on our activities and how they benefit the public are detailed in the following section.

Achievements and Performance and how our activities deliver Public Benefit

2020/21 was a challenging year for everyone with the Covid-19 pandemic and the national lockdowns. The Board of Trustees are very thankful to all the staff and volunteers for their hard work and commitment over the last year as well as all the Charity's supporters and funders, who have enabled us to continue to provide mental health support to our clients.

For our clients, Covid-19 deeply heightened their anxiety levels with many experiencing deteriorating mental and physical health, sleep problems and further isolation from the community. Clients faced additional difficulties with benefit claims, housing issues, anti-social neighbours, feelings of loneliness and panic attacks. There was also an increased number of people expressing feelings of suicide.

Mental Health Resource quickly adapted following the lock down and was able to provide support to clients remotely through 1-1 telephone calls, video calls, telephone group calls, WhatsApp groups and peer support groups, Zoom groups, text support, Facebook interactive chats and electronic bulletins. In addition, we have been able to provide face-to-face support to our most vulnerable clients, in a covid-secure way. We are particularly grateful to Crossways Community for allowing us to use their Kitchen Table premises from the early stages of lockdown and adapting it to comply with social distancing requirements, so that we could safely meet clients in person.

We are grateful for the flexibility, resourcefulness and commitment shown by our staff in delivering the amended services so quickly. We are also grateful to all our funders who recognised the challenges of Covid-19 and the impact on our clients, and who have maintained their financial support and commitment during this time.

Our income from planned community fundraising decreased because fundraising events were cancelled or curtailed, however we were successful in securing funding from charitable trusts to cover the additional costs of transitioning to remote ways of working. In addition, many members of the community supported us through different sponsorship events and crowdfunding initiatives.

The Charity has continued its work of seeking to improve the mental wellbeing of local people. Last year we provided help and support for nearly 950 clients, many of whom have complex and enduring mental health conditions, including anxiety, depression, bi-polar, obsessive-compulsive disorder, borderline personality disorder, post-traumatic stress disorder and schizophrenia. We are one of the few organisations in West Kent providing both long-term and short-term practical mental health support.

This year we have continued to strengthen our governance and advertised for new trustees with specific skills. We appointed one new trustee in the year and have appointed another three since the year end.

During the year, we developed a new partnership with Compaid charity. Many of our clients lack access to IT and we have been able to refer some of our clients so that they are loaned equipment and receive 1-1 training on how to use it.

REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

We continued to work closely with other organisations such as Porchlight and Citizen's Advice.

Funding and fundraising

The charity continues to work closely with its current strategic partners; Shaw Trust, The Advocacy People and Engaging Kent, for whom we are sub-contractors on Kent County Council and Clinical Commissioning Group funded activities.

We continued to receive funding from the National Lottery Community Fund and BBC Children in Need. We also received funding from other charitable trusts and foundations, including Kent Community Foundation, Colyer Fergusson Trust and Kent Combined Members Fund.

In addition, we are particularly grateful for the fundraising support we received from the following organisations:

- Countryside Property
- Paragon Trust
- Tesco Bags of Help COVID-19 Communities Fund
- Neighbourly Covid-19 Community Fund

We are also very thankful for the support and commitment we have received from members of the local community who have undertaken various activities to raise funds for us. Unfortunately, there are too many people to mention by name, however, we would like to give special thanks to:

- Tunbridge Wells Borough Council
- Bicycle Bakery
- Maslins Accountants
- TW Boorman
- John Lewis & Partners and Waitrose (Paddock Wood & Tonbridge)
- MBM Consulting
- Flow Tunbridge Wells
- Cripps
- Creasey's
- Sweetwoods Seniors Golf Club
- Lisa Whitehouse Yoga and Mindfulness
- John Vanek
- Kelly Heasman
- Jemma Moulange
- Samuel Hill
- TW Quakers
- West Kent Masons
- All our regular donors

Through support from the community this year, we have been able to raise £32,127 in donations. Thank you to everyone who supported our charity with a donation or grant.

Project Activity

Our activity is grouped into three categories:

- a) Community Support
- b) Advocacy
- c) Mental Health Training

The detailed annual summary of achievements for each category is as follows:

a) Community Support

In 2020/2021 we helped 180 people through our community support programme and 88% of our clients reported increased mental wellbeing. Our community support projects are detailed below.

Many of our clients have complex and enduring mental health conditions ranging from anxiety, depression, PTSD, bipolar, borderline personality disorder, psychosis, schizophrenia, self-harm, obsessive-compulsive disorders, eating disorders and suicidal feelings. These conditions require long-term practical and emotional support and therefore all of our projects provide a safe and caring environment which are not time-limited so that people can continue to access them for as long as they wish or need to.

The Hub



"I really don't know what I would have done without you all; my head was all over the place. I can't thank you enough."

The Hub provides a range of support interventions to maintain and enhance mental and emotional wellbeing of people aged 18+ years. Clients are supported by staff and peers to manage their conditions and to work towards their personal goals in a supportive environment that nurtures and empowers. Activities are normally delivered from our centre in Tunbridge Wells but during the Covid-19 pandemic we have delivered support to clients remotely.

During the last year we have continued to provide tailored 1-1 support as the needs of our clients increased during this time. Issues have been exacerbated by the pandemic and the restrictions, and include mental ill health, stress, fear, housing issues, anti-social neighbours, physical health, employment, relationships, benefits, discrimination, productivity, connection and involvement with the local community, loneliness, isolation, racism and domestic violence.

We adapted our services to provide

- Regular 1-1 telephone calls, supporting people with whatever issues they faced, providing tools and helping them to develop strategies for coping

REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

- Group telephone calls, enabling people to connect with each other and to provide much-needed peer support. Many of our clients do not have access to smart phones, laptops or have broadband or contract mobiles, so to be inclusive we provided a freephone telephone conference facility that people could easily access.
- A WhatsApp peer support group
- A creative arts course on zoom
- An interactive chat facility via facebook
- An email bulletin with updates and tips for how people could manage their mental and emotional wellbeing

The peer support enables people to share their experiences and to learn from others.

During the year we also delivered a dedicated out-of-hours support on a Sunday when access to other community support is restricted. We provided 1-1 telephone support and group telephone calls to facilitate peer support through a space to connect with others and share experiences.

We were also able to provide in-person 1-1 support for those who were most in need. During the first lockdown we were able to use the café of Crossways Community in Tunbridge Wells, to provide support through a perspex screen. When restrictions lifted, we were able to provide this 1-1 support from our premises in Tunbridge Wells.

We have also been able to resume work on our allotment, which has enabled people to engage with nature, learn new skills and connect with others. During the year we have also delivered outdoor groups and a walking group.

In 2020/21 The Hub supported 130 people. An evaluation of our activities showed:

- 58% reported feeling better in themselves and had improved wellbeing as a result of accessing our services
- 50% reported feeling better supported
- 50% said they felt more valued
- 50% said they felt more connected to others
- 42% reported feeling less isolated
- 38% reported increased levels of confidence

The project is open access and people can refer themselves or be referred by other organisations and we have continued to receive and support new referrals during the year.

We have maintained our good working relationships with local organisations, including Shaw Trust, social prescribers working in GP practices, Porchlight, Citizens Advice, Nourish foodbank, Kent Together, Look Ahead, Jobcentre Plus, and community mental health services. This has enabled us to refer and signpost clients to their services and also ensure that they knew of the services we provided.

Time 4 U is a volunteer programme that supports clients who are housebound or socially isolated. This year two volunteers supported our clients through lockdown by providing regular contact.

REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

We have continued to seek the views of clients throughout the year, asking what support they need and how we could meet that need, so that we can plan and deliver services based on a service user perspective.

Mental Health Resource is a delivery partner within the Shaw Trust's Live Well Kent programme and provides emotional wellbeing support in West Kent. We continue to work well with a wide variety of other local partner organisations.

Reachout Adults



"Reachout has made a huge difference to me in how I manage my anxiety. I feel supported by the group. As I had to shield myself during the lockdowns, seeing other people really helped via the Zoom meetings."

The Reachout Adults project helps people, aged 18+, with their mental health and wellbeing issues by providing confidential, mental health peer support groups across West Kent. The groups operate in Southborough, Edenbridge and Paddock Wood and focus on mental wellbeing and recovery in a caring and non-judgmental environment. Clients are supported to take responsibility for their own health and wellbeing and to manage their own long term mental health conditions.

These issues include anxiety, depression, stress, isolation, loneliness and those with long term and more complex mental health who are able to live in community safely.

The group is open access and also supports those on the autistic spectrum and people with early signs of dementia.

Pre-Covid-19, the groups met on a fortnightly basis in community venues and they also arranged and planned their own social activities. During the last year, the group peer support was delivered by telephone or zoom group calls on a weekly basis with additional 1-1 telephone support provided. In the summer we made the most of the relaxation in restrictions and the nice weather and the groups were able to meet up outside to do walk and talk groups and land art.

During the year, 32 people attended the groups and were able to access mental health support and enhance their mental health and wellbeing. The groups benefited people as follows:

- 88% reporting improved wellbeing
- 92% reporting feeling less anxious or stressed
- 100% reporting feeling better supported
- 96% reporting feeling less isolated

REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

People can refer themselves to the project or can be referred by professionals and other organisations, including support workers, GPs, occupational therapists, counsellors, police & community police, Kent County Council community wardens, faith ministers, domestic abuse organisations and hostels.

Mental Health Resource is part of a delivery network funded by Engaging Kent, the lead provider for the Service User Voice contract in Kent. As part of this contract, the Reachout project actively seeks out the views of clients on the mental health system in West Kent. Clients are encouraged to have a voice in the shaping, development and delivery of mental health services by completing surveys and providing feedback to service providers. These views are used to review systems and identify where improvements need to be made. During the year we captured and reported the views of 91 people.

Our Reachout Manager attends bi-monthly Local Mental Health Network meetings, and any other appropriate local West Kent meetings, and continues to have good relationships with other organisations.

Reachout Youth



"Reachout Youth helped me when I thought I couldn't get through I feel less alone and understand it's normal to have bad days. Thank you."

The Reachout Youth project provides two weekly groups for young people aged 13-19 who are experiencing emotional or mental health difficulties. The groups offer young people an informal, fun and confidential space to share stories, reduce stigma, develop coping strategies and make friends. They provide opportunities to meet other young people who've had similar experiences, and to share things they may not usually shared with others.

Sessions focus on wellbeing, including activities, games and discussions on themes surrounding mental health. We often run creative sessions based around a mental health theme which helps to initiate discussions and reflection. We also invite guest speakers to deliver sessions on specialist subjects. Themes and activities this year have included identity mask-making, body image, self-esteem, slime making, peer-pressure, cooking, collaging, self-soothing object making, origami and how to cope with anxiety.

Due to the pandemic, we have adapted our services and delivered the groups on Zoom. In addition, we sent regular emails with tips on how they could support their mental wellbeing. We also provided text support and 1-1 telephone calls. For the online groups, we sent out art packs filled with all the materials needed for our creative sessions.

The issues that the groups can help with are varied and include anxiety, low mood, stress, family relationships, friendships, bereavement, autism, ADHD, loneliness, isolation, and other long-term chronic mental health.

REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

There is an open referral process for the project and young people can self-refer and other referrals are also received from the Kent County Council Youth Hubs, schools, GPs, other youth clubs/agencies, support workers, community police, community wardens and faith ministers.

During the last year, we supported 20 young people and achieved the following outcomes:

- 75% of the young people had improved mental and emotional wellbeing
- 75% said that they were less stress and anxious
- 75% demonstrated increased confidence and self-belief as a result of learning new skills and tools to deal with stressful life events, and
- 85% of the young people were less lonely or socially isolated

b) Advocacy

Assert



"Thank you for attending my ward review meeting this morning, it made a real difference to have you there remotely. I was able to have time to speak and understand what was happening more regarding the treatment."

Assert is a specialist advocacy service which provides:

- statutory advocacy as specified in the 2007 amendments to The Mental Health Act (1983);
- short-term, issue-based advocacy to people with a mental health diagnosis living in the community.

The statutory service supplies Independent Mental Health Advocate (IMHA) to people whose liberty is curtailed by the Mental Health Act, i.e. patients detained in hospital for assessment or treatment, released under restrictions and liable to recall, or placed in the care of the Local Authority. The IMHA service covers a variety of acute, rehab and forensic wards across our area and it also covers smaller satellite units when the need arises.

The aim of the community advocacy service is to address the disadvantage experienced by people with poor mental health when dealing with external agencies.

Assert provides this service across West Kent, Maidstone, Dartford, Gravesham and Swanley and is an established partner within Kent Advocacy and funded by The Advocacy People.

Along with all other projects, the Assert project transitioned to remote ways of working and were able to offer additional contact to clients and professionals through Lifesize, a video communications platform.

REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

In the financial year 2020/21 the project worked with 782 clients on 1,371 issues (125 clients were supported with community advocacy and 657 clients through the Independent Mental Health Advocacy). The service supported improvements to people's mental wellbeing, as follows:

- 100% were given the opportunity to be supported
- 100% were given the opportunity to be informed of their rights where applicable

c) Mental Health Training

"A huge thank you! The feedback from the training has been really positive and the way you pitched it really hit the spot!"

The Charity runs training workshops which are designed to raise awareness of mental health, help people to understand mental health issues, recognise signs of mental health problems and identify support for people experiencing mental illness. We run bespoke courses tailor-made to organisations' requirements and also run the Mental Health First Aid (MHFA) training.

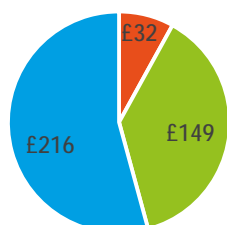
This year we have delivered workshops to Tunbridge Wells Borough Council, and MHFA training for employees of a local voluntary sector organisation. All workshops and training have been very well received.

Treasurer's report

The charity's income reported a slight fall on the prior year to £400,704 (2019/20: £412,686). While grants and donations rose to £181,844 (2019/20: £153,407) largely due to funding from The National Lottery Community Fund and the Kent Community Fund, 2020/21 saw a decrease in income from charitable contracts due to a reduction in funding relating to the Charity's Advocacy project and a slight decrease in funding received with regards to our Community Support services. This reduction in income was more than offset by a decrease in expenditure to £361,221 (2019/20: £392,810), primarily reflecting lower costs and overheads as a result of charitable services moving to a remote platform rather than face to face (necessitated by the global pandemic). Overall the charity reported a surplus for the year of £39,483 (2019/20: £19,876).

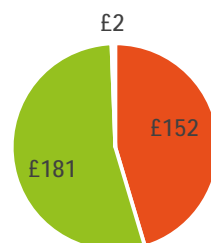
REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

Income by Type (£k)



■ Donations ■ Grants ■ Charitable Activities

Expenditure by Activity (£k)



■ Community Support ■ Advocacy ■ Training

Reserves increased to £475,677 (2019/20: £436,194); of this, £176,568 represents designated funds made up of the charity's freehold property of £172,468 and £4,100 put aside for essential maintenance of the building. £43,859 of the reserves is restricted, representing funds that must be spent on specific projects in the following year. General reserves have risen to £255,250; excluding other fixed assets of £4,985, the charity's free reserves are £250,265.

Cash at bank and in hand has increased to £305,352 (2019/20: £233,299).

We have received the support of many organisations and individuals in addition to the funding received from our strategic partner organisations and grant-making charitable trusts, without which many of our activities would not take place.

Reserves policy

The Trustees recognise the necessity to hold reserves of around six months to:

- support the continuation of services provided to service users in times of financial uncertainty;
- maintain and enhance the building to meet service user requirements and safety;
- continue to fund core staff to promote long term sustainability whilst securing new funding sources;
- ensure continuation of activity during any run-down period.

Six months' running costs are forecast to be £212,498 and so the free unrestricted reserves held of £250,265 at the reporting date are in line with the policy level.

Investment policy

The Charity's investment objective seeks to produce the best financial return within an acceptable level of risk while recognising that capital preservation is of paramount importance. The investment policy therefore requires the Charity to hold all of its assets in cash sterling, deposited with institutions with a minimum rating of A-, and within the levels stipulated by the Financial Services Compensation Scheme guarantee.

Risk Management

The Board of Trustees has conducted a review of the major risks to which the Charity is exposed. A Risk Management document identifying all major risks has been prepared and agreed by the Board. This is currently reviewed twice a year to ensure greater control and governance.

As we emerge from the Covid-19 restrictions, the Board of Trustees is also regularly reviewing the measures that the charity needs to put in place for resuming all in-person activity to meet the needs of clients and also ensure the safety of clients and staff.

The Trustees have always identified one of the key risks to the Charity as being the withdrawal or termination of funding of our main contracts and as such is working to develop strong working relationships with contractors, developing current projects and introducing new projects to ensure the long-term security of the organisation. A fundraising strategy has been formalised and prioritised.

Plans for the Future

We continue to review our strategic plan regularly to identify how we achieve our strategic objectives and prioritise and improve our work on supporting people with mental health issues in the community.

We will ensure that we take appropriate steps in the mitigation of risks associated with current and future development of new projects, services and activities.

Covid-19 will continue to have an impact on how we deliver services. In all our planning of activities we recognise the differing needs and wishes of clients and our duty of care to staff and clients. We will be resuming some face-face activity where it is safe and practicable to do so and will also continue to deliver some services and activities remotely. For the time being all indoor activity will be with 1m+ social distancing measures in place.

We will endeavour to seek new and diverse sources of income, securing short, medium and long-term funding for the charity to enable us to continue to provide the much-needed support to improve people's mental wellbeing.

We will build on the work we did during the year to strengthen and develop our Board of Trustees and ensure we have a well-run organisation. We will be updating our constitution in line with best practice guidance.

Going Concern

The Board of Trustees acknowledge and recognise the ongoing potential impact of the Covid-19 pandemic on the future operations of the charity, its beneficiaries and stakeholders, and on wider society.

REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

We remain confident that given the measures we have in place for in-person activity, the ongoing ability to deliver some services remotely, the commitment from our main funders and our current level of reserves that we are well placed to adjust financially.

The Trustees consider that the charity's reserves as at 31st March 2021 are sufficient for Mental Health Resource to be considered a going concern for 2021/22. This assessment is made in the light of the following:

1. Mental Health Resource's forecast cash reserves at the end of financial year 2020/21
2. Mental Health Resource's budget & projections for financial year 2021/22
3. The additional work undertaken in the light of the Covid-19 pandemic and the commitment of existing funders
4. Mental Health Resource's future plans

Trustees' responsibilities statement

The Trustees (who are also directors of Tunbridge Wells Mental Health Resource Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they 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, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for 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.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

TUNBRIDGE WELLS MENTAL HEALTH RESOURCE LIMITED

REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

This report was approved by the Trustees, on 28 September 2021 and signed on their behalf by:

N Thorn
Chair of Board of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES OF TUNBRIDGE WELLS MENTAL HEALTH RESOURCE LIMITED

FOR THE YEAR ENDED 31 MARCH 2021

I report to the Board of Trustees on my examination of the accounts of Tunbridge Wells Mental Health Resource Limited ("the charity") for the year ended 31 March 2021.

Responsibilities and Basis of Report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the Companies Act 2006; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

A S Healey FCA CTA DChA

Date: 1 November 2021

Lindeyer Francis Ferguson Limited
North House
198 High Street
Tonbridge
Kent TN9 1BE

TUNBRIDGE WELLS MENTAL HEALTH RESOURCE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:						
Grants and donations	2	32,822	-	149,022	181,844	153,407
Charitable activities	3	171,467	-	44,097	215,564	256,818
Other trading activities		2,300	-	-	2,300	860
Investments		996	-	-	996	1,601
Total income		207,585	-	193,119	400,704	412,686
Expenditure on:						
Raising funds	4	7,167	-	18,520	25,687	30,980
Charitable activities	5	182,987	1,776	150,771	335,534	361,830
Total expenditure		190,154	1,776	169,291	361,221	392,810
Net income and net movement in funds	8	17,431	(1,776)	23,828	39,483	19,876
Reconciliation of funds:						
Total funds brought forward		237,819	178,344	20,031	436,194	416,318
Total funds carried forward	13	255,250	176,568	43,859	475,677	436,194

TUNBRIDGE WELLS MENTAL HEALTH RESOURCE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2021

	Note	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	10		177,453		176,767
Current assets					
Debtors	11	17,607		49,635	
Cash at bank and in hand		305,352		233,299	
			<u>322,959</u>	<u>282,934</u>	
Creditors: amounts falling due within one year	12	(24,735)		(23,507)	
Net current assets			298,224		259,427
Total net assets			<u>475,677</u>		<u>436,194</u>
Represented by the funds of the charity:					
Unrestricted funds			255,250		237,819
Designated funds			176,568		178,344
Restricted funds			43,859		20,031
	13		<u>475,677</u>		<u>436,194</u>

The charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the trustees on 28 September 2021 and signed on their behalf by:

N Thorn
Trustee

A Donald
Trustee

Company number: 02826452

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Basis of preparation of the financial statements

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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Tunbridge Wells Mental Health Resource Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are prepared in pounds sterling, which is the functional currency of the charity, and rounded to the nearest £1.

In preparing the accounts the trustees have considered the impact of the COVID-19 pandemic on the charity's operations. The trustees are satisfied that there are no material uncertainties over the charity's going concern status. Further information is provided in the Report of the Board of Trustees.

Status

The charity is a private company limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is 2a Grosvenor Park, Tunbridge Wells, Kent, TN1 2BD.

Income

Income from grants and donations is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Income from charitable activities is recognised over the period to which the income relates. For contracts, income is recognised to the extent that the contractual services have been supplied. For performance-related grants, income is recognised to the extent that performance-related criteria have been met.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies continued

Gifts in kind are included in the financial statements when the charity is entitled to them, when it is probable that the charity will receive the economic benefits, and when the fair value or value to the charity, as appropriate, can be measured with sufficient reliability.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. Direct costs, including direct staff costs are attributed to the relevant activity. Support costs, including support staff costs, are allocated to activities on the basis of the use of premises and income.

Support costs are those functions that assist the work of the charity but do not directly relate to the charitable activities, and include governance costs.

All expenditure is inclusive of irrecoverable VAT.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies continued

Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Assets costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold land	Not depreciated
Freehold property / improvements	1% on cost
Fixtures and fittings	10% or 20% on cost
Computer equipment	33.3% on cost

Leased assets

Operating lease rentals are charged to the statement of financial activities as incurred.

Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

TUNBRIDGE WELLS MENTAL HEALTH RESOURCE LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2 Income from grants and donations

	2021 £	2020 £
Donations	32,127	45,598
Grants		
BBC Children in Need	9,593	9,906
Kent Community Fund	15,000	5,000
Kent Police & Crime Commissioner	-	12,705
The National Lottery Community Fund	109,187	54,594
The Tim Lewis Trust	-	9,254
Town and Country Housing (Peabody Group)	5,000	10,450
Coronavirus Job Retention Scheme and other Covid grants	10,937	-
Other grants	-	3,400
Gifts in kind	-	2,500
	<u>181,844</u>	<u>153,407</u>

In the preceding period, restricted income from grants and donations was £103,064.

3 Income from charitable activities

	2021 £	2020 £
Community support	44,097	54,061
Advocacy	168,166	199,457
Training	3,301	3,300
	<u>215,564</u>	<u>256,818</u>

In the preceding period, restricted income from charitable activities was £47,053.

4 Expenditure on raising funds

	2021 £	2020 £
Staff costs	18,725	18,454
Cost of fundraising events	56	1,382
Support costs	6,906	11,144
	<u>25,687</u>	<u>30,980</u>

See Note 7

TUNBRIDGE WELLS MENTAL HEALTH RESOURCE LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5 Expenditure on charitable activities

	Direct costs 2021 £	Support costs 2021 £	Total 2021 £	Total 2020 £
Community support	103,245	48,916	152,161	155,989
Advocacy	145,688	35,486	181,174	202,757
Training	1,504	695	2,199	3,084
	<u>250,437</u>	<u>85,097</u>	<u>335,534</u>	<u>361,830</u>
	See Note 6	See Note 7		

In the preceding period, expenditure on charitable activities from restricted funds was £139,653.

6 Direct costs

	2021 £	2020 £
Staff costs	221,463	218,587
Recruitment and training	3,320	1,644
Activity costs	7,974	26,719
IT costs	745	2,429
Travel and volunteer expenses	625	9,155
Premises costs	6,727	7,910
Office costs	9,583	5,217
	<u>250,437</u>	<u>271,661</u>

TUNBRIDGE WELLS MENTAL HEALTH RESOURCE LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

7 Support costs

	2021 £	2020 £
Staff costs	67,170	57,520
Recruitment and training	25	879
IT costs	6,179	8,877
Travel and volunteer expenses	5	331
Premises costs	6,256	16,680
Insurance	1,196	1,059
Office costs	3,891	7,048
Depreciation	3,009	4,726
Governance costs:		
Independent examination	2,700	2,700
Other fees payable to examiners	1,572	1,493
	<u>92,003</u>	<u>101,313</u>

8 Net income

	2021 £	2020 £
This is stated after charging:		
Depreciation	3,009	4,726
Independent examination	2,700	2,700
	<u>5,709</u>	<u>7,426</u>

9 Staff costs

	2021 £	2020 £
Wages and salaries	283,133	270,472
Social security costs	15,503	15,505
Pension costs	8,722	8,584
	<u>307,358</u>	<u>294,561</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

9 Staff costs continued

The average number of persons employed by the charity was:

	2021 No.	2020 No.
Community support	10	9
Advocacy	6	6
Administration and fundraising	5	5
	<u>21</u>	<u>20</u>

Full-time equivalent staff was an average of 11 (2020: 11).

No employee received remuneration amounting to more than £60,000 in either year.

10 Tangible fixed assets

	Freehold property £	Fixtures, fittings & equipment £	Total £
Cost			
Brought forward	204,502	61,787	266,289
Additions	-	3,695	3,695
Disposals	-	-	-
Carried forward	<u>204,502</u>	<u>65,482</u>	<u>269,984</u>
Depreciation			
Brought forward	30,258	59,264	89,522
Charge for the year	1,776	1,233	3,009
Eliminated on disposal	-	-	-
Carried forward	<u>32,034</u>	<u>60,497</u>	<u>92,531</u>
Net book value			
At 31 March 2021	<u>172,468</u>	<u>4,985</u>	<u>177,453</u>
At 31 March 2020	<u>174,244</u>	<u>2,523</u>	<u>176,767</u>

TUNBRIDGE WELLS MENTAL HEALTH RESOURCE LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

11	Debtors	2021 £	2020 £
	Trade debtors	14,565	47,924
	Prepayments and accrued income	3,042	1,711
		<u>17,607</u>	<u>49,635</u>
12	Creditors: amounts falling due within one year	2021 £	2020 £
	Trade creditors	3,571	8,393
	Other tax and social security	4,314	4,179
	Accruals and deferred income	7,127	10,935
	Funds held as agent	9,723	-
		<u>24,735</u>	<u>23,507</u>

Deferred income relates to fees charged in advance. During the year, opening deferred income of £2,400 was released and incoming resources of £Nil were deferred.

During the period funds were held as agent on behalf of Venture Together in respect of its Future Store activity. Funds received as agent totalled £41,051 and funds paid as agent totalled £29,028. A management fee of £2,300 was levied.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

13 Statement of movements on funds - current year

	1 April 2020 £	Income £	Expenditure £	Transfers £	31 March 2021 £
General fund	237,819	207,585	(190,154)	-	255,250
Designated funds:					
Planned maintenance	4,100	-	-	-	4,100
Capital reserve	174,244	-	(1,776)	-	172,468
Total unrestricted funds	416,163	207,585	(191,930)	-	431,818
Community support	20,031	192,619	(168,791)	-	43,859
Advocacy	-	500	(500)	-	-
Total restricted funds	20,031	193,119	(169,291)	-	43,859
Total funds	436,194	400,704	(361,221)	-	475,677

The designated capital reserve fund represents the net book value of the freehold property.

The planned maintenance fund represents funds ringfenced for essential planned maintenance for the registered office where some of the charitable activities take place.

Restricted funds are money earmarked for activities stipulated by the funder and used for the objectives set by them. The Community support fund shown in the table above is composed of funding from various sources including:

The National Lottery Community Fund - to support and develop Hub activities.

BBC Children in Need – to deliver support groups for young people.

Kent Community Foundation – costs of transitioning to remote support during Covid-19 crisis and out of hours support.

Colyer Fergusson Charitable Trust – to provide remote support during Covid-19 crisis.

Kent Combined Members Fund – costs of teleconferencing during Covid-19 crisis.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

13 Statement of movements on funds - current year continued

Town and Country Housing (Peabody Group) – provision of creative arts sessions during Covid-19.

Shaw Trust – to deliver mental health service user voice contract across West Kent.

Engaging Kent – to deliver peer support and emotional wellbeing activities as part of the Live Well Kent programme.

14 Statement of movements on funds - prior year

	1 April 2019 £	Income £	Expenditure £	Transfers £	31 March 2020 £
General fund	226,631	262,569	(251,381)	-	237,819
Designated funds:					
Planned maintenance	4,100	-	-	-	4,100
Capital reserve	176,020	-	(1,776)	-	174,244
Total unrestricted funds	406,751	262,569	(253,157)	-	416,163
Community support	9,567	150,117	(139,653)	-	20,031
Total restricted funds	9,567	150,117	(139,653)	-	20,031
Total funds	416,318	412,686	(392,810)	-	436,194

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

15 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	177,453	-	177,453
Net current assets	254,365	43,859	298,224
	<u>431,818</u>	<u>43,859</u>	<u>475,677</u>
Prior year:			
Tangible fixed assets	176,767	-	176,767
Net current assets	239,396	20,031	259,427
	<u>416,163</u>	<u>20,031</u>	<u>436,194</u>

16 Related party transactions

The key management personnel are considered to be the Board of Trustees, the Charity Manager and the Finance Manager.

The trustees received no remuneration or benefits, and were not reimbursed for any expenses.

The total employee benefits paid in respect of the key management personnel was £36,330 (2020: £33,946).