

# TAKING PART

England & Wales · Charity number 1092033

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [04362948](#)

**Registered** 2002-05-15

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

## Contact

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**Address** Louise House  
Roman Road  
Meole Brace  
Shrewsbury  
Shropshire  
SY3 9JN

**Phone** 01743363399

**Email** [takingpart@takingpart.co.uk](mailto:takingpart@takingpart.co.uk)

**Website** [www.takingpart.co.uk](http://www.takingpart.co.uk)

## Activities

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**Objects:** 1) To relieve and support people with health and social care needs living or working in the areas of Shropshire, Telford and Wrekin2) The provision of education and training3) The provision of advice, advocacy and information which will enable people to obtain their full rights and privileges as Citizens

**Activities:** Advocacy Advice Information Training and Support for people with Health and Social Care needs

## Classification

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- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Disability, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Children/young People, People With Disabilities

## Geography

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- **Area of benefit:** TELFORD AND WREKIN
- Shropshire
- Telford & Wrekin

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£244,690	£260,972	-	-
2024-03-31	£247,752	£252,770	-	-
2023-03-31	£188,316	£240,463	-	-
2022-03-31	£282,002	£210,122	-	-
2021-03-31	£188,037	£189,721	-	-

## Trustees

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Name	Role	Appointed
Garry Steve Kirlew		2022-08-01
Jean Harris		2020-01-02
Paul Richard Barton		2024-11-22

**TAKING PART**

England & Wales - Charity number 1092033

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# Accounts

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# Taking Part

An Independent Service  
for People with Health & Social Care Needs

Louise House, Roman Road,  
Meole Brace, Shrewsbury, Shropshire SY3 9JN

Telephone: 01743 363399

[takingpart@takingpart.co.uk](mailto:takingpart@takingpart.co.uk)

## Changing Times, Changing Lives

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January 2026

Taking Part had a busy year from April 2024 to March 2025. Contracts came up for renewal and retendering was a lot of hard work. By working with our collaborative partners, we were successful in having our service recommissioned in Shropshire, which was wonderful news. In November Taking Part celebrated our 30 year anniversary. We combined this milestone event with our AGM and invited clients, colleagues and friends to join us celebrate this achievement.

During this financial year of 2024/2025, Taking Part has seen a reduction in funding as there has been no contribution to our work from the NHS which is very disappointing. However, we do remain a preferred supplier in Shropshire, Telford and Wrekin to provide parental advocacy to clients who have substantial difficulties in understanding statutory services where their are under child protection or are children in need

Taking Part continues to support a high number of clients with advocacy, information and guidance. The issues clients need support with are becoming harder and more complex taking much longer time to resolve. The staff team at Taking Part remain dedicated to the organisation and the people they support. Resilience and hard work is reflected in the outcomes achieved by Taking Part.

In Shropshire, our Advice, Advocacy and Welfare Benefits partnership supported 503 people with advocacy with 5562 interventions. Our volunteer advocates provided 1700 hours of the time for free which equates to £22,950.

Advocacy

Information

Advice

Guidance

In Telford, our Wellbeing Independence Partnership took 1440 calls at First Point of Contact and supported a further 334 clients with follow up and more intense work.

In December 2024, Taking Part successfully recruited a new trustee to our board. Dick brings a new perspective to Taking Part with his military background and involvement with other charities. He is a welcome member and has provided good insights and suggestions to the team and organisations.

In March 2025 a long service member of staff retired. Upon her retirement, Diana also celebrated 20 years service with Taking Part. Her dedication and commitment to Taking Part has been outstanding. We celebrated her retirement with a team event to say thank you and farewell.

During 2024/2025 we have seen a reduction in the number of volunteer citizen advocates. Some volunteers have also retired whilst others have taken on caring roles or new opportunities. This is being reflected throughout the voluntary sector so Taking Part are not alone with this trend.

Our county is facing severe financial challenges and this is impacting services. Both the local authority and ICB are having to make huge savings in their budgets. There is much focus on preventative services, supporting people to 'self help' and seek alternative solutions to their issues rather than turning to statutory services. Taking Part, along with other voluntary sector colleagues, work closely with statutory services to help them understand how we can be of assistance during this difficult time.

Despite having reduced funding during this financial year, we remain financially secure for the time being. I would like to give a special thank you to Julie Mellor, our C.E.O. Her tireless efforts to secure funding and her ongoing support for the staff, volunteers and trustees enables the organisation to continue providing this essential service.

Taking Part team remain dedicated and loyal and optimistic about the future.

Our Taking Part team consists of:

#### Volunteer Board of Trustees

- Jean Harris (chair)
- Garry Kirlew
- Richard (Dick) Barton

#### Staff Team

- 1 part time C.E.O
- Five part time contracted staff – 3 Shropshire based, 2 Telford based
- Four sessional workers.
- Ten Experts by experience.
- Twenty Five volunteer citizen advocates.
- Two professional advisors.

#### Finances for the year 2024/25

Funding from local authorities, local grants, private funded commissions and other projects are reported on a quarterly basis. Our monitoring and reporting mechanism reflect outputs, outcomes and funding spend.

We hold reserves to cover running costs for 18mths in compliance with our reserves policy. We also continue to hold ring fenced redundancy funds for staff and liable costs in the event of charity closure.

Accounts available on Charity Commission website.

Independently examined by;  
Phillips Ltd. Chartered Accountants  
4 Pearson Road, Central Park  
Telford, Shropshire TF2 9TX



Jean Harris  
Chair of Trustees

# Taking Part

Registered Charity number 1092033  
Company Limited by guarantee number 04362948

## Unaudited Income and Expenditure Account

for the Year Ended 31 March 2025

Offices  
Taking Part  
Louise House  
Roman Road  
Meole Brace  
Shrewsbury  
Shropshire  
SY3 9JN

### Accountants

Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

Taking Part  
Company No 04362948  
Charity No 1092033  
Contents of the Financial Statements

for the period 1st April 2024 to 31 March 2025

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Taking Part  
Report of the Directors for the period 1st April 2024 to 31st March 2025

The Directors present their report with the financial statements of the company for the period 1st April 2024 to 31st March 2025.

Principal Activity

The principal activity of the company in the period under review was that of the prevention or relief of poverty and provision of information, advice, advocacy and training for those clients who have health and social care needs.

Directors

The directors who have held office during the period from 1st April 2024 to the date of this report are as follows:

Mr Garry S Kirlew

Mrs Jean Harris

Mr Paul Barton (appointed 22nd November 2024)

Mr Paul R Hume-Miller was a director until his resignation on 23rd May 2024

All the directors who are eligible offer themselves for election at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD**

  
Mrs Jean Harris

Date

16.12.25

Independent Examiner's Report on the Accounts to the trustees of Taking part  
On the Accounts for the period 1st April 2024 to 31st March 2025

Independent examiner's report to the trustees of Taking Part

I report to the trustees on my examination of the accounts of Taking Part for the year ended 31 March 2025

Responsibilities and basis of report

As the charity trustees of the Trust 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

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents 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.

Neil Phillips FCA  
Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

*Neil Phillips*

Date

*17/12/25*

Taking Part

Statement of Financial Activities for the period 1st April 2024 to 31 March 2025

	Note	Unrestricted funds £	Restricted funds £	2025 £	2024 £
<b>Incoming resources from charitable activities</b>					
Grants and contracts	2	244,690	2,276	246,966	249,555
<b>Total incoming resources</b>		<u>244,690</u>	<u>2,276</u>	<u>246,966</u>	<u>249,555</u>
<b>Resources expended</b>					
Charitable activities		260,972	-	260,972	252,770
<b>Total resources expended</b>	3	<u>260,972</u>	<u>-</u>	<u>260,972</u>	<u>252,770</u>
<b>Net (outgoing)/incoming resources</b>		<u>(16,282)</u>	<u>2,276</u>	<u>(14,006)</u>	<u>(3,215)</u>

Taking Part  
Balance Sheet as at 31 March 2025

	Note	Unrestricted funds £	Restricted funds £	2025 £	2024 £
<b>Current assets</b>					
Debtors	4	30,464	-	30,464	68,263
Cash at bank and in hand		143,689	155,690	299,379	274,611
<b>Total current assets</b>		<b>174,153</b>	<b>155,690</b>	<b>329,843</b>	<b>342,874</b>
<b>Creditors</b>	5	<b>3,847</b>	<b>-</b>	<b>3,847</b>	<b>2,872</b>
<b>Net current assets</b>		<b>170,306</b>	<b>155,690</b>	<b>325,996</b>	<b>340,002</b>
<b>Net assets</b>		<b>170,306</b>	<b>155,690</b>	<b>325,996</b>	<b>340,002</b>
<b>Funds of the Charity</b>					
		Unrestricted funds £	Restricted funds £	2025 £	2025 £
Opening Funds		186,588	153,414	340,002	343,217
Net (outgoing)/ incoming resources		(16,282)	2,276	(14,006)	(3,215)
<b>Total funds</b>		<b>170,306</b>	<b>155,690</b>	<b>325,996</b>	<b>340,002</b>

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

No members have 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 responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on .....16/12/25  
and were signed on its behalf by:

.....  
*J Harris*

Mrs Jean Harris

## Taking Part

Notes to the financial statements for the period 1st April 2024 to 31 March 2025

### **1 Accounting policies**

#### ***Basis of preparation***

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

#### ***Incoming resources***

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### ***Resources expended***

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **2 Incoming resources from charitable activities**

	2025	2024
	£	£
Grants	7,528	10,724
Other Income	239,438	238,831
	<u>246,966</u>	<u>249,555</u>

### **3 Total resources expended**

	Charitable Activities 2025	Charitable Activities 2024
	£	£
Wages	213,865	205,317
Expenses	15,098	13,938
Telephone	1,698	2,157
Postage & Stationery	5,173	3,829
Computer Expenses	7,813	8,261
Staff training	1,636	4,913
Sundry expenses	4,975	1,996
Accountancy and professional charges	790	720
Travelling	4,945	7,051
Rent and premises costs	2,756	2,524
Insurance	2,121	1,972
Bank Charges	102	94
	<u>260,972</u>	<u>252,770</u>

## Taking part

### Notes to the Financial Statements for the period 1st April 2024 to 31 March 2025

#### **4 Debtors: amounts falling due within one year**

	2025	2024
	£	£
Trade Debtors	30,464	68,263
	<u>30,464</u>	<u>68,263</u>

#### **5 Creditors: amounts falling due within one year**

	2025	2024
	£	£
Other creditors and accruals	3,847	2,872
	<u>3,847</u>	<u>2,872</u>

#### **6 Taxation status**

The company is a registered charity and, under sections 478 and 479 of the Corporation Tax Act 2010 is exempt from corporation tax on its charitable activities.

#### **7 Reserves policy**

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

Designated funds comprise restricted funds that have been set aside by Trustees for particular purposes.

Reserves will be used to continue with the running of the service until other funds are obtained in the case of future lost income from statutory sources.

Funds in reserves will have to take into consideration payments required for staff redundancies and expenditure associated with the closure of the service if further funding is not forthcoming in the future. This expenditure will all be overseen by the board of Trustees.

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited.

# Taking Part

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Company Limited by guarantee number 04362948

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for the Year Ended 31 March 2025

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**TAKING PART**

England & Wales - Charity number 1092033

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# Accounts

---



# Taking Part

## An Independent Service for People with Health & Social Care Needs

Louise House, Roman Road,  
Meole Brace, Shrewsbury, Shropshire SY3 9JN

Telephone: 01743 363399

[takingpart@takingpart.co.uk](mailto:takingpart@takingpart.co.uk)

## Changing Times, Changing Lives

January 2025

Taking Part continues to survive another challenging year like many other charities throughout the sector. We will have the great pleasure in celebrating our 30 year anniversary in November 2024. This will be quite an achievement for such a small charity in the current circumstances with pressures being experienced on finances and increased demand for our services.

In February 2024, Taking Part were awarded the Quality Performance Mark for advocacy from NDTI again. This award lasts for 3 years and it is our 3<sup>rd</sup> time of being awarded it. Our assessor from NDTI said that for a small charity we punch way above our weight. We received glowing feedback from our submitted information and site visit.

At the beginning of 2024, Taking Part was preparing for retendering for existing contracts for our advocacy service. We worked with our collaborative partners to have facts and figures available to be able to submit a tender document with the hope that we would be successful going forward.

During 2023/2024 our dedicated staff team supported an increasing amount of people with a wide range of health and social care needs in Shropshire, Telford and Wrekin

Advocacy  
Guidance

Information

Advice

Registered Charity No: 1092033

Company Registration No: 4362948

In Shropshire, our Advice, Advocacy and Welfare Benefits partnership supported 652 people with advocacy with 8399 interventions. Our volunteer advocates provided 1915 hours of the time for free which equates to £25.220

In Telford, our Wellbeing Independence Partnership took 1736 calls at First Point of Contact and supported a further 339 clients with follow up and more intense work.

In October 2023, 2 of our board members retired after giving us over 20 years of service. It was said to say goodbye to them but we understood their reasons for retiring. In May 2024, sadly, another of our trustees died very suddenly. This was devastating news for their family and Taking Part as an organisation. For the rest of the year Taking Part endeavoured to recruit more Trustees.

During this financial year of 2023/2024, Taking Part was able to secure some additional funding from Shropshire, Telford and Wrekin NHS to continue work around health inequalities for people with learning difficulties. We also remained a preferred supplier in Shropshire, Telford and Wrekin to provide parental advocacy to clients who have substantial difficulties in understanding statutory services where they are under child protection or are children in need

Continued work with our local Integrated Care System along with other voluntary sector colleagues is challenging and time consuming. Our CEO is still involved in many workshops and meetings to see how the voluntary sector is being included and seen as equal partners but without funding. Within Shropshire, Telford and Wrekin (STW) there is much work being undertaken strategically by voluntary sector leads to ensure that charities and their work is being recognised as vital services in the prevention agenda in the world of health and social care. Taking Part is very much linked into this work encouraging community solutions and promoting self help where possible. This work is also looking at resilience and sustainability of the sector across STW and assessing our impact locally based on outcomes and outputs and social value.

Taking Part remains resilient and confident that we can continue to deliver our services for going forward. However, we are experiencing a reduction in funding year on year and an increase in demand for our services.

Our Taking Part team consists of:

#### Volunteer Board of Trustees

- Jean Harris (chair)
- Garry Kirlew
- Sue Godfrey (retired October 2023)
- John Godfrey (retired October 2023)
- Paul Hume-Miller (passed away May 2024)

#### Staff Team

- C.E.O Julie Mellor, day to day management of the charity plus strategic representation, networking, maintaining our ongoing business plans and maintaining all required returns and outcome reports.
- Six further contracted staff – 4 Shropshire based, 2 Telford based
- Four sessional workers.
- Ten Experts by experience.
- Thirty Five volunteer citizen advocates.
- Two professional advisors.

#### Finances for the year 2023/24

Funding from local authorities, health, private funded commissions and other projects are reported on a quarterly basis and our monitoring and reporting mechanism reflect outputs, outcomes and funding spend.

We hold reserves to cover running costs for 18mths in compliance with our reserves policy. We also continue to hold ring fenced redundancy funds for staff and liable costs in the event of charity closure.

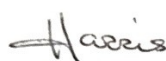
Accounts available on Charity Commission website.

Independently audited by;

Phillips Ltd. Chartered Accountants

4 Pearson Road, Central Park

Telford, Shropshire TF2 9TX



Jean Harris  
Chair of Trustees

# Taking Part

Registered Charity number 1092033  
Company Limited by guarantee number 04362948

## Unaudited Income and Expenditure Account

for the Year Ended 31 March 2024

Offices  
Taking Part  
Louise House  
Roman Road  
Meole Brace  
Shrewsbury  
Shropshire  
SY3 9JN

### Accountants

Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

Taking Part  
Company No 04362948  
Charity No 1092033  
Contents of the Financial Statements

for the period 1st April 2023 to 31 March 2024

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## Taking Part

### Report of the Directors for the period 1st April 2023 to 31st March 2024

The Directors present their report with the financial statements of the company for the period 1st April 2023 to 31st March 2024.

#### Principal Activity

The principal activity of the company in the period under review was that of the prevention or relief of poverty and provision of information, advice, advocacy and training for those clients who have health and social care needs.

#### Directors

The directors who have held office during the period from 1st April 2023 to the date of this report are as follows:

Mr Garry S Kirlew

Mrs Jean Harris

Mr Paul Barton (appointed 22nd November 2024)

Mr Paul R Hume-Miller (resigned 23rd May 2024)

Mrs Susan M Godfrey (resigned 5th October 2023)

Mr John Godfrey (resigned 10th December 2023)

All the directors who are eligible offer themselves for election at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

#### **ON BEHALF OF THE BOARD**



Mrs Jean Harris

Date ..... 4th December 2024

Independent Examiner's Report on the Accounts to the trustees of Taking part  
On the Accounts for the period 1st April 2023 to 31st March 2024

Independent examiner's report to the trustees of Taking Part

I report to the trustees on my examination of the accounts of Taking Part for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees of the Trust 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

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents 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.

Neil Phillips FCA  
Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

*Neil C Phillips*

Date

*14/12/24*

Taking Part

Statement of Financial Activities for the period 1st April 2023 to 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	2024 £	2023 £
<b>Incoming resources from charitable activities</b>					
Grants and contracts	2	247,752	1,803	249,555	188,647
<b>Total incoming resources</b>		<u>247,752</u>	<u>1,803</u>	<u>249,555</u>	<u>188,647</u>
<b>Resources expended</b>					
Charitable activities		252,770	-	252,770	240,463
<b>Total resources expended</b>	3	<u>252,770</u>	<u>-</u>	<u>252,770</u>	<u>240,463</u>
<b>Net incoming/(outgoing) resources</b>		<u>(5,018)</u>	<u>1,803</u>	<u>(3,215)</u>	<u>(51,816)</u>

Taking Part  
Balance Sheet as at 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	2024 £	2023 £
<b>Current assets</b>					
Debtors	4	68,263	-	68,263	38,236
Cash at bank and in hand		121,197	153,414	274,611	307,948
<b>Total current assets</b>		<b>189,460</b>	<b>153,414</b>	<b>342,874</b>	<b>346,184</b>
<b>Creditors</b>					
	5	2,872	-	2,872	2,967
<b>Net current assets</b>		<b>186,588</b>	<b>153,414</b>	<b>340,002</b>	<b>343,217</b>
<b>Net assets</b>		<b>186,588</b>	<b>153,414</b>	<b>340,002</b>	<b>343,217</b>
<b>Funds of the Charity</b>					
		Unrestricted funds £	Restricted funds £	2024 £	2023 £
Opening Funds		191,606	151,611	343,217	395,033
Net incoming resources		(5,018)	1,803	(3,215)	(51,816)
<b>Total funds</b>		<b>186,588</b>	<b>153,414</b>	<b>340,002</b>	<b>343,217</b>

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

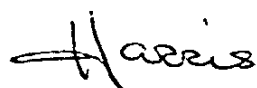
No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on 4<sup>th</sup> December 2024 and were signed on its behalf

by:



.....

Mrs Jean Harris

## Taking Part

### Notes to the financial statements for the period 1st April 2023 to 31 March 2024

#### **1 Accounting policies**

##### ***Basis of preparation***

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

##### ***Incoming resources***

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### ***Resources expended***

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **2 Incoming resources from charitable activities**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Grants	10,724	9,892
Other Income	237,028	178,425
	<u>247,752</u>	<u>188,317</u>

#### **3 Total resources expended**

	<b>Charitable Activities 2024</b>	<b>Charitable Activities 2023</b>
	<b>£</b>	<b>£</b>
Wages	205,317	187,141
Expenses	13,938	12,205
Telephone	2,157	2,818
Postage & Stationery	3,829	5,088
Computer Expenses	8,261	9,356
Staff training	4,913	1,573
Sundry expenses	1,996	13,198
Accountancy and professional charges	720	763
Travelling	7,051	4,232
Rent and premises costs	2,524	2,404
Insurance	1,972	1,580
Bank Charges	94	105
	<u>252,770</u>	<u>240,463</u>

Taking part

Notes to the Financial Statements for the period 1st April 2023 to 31 March 2024

**4 Debtors: amounts falling due within one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade Debtors	68,263	38,236
	<hr/> <hr/>	<hr/> <hr/>
	68,263	38,236

**5 Creditors: amounts falling due within one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Other creditors and accruals	2,872	2,967
	<hr/> <hr/>	<hr/> <hr/>
	2,872	2,967

**6 Taxation status**

The company is a registered charity and, under sections 478 and 479 of the Corporation Tax Act 2010 is exempt from corporation tax on its charitable activities.

**7 Reserves policy**

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

Designated funds comprise restricted funds that have been set aside by Trustees for particular purposes.

Reserves will be used to continue with the running of the service until other funds are obtained in the case of future lost income from statutory sources.

Funds in reserves will have to take into consideration payments required for staff redundancies and expenditure associated with the closure of the service if further funding is not forthcoming in the future. This expenditure will all be overseen by the board of Trustees.

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited.

# Taking Part

Registered Charity number 1092033  
Company Limited by guarantee number 04362948

## Unaudited Income and Expenditure Account

for the Year Ended 31 March 2024

Offices  
Taking Part  
Louise House  
Roman Road  
Meole Brace  
Shrewsbury  
Shropshire  
SY3 9JN

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Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
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Taking Part  
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#### Principal Activity

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All the directors who are eligible offer themselves for election at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

#### **ON BEHALF OF THE BOARD**



Mrs Jean Harris

Date ..... 4th December 2024

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On the Accounts for the period 1st April 2023 to 31st March 2024

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Chartered Accountants  
4 Pearson Road  
Central Park  
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*Neil C Phillips*

Date

*14/12/24*

Taking Part

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by:



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## Taking Part

### Notes to the financial statements for the period 1st April 2023 to 31 March 2024

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Taking part

Notes to the Financial Statements for the period 1st April 2023 to 31 March 2024

**4 Debtors: amounts falling due within one year**

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Other creditors and accruals	2,872	2,967
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**6 Taxation status**

The company is a registered charity and, under sections 478 and 479 of the Corporation Tax Act 2010 is exempt from corporation tax on its charitable activities.

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

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Funds in reserves will have to take into consideration payments required for staff redundancies and expenditure associated with the closure of the service if further funding is not forthcoming in the future. This expenditure will all be overseen by the board of Trustees.

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited.

**TAKING PART**

England & Wales - Charity number 1092033

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# Accounts

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# Taking Part

An Independent Service  
for People with Health & Social Care Needs

Louise House, Roman Road,  
Meole Brace, Shrewsbury, Shropshire SY3 9JN

Telephone: 01743 363399

[takingpart@takingpart.co.uk](mailto:takingpart@takingpart.co.uk)

## Changing Times, Changing Lives

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17<sup>th</sup> January 2023

Taking Part has, again, survived another challenging year – each year now seems to present us with challenges, Increased demand for our services with reducing financial income. We are now using some of our reserves to keep Taking Part going but we are financially sound. Taking Part is not alone in this situation as many charities who we work along side are in the same position. Our commissioned contracts do not get inflationally increases which is putting a strain on the organisation and making us consider only viable contracts going forward.

The people that Taking Part support are present with multiple issues, many of them challenging and they are taking longer to resolve or obtain an outcome. This is due to the increased demand on statutory health and social care services and we do understand their position. We find ourselves helping clients to 'wait well' whilst working with statutory services for resolution. We are encouraging people to 'self help' as much as possible and look at community solutions.

During 2022/2023 our dedicated staff team supported 3310 people with their health and social care issues with 8112 interventions. This is a significant increase on our figures last year. Taking Part is an organisation of 8 part time and we are very proud of the numbers of people we support and a range of interventions. We remain a reliable and trusted organisation who has a track record for delivery and providing value for money in public spending.

Advocacy

Information

Advice

Guidance

Our 40 Citizen Advocates provided 2344 volunteers hours which equates to £32,112 of paid staff time. We are very lucky and honoured to have been able to retain a large number of our volunteers since the pandemic and beyond as we know that some charities have depleted numbers of volunteers.

Our Board of Trustees have been supportive to all paid staff and volunteers during another year of change and challenge. We strive to keep up to date with all the changes that is happening in the world of health and social care and having 2 board members of have nearly 20 years service as trustees for Taking Part helps us all keep grounded and confident that we are providing a service which is run like a business; reflecting our organisations value base and Business Plan, true to our articles of association.

During this financial year of 2022/2023, Taking Part has been able to continue to obtain additional income from statutory services to continue our work with health inequalities particularly for people with learning difficulties. We have also become a preferred supplier in Shropshire, Telford and Wrekin to provide parental advocacy to clients who have substantial difficulties in understanding statutory services where their are under child protection or are children in need.

Continued work with our local Integrated Care System along with other voluntary sector colleagues is challenging and time consuming. Our CEO is still involved in many workshops and meetings to see how the voluntary sector is being included and seen as equal partners but without funding. Within Shropshire, Telford and Wrekin (STW) there is much work being undertaken strategically by voluntary sector leads to ensure that charities and their work is being recognised as vital services in the prevention agenda in the world of health and social care. Taking Part is very much linked into this work encouraging community solutions and promoting self help where possible. This work is also looking at resilience and sustainability of the sector across STW and assessing our impact locally based on outcomes and outputs and social value.

Taking Part remains resilient and confident that we can continue to deliver our services for the next year. In 2024 we are celebrating 30 years of service delivery and we have come a long way in that time.

Our Taking Part team consists of:

Four volunteer trustees

- Jean Harris (chair)
- John Godfrey
- Sue Godfrey
- Paul Hume-Miller

C.E.O

Julie Mellor, day to day management of the charity plus strategic representation, networking, maintaining our ongoing business plans and maintaining all required returns and outcome reports.

Six further contracted staff – 4 Shropshire based, 2 Telford based

Four sessional workers.

Ten Experts by experience.

Forty volunteer citizen advocates.

Two professional advisors.

Finances for the year 2022/23

Funding from local authorities, health, private funded commissions and other projects are reported on a quarterly basis and our monitoring and reporting mechanism reflect outputs, outcomes and funding spend.

We hold reserves to cover running costs for 18mths in compliance with our reserves policy. We also continue to hold ring fenced redundancy funds for staff and liable costs in the event of charity closure.

Accounts available on Charity Commission website.

Independently audited by;

Phillips Ltd. Chartered Accountants

4 Pearson Road, Central Park

Telford, Shropshire TF2 9TX

Jean Harris

Chair of Trustees

# Taking Part

Registered Charity number 1092033  
Company Limited by guarantee number 04362948

## Unaudited Income and Expenditure Account

for the Year Ended 31 March 2023

Offices  
Taking Part  
Louise House  
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Phillips Ltd  
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Taking Part  
Company No 04362948  
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Taking Part

Report of the Directors for the period 1st April 2021 to 31st March 2023

The Directors present their report with the financial statements of the company for the period 1st April 2022 to 31st March 2023.

Principal Activity

The principal activity of the company in the period under review was that of the prevention or relief of poverty and provision of information, advice, advocacy and training for those clients who have health and social care needs.

Directors

The directors who have held office during the period from 1st April 2022 to the date of this report are as follows:

Mr John Godfréy

Mrs Susan M Godfrey

Mr Garry S Kirlaw (appointed 1st August 2022)


Mrs Jean Harris

Mr Paul R Hume-Miller

All the directors who are eligible offer themselves for election at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD**

 .....  
Mrs Jean Harris

Date ...18<sup>th</sup> DEC. 2023

Independent Examiner's Report on the Accounts to the trustees of Taking part  
On the Accounts for the period 1st April 2022 to 31st March 2023.

Independent examiner's report to the trustees of Taking Part

I report to the trustees on my examination of the accounts of Taking Part for the year ended 31 March 2023.

Responsibilities and basis of report

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Neil Phillips FCA  
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4 Pearson Road  
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*Neil C Phillips*

Date

*18/12/23*

Taking Part

Statement of Financial Activities for the period 1st April 2022 to 31 March 2023

	Note	Unrestricted funds £	Restricted funds £	2023 £	2022 £
<b>Incoming resources from charitable activities</b>					
Grants and contracts	2	188,316	331	188,647	282,002
<b>Total incoming resources</b>		<u>188,316</u>	<u>331</u>	<u>188,647</u>	<u>282,002</u>
<b>Resources expended</b>					
Charitable activities		240,463	-	240,463	210,122
<b>Total resources expended</b>	3	<u>240,463</u>	<u>-</u>	<u>240,463</u>	<u>210,122</u>
<b>Net incoming/(outgoing) resources</b>		<u>(52,147)</u>	<u>331</u>	<u>(51,816)</u>	<u>71,880</u>

**Taking Part**  
**Balance Sheet as at 31 March 2023**

	Note	Unrestricted funds £	Restricted funds £	2023 £	2022 £
<b>Current assets</b>					
Debtors	4	38,236		38,236	44,719
Cash at bank and in hand		156,337	151,611	307,948	353,958
<b>Total current assets</b>		<b>194,573</b>	<b>151,611</b>	<b>346,184</b>	<b>398,677</b>
<b>Creditors</b>	5	<b>2,967</b>	<b>-</b>	<b>2,967</b>	<b>3,644</b>
<b>Net current assets</b>		<b>191,606</b>	<b>151,611</b>	<b>343,217</b>	<b>395,033</b>
<b>Net assets</b>		<b>191,606</b>	<b>151,611</b>	<b>343,217</b>	<b>395,033</b>
<b>Funds of the Charity</b>					
		Unrestricted funds £	Restricted funds £	2023 £	2022 £
Opening Funds		243,753	151,280	395,033	323,153
Net incoming resources		(52,147)	331	(51,816)	71,880
<b>Total funds</b>		<b>191,606</b>	<b>151,611</b>	<b>343,217</b>	<b>395,033</b>

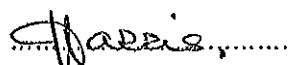
For the year ended 31st March 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have 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 responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on 18<sup>th</sup> DECEMBER 2023 and were signed on its behalf  
 by:



Mrs Jean Harris

## Taking Part

### Notes to the financial statements for the period 1st April 2022 to 31 March 2023

#### **1 Accounting policies**

##### ***Basis of preparation***

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

##### ***Incoming resources***

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### ***Resources expended***

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **2 Incoming resources from charitable activities**

	2023	2022
	£	£
Grants	9,892	13,970
Other Income	178,424	268,032
	<u>188,316</u>	<u>282,002</u>

#### **3 Total resources expended**

	Charitable Activities 2023	Charitable Activities 2022
	£	£
Wages	187,141	168,801
Expenses	12,205	10,639
Telephone	2,818	2,767
Postage & Stationery	5,088	10,585
Computer Expenses	9,356	5,249
Staff training	1,573	818
Sundry expenses	13,198	2,188
Accountancy and professional charges	763	782
Travelling	4,232	3,150
Rent and premises costs	2,404	2,404
Insurance	1,580	2,648
Bank Charges	105	91
	<u>240,463</u>	<u>210,122</u>

## Taking part

### Notes to the Financial Statements for the period 1st April 2022 to 31 March 2023

#### **4 Debtors: amounts falling due within one year**

	2023	2022
	£	£
Trade Debtors	38,236	44,719
	<u>38,236</u>	<u>44,719</u>

#### **5 Creditors: amounts falling due within one year**

	2023	2022
	£	£
Trade creditors	-	-
Other creditors and accruals	2,967	3,644
	<u>2,967</u>	<u>3,644</u>

#### **6 Taxation status**

The company is a registered charity and, under sections 478 and 479 of the Corporation Tax Act 2010 is exempt from corporation tax on its charitable activities.

#### **7 Reserves policy**

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

Designated funds comprise restricted funds that have been set aside by Trustees for particular purposes.

Reserves will be used to continue with the running of the service until other funds are obtained in the case of future lost income from statutory sources.

Funds in reserves will have to take into consideration payments required for staff redundancies and expenditure associated with the closure of the service if further funding is not forthcoming in the future. This expenditure will all be overseen by the board of Trustees.

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited.

# Taking Part

Registered Charity number 1092033  
Company Limited by guarantee number 04362948

## Unaudited Income and Expenditure Account

for the Year Ended 31 March 2023

Offices  
Taking Part  
Louise House  
Roman Road  
Meole Brace  
Shrewsbury  
Shropshire  
SY3 9JN

### Accountants

Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

Taking Part  
Company No 04362948  
Charity No 1092033  
Contents of the Financial Statements

for the period 1st April 2022 to 31 March 2023

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4. Balance Sheet	4
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Taking Part

Report of the Directors for the period 1st April 2021 to 31st March 2023

The Directors present their report with the financial statements of the company for the period 1st April 2022 to 31st March 2023.

Principal Activity

The principal activity of the company in the period under review was that of the prevention or relief of poverty and provision of information, advice, advocacy and training for those clients who have health and social care needs.

Directors

The directors who have held office during the period from 1st April 2022 to the date of this report are as follows:

Mr John Godfréy

Mrs Susan M Godfrey

Mr Garry S Kirlaw (appointed 1st August 2022)


Mrs Jean Harris

Mr Paul R Hume-Miller

All the directors who are eligible offer themselves for election at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD**

 .....  
Mrs Jean Harris

Date ...18<sup>th</sup> DEC. 2023

Independent Examiner's Report on the Accounts to the trustees of Taking part  
On the Accounts for the period 1st April 2022 to 31st March 2023.

Independent examiner's report to the trustees of Taking Part

I report to the trustees on my examination of the accounts of Taking Part for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the Trust 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

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents 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.

Neil Phillips FCA  
Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

*Neil C Phillips*

Date

*18/12/23*

Taking Part

Statement of Financial Activities for the period 1st April 2022 to 31 March 2023

	Note	Unrestricted funds £	Restricted funds £	2023 £	2022 £
<b>Incoming resources from charitable activities</b>					
Grants and contracts	2	188,316	331	188,647	282,002
<b>Total incoming resources</b>		<u>188,316</u>	<u>331</u>	<u>188,647</u>	<u>282,002</u>
<b>Resources expended</b>					
Charitable activities		240,463	-	240,463	210,122
<b>Total resources expended</b>	3	<u>240,463</u>	<u>-</u>	<u>240,463</u>	<u>210,122</u>
<b>Net incoming/(outgoing) resources</b>		<u>(52,147)</u>	<u>331</u>	<u>(51,816)</u>	<u>71,880</u>

**Taking Part**  
**Balance Sheet as at 31 March 2023**

	Note	Unrestricted funds £	Restricted funds £	2023 £	2022 £
<b>Current assets</b>					
Debtors	4	38,236		38,236	44,719
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<b>Total current assets</b>		<b>194,573</b>	<b>151,611</b>	<b>346,184</b>	<b>398,677</b>
<b>Creditors</b>	5	<b>2,967</b>	<b>-</b>	<b>2,967</b>	<b>3,644</b>
<b>Net current assets</b>		<b>191,606</b>	<b>151,611</b>	<b>343,217</b>	<b>395,033</b>
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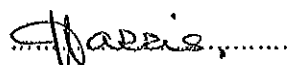
For the year ended 31st March 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have 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 responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on 18<sup>th</sup> DECEMBER 2023 and were signed on its behalf  
 by:



Mrs Jean Harris

## Taking Part

### Notes to the financial statements for the period 1st April 2022 to 31 March 2023

#### **1 Accounting policies**

##### ***Basis of preparation***

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Rent and premises costs	2,404	2,404
Insurance	1,580	2,648
Bank Charges	105	91
	<u>240,463</u>	<u>210,122</u>

## Taking part

### Notes to the Financial Statements for the period 1st April 2022 to 31 March 2023

#### **4 Debtors: amounts falling due within one year**

	2023	2022
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	<u>38,236</u>	<u>44,719</u>

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The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited.

**TAKING PART**

England & Wales - Charity number 1092033

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# Accounts

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## Taking Part

An Independent Service  
for People with Health & Social Care Needs

Louise House, Roman Road,  
Meole Brace, Shrewsbury, Shropshire SY3 9JN

Telephone: 01743 363399

takingpart@takingpart.co.uk

### Changing Times, Changing Lives

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31<sup>st</sup> December 2022

I am glad to say that Taking Part survived the previous year during the world wide pandemic. The changes in the world we had to face during 2019/2020 made us more resilient, creative and adaptable as an organisation. This year, 2021/2022 has not been without it's challenges though. We have had to focus on the health and well-being of our paid staff team and volunteers as well as those people with health and social care needs who we supported. At the beginning of the financial year for 2021 we could see that our staff team had done a tremendous job under a very difficult situation but they were tired and nearly burnout. Clients who requested and required our services were presenting with many issues some of which were complex and time consuming. We had to make sure that our staff team were well cared for and had all the support they required to be able to continue to doing their job. In recognition of their continue hard work, dedication and commitment, we were able to award staff a small pay rise in April 2021. This was really appreciated by all staff and did a lot to increase morale and help with rising fuel costs. Some members of the staff team had personal challenges and experienced lifechanging circumstances and they found comfort from the support of everyone in Taking Part. Given all the changing ways of working, increased complexity of clients and their challenges, our paid staff supported 1159 clients during the financial year of 2021/2022 which is excellent and really demonstrates the flexibility and reliability of our small staff team across Shropshire, Telford and Wrekin. We have been praised by one of our donators; they continue to be amazed at what we do within our limited funding and resources.

Advocacy

Information

Advice

Guidance

Registered Charity No: 1092033 |

Company Registration No: 4362948

Our Citizen Advocates provided 2851 volunteers hours which equates to £39 058 of paid staff time. We are thrilled to have such dedicated volunteers who provide clients with a learning difficulty with long term low level advocacy; ensuring that they understand our ever changing world and are equipped to deal with issues as they arise. We are very lucky to have retained most of our volunteers during 2021/2022. Taking Part are also very pleased to report that in August 2021 we were able to offer part time paid employment to a volunteer who has been with us since 2014.

Our Board of Trustees have been supportive to all paid staff and volunteers during another year of change and challenge. We strive to keep up to date with all the changes that is happening in the world of health and social care and having 2 board members of have nearly 20 years service as trustees for Taking Part helps us all keep grounded and confident that we are providing a service which is run like a business; reflecting our organisations value base and Business Plan, true to our articles of association and within budgets making us financial secure going forward.

During this financial year of 2021/2022, Taking Part has been able to generate some additional income by being commissioned by Shropshire Local Authority and then, CCG to do project work around health inequalities, engagement work, specific work for learning disability and representation for our experts by experience. We also had some grant funding for smaller projects to encourage activity and increase wellbeing. This additional funding has certainly helped Taking Part to manage our accounts.

With the introduction of Integrated Care System, Taking Part CEO has been involved in many workshops and meetings to see how the voluntary sector is being included in this new system. Within Shropshire, Telford and Wrekin (STW) there is much work being undertaken strategically by voluntary sector leads to ensure that charities and their work is being recognised as vital services in the prevention agenda in the world of health and social care. Taking Part is very much linked into this work encouraging community solutions and promoting self help where possible. This work is also looking at resilience and sustainability of the sector across STW and assessing our impact locally based on outcomes and outputs and social value.

Unfortunatley, at the end of this financial, our chair of trustees resigned. I offered to take up this position which was accepted by our other board

members. Like many other charities we are always seeking to recruit new trustees; we will endeavour to recruit a new trustees soonest.

Our team consists of:

Four volunteer trustees. Jean Harris (chair), John Godfrey, Sue Godfrey and Paul Hume-Miller

C.E.O. Julie Mellor, day to day management of the charity plus strategic representation, networking, maintaining our ongoing business plans and maintaining all required returns and outcome reports.

Six further contracted staff – 4 Shropshire based, 3 Telford based

Four sessional workers.

Ten Experts by experience.

Forty eight volunteer citizen advocates.

Two professional advisors.

Finances for the year 2020/21

Funding from local authorities, health, private funded commissions and other projects are reported on a quarterly basis and our monitoring and reporting mechanism reflect outputs, outcomes and funding spend.

We again had a slight underspend on our working budget for this year in line with Charities Commission guidance.

We hold reserves to cover running costs for 18mths in compliance with our reserves policy. We also continue to hold ring fenced redundancy funds for staff and liable costs in the event of charity closure.

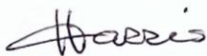
Accounts available on Charity Commission website.

Independently audited by;

Phillips Ltd. Chartered Accountants

4 Pearson Road, Central Park

Telford, Shropshire TF2 9TX



Jean Harris  
Chair of Trustees

# Taking Part

Registered Charity number 1092033  
Company Limited by guarantee number 04362948

## Unaudited Income and Expenditure Account for the Year Ended 31 March 2022

Offices  
Taking Part  
Louise House  
Roman Road  
Meole Brace  
Shrewsbury  
Shropshire  
SY3 9JN

### Accountants

Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

Taking Part  
Company No 04362948  
Charity No 1092033  
Contents of the Financial Statements

for the period 1st April 2021 to 31 March 2022

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Taking Part

Report of the Directors for the period 1st April 2021 to 31st March 2022

The Directors present their report with the financial statements of the company for the period 1st April 2021 to 31st March 2022.

Principal Activity

The principal activity of the company in the period under review was that of the prevention or relief of poverty and provision of information, advice, advocacy and training for those clients who have health and social care needs.

Directors

The directors who have held office during the period from 1st April 2021 to the date of this report are as follows:

Mr John Godfrey

Mrs Susan M Godfrey

Mr Peter Simmons (resigned 26th July 2022)


Mrs Jean Harris

Mr Paul R Hume-Miller

All the directors who are eligible offer themselves for election at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD

.....  
Mrs Jean Harris

Date 22.12.2022

Independent Examiner's Report on the Accounts to the trustees of Taking part  
On the Accounts for the period 1st April 2021 to 31st March 2022.

Independent examiner's report to the trustees of Taking Part

I report to the trustees on my examination of the accounts of Taking Part for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust 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

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents 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.

Neil Phillips FCA  
Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

*Neil Phillips*

Date

*23/12/22*

Taking PartStatement of Financial Activities for the period 1st April 2021 to 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	2022 £	2021 £
<b>Incoming resources from charitable activities</b>					
Grants and contracts	2	281,987	15	282,002	188,128
<b>Total Incoming resources</b>		<u>281,987</u>	<u>15</u>	<u>282,002</u>	<u>188,128</u>
<b>Resources expended</b>					
Charitable activities		210,122	-	210,122	189,721
<b>Total resources expended</b>	3	<u>210,122</u>	<u>-</u>	<u>210,122</u>	<u>189,721</u>
<b>Net incoming/(outgoing) resources</b>		<u>71,865</u>	<u>15</u>	<u>71,880</u>	<u>(1,593)</u>

Taking Part  
Balance Sheet as at 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	2022 £	2021 £
<b>Current assets</b>					
Debtors	4	44,719		44,719	9,751
Cash at bank and in hand		202,678	151,280	353,958	314,662
<b>Total current assets</b>		<u>247,397</u>	<u>151,280</u>	<u>398,677</u>	<u>324,413</u>
<b>Creditors</b>					
	5	3,644	-	3,644	1,260
<b>Net current assets</b>		243,753	151,280	395,033	323,153
<b>Net assets</b>		<u>243,753</u>	<u>151,280</u>	<u>395,033</u>	<u>323,153</u>
<b>Funds of the Charity</b>					
		Unrestricted funds £	Restricted funds £	2022 £	2021 £
Opening Funds		171,888	151,265	323,153	324,746
Net incoming resources		71,865	15	71,880	(1,593)
<b>Total funds</b>		<u>243,753</u>	<u>151,280</u>	<u>395,033</u>	<u>323,153</u>

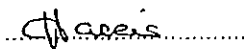
For the year ended 31st March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have 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 responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on 29.12.22 and were signed on its behalf  
 by:



Mrs Jean Harris

## Taking Part

### Notes to the financial statements for the period 1st April 2021 to 31 March 2022

#### **1 Accounting policies**

##### ***Basis of preparation***

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

##### ***Incoming resources***

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### ***Resources expended***

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **2 Incoming resources from charitable activities**

	2022	2021
	£	£
Grants	13,970	20,551
Other Income	268,032	167,577
	<u>282,002</u>	<u>188,128</u>

#### **3 Total resources expended**

	Charitable Activities 2022	Charitable Activities 2021
	£	£
Wages	168,801	156,896
Expenses	10,639	4,495
Telephone	2,767	2,132
Postage & Stationery	10,585	8,364
Computer Expenses	5,249	8,055
Staff training	818	3,179
Sundry expenses	2,188	1,335
Accountancy and professional charges	782	672
Travelling	3,150	442
Rent and premises costs	2,404	2,087
Insurance	2,648	2,004
Bank Charges	91	60
	<u>210,122</u>	<u>189,721</u>

## Taking part

### Notes to the Financial Statements for the period 1st April 2021 to 31 March 2022

#### **4 Debtors: amounts falling due within one year**

	2022	2021
	£	£
Trade Debtors	44,719	9,751
	<u>44,719</u>	<u>9,751</u>

#### **5 Creditors: amounts falling due within one year**

	2022	2021
	£	£
Trade creditors	-	-
Other creditors and accruals	3,644	1,260
	<u>3,644</u>	<u>1,260</u>

#### **6 Taxation status**

The company is a registered charity and, under sections 478 and 479 of the Corporation Tax Act 2010 is exempt from corporation tax on its charitable activities.

#### **7 Reserves policy**

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

Designated funds comprise restricted funds that have been set aside by Trustees for particular purposes.

Reserves will be used to continue with the running of the service until other funds are obtained in the case of future lost income from statutory sources.

Funds in reserves will have to take into consideration payments required for staff redundancies and expenditure associated with the closure of the service if further funding is not forthcoming in the future. This expenditure will all be overseen by the board of Trustees.

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited.

# Taking Part

Registered Charity number 1092033  
Company Limited by guarantee number 04362948

## Unaudited Income and Expenditure Account for the Year Ended 31 March 2022

Offices  
Taking Part  
Louise House  
Roman Road  
Meole Brace  
Shrewsbury  
Shropshire  
SY3 9JN

### Accountants

Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

Taking Part  
Company No 04362948  
Charity No 1092033  
Contents of the Financial Statements

for the period 1st April 2021 to 31 March 2022

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Taking Part

Report of the Directors for the period 1st April 2021 to 31st March 2022

The Directors present their report with the financial statements of the company for the period 1st April 2021 to 31st March 2022.

Principal Activity

The principal activity of the company in the period under review was that of the prevention or relief of poverty and provision of information, advice, advocacy and training for those clients who have health and social care needs.

Directors

The directors who have held office during the period from 1st April 2021 to the date of this report are as follows:

Mr John Godfrey

Mrs Susan M Godfrey

Mr Peter Simmons (resigned 26th July 2022)


Mrs Jean Harris

Mr Paul R Hume-Miller

All the directors who are eligible offer themselves for election at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD

.....  
Mrs Jean Harris

Date 22.12.2022

Independent Examiner's Report on the Accounts to the trustees of Taking part  
On the Accounts for the period 1st April 2021 to 31st March 2022.

Independent examiner's report to the trustees of Taking Part

I report to the trustees on my examination of the accounts of Taking Part for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust 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

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents 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.

Neil Phillips FCA  
Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

*Neil Phillips*

Date

*23/12/22*

Taking Part

Statement of Financial Activities for the period 1st April 2021 to 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	2022 £	2021 £
<b>Incoming resources from charitable activities</b>					
Grants and contracts	2	281,987	15	282,002	188,128
<b>Total Incoming resources</b>		<u>281,987</u>	<u>15</u>	<u>282,002</u>	<u>188,128</u>
<b>Resources expended</b>					
Charitable activities		210,122	-	210,122	189,721
<b>Total resources expended</b>	3	<u>210,122</u>	<u>-</u>	<u>210,122</u>	<u>189,721</u>
<b>Net incoming/(outgoing) resources</b>		<u>71,865</u>	<u>15</u>	<u>71,880</u>	<u>(1,593)</u>

Taking Part  
Balance Sheet as at 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	2022 £	2021 £
<b>Current assets</b>					
Debtors	4	44,719		44,719	9,751
Cash at bank and in hand		202,678	151,280	353,958	314,662
<b>Total current assets</b>		<u>247,397</u>	<u>151,280</u>	<u>398,677</u>	<u>324,413</u>
<b>Creditors</b>					
	5	3,644	-	3,644	1,260
<b>Net current assets</b>		243,753	151,280	395,033	323,153
<b>Net assets</b>		<u>243,753</u>	<u>151,280</u>	<u>395,033</u>	<u>323,153</u>
<b>Funds of the Charity</b>					
		Unrestricted funds £	Restricted funds £	2022 £	2021 £
Opening Funds		171,888	151,265	323,153	324,746
Net incoming resources		71,865	15	71,880	(1,593)
<b>Total funds</b>		<u>243,753</u>	<u>151,280</u>	<u>395,033</u>	<u>323,153</u>

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

No members have 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 responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on 29.12.22 and were signed on its behalf

by:

J Harris

Mrs Jean Harris

## Taking Part

### Notes to the financial statements for the period 1st April 2021 to 31 March 2022

#### **1 Accounting policies**

##### ***Basis of preparation***

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

##### ***Incoming resources***

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### ***Resources expended***

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **2 Incoming resources from charitable activities**

	2022	2021
	£	£
Grants	13,970	20,551
Other Income	268,032	167,577
	<u>282,002</u>	<u>188,128</u>

#### **3 Total resources expended**

	Charitable Activities 2022	Charitable Activities 2021
	£	£
Wages	168,801	156,896
Expenses	10,639	4,495
Telephone	2,767	2,132
Postage & Stationery	10,585	8,364
Computer Expenses	5,249	8,055
Staff training	818	3,179
Sundry expenses	2,188	1,335
Accountancy and professional charges	782	672
Travelling	3,150	442
Rent and premises costs	2,404	2,087
Insurance	2,648	2,004
Bank Charges	91	60
	<u>210,122</u>	<u>189,721</u>

## Taking part

### Notes to the Financial Statements for the period 1st April 2021 to 31 March 2022

#### **4 Debtors: amounts falling due within one year**

	2022	2021
	£	£
Trade Debtors	44,719	9,751
	<u>44,719</u>	<u>9,751</u>

#### **5 Creditors: amounts falling due within one year**

	2022	2021
	£	£
Trade creditors	-	-
Other creditors and accruals	3,644	1,260
	<u>3,644</u>	<u>1,260</u>

#### **6 Taxation status**

The company is a registered charity and, under sections 478 and 479 of the Corporation Tax Act 2010 is exempt from corporation tax on its charitable activities.

#### **7 Reserves policy**

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

Designated funds comprise restricted funds that have been set aside by Trustees for particular purposes.

Reserves will be used to continue with the running of the service until other funds are obtained in the case of future lost income from statutory sources.

Funds in reserves will have to take into consideration payments required for staff redundancies and expenditure associated with the closure of the service if further funding is not forthcoming in the future. This expenditure will all be overseen by the board of Trustees.

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited.

**TAKING PART**

England & Wales - Charity number 1092033

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# Accounts

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**Welcome to Taking Part's Annual Report giving a view of what has happened over the past year.**

**It's a huge understatement to say it's been a challenging time. The spectre of Covid has touched us all to a greater or lesser extent – sometimes in tragic ways and sometimes in just plain frustrating ways.**

**On the positive side, this period of time has allowed us all to reconnect with what is important to us as individuals and as part of our peer groups. Good examples perhaps being the huge number of ad hoc groups set up to watch out for neighbours, do a group shop run, combat loneliness, keeping a check on each other's mental and wellbeing health. This is where Taking Part came into its own – continuing to deliver under difficult circumstances, demonstrating an ability to adapt and demonstrate our value to our communities in all areas. Taking Part has continued to deliver core services of information, advocacy, advice and guidance and has seen a higher demand in these services. We have also been able to take on new projects to ensure that our communities are able to deal with the challenges of COVID 19 and enable our most vulnerable people to feel safe, remain in contact with each other and know where to obtain all the information and guidance they need to deal with the pandemic.**

**Taking Part's our volunteers and Experts by Experience who have all contributed mightily. Without them this would all be so much harder. Our Citizen Advocacy Volunteers have given more time to ensure that they keep in touch with the people they support giving reassurance and reducing the feeling of isolation and loneliness.**

**As Trustees John and Sue, myself and our two newest members Jean Harris and Paul Hume Miller have kept the well being of the team front and centre in our actions. We have been particularly proud of how well the staff team have dealt with the changes of working, increased challenges and their adaptability.**

Chair of trustees report.

**We are delighted to welcome aboard Paul Hume Miller – a busy man with very current business experience who wants to bring those skills and others to the table to play his part in ensuring our charity continues to move forward in a positive, cost effective and relevant manner.**

**Taking Part have had a successful year financially, so we are in a strong position going forward. We have also gained new opportunities and forged new relationships and collaborative partnership working with other voluntary sector organisations.**

**Taking Part staff and volunteers have taken on the opportunities to keep up their personal development and training by using on line training courses and webinars.**

**To conclude, Taking Part is emerging from this last couple of years leaner, fitter and well able to handle whatever the future throws at us. These past 2 years have been a learning curve for many organisations and Taking Part has risen well to the challenges and continues to strive and deliver.**

A handwritten signature in blue ink that reads "Peter Simmons". The signature is written in a cursive style and is underlined with a single horizontal stroke.

**Peter Simmons**

**Chair of Board of Trustees**

# Taking Part

Registered Charity number 1092033  
Company Limited by guarantee number 04362948

## Unaudited Income and Expenditure Account for the Year Ended 31 March 2021

Offices  
Taking Part  
Louise House  
Roman Road  
Meole Brace  
Shrewsbury  
Shropshire  
SY3 9JN

### Accountants

Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX



Taking Part  
Company No 04362948  
Charity No 1092033  
Contents of the Financial Statements

for the period 1st April 2020 to 31 March 2021

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Taking Part

Report of the Directors for the period 1st April 2020 to 31st March 2021

The Directors present their report with the financial statements of the company for the period 1st April 2020 to 31st March 2021.

Principal Activity

The principal activity of the company in the period under review was that of the prevention or relief of poverty and provision of information, advice, advocacy and training for those clients who have health and social care needs.

Directors

The directors who have held office during the period from 1st April 2020 to the date of this report are as follows:

Mr John Godfrey

Mrs Susan M Godfrey

Mr Peter Simmons

Mrs Jean Harris

Other changes in directors holding office are as follows:

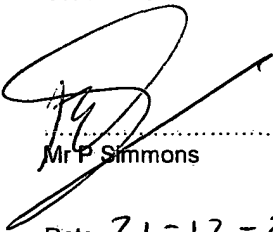
Mr David Willet - resigned 12/11/2020

Mr Paul R Hume-Miller - appointed 15/01/2021

All the directors who are eligible offer themselves for election at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD**

  
.....  
Mr P Simmons

Date 21-12-21.....

Independent Examiner's Report on the Accounts to the trustees of Taking part  
On the Accounts for the period 1st April 2020 to 31st March 2021.

Independent examiner's report to the trustees of Taking Part

I report to the trustees on my examination of the accounts of Taking Part for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust 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

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents 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.

Neil Phillips FCA  
Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

*Neil Phillips*  
*24/12/21*

**Taking Part**

**Statement of Financial Activities for the period 1st April 2020 to 31 March 2021**

	Note	Unrestricted funds £	Restricted funds £	2021 £	2020 £
<b>Incoming resources from charitable activities</b>					
Grants and contracts	2	188,037	91	188,128	210,627
<b>Total incoming resources</b>		<u>188,037</u>	<u>91</u>	<u>188,128</u>	<u>210,627</u>
<b>Resources expended</b>					
Charitable activities		189,721	-	189,721	205,393
<b>Total resources expended</b>	3	<u>189,721</u>	<u>-</u>	<u>189,721</u>	<u>205,393</u>
<b>Net (outgoing)/Incoming resources</b>		<u>(1,684)</u>	<u>91</u>	<u>(1,593)</u>	<u>5,234</u>

Taking Part  
Balance Sheet as at 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	2021 £	2020 £
<b>Current assets</b>					
Debtors	4	9,751	-	9,751	16,375
Cash at bank and in hand		163,397	151,265	314,662	312,393
<b>Total current assets</b>		<b>173,148</b>	<b>151,265</b>	<b>324,413</b>	<b>328,768</b>
<b>Creditors</b>					
	5	1,260	-	1,260	4,022
<b>Net current assets</b>		<b>171,888</b>	<b>151,265</b>	<b>323,153</b>	<b>324,746</b>
<b>Net assets</b>		<b>171,888</b>	<b>151,265</b>	<b>323,153</b>	<b>324,746</b>
<b>Funds of the Charity</b>					
		Unrestricted funds £	Restricted funds £	2021 £	2020 £
Opening Funds		173,572	151,174	324,746	319,512
Net incoming resources		(1,684)	91	(1,593)	5,234
<b>Total funds</b>		<b>171,888</b>	<b>151,265</b>	<b>323,153</b>	<b>324,746</b>

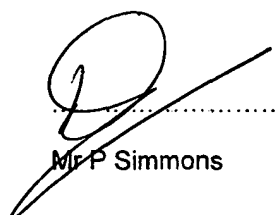
For the year ended 31st March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have 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 responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on ..... 21/12/21  
and were signed on its behalf  
by:

  
.....  
Mr P Simmons

## Taking Part

### Notes to the financial statements for the period 1st April 2020 to 31 March 2021

#### **1 Accounting policies**

##### ***Basis of preparation***

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

##### ***Incoming resources***

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### ***Resources expended***

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **2 Incoming resources from charitable activities**

	2021	2020
	£	£
Grants	20,551	17,003
Other Income	166,737	193,624
	<u>187,288</u>	<u>210,627</u>

#### **3 Total resources expended**

	Charitable Activities 2021	Charitable Activities 2020
	£	£
Wages	156,896	145,930
Expenses	4,495	32,011
Telephone	2,132	1,750
Postage & Stationery	8,364	6,041
Computer Expenses	8,055	5,544
Staff training	3,179	1,776
Sundry expenses	1,335	1,766
Accountancy and professional charges	672	715
Travelling	442	5,545
Rent and premises costs	2,087	2,099
Insurance	2,004	2,127
Bank Charges	60	89
	<u>189,721</u>	<u>205,393</u>

## Taking part

### Notes to the Financial Statements for the period 1st April 2020 to 31 March 2021

#### **4 Debtors: amounts falling due within one year**

	2021	2020
	£	£
Trade Debtors	9,751	16,375
	<u>9,751</u>	<u>16,375</u>

#### **5 Creditors: amounts falling due within one year**

	2021	2020
	£	£
Trade creditors	-	2,762
Other creditors and accruals	1,260	1,260
	<u>1,260</u>	<u>4,022</u>

#### **6 Taxation status**

The company is a registered charity and, under sections 478 and 479 of the Corporation Tax Act 2010 is exempt from corporation tax on its charitable activities.

#### **7 Reserves policy**

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

Designated funds comprise restricted funds that have been set aside by Trustees for particular purposes.

Reserves will be used to continue with the running of the service until other funds are obtained in the case of future lost income from statutory sources.

Funds in reserves will have to take into consideration payments required for staff redundancies and expenditure associated with the closure of the service if further funding is not forthcoming in the future. This expenditure will all be overseen by the board of Trustees.

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited.

# Taking Part

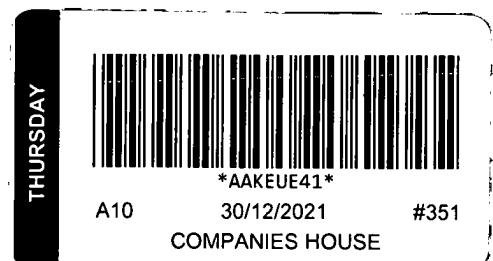
Registered Charity number 1092033  
Company Limited by guarantee number 04362948

## Unaudited Income and Expenditure Account for the Year Ended 31 March 2021

Offices  
Taking Part  
Louise House  
Roman Road  
Meole Brace  
Shrewsbury  
Shropshire  
SY3 9JN

### Accountants

Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX



Taking Part  
Company No 04362948  
Charity No 1092033  
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Taking Part

Report of the Directors for the period 1st April 2020 to 31st March 2021

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Principal Activity

The principal activity of the company in the period under review was that of the prevention or relief of poverty and provision of information, advice, advocacy and training for those clients who have health and social care needs.

Directors

The directors who have held office during the period from 1st April 2020 to the date of this report are as follows:

Mr John Godfrey

Mrs Susan M Godfrey

Mr Peter Simmons

Mrs Jean Harris

Other changes in directors holding office are as follows:

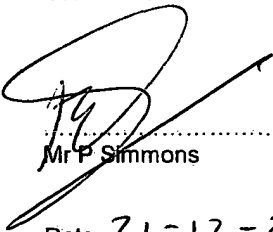
Mr David Willet - resigned 12/11/2020

Mr Paul R Hume-Miller - appointed 15/01/2021

All the directors who are eligible offer themselves for election at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD**

  
.....  
Mr P Simmons

Date 21-12-21.....

Independent Examiner's Report on the Accounts to the trustees of Taking part  
On the Accounts for the period 1st April 2020 to 31st March 2021.

Independent examiner's report to the trustees of Taking Part

I report to the trustees on my examination of the accounts of Taking Part for the year ended 31 March 2021.

Responsibilities and basis of report

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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

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents 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.

Neil Phillips FCA  
Phillips Ltd  
Chartered Accountants  
4 Pearson Road  
Central Park  
Telford  
TF2 9TX

*Neil Phillips*  
*24/12/21*

Taking Part

Statement of Financial Activities for the period 1st April 2020 to 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	2021 £	2020 £
<b>Incoming resources from charitable activities</b>					
Grants and contracts	2	188,037	91	188,128	210,627
<b>Total incoming resources</b>		<u>188,037</u>	<u>91</u>	<u>188,128</u>	<u>210,627</u>
<b>Resources expended</b>					
Charitable activities		189,721	-	189,721	205,393
<b>Total resources expended</b>	3	<u>189,721</u>	<u>-</u>	<u>189,721</u>	<u>205,393</u>
<b>Net (outgoing)/Incoming resources</b>		<u>(1,684)</u>	<u>91</u>	<u>(1,593)</u>	<u>5,234</u>

Taking Part  
Balance Sheet as at 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	2021 £	2020 £
<b>Current assets</b>					
Debtors	4	9,751	-	9,751	16,375
Cash at bank and in hand		163,397	151,265	314,662	312,393
<b>Total current assets</b>		<b>173,148</b>	<b>151,265</b>	<b>324,413</b>	<b>328,768</b>
<b>Creditors</b>					
	5	1,260	-	1,260	4,022
<b>Net current assets</b>		<b>171,888</b>	<b>151,265</b>	<b>323,153</b>	<b>324,746</b>
<b>Net assets</b>		<b>171,888</b>	<b>151,265</b>	<b>323,153</b>	<b>324,746</b>
<b>Funds of the Charity</b>					
		Unrestricted funds £	Restricted funds £	2021 £	2020 £
Opening Funds		173,572	151,174	324,746	319,512
Net incoming resources		(1,684)	91	(1,593)	5,234
<b>Total funds</b>		<b>171,888</b>	<b>151,265</b>	<b>323,153</b>	<b>324,746</b>

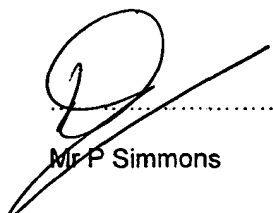
For the year ended 31st March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have 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 responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on ..... 21/12/21  
and were signed on its behalf  
by:

  
.....  
Mr P Simmons

## Taking Part

### Notes to the financial statements for the period 1st April 2020 to 31 March 2021

#### **1 Accounting policies**

##### ***Basis of preparation***

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

##### ***Incoming resources***

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### ***Resources expended***

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **2 Incoming resources from charitable activities**

	2021	2020
	£	£
Grants	20,551	17,003
Other Income	166,737	193,624
	<u>187,288</u>	<u>210,627</u>

#### **3 Total resources expended**

	Charitable Activities 2021	Charitable Activities 2020
	£	£
Wages	156,896	145,930
Expenses	4,495	32,011
Telephone	2,132	1,750
Postage & Stationery	8,364	6,041
Computer Expenses	8,055	5,544
Staff training	3,179	1,776
Sundry expenses	1,335	1,766
Accountancy and professional charges	672	715
Travelling	442	5,545
Rent and premises costs	2,087	2,099
Insurance	2,004	2,127
Bank Charges	60	89
	<u>189,721</u>	<u>205,393</u>

## Taking part

### Notes to the Financial Statements for the period 1st April 2020 to 31 March 2021

#### **4 Debtors: amounts falling due within one year**

	2021	2020
	£	£
Trade Debtors	9,751	16,375
	<u>9,751</u>	<u>16,375</u>

#### **5 Creditors: amounts falling due within one year**

	2021	2020
	£	£
Trade creditors	-	2,762
Other creditors and accruals	1,260	1,260
	<u>1,260</u>	<u>4,022</u>

#### **6 Taxation status**

The company is a registered charity and, under sections 478 and 479 of the Corporation Tax Act 2010 is exempt from corporation tax on its charitable activities.

#### **7 Reserves policy**

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

Designated funds comprise restricted funds that have been set aside by Trustees for particular purposes.

Reserves will be used to continue with the running of the service until other funds are obtained in the case of future lost income from statutory sources.

Funds in reserves will have to take into consideration payments required for staff redundancies and expenditure associated with the closure of the service if further funding is not forthcoming in the future. This expenditure will all be overseen by the board of Trustees.

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited.