

Company Registration Number - 04392494

The Charity Registration Number is :- 1092206

**Hastings and Bexhill Mencap Society**

**Report and Accounts**

**31 March 2021**

# Hastings and Bexhill Mencap Society

## Report and accounts for the year ended 31 March 2021

### Contents

	Page
<b>Charity information</b>	1
<b>Trustees' Annual Report</b>	1
<b>Statement of directors' responsibilities</b>	14
<b>Independent Auditors' Report</b>	16
<b><i>Funds Statements:-</i></b>	
Statement of Financial Activities	20
Statement of Financial Activities - Prior Year statement	21
Statement of total recognised gains and losses	22
Movements in funds	23
Revenue Funds	23
Fixed Asset funds	23
Summary of funds	23
Income and Expenditure account	24
<b>Balance sheet</b>	25
<b>Cash flow statement</b>	27
<b>Notes to the accounts</b>	29
<b><i>Supplementary reports:</i></b>	
<b>Section appendices:</b>	
Commentary on each section of the charity	53

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

The Trustees present their Report and Accounts for the year ended 31 March 2021, which also comprises the Directors' Report required by the Companies Act 2006.

#### **Reference and administrative details**

##### ***The charity name.***

The legal name of the charity is:- Hastings and Bexhill Mencap Society.

The charity is also known by its operating name, Frimley.

##### ***The charity's areas operation and UK charitable registration.***

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1092206.

The charity does not operate in any overseas jurisdictions.

##### ***Legal structure of the charity***

The charity is constituted as a company limited by guarantee, registered under the Companies Acts. The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

The governing document is dated 12 March 2002

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

By operation of law all, trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

**The principal operating address, telephone number, email and web addresses of the charity are:-**

64 London Road

St Leonards on Sea, East Sussex

, TN37 6AS

Telephone 01424 424813

Email Address [hastings.mencap@yahoo.com](mailto:hastings.mencap@yahoo.com) Web address [www.hastings-bexhill-mencap.org](http://www.hastings-bexhill-mencap.org)

**The registered office of the charity for Companies Act purposes is:-**

Unit 1b, Theaklen House

Theaklen Drive , St Leonards on Sea

East Sussex, TN38 9AZ

**The Trustees in office on the date the report was approved were:-**

President: Mr Michael Foster

Life Vice Presidents: Mr Tom Tagoe, Mr Alf King, Sir Ken Warren

Honorary Officers: Chair - Michael Cheale (acting from October 2020)  
(Mrs Georgina Holmes resigned October 2020)

Vice Chair - Gillian Jeffries (acting from October 2020)  
(vacant to October 2020)

Hon. Secretary – Mrs Joanne Dauti

Treasurer Robert Nesbit (acting from October 2020)  
(Mr Michael Cheale resigned October 2020)

Transport – Mr Michael Cheale

Executive Committee

Members: Mrs Wendy Bristow, Mrs Sylvia Barnes, Mrs June Fletcher, Mr Mark Johnson

Welfare Officer: Vacant (Mrs Georgina Holmes resigned October 2020)

C.E.O. Mrs Pauline Fletcher

Administrator: Mrs Lianne Buttrey

Financial Administrator: Mrs Irina Edwards

**The following persons served as Trustees during the year ended 31 March 2021:-**

The trustees who served as a trustee in the reporting period were as shown above.

Any changes in trustees since the year end are identified above (*in brackets*).

At the Annual General Meeting all executive committee members retire as trustees, but are eligible for reappointment.

All the trustees are also members of the charity.



## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

#### **Objects and activities of the charity**

##### ***The purposes of the charity as set out in its governing document.***

The charity's objects and principal activities as set out in the memorandum and articles of association are that of promoting the care, treatment and education of children and adults with a learning disability and to secure for learning disabled people provision commensurate with their needs.

The Charity also aims:

To increase public awareness of the challenges faced by people with a learning disability and their families, and thus create a climate of public opinion that encourages their inclusion into the community.

To become acquainted with all people with a learning disability and their families, within the local area.

To foster mutual help and co-operation and friendship between parents, carers, relatives and all entrusted with the care of people with a learning disability.

To provide housing, care & support, welfare services, training, education, employment, leisure and recreation for people with a learning disability, and to guide and support all those entrusted with the task of making similar provision.

##### ***The main activities undertaken in relation to those purposes during the year.***

The charity aimed to attract sufficient clients to maintain the viability of the charity, and ensure its continued progress, within the parameters of its long term objectives. The charity also aimed to secure sufficient external funding for its activities, both by obtaining funds from grant making bodies and by undertaking a variety of worthwhile ancillary activities that would generate funds for its core purposes.

The registered charity continues to maintain three properties. Frimley (64 London Road, St Leonards on Sea TN37 6AS, 01424 424813) our headquarters, which provides facilities as a social centre, for Open Door Day Care for 30 people Monday to Friday, and Active Arts, the Society's educational project which runs an academic year, Westwood (Westwood, 55 St Helens Park Road, Hastings TN34 2JJ, 01424 428805), a residential home for nine adults with a Learning Disability, and a Charity Shop (Mencap, 32A/B Kings Road St Leonards on Sea, 01424 443717).

The Society arranges Wednesday Club - a social club for adults, Saturday discos, outings, carer's lunches, annual holidays for Westwood residents, social and fundraising events and a welfare service.

Whilst the Society encourages members to travel independently to all its activities, transport is available for those who may be unable to do so. The Charity works with others to improve the quality of life and range of opportunities available to those with learning disabilities at all levels.

##### ***The main activities undertaken during the year to further the charity's purpose for the public benefit.***

Our main activities and who we try to help are described below and in our memorandum and articles of association. All our charitable activities focus on promoting the care, treatment and education of children and adults with a learning disability and are undertaken to further our charitable purposes for the public benefit.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

#### ***The short term and longer term aims and objectives.***

Our short term and ongoing objective is to continue with all existing areas of activity as described elsewhere in this report. For the longer term we are continuing to pursue our "Building Frimley's Bigger Future" project, which we believe will enable us to materially improve and expand on the services we are able to offer.

#### ***The contribution of volunteers during the year.***

Volunteers are crucial to the operation of the charity as all of the trustees are volunteers. Members are encouraged to participate as volunteers in any and all aspects of the charity's activities.

Our long standing chairperson, Georgina Homes, took retirement in spring 2020. A dedicated and much respected member of the board, Georgina will be greatly missed in her roles of Chairperson, Social Secretary and Welfare Officer. The trustees are mindful of the time and energy Georgina committed to the Society and its members over the past 35 years, and recognise that she will be very hard to replace. Please also see Social Secretary's report.

The executive committee wishes to express its thanks and appreciation to all the staff and volunteers, and their friends and family, who have contributed and worked tirelessly, giving their commitment and time in developing and delivering the services of the charity to the local community. The Board is also grateful to all the funders, whose generosity has enabled the charity to deliver the core services and specialist projects.

#### **The main achievements and performance of the charity during the year.**

The past year has been challenging and busy as our various departments have explored ways of delivering services during the pandemic. In person activities and meetings were limited to two executive meetings, and very limited days services. We were unable to deliver any in person social activities or meet for our usual carers' lunch clubs. However, a new and exciting range of online sessions were developed and the welfare service became more important being mostly delivered by regular telephone calls to members in lockdown or isolating.

The Managers of the various sections met regularly with representatives from the Executive Committee via zoom, or in very small in person meetings, to continue to pay particular attention to delivering a Covid secure service, along with the related staffing issues.

The Managers work with the Executive Committee to ensure compliance with the Royal Mencap's affiliation requirements, CQC Regulations and the various funding authorities' quality compliance.

We continue to work with the Adult Social Care Team to provide a range of services, working to improve all services for people with learning disabilities, their families and carers.

#### **Web Site:**

[www.hastings-bexhill-mencap.org](http://www.hastings-bexhill-mencap.org) : Our website has proved to be a useful tool during the past year, enabling us to keep members up date with news and activities, as well as to advertise staff vacancies.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

#### ***Fundraising activities during the year.***

Fundraising continues to be an extremely important part of the society's activities, providing both an essential addition to funds as well as the opportunity to raise public awareness of our work.

The charity shop, despite a challenging year, continues to thrive and income from this activity is reported separately (see shop report).

Fundraising outside of the charity shop was for the most part suspended during the reported year. However, we were able to hold one fundraising event to support our building project and intend to start fundraising efforts again once we are able to offer members our popular social fundraising events.

Our thanks go to our volunteers, staff and supporters whom together raised a total of £5,536 for the building project, by taking part in our fundraising event.

We are also grateful for all donations and legacies received, which during the past year included £21,775 from the estate of Mr James Stentiford, £20,000 from Mrs Delnar Dowse to support our services during the Covid pandemic, £6,000 from Mr John Crouch in memory of his daughter Jenny, £2,000 from Mrs Sue Gould in memory of her husband Ted, £2,000 from Mr John Rofo to support the shop during the first closure, £3360 from Anne Mason, £3724 from the Co-Op and other donations of under £1,000 each that totalled £7,621.

We are particularly grateful to receive donations given in memory of members or friends of the Society whom have passed away during the past year. We would like to thank their families who make the decision to support our charity at these difficult times.

Where relevant to our fundraising activities we comply with 162A of the Charities Act 2011 as introduced by the Charities (Protection and Social Investment) Act 2016. This relates to fundraising activities and people carrying out fundraising activities on behalf of a charity and requires disclosures about vulnerable people, fundraising contracts and arrangements etc.

There are no specific items requiring disclosure in this context.

#### ***The difference the charity's performance during the year has made to the beneficiaries of the charity.***

Thanks to the ongoing activities promoted and provided by the charity, we have been able to continue to promote the care, support and education of adults and young people with a learning disability and to secure for learning disabled people, provision commensurate with their needs.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

#### ***The degree to which the achievements and performance during the year have benefited wider society.***

Thanks to our ongoing charitable activities we are confident that we have been able to focus on promoting the care, support and education of adults and young people with a learning disability and are able to undertake to further our charitable purposes for the public benefit.

#### **Structure, governance and management of the charity**

##### ***The methods used to recruit and appoint new charity trustees.***

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees are the honorary officers, members of the Executive Committee, and the holding trustees, who have served throughout the year.

A majority is required at an AGM or an EGM to appoint or elect a member to the executive committee, who are the managing trustees. Members are invited to nominate trustees prior to the AGM. All members of the society present at the meeting are able to take part in this vote. Members of the executive committee serve for one year, retiring at the AGM, when they can then be re-elected or re-appointed. New trustees must complete an application process to satisfy CQCs requirement that they are a fit and proper person to carry out a regulated activity.

##### ***The policies and procedures for the induction and training of trustees.***

New trustees are advised of all documentation held in the Society's office relating to their legal requirements and obligations under charity and company law, recent financial statements, minutes of meetings and governing documents. Trustees are informed of any external training events appropriate to their role.

##### ***The charity's organisational structure.***

The board of trustees, (Executive Committee), which can have up to 12 members, administers the Charity. The board shall consist of the Honorary Officers, four members of the Society and co-opted members (who may, but need not be members of the Society) being persons having a special interest in and qualifications for furthering the work of the Society. The board normally meets monthly, with the exception of August and December.

The trustees appoint managers for the residential home, day service, educational arts project and charity shop, and are supported by a chief executive officer and administrator to manage the day to day operations of the charity. Each have a responsibility to report directly to the trustees at board meetings, and meet more regularly with officers within the board as is necessary to facilitate effective operations of their departments.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

#### ***The Chief Executive Officer and other senior management personnel to whom day to day management is delegated***

Chief Executive Officer: Mrs Pauline Fletcher

Administrator: Mrs Lianne Buttrey

Financial Administrator: Mrs Irina Edwards

#### ***The charity as a part of a wider network.***

Hastings & Bexhill Mencap Society is a company limited by guarantee and a registered charity governed by its memorandum and articles of association, (model supplied by Royal Society) which form the basis of our affiliation to and partnership agreement with The Royal Mencap Society. The memorandum and articles of association are registered with the Charity Commission. Copies are available on request.

Affiliated to The Royal Mencap Society. Registered in accordance with the National Assistance 1948 and under the Charities Act 1993.

The charity was incorporated into a company limited by guarantee on 12 March 2002 and commenced trading on 1 April 2002. Charity number:1092206. Company number: 04392494.

The Charity has no responsibility for, nor is it answerable to any other organisation, apart from the requirements for partnership with The Royal Mencap Society.

#### ***The charity's relationships with related parties.***

Other than the Trustees and those persons connected with them there are no individuals who are related parties. Details of transactions with related parties are shown in the notes to the accounts. This includes remuneration and expenses paid to Trustees (if relevant).

Bankers	Lloyds TSB, 17 Wellington Place, Hastings TN34 1NX
Solicitors	Herringtons, Lacuna Place, Havelock Road, Hastings TN34 1BG
Investment advisors	None
Accountants	MDM Accounting Ltd, Unit 1b Theaklen House, Theaklen Drive, St Leonards on Sea TN38 9AZ

## Hastings and Bexhill Mencap Society

Company Registration Number - 04392494

### Trustees' Annual Report for the year ended 31 March 2021

#### Financial review

#### *The charity's financial position at the end of the year ended 31 March 2021*

The financial position of the charity at 31 March 2021 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2021 £	2020 £
Net income	184,198	117,729
Unrestricted Revenue Funds available for the general purposes of the charity	722,325	1,066,603
Designated Revenue Funds	605,089	3,195
<b>Total Unrestricted Funds</b>	<b>1,327,414</b>	<b>1,069,798</b>
Restricted Revenue Funds	-	72,414
Endowment Fixed Asset Funds	12,441	13,445
<b>Total Endowment funds</b>	<b>12,441</b>	<b>13,445</b>
<b>Total Funds</b>	<b>1,339,855</b>	<b>1,155,657</b>

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

#### ***Financial review of the position at the reporting date, 31 March 2021 .***

The trustees are satisfied with the performance of the charity during the year and the position at the year end and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations. At March 2020 the charities day services and charity shop had entered into a period of closure due to the Coronavirus Covid-19 pandemic. The trustees recognised the financial implications this may have had on the charities reserves as the length of closure was at the time unknown. The actual period of closure for day services was for an initial 17 weeks, followed by very limited opening from July 2020. A further two-week closure became necessary in the Autumn followed by a partial closure from December 2020 through to the year-end during which time our day services remained open for those identified as being in critical need only. Much of the financial burden for these closures and that of the Charity shop, were mitigated by grants from the Government. Some delivered directly through the job retention scheme, and others by local authority and borough council, that included an infection control fund, workforce capacity fund, retail closure and start up grants, and the rapid test fund for care homes.

Specific changes in fixed assets are details in the notes to the accounts.

The Statement of Financial Activities shows net incoming resources (of a revenue nature) for the year of £185,202.

The total reserves at the year end after revaluing investments stand at £1,339,855 (up by £184,198).

The significant balance sheet figure for the Society relates to our Net Current Assets, which stand at £909,696 compared to £718,788 last year. £304,607 of this total represents the level of resources which we hold for our General Purposes Funds (excluding funds allocated to Designated funds for the BFBF project (£601,894) and the general reserve fund (£3,195) and is lower than we would ideally like it to be, given the need to maintain sufficient account balances for our different activity areas and to hold sufficient funds to cover our contingencies already outlined in this report.

#### ***Policies on reserves.***

The Society adopts a policy of budgeting to monitor receipt of, and application of, funds. By careful management we strive to ensure a sufficient level of funds for contingencies to meet our various requirements. The Society has a reserves policy in common with all charities, which would provide a cushion if some of our varied sources of income that are available to the Society were to fall short of their budget targets. As a result our levels of liquidity are purposely maintained at a sufficient level to ensure our commitments are covered. Reserve accounts continue to be in place for residual income from share dividends.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

#### ***Availability and adequacy of assets of each of the funds***

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

#### ***The major risks to which the Charity is exposed and reviews and systems to mitigate them.***

Factors affecting the performance of the Charity are considered each year by the trustees when formulating their strategic plan, particularly relating to finances. These factors include:

- The existence of similar local organisations which effectively compete with the charity.
- Staff turnover and the impact of sick/maternity leave, etc.
- The continuance of long term funding by public authorities.
- Demographic changes in the local community.
- Business interruption.

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Designated members of the board of trustees, volunteers and society staff attend regular health and safety, first aid and food hygiene trainings.

The society has policies and procedures in place designed to minimize any potential risk to the society. A review of all current risk assessments is carried out annually, or earlier should this be considered necessary. Risk assessments are introduced for any new activities undertaken by the society.

A contingency policy has been written in consideration of the current and predicted position in regard to the Coronavirus Covid-19 pandemic and was regularly reviewed throughout the year.

#### ***Factors likely to affect future financial performance .***

The Trustees are acutely aware of the ongoing financial crisis facing adult social care. Government funding passed down to local authority is very diluted by the time it reaches service level. This has resulted in major savings having to be made at local level which in turn is impacting on providers. The unavoidable increases in staffing costs coupled with the either zero or very small uplift in fees continues to be a challenge. However, being of charitable status enables us to fundraise to subsidise fees resulting in us being able to continue to offer a high quality of service provision. Regular reviews and policies are in place as outlined above. The trustees are grateful to the staff team whom work tirelessly to find ways of providing an innovative and varied programme of activities for our members during these challenging times.



## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

#### ***Principal funding sources in the year and how these support the key objectives of the charity.***

Membership of the Society:

There are currently 144 individual members. Subscriptions received valued £24

A decision was made by the trustees to refrain from collecting membership fees for the current year. This was due to being unable to provide any social activities to members. The trustees will consider reintroducing membership fees when social activities and other members' services can resume.

Royal Mencap Society (RMS):

The partnership fee currently stands at £510 per year. The Trustees continue to monitor the advantages and disadvantages of remaining in partnership with Royal Mencap.

#### ***Plans For the Future***

##### **Summary of plans for the future and the trustees' perspective of the future direction of the charity.**

We anticipate additional costs will continue to be required in the following areas:

Frimley

Plans for the coming year:

There are no planned works for Frimley apart from ongoing plans regarding the building project as reported below.

Building Frimley's Bigger Future (BFBF)

Plans had to be put on hold due to the pandemic. The trustees intend to resume fundraising and planning during the year 2021/22.

These plans are for the development to extend Frimley to create further activity areas, together with improved disabled access to the whole of Frimley.

Our appointed architect Casper Cummings, has finalised plans to build a performing arts studio and office in the garden at Frimley, and to extend the first floor of Frimley onto the footprint of the existing extension to create a visual arts studio and changing places toilet, these to be accessed by a lift and link bridge.

Initial plans were submitted to the local council for approval in April 2019, and approved with some restrictions in January 2020. Following investigative ground work as reported last year, revised plans were submitted and approved in September 2020.

The architect has been instructed to continue to work on the technical details of the plans to enable work to go to tender. In turn this will enable our fundraising committee to have accurate costings to present to any potential funders.

The revised estimated costs for the project are now £1,031,081 + VAT.

The trustees recognise the challenges this project will bring both financial and operational but firmly believe that development of the site at Frimley is essential to ensure the future sustainability of the Charity's activities.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

#### **Westwood**

Plans for the coming year:

Decoration and carpeting of hallway, stairs and landings.

#### **Transport**

The purchase of two coach built minibuses has ensured all our members, regardless of any limitations to their physical ability, can safely access our transport service. One of our members of staff has been trained as a trainer in passenger assistance, enabling us to provide in-house training to all members of staff required to assist our members with accessing our transport service.

It was decided to convert one of the minibuses into a mobile classroom. Electrical engineers were instructed to install an electrical supply to the bus that can be used both at Frimley and out in the community. This has enabled us to bring more service users back to day service and will support the provision of an outreach service now and into the future.

#### **Services**

The Trustees together with the Chief Executive Officer continue to work closely with the Commissioners from ESCC to identify current and future need for learning disability services. The funding cuts from central government that continue to be cascaded down to the local funding authorities are still giving real cause for concern. The trustees recognise the challenges faced by local authorities to provide individuals with quality cost effective services. Most of our service users who are not privately funded have their fees met by our own local authority, this is advantageous as ESCC tend to increase fees at a higher level than other funding authorities.

However, the choices for our members together with the reduction in the amount of time they are funded to attend day service, continues to be challenging for them and the people who care for them. We will continue to work with funding authorities to support our members and service users to ensure their choices and needs are fully met as far as possible.

From an analysis of our situation it is clear that to remain sustainable it is essential to maintain a full occupancy at Westwood, student numbers at Active Arts and members of Open Door. The trustees, together with the CEO and departmental managers seek every opportunity to promote our services as well as seek new ideas for future activities.

We were able to continue with our personal assistant work to those members requiring extra support with their finance, housing support and healthcare needs, either via online or telephone support as well as some in person support as restrictions allowed. We have been unable to expand this service during the year, but intend to work to offer this service to more people in the future. The outreach work, providing drama classes to students at the local supportive education college on either a small group, 1:1 or 2:1 basis, also had to be suspended during the year, but we intend to resume this offer during the academic year 2021/22.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

The trustees recognise that the Society cannot rely on fundraising, grants and donations, and this was particularly apparent throughout this year when most fundraising had so unexpectedly cease. So whilst these are important funding streams it is essential for financial security to continue to generate income from the provision of activities and services. Open Door's two tier structure of activities has been challenging to deliver during the year, however as services slowly reopen we intend to resume our normal activities. Active Arts has provided most classes online and is also planning a full level of normal service by Autumn 2021. Both day services were resourceful and inventive when they were forced to close services at relatively short notice, quickly adapting to a strong and exciting online presence. Westwood has worked hard to maintain to regain its Good rating from CQC, however the pandemic has put back CQC's work so we are still waiting for the next inspection, and subsequent rating. At the time of reporting Westwood has one vacancy that we are working with local authorities to fill. The Chief Executive Officer takes every opportunity to attend meetings for learning disability providers to keep abreast of the current situation and to receive regular updates regarding the standard required by local authorities and CQC to meet and maintain a high standard of service provision.

### **Other information about the charity and its activities**

Departmental reports giving a fuller (non-compulsory) narrative summary of the year appear at the end of these reports and accounts.

### **Details of The Auditor**

Mark Robin Sellings

Member of Chartered Certified Accountants

30 - 34 North Street

Hailsham

East Sussex

BN27 1DW

### **Statement as to disclosure of information to auditors**

The trustees state that so far as each of the trustees at the time this report was approved are aware:-

- a) There is no relevant audit information (as defined by section 418(3) of the Companies Act 2006) of which the auditors are unaware, and
- b) The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and establish that the auditors are aware of that information.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

#### **Statement of the Directors Trustees' Responsibilities**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the auditor in relation to the Trustees' report is limited to examining the report and ensuring that , the report is consistent with the figures disclosed in the financial statements.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2021**

#### **Method of preparation of accounts - Small company provisions**

The financial statements are set out on pages 20 to 52.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 12/11/21



**Michael Cheale**  
Director and Trustee

## **Hastings and Bexhill Mencap Society**

### **Independent Auditors' Report to the Trustees of the charitable company on the accounts for the year ended 31 March 2021**

#### **Introduction**

We have audited the financial statements of Hastings and Bexhill Mencap Society for the year ended 31 March 2021, as set out on pages 20 to 52, which comprise the Statement of Financial Activities, the Income and Expenditure Account, the Statement of Recognised Gains and Losses, the Balance Sheet, the Cash Flow Statement and the related notes to the financial statements, including a summary of significant accounting policies. In our opinion, the accompanying financial statements of the charitable company are prepared, in all material respects, in accordance with the Companies Act 2006 and with charity law applicable within the jurisdiction of England & Wales and, in particular, the accounts have been prepared in accordance with FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW), effective January 2016, under the historical cost convention, and in accordance with the accounting policies set out on page 29, which framework constitutes the applicable United Kingdom Generally Accepted Accounting Practice.

#### **Limitation of liability**

This report is made solely to the Trustees of the charitable company, as a body, in accordance with the requirements of Section 154 of the Charities Act 2011 (The Act). Our work has been undertaken so that we might state to the Trustees those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume liability or responsibility to anyone other than the Trustees as a body, for our work, for this report or for the opinions we have formed.

#### **Basis for our opinion**

We have been appointed as auditors under section 144(2) of The Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

We conducted our audit in accordance with International Standards on Auditing (ISAs-UK), issued by the Financial Reporting Council, and applicable law. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in England & Wales, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## **Hastings and Bexhill Mencap Society**

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

As described on page 14, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees, who are charged with governance, are responsible for overseeing the charitable company's financial reporting process.

Management is responsible for the preparation of the financial statements in accordance with charity law of the jurisdiction of England & Wales and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the charitable company or to cease operations, or has no realistic alternative but to do so.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs-UK will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our responsibility is to audit and express an opinion on the financial statements in accordance with relevant legal and regulatory requirements and ISAs-UK. Those standards require us to comply with the Ethical Standards for Auditors published by the Financial Reporting Council and to:-

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, to design and perform audit procedures responsive to those risks and to obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion;

To obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate for the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charity's internal control;

To evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the charity;

To conclude on the appropriateness of the charity's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern;

To evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves a fair presentation.



## **Hastings and Bexhill Mencap Society**

We are required to report to the Trustees our opinion as to whether the financial statements give a true and fair view and have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and the Charities (Accounts and Reports) Regulations 2008.

We are also required to report to you if, in our opinion, the Trustees' Annual Report is materially inconsistent with the financial statements, if the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, or if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and transactions with the charitable company is not disclosed.

In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

We conducted our audit in accordance with ISAs-UK and in accordance with the Practice Note 'The Audit of Charities in the United Kingdom', revised in March 2012.

We are required to plan and perform our audit so as to meet the above requirements and to obtain all the information and explanations which we consider necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error.

In the course of our audit, we communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during the audit.

### **Eligibility of auditor and status of audit**

We confirm that we are eligible under section 144(2) of the Charities Act 2011 to conduct this audit, and that this report is a report in respect of an audit carried out under the Act and in accordance with the related regulations.

We confirm that the charitable company is exempt from audit under Part 16 of the Companies Act 2006,

Attention is drawn to the accounting policy stating that, notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, and in order to accord with current best practice, the Trustees have determined to prepare the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), . We concur with this approach, and any references in our report to the regulations should be read subject to this comment.

This is a voluntary, non statutory, audit.



## Hastings and Bexhill Mencap Society

### Opinion on the Financial Statements

In our opinion, the accompanying charitable company's financial statements:

Give a true and fair view of the state of affairs of the charitable company as at 31 March 2021 and of its Income and Expenditure for the financial year then ended and, in particular, the financial statements have been properly prepared, in all material respects, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to entities of its size; and

have been prepared in accordance with the requirements of Section 396 of the Companies Act 2006; and and have been prepared in accordance with the methods and principles required by the FRS102 Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission in England & Wales (CCEW) , effective January 2015 (The SORP), and those methods and principles have been followed.

### Matters upon which we are required to report by exception

We have nothing to report in respect of the following matters where the requires us to report to you, if in our opinion:

the charitable company has not kept adequate accounting records; or

the financial statements are not in agreement with the accounting records and returns; or

if information specified by law regarding Trustees' remuneration and transactions with the charity is not disclosed.

we have not received all the information and explanations we require for our audit.

Signed:-



**Stephen James Moore - Senior Statutory Auditor**

**For and on behalf of Watson Associates (Audit Services) Ltd - Registered Auditors**

Chartered Certified Accountants

30 - 34 North Street  
Hailsham  
East Sussex  
BN27 1DW

This report was signed on 21-DEC-21

**Hastings and Bexhill Mencap Society - Statement of Financial Activities for the year ended 31 March 2021**

***Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2021, as required by the Companies Act 2006)***

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
		2021 £	2021 £	2021 £	2021 £	2020 £
<b>Income &amp; Endowments from:</b>						
Donations & Legacies	A1	232,151	2,000	-	<b>234,151</b>	52,242
Charitable activities	A2	763,822	-	-	<b>763,822</b>	917,082
Other trading activities	A3	14,463	-	-	<b>14,463</b>	61,687
Investments	A4	1,117	-	-	<b>1,117</b>	4,001
<b>Total income</b>	<b>A</b>	<b>1,011,553</b>	<b>2,000</b>	<b>-</b>	<b>1,013,553</b>	<b>1,035,012</b>
<b>Expenditure on:</b>						
Raising funds	B1	10,648	-	-	<b>10,648</b>	16,491
Charitable activities	B2	815,703	2,000	-	<b>817,703</b>	895,788
<b>Total expenditure</b>	<b>B</b>	<b>826,351</b>	<b>2,000</b>	<b>-</b>	<b>828,351</b>	<b>912,279</b>
Net gains on investments	B4	-	-	(1,004)	<b>(1,004)</b>	(5,004)
<b>Net income for the year</b>		<b>185,202</b>	<b>-</b>	<b>(1,004)</b>	<b>184,198</b>	<b>117,729</b>
Transfers between funds	C	72,414	(72,414)	-	-	-
<b>Net income after transfers</b>	<b>A-B-C</b>	<b>257,616</b>	<b>(72,414)</b>	<b>(1,004)</b>	<b>184,198</b>	<b>117,729</b>
<b>Net movement in funds</b>		<b>257,616</b>	<b>(72,414)</b>	<b>(1,004)</b>	<b>184,198</b>	<b>117,729</b>
<b>Reconciliation of funds:-</b>						
	<b>E</b>					
Total funds brought forward		1,069,798	72,414	13,445	<b>1,155,657</b>	1,037,928
<b>Total funds carried forward</b>		<b>1,327,414</b>	<b>-</b>	<b>12,441</b>	<b>1,339,855</b>	<b>1,155,657</b>

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A Statement of Total Recognised Gains and Losses is included as a primary statement in these accounts.

All activities derive from continuing operations

**The notes attached on pages 29 to 52 form an integral part of these accounts.**

**Hastings and Bexhill Mencap Society - Statement of Financial Activities for the year ended 31 March 2021**

**Hastings and Bexhill Mencap Society - Analysis of prior year total funds, as required by paragraph 4.2 of the SORP**

	SORP Ref	Prior Year Unrestricted Funds 2020 £	Prior Year Restricted Funds 2020 £	Prior Year Endowment Funds 2020 £	Prior Year Total Funds 2020 £
<b>Income &amp; Endowments from:</b>					
Donations & Legacies	A1	143	52,099	-	52,242
Charitable activities	A2	917,082	-	-	917,082
Other trading activities	A3	61,687	-	-	61,687
Investments	A4	4,001	-	-	4,001
Other	A5	-	-	-	-
<b>Total income</b>	<b>A</b>	<b>982,913</b>	<b>52,099</b>	<b>-</b>	<b>1,035,012</b>
<b>Expenditure on:</b>					
Raising funds	B1	14,528	1,963	-	16,491
Charitable activities	B2	871,028	24,760	-	895,788
Other	B3	-	-	-	-
Tax on surplus on ordinary activities	B3	-	-	-	-
Other taxation	B3	-	-	-	-
<b>Total expenditure</b>	<b>B</b>	<b>885,556</b>	<b>26,723</b>	<b>-</b>	<b>912,279</b>
Net gains on investments	B4	-	-	(5,004)	(5,004)
<b>Net income for the year</b>		<b>97,357</b>	<b>25,376</b>	<b>(5,004)</b>	<b>117,729</b>
<b>Transfers between funds</b>	<b>C</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net income after transfers</b>		<b>97,357</b>	<b>25,376</b>	<b>(5,004)</b>	<b>117,729</b>
<b>Net movement in funds</b>		<b>97,357</b>	<b>25,376</b>	<b>(5,004)</b>	<b>117,729</b>
<b>Reconciliation of funds:-</b>					
<b>Total funds brought forward</b>	<b>E</b>	<b>972,441</b>	<b>47,038</b>	<b>18,449</b>	<b>1,037,928</b>
<b>Total funds carried forward</b>		<b>1,069,798</b>	<b>72,414</b>	<b>13,445</b>	<b>1,155,657</b>

**All activities derive from continuing operations**

A Statement of Total Recognised Gains and Losses is included in these accounts as a separate primary statement

**The notes attached on pages 29 to 52 form an integral part of these accounts.**

**Hastings and Bexhill Mencap Society - Statement of Financial Activities for the year ended 31 March 2021**

**Statement of Total Recognised Gains and Losses for the year ended 31 March 2021**

	2021 £	2020 £
<b>Surplus for the year :-</b>		
Net excess of income over expenditure from operations before tax	185,202	122,733
Realised gains on disposals of social investments which are programme related	-	-
<b><i>Income from operations before tax in the Statement of Financial Activities</i></b>	<b>185,202</b>	<b>122,733</b>
<b><i>Add/(deduct) non income and expenditure items:-</i></b>		
Unrealised gains on investments	(1,004)	(5,004)
<b>Net Movement in funds before taxation</b>	<b>184,198</b>	<b>117,729</b>
<b>Funds generated in the year as shown on Statement of Financial Activities</b>	<b>184,198</b>	<b>117,729</b>

The notes attached on pages 29 to 52 form an integral part of these accounts.

**Hastings and Bexhill Mencap Society - Resources applied in the year ended 31 March 2021 towards fixed assets for Charity use:-**

	2021 £	2020 £
Funds generated in the year as detailed in the SOFA	184,198	117,729
Resources applied on functional fixed assets	(10,470)	(31,816)
Other applications of funds	-	-
<b>Net resources available to fund charitable activities</b>	<b>173,728</b>	<b>85,913</b>

The resources applied on fixed assets for charity use represents the cost of additions less proceeds of any disposals.

The notes attached on pages 29 to 52 form an integral part of these accounts.

**Hastings and Bexhill Mencap Society - Statement of Financial Activities for the year ended 31 March 2021**

**Movements in revenue and capital funds for the year ended 31 March 2021**

**Revenue accumulated funds**

	Unrestricted and Designated funds 2021 £	Restricted Funds 2021 £	Endowment Funds 2021 £	Total Funds 2021 £	Last year Total Funds 2020 £
Accumulated funds brought forward	1,069,798	72,414	-	1,142,212	1,019,479
Recognised gains and losses before transfers	185,202	-	-	185,202	117,729
	<b>1,255,000</b>	<b>72,414</b>	<b>-</b>	<b>1,327,414</b>	<b>1,137,208</b>
(From)/To unrestricted revenue funds	72,414	(72,414)	-	-	5,004
Closing revenue funds	<b>1,327,414</b>	<b>-</b>	<b>-</b>	<b>1,327,414</b>	<b>1,142,212</b>

**Designated revenue funds included within the unrestricted funds above**

	Total Funds 2021 £	Last year Total Funds 2020 £
At 1 April	3,195	2,022
Transfer (to)/from revenue accumulated funds	601,894	1,173
<b>At 31 March</b>	<b>605,089</b>	<b>3,195</b>

The purposes for which these funds have been designated are described in Note 24 to the accounts.

**Fixed asset funds**

	Designated Funds 2021 £	Restricted Funds 2021 £	Endowment Funds 2021 £	Total Funds 2021 £	Last year Total Funds 2020 £
At 1 April	-	-	13,445	13,445	19,695
Transfer (to)/from revenue funds	-	-	(1,004)	(1,004)	(6,250)
<b>At 31 March</b>	<b>-</b>	<b>-</b>	<b>12,441</b>	<b>12,441</b>	<b>13,445</b>

The purposes of the transfers to fixed asset funds are described in Note 24 to the accounts and under the accounting policy 'Accounting for capital grants and fixed asset funds'.

**Summary of funds**

	Unrestricted and Designated funds 2021 £	Restricted Funds 2021 £	Endowment Funds 2021 £	Total Funds 2021 £	Last Year Total Funds 2020 £
Revenue accumulated funds	722,325	-	-	722,325	1,139,017
Revenue designated funds	605,089	-	-	605,089	3,195
Fixed asset funds	-	-	12,441	12,441	13,445
<b>Total funds</b>	<b>1,327,414</b>	<b>-</b>	<b>12,441</b>	<b>1,339,855</b>	<b>1,155,657</b>

**The notes attached on pages 29 to 52 form an integral part of these accounts.**

**Hastings and Bexhill Mencap Society - Statement of Financial Activities for the year ended 31 March 2021**

**Hastings and Bexhill Mencap Society  
Income and Expenditure Account for the year ended 31 March 2021 as required by the Companies Act 2006**

	2021 £	2020 £
<b>Income</b>		
Income from operations	1,012,436	1,031,011
Investment income		
Income from investments, other than interest receivable	-	1,172
Interest receivable	1,117	2,829
<b>Gross income in the year before exceptional items</b>	<b>1,013,553</b>	<b>1,035,012</b>
<b>Gross income in the year including exceptional items</b>	<b>1,013,553</b>	<b>1,035,012</b>
<b>Expenditure</b>		
Charitable expenditure, excluding depreciation and amortisation	798,167	876,030
Depreciation and amortisation	16,176	16,398
Fundraising costs	10,648	16,491
Governance costs	3,360	3,360
Realised losses on disposals of social investments which are programme related	-	-
<b>Total expenditure in the year</b>	<b>828,351</b>	<b>912,279</b>
<b>Net income before tax in the financial year</b>	<b>185,202</b>	<b>122,733</b>
Tax on surplus on ordinary activities	-	-
<b>Net income after tax in the financial year</b>	<b>185,202</b>	<b>122,733</b>
<b>Retained surplus for the financial year</b>	<b>185,202</b>	<b>122,733</b>

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

**The notes attached on pages 29 to 52 form an integral part of these accounts.**

## Hastings and Bexhill Mencap Society - Balance Sheet as at 31 March 2021

	SORP		2021	2020
	Note	Ref	£	£
<b>Fixed assets</b>		A		
Tangible assets	12	A2	417,718	423,424
Investments held as fixed assets	13	A4	12,441	13,445
<b>Total fixed assets</b>			<u>430,159</u>	<u>436,869</u>
<b>Current assets</b>		B		
Debtors	14	B2	52,486	54,759
Cash at bank and in hand		B4	892,530	683,923
<b>Total current assets</b>			<u>945,016</u>	<u>738,682</u>
<b>Creditors: amounts falling due within one year</b>	15	C1	<u>(35,320)</u>	<u>(19,894)</u>
<b>Net current assets</b>			909,696	718,788
<b>The total net assets of the charity</b>			<u><b>1,339,855</b></u>	<u><b>1,155,657</b></u>

The total net assets of the charity are funded by the funds of the charity, as follows:-

<b>Endowment funds</b>				
Endowment Fixed Asset Funds	20	D1	12,441	13,445
			12,441	13,445
<b>Restricted funds</b>				
Restricted Revenue Funds	20	D2	-	72,414
			-	72,414
<b>Unrestricted Funds</b>				
Unrestricted Revenue Funds	20	D3	722,325	1,066,603
			722,325	1,066,603
<b>Designated Funds</b>				
Designated Revenue Funds	20	D3	605,089	3,195
<b>Total charity funds</b>			<u><b>1,339,855</b></u>	<u><b>1,155,657</b></u>

## Hastings and Bexhill Mencap Society - Balance Sheet as at 31 March 2021

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

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

The charity is subject to audit under charity legislation, and the report of the Charities Act auditor is on page 19.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

Michael Cheale



Trustee

Approved by the board of trustees on .....12/11/21

**The notes attached on pages 29 to 52 form an integral part of these accounts.**



## Hastings and Bexhill Mencap Society

### Cash Flow Statement for the year ended 31 March 2021

		2021 £	2020 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities as shown below	A	<u>217,960</u>	<u>132,693</u>
<b>Cash flows from investing activities</b>			
Interest received		1,117	2,829
Dividends received		-	1,172
Purchase of property, plant and equipment		(10,470)	(31,816)
<b>Net cash provided by investing activities</b>	B	<u>(9,353)</u>	<u>(27,815)</u>
<b>Cash flows from financing activities</b>			
<b>Net cash provided by financing activities</b>	C	<u>-</u>	<u>-</u>
<b>Overall cash provided by all activities</b>	A+B+C	<u>208,607</u>	<u>104,878</u>
<b>Cash movements</b>			
Change in cash and cash equivalents from activities in the year ended 31 March 2021		208,607	104,878
Cash and cash equivalents at 1 April 2020		683,923	579,045
Change in cash and cash equivalents due to exchange rate movements		-	-
<b>Cash at bank and in hand less overdrafts at 31 March</b>		<u>892,530</u>	<u>683,923</u>

## Hastings and Bexhill Mencap Society

### Cash Flow Statement for the year ended 31 March 2021

#### Hastings and Bexhill Mencap Society

### Cash Flow Statement for the year ended 31 March 2021 - Continued

#### Reconciliation of net income to net cash flow from operating activities

Net income as shown in the Statement of Financial Activities	184,198	117,729
<b>Adjustments for :-</b>		
Depreciation charges	16,176	16,398
Write downs of investments	-	-
Net unrealised losses on investment assets	1,004	5,004
Dividends, interest and rents from investments	(1,117)	(4,001)
Decrease in debtors	2,273	(9,642)
Increase in creditors, excluding loans	15,426	7,205
<b>Net cash provided by operating activities</b>	<b>A 217,960</b>	<b>132,693</b>

#### Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand at for the year ended 31 March 2021	892,530	683,923
Notice deposits - (less than 3 months)	-	-
<b>Total cash and cash equivalents</b>	<b>892,530</b>	<b>683,923</b>

#### Analysis of change in net debt

	<i>At start of year</i>	<i>Cash Flows and</i>	<i>At end of year</i>
Cash	683,923	208,607	892,530
<b>Total</b>	<b>683,923</b>	<b>208,607</b>	<b>892,530</b>

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2021

#### 1 Accounting policies

##### *Policies relating to the production of the accounts.*

##### **Basis of preparation and accounting convention**

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW), effective January 2016, and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Measurement and estimation - Accounting policies are supplemented by estimation techniques where judgement is required in measuring the value of income and expenditure and of assets and liabilities. Estimations in these accounts are rare and minimal but where appropriate the trustees have exercised their judgement to arrive at a fair and reasonable value.

##### **Going Concern**

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 March 2021, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

##### **Risks and future assumptions**

The charity is a public benefit entity.

The trustees are not aware of any risks and/or future assumptions which might affect the valuations shown in the balance sheet.

##### *Policies relating to categories of income and income recognition.*

##### **Nature of income**

Gross income represents the value of goods provided to customers and work carried out in respect of services provided to customers.

##### **Categories of Income**

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

**Income from exchange transactions** is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

**Income from a non-exchange transaction** is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2021

#### Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

#### Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

#### Income from legacies

Income from legacies is recognised when the charity has sufficient evidence that a gift has been left to them, that where required, probate has been granted, the executor is satisfied that the property in question will not be required to satisfy claims in the estate, that it is probable that the amount will be received by the charity, and the amount to be received can be estimated with sufficient accuracy, and that any conditions attached to the legacy are either within the control of the charity or have been met.

Where a payment is received from an estate or is notified as receivable by the executors after the reporting date and before the accounts are authorised for issue but it is clear that the payment had been agreed by the executors prior to the end of the reporting period, then the amount concerned is treated as an adjusting event and accrued as income in the accounting period if receipt is probable.

Where the charity has established entitlement to a legacy but there is uncertainty as to the amount of the payment, details of the legacy are disclosed as a contingent asset until the criteria for income recognition are met. Where a legacy is subject to the interest of a life tenant, the legacy is not recognised as income until the death of the life tenant.

If it is doubtful that full settlement of a legacy debtor will be received, then an adjustment is made to reduce the amount of the legacy debtor and legacy income rather than charging the adjustment as expenditure in the Statement of Financial Activities

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2021

#### Donated goods, facilities and services

**Donated fixed assets** are recognised at the current fair value. All such donations are recognised as donation income, and debited to fixed assets.

Donated goods that are not fixed assets are accounted for at a fair value, unless it is impractical to reliably measure the value of the donated items.

**Donated services and facilities** (including seconded staff and use of property) are included in the accounts on the basis of the value of the gift to the charity.

All donated services and facilities are recognised as donation income when received, (provided the value of the gift can be measured reliably) and recognised as an expense with an equivalent value.

#### Membership subscriptions

The income and any associated Gift Aid or other tax refund from a membership subscription received by the charity in the nature of a gift, is accounted for on the same basis as a donation.

The income from a membership subscription received by the charity where the subscription purchases the right to services or benefits is recognised as income from charitable activities.

#### *Policies relating to expenditure on goods and services provided to the charity.*

##### Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated.

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

##### Allocating costs to activities

Direct costs that are specifically related to an activity are allocated to that activity. Shared direct costs and support costs are apportioned between activities.

The basis for apportionment, which is consistently applied, and proportionate to the circumstances, is to allocate in proportion to the time and resources expended on any particular activity.

##### Volunteers

In accordance with the SORP, and in recognition of the difficulties in placing a monetary value on the contribution from volunteers, the contribution of volunteers is not included within the income of the charity.

However, the trustees value the significant contribution made to the activities of the charity by unpaid volunteers and this is described more fully in Note 8.

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2021

#### *Policies relating to assets, liabilities and provisions and other matters.*

##### **Fixed Asset Investments**

Fixed asset investments in quoted shares, traded bonds, investment properties and similar investments are shown initially at cost upon acquisition and at their market value at the balance sheet date at the end of the financial period. Investment properties are not depreciated.

All gains on fixed asset investments, whether realised or unrealised, are included in row B4 of the Statement of Financial Activities.

##### **Tangible fixed assets**

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over their estimated useful lives.

Freehold premises	2 % straight line
Plant and machinery	25 % on reducing balance
Motor vehicles	25 % on reducing balance

A regular annual review of the likelihood of asset impairment is undertaken, based on the trustees' assessment of the current market values.

##### **Debtors**

Debtors are measured at their recoverable amounts at the balance sheet date.

##### **Current asset investments**

Current asset investments are valued on the balance sheet based on statements and other information available.

##### **Creditors and provisions**

Creditors and provisions for liabilities and charges are recognised and measured by reference to invoices and other information available.

##### **Cash and bank balances**

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

##### **Leasing and hire purchase contracts and commitments**

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the charity, are capitalised in the balance sheet and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the rental obligations is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

## **Hastings and Bexhill Mencap Society**

### **Notes to the Accounts for the year ended 31 March 2021**

#### **Pensions - defined contribution schemes**

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

#### **Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal or as implied by law.

Endowment funds are funds donated to the charity, where the funds shall be invested and the charity shall enjoy the benefit of the income from the capital fund, but where restrictions are placed on the use of the capital.

#### **2 Liability to taxation**

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

#### **3 Winding up or dissolution of the charity**

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

#### **4 Significance of financial instruments to the charity's position**

The company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties, and loans to related parties.

Debt instruments that are payable or receivable within one year, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration expected to be paid or received; other debt instruments are initially measured at present value of the future payments and subsequently at amortised cost using the effective interest method.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2021

#### 5 Net surplus before tax in the financial year

	2021 £	2020 £
The net surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	16,176	16,398
Pension costs	34,368	13,830
Auditors' remuneration	3,360	3,360

#### 6 Investment gains

<i>Current Year</i>	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Endowment Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
---------------------	--	--	---	--	--

##### *Unrealised gains /(losses) and writing down of carrying values*

Listed investments - Unrealised	-	-	(1,004)	(1,004)	(5,004)
<b>Total unrealised gains/(losses) etc</b>	<b>-</b>	<b>-</b>	<b>(1,004)</b>	<b>(1,004)</b>	<b>(5,004)</b>
<b>Total realised and unrealised gains</b>	<b>-</b>	<b>-</b>	<b>(1,004)</b>	<b>(1,004)</b>	<b>(5,004)</b>

##### *Prior year*

Prior Year Unrestricted Funds 2020 £	Prior Year Restricted Funds 2020 £	Prior Year Endowment Funds 2020 £	Prior Year Total Funds 2020 £
--	--	---	--

##### *Unrealised gains /(losses) and writing down of carrying values*

Listed investments - Unrealised	-	-	(5,004)	(5,004)
<b>Total unrealised gains/(losses) etc</b>	<b>-</b>	<b>-</b>	<b>(5,004)</b>	<b>(5,004)</b>
<b>Total realised and unrealised gains</b>	<b>-</b>	<b>-</b>	<b>(5,004)</b>	<b>(5,004)</b>

#### 7 Donated goods, services and facilities

<i>Current year</i>	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Endowment Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
---------------------	--	--	---	--	--

##### *Included in Other Trading Income:-*

Income from the sale of donated goods	14,273	-	-	14,273	48,642
	<b>14,273</b>	<b>-</b>	<b>-</b>	<b>14,273</b>	<b>48,642</b>



## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2021

<i>Prior Year</i>	Prior Year Unrestricted Funds	Prior Year Restricted Funds	Prior Year Endowment Funds	Prior Year Total Funds
	2020	2020	2020	2020
	£	£	£	£
<i>Included in Other Trading Income:-</i>				
Income from the sale of donated goods	48,642	-	-	48,642
	<u>48,642</u>	<u>-</u>	<u>-</u>	<u>48,642</u>

#### 8 The contribution of volunteers

The charity depends on the support of its volunteers, which is much appreciated. The arrangements with volunteers are difficult to value precisely in monetary terms and have not been recognised in the Statement of Financial Activities. The volunteers and the charity accept and agree that no contract of employment is created by these arrangements. Further details on their contribution is contained in the departmental reports.

#### 9 Staff costs and emoluments

<i>Salary costs</i>	2021 £	2020 £
Gross Salaries excluding trustees	568,338	566,832
Employer's National Insurance for all staff	35,401	34,808
Employer's operating costs of defined contribution pension schemes	34,368	13,830
<b>Total salaries, wages and related costs</b>	<b><u>638,107</u></b>	<b><u>615,470</u></b>

<i>Numbers of full time employees or full time equivalents</i>	2021	2020
The average number of total staff employed in the year was	<u>37</u>	<u>37</u>
The estimated full time equivalent number of all staff employed in the year was	37	37

#### *The estimated equivalent number of full time staff deployed in different activities in the year was:-*

Engaged on charitable activities	29	29
Engaged on management and administration	8	8
<b>The estimated full time equivalent number of all staff employed as above</b>	<b><u>37</u></b>	<b><u>37</u></b>

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

No employees received emoluments (excluding pension costs) in excess of £60,000 per annum.

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2021

#### 10 Defined contribution pension schemes

The charity operates a defined contribution pension scheme, the costs of which are shown above.

All employees are automatically enrolled into a workplace pension scheme (NEST), with contributions payable at the statutory minimum rates based on their pensionable pay.

Any liabilities and assets associated with the scheme are shown under debtors and creditors.

#### 11 Remuneration and payments to Trustees and persons connected with them

No trustees or persons connected with them received any remuneration from the charity, or any related entity.

#### 12 Tangible fixed assets

<i>Current Year</i>	<b>Land and Buildings</b>	<b>Plant &amp; Machinery</b>	<b>Motor Vehicles</b>	<b>Total</b>
	£	£	£	£
<b>Cost</b>				
At 1 April 2020	479,693	120,898	28,950	629,541
Additions	-	10,470	-	10,470
<b>At 31 March 2021</b>	<b>479,693</b>	<b>131,368</b>	<b>28,950</b>	<b>640,011</b>
<b>Depreciation</b>				
At 1 April 2020	90,340	108,539	7,238	206,117
Charge for the year	5,041	5,707	5,428	16,176
<b>At 31 March 2021</b>	<b>95,381</b>	<b>114,246</b>	<b>12,666</b>	<b>222,293</b>
<b>Net book value</b>				
<b>At 31 March 2021</b>	<b>384,312</b>	<b>17,122</b>	<b>16,284</b>	<b>417,718</b>
<b>At 31 March 2020</b>	<b>389,353</b>	<b>12,359</b>	<b>21,712</b>	<b>423,424</b>

  

<i>Prior Year</i>	<b>Land and Buildings</b>	<b>Plant &amp; Machinery</b>	<b>Motor Vehicles</b>	<b>Total</b>
	£	£	£	£
<b>Cost</b>				
02 April 2019	479,693	118,032	-	597,725
Additions	-	2,866	28,950	31,816
<b>30 March 2020</b>	<b>479,693</b>	<b>120,898</b>	<b>28,950</b>	<b>629,541</b>
<b>Depreciation</b>				
02 April 2019	85,299	104,420	-	189,719
Charge for the year	5,041	4,119	7,238	16,398
<b>30 March 2020</b>	<b>90,340</b>	<b>108,539</b>	<b>7,238</b>	<b>206,117</b>
<b>Net book value</b>				
<b>30 March 2020</b>	<b>389,353</b>	<b>12,359</b>	<b>21,712</b>	<b>423,424</b>
<b>31 March 2019</b>	<b>394,394</b>	<b>13,612</b>	<b>-</b>	<b>408,006</b>

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2021

#### 13 Investments held as fixed assets

	Investments in subsidiaries	Listed investments	Other Classes of Investment	Total
	£	£	£	£
<b>Carrying values of investments</b>				
At 1 April 2020	-	13,445	-	13,445
Revaluation at 31 March 2021	-	(1,004)	-	(1,004)
<b>At 31 March 2021</b>	<b>-</b>	<b>12,441</b>	<b>-</b>	<b>12,441</b>
<b>Analysis between fair value and historical cost</b>				
Investments as above held at fair value	-	12,441	-	12,441

<b>Prior Year</b>	Investments in subsidiaries	Listed investments	Other Classes of Investment	Total
	£	£	£	£
<b>Carrying values of investments</b>				
At 1 April 2019	-	18,449	-	18,449
Revaluation at 31 March 2020	-	(5,004)	-	(5,004)
<b>At 31 March 2020</b>	<b>-</b>	<b>13,445</b>	<b>-</b>	<b>13,445</b>
<b>Analysis between fair value and historical cost</b>				
Investments as above held at fair value	-	13,445	-	13,445

#### 14 Debtors

	2021	2020
	£	£
Trade debtors	39,078	46,750
Prepayments	13,408	8,009
	<b>52,486</b>	<b>54,759</b>

#### 15 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	2,839	6,756
Accruals	32,481	13,138
	<b>35,320</b>	<b>19,894</b>

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2021

#### 16 Income and Expenditure account summary

	2021 £	2020 £
At 1 April 2020	1,161,907	1,039,174
Surplus after tax for the year	185,202	122,733
At 31 March 2021	<u>1,347,109</u>	<u>1,161,907</u>

#### 17 Post balance sheet events

There are no post balance sheet events to report for this year or for the prior year.

#### 18 No related party transactions

There were no transactions with related parties in the year.

#### 19 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2021	Unrestricted funds £	Designated funds £	Endowment funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	417,718	-	-	-	417,718
Investments at valuation:-					
Fixed asset investments	-	-	12,441	-	12,441
Current Assets	339,927	605,089	-	-	945,016
Current Liabilities	(35,320)	-	-	-	(35,320)
	<u>722,325</u>	<u>605,089</u>	<u>12,441</u>	<u>-</u>	<u>1,339,855</u>
At 1 April 2020	Unrestricted funds £	Designated funds £	Endowment funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	423,424	-	-	-	423,424
Investments at valuation:-					
Fixed asset investments	-	-	13,445	-	13,445
Current Assets	663,073	3,195	-	72,414	738,682
Current Liabilities	(19,894)	-	-	-	(19,894)
	<u>1,066,603</u>	<u>3,195</u>	<u>13,445</u>	<u>72,414</u>	<u>1,155,657</u>

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2021

#### 20 Change in total funds over the year as shown in Note 19 , analysed by individual funds

	Funds brought forward from 2020	Movement in funds in 2021	Transfers between funds in 2021	Funds carried forward to 2022
	£	See Note 21 £	See Note 22 £	£
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	1,066,603	(416,692)	72,414	722,325
Designated Revenue Funds	3,195	601,894	-	605,089
<b>Total unrestricted and designated funds</b>	<b>1,069,798</b>	<b>185,202</b>	<b>72,414</b>	<b>1,327,414</b>
<b>Restricted funds:-</b>				
Restricted revenue fund (BFBF)	72,414	-	(72,414)	-
<b>Total restricted funds</b>	<b>72,414</b>	<b>-</b>	<b>(72,414)</b>	<b>-</b>
<b>Endowment funds:-</b>				
Endowment Fixed Asset Funds	13,445	(1,004)	-	12,441
<b>Total endowment funds</b>	<b>13,445</b>	<b>(1,004)</b>	<b>-</b>	<b>12,441</b>
<b>Total charity funds</b>	<b>1,155,657</b>	<b>184,198</b>	<b>-</b>	<b>1,339,855</b>

#### 21 Analysis of movements in funds over the year as shown in Note 20

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2021 £	2021 £	2021 £	2021 £
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	409,659	(826,351)	-	(416,692)
Designated Revenue Funds	601,894	-	-	601,894
<b>Restricted funds:-</b>				
Let's Go Digital grant	2,000	(2,000)	-	-
<b>Endowment funds:-</b>				
Endowment Fixed Asset Funds	-	-	(1,004)	(1,004)
	<b>1,013,553</b>	<b>(828,351)</b>	<b>(1,004)</b>	<b>184,198</b>

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2021

#### 22 Details of transfers between funds in

<i>The transfers shown in note 20 above are:-</i>	<b>2021</b>
	<b>£</b>
To/(from) Restricted Revenue Funds	(72,414)
<b>Net transfers</b>	<b>(72,414)</b>

#### 23 Details of transfers between funds in

<i>The transfers shown in note 20 above are:-</i>	<b>2021</b>
	<b>£</b>
To/(from) Unrestricted Revenue Funds in accordance with the accounting policy 'Accounting for capital grants and fixed asset funds'.	(72,414)
To/(from) Designated Revenue Funds	-
	<b>(72,414)</b>

#### 24 The purposes for which the funds as

##### *Unrestricted and designated funds:-*

Unrestricted Revenue Funds	These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.
Designated Revenue Funds	These funds are held as a reserve to cover transport costs at the discretion of the trustees.

##### *Restricted funds:-*

Restricted revenue fund (BFBF)	These funds are held as a reserve to be used for expenditure which meets the requirements of the restriction placed on the fund, namely the BFBF project.
--------------------------------	---

##### *Endowment funds:-*

Endowment Fixed Asset Funds	The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'.
-----------------------------	--

#### 25 Ultimate controlling party

The charity is under the control of its legal members.

Every member of the charity is obliged to contribute such amount as may be required not exceeding £1 to the assets of the company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

## Hastings and Bexhill Mencap Society

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

*This analysis is classified by conventional nominal descriptions and not by activity.*

### 26 Donations, Grants and Legacies

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Endowment Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
<b>Donations and gifts from individuals</b>					
Small donations individually less than £1000	7,621	-	-	7,621	9,778
Mr & Mrs Dowse	20,000	-	-	20,000	20,000
Co-Op Community Fund	3,724	-	-	3,724	-
S Gould	2,000	-	-	2,000	-
Rotary Club	-	-	-	-	2,500
Gateway Club	-	-	-	-	5,000
M Foster	-	-	-	-	1,000
Ecclesiastical Insurance	-	-	-	-	2,000
J Crouch	6,000	-	-	6,000	-
A Mason	3,360	-	-	3,360	-
J Rofe	2,000	-	-	2,000	-
Gift aid	12,358	-	-	12,358	5,278
<b>Total donations and gifts from individuals</b>	<b>57,063</b>	<b>-</b>	<b>-</b>	<b>57,063</b>	<b>45,556</b>

Donations and gifts from individuals (Include HMRC refunds on gift aided donations) - Prior Year analysis

	Prior Year Unrestricted Funds 2020 £	Prior Year Restricted Funds 2020 £	Prior Year Endowment Funds 2020 £	Prior Year Total Funds 2020 £
<b>Prior year</b>	<b>143</b>	<b>45,413</b>	<b>-</b>	<b>45,556</b>

## Hastings and Bexhill Mencap Society

### Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Endowment Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
<b>Legacies receivable</b>					
J Stentiford Estate	21,775	-	-	21,775	-
<b>Total legacies receivable</b>	<b>21,775</b>	<b>-</b>	<b>-</b>	<b>21,775</b>	<b>-</b>

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Endowment Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
<b>Revenue grants from government and public bodies</b>					
RDC (Active Arts show)	-	-	-	-	1,726
Government grants - JRS claims	82,873	-	-	82,873	-
Government grants - Infection control	50,199	-	-	50,199	-
Local authority grants (HBC) - Covid 19	20,241	-	-	20,241	-
<b>Total public sector revenue grants</b>	<b>153,313</b>	<b>-</b>	<b>-</b>	<b>153,313</b>	<b>1,726</b>

#### Revenue grants from government and public bodies - Prior Year analysis

	Prior Year Unrestricted Funds 2020 £	Prior Year Restricted Funds 2020 £	Prior Year Endowment Funds 2020 £	Prior Year Total Funds 2020 £
<b>Prior Year</b>	<b>-</b>	<b>1,726</b>	<b>-</b>	<b>1,726</b>

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Endowment Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
<b>Revenue grants and donations from non public bodies</b>					
Chalk Cliff Trust	-	-	-	-	4,960
Let's Go Digital grant	-	2,000	-	2,000	-
<b>Total private sector revenue grants</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>	<b>4,960</b>



## Hastings and Bexhill Mencap Society

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

Revenue grants and donations from non public bodies (Include Gift Aid donations from subsidiaries) - Prior Year analysis

		Prior Year Unrestricted Funds	Prior Year Restricted Funds	Prior Year Endowment Funds	Prior Year Total Funds	
		2020 £	2020 £	2020 £	2020 £	
Prior Year		-	4,960	-	4,960	
<b>Total Donations, Grants and Legacies</b>						
Total Donations, Grants and Legacies	A1	232,151	2,000	-	234,151	52,242
All the donations and gifts in the prior year were unrestricted.						
<b>Prior year</b>		Unrestricted Funds 2020 £	Restricted Funds 2020 £	Endowment Funds 2020 £	Prior Year Total Funds 2020 £	
Total Donations, Grants and Legacies	A1	143	52,099	-	52,242	

## Hastings and Bexhill Mencap Society

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

### 27 Income from charitable activities - Trading Activities

<i>Current year</i>	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Endowment Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total funds 2020 £
<b>Primary purpose and ancillary trading</b>					
Sale of goods and services in accordance with the charity's objects	296,119	-	-	296,119	542,891
Residential care fees	467,679	-	-	467,679	373,359
Membership subscriptions in return for	24	-	-	24	832
<b>Total Primary purpose and ancillary trading</b>	<b>763,822</b>	<b>-</b>	<b>-</b>	<b>763,822</b>	<b>917,082</b>

### 28 Total Income from charitable activities

<i>Current year</i>	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Endowment Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Total income from charitable trading	763,822	-	-	763,822	917,082
<b>Total from charitable activities A2</b>	<b>763,822</b>	<b>-</b>	<b>-</b>	<b>763,822</b>	<b>917,082</b>

### 29 Income from other, non charitable, trading activities

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Endowment Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Income from fundraising events	187	-	-	187	10,906
Income from the sale of donated goods	14,273	-	-	14,273	48,642
Income from letting and licensing of property for non charitable purposes	-	-	-	-	1,789
Enterprise/project work income	3	-	-	3	350
<b>Total from other activities A3</b>	<b>14,463</b>	<b>-</b>	<b>-</b>	<b>14,463</b>	<b>61,687</b>

## Hastings and Bexhill Mencap Society

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

### 30 Investment income

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2021	2020
	£	£	£	£	£
Dividend Income	-	-	-	-	1,172
Bank Interest Receivable	1,117	-	-	1,117	2,829
<b>Total investment income</b>	<b>A4 1,117</b>	<b>-</b>	<b>-</b>	<b>1,117</b>	<b>4,001</b>

### 31 Expenditure on charitable activities - Charitable trading

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2021	2020
	£	£	£	£	£
Cost of goods for primary purpose trading - Including movement in stock	60,906	-	-	60,906	90,164
Gross wages and salaries - charitable trading activities	438,965	-	-	438,965	431,431
Employers' NI - charitable trading activities	28,148	-	-	28,148	27,649
Defined contribution pension costs - charitable trading activities	26,331	-	-	26,331	10,596
Temporary Staff - charitable trading activities	999	-	-	999	8,987
Tutors and subcontractors	19,709	2,000	-	21,709	34,090
Vehicle leasing	-	-	-	-	5,590
<b>Total charitable trading costs</b>	<b>B2b 575,058</b>	<b>2,000</b>	<b>-</b>	<b>577,058</b>	<b>608,507</b>
<i>Prior Year</i>	Prior Year Unrestricted Funds	Prior Year Restricted Funds	Prior Year Endowment Funds	Prior Year Total Funds	
	2020	2020	2020	2020	
	£	£	£	£	
Tutors and subcontractors	29,130	4,960	-	34,090	
<b>Total charitable trading costs</b>	<b>B2b 603,547</b>	<b>4,960</b>	<b>-</b>	<b>608,507</b>	

## Hastings and Bexhill Mencap Society

### Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

#### 32 Support costs for charitable activities

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2021	2020
	£	£	£	£	£
<b><i>Employee costs not included in direct costs</i></b>					
Salaries - Administrative staff	118,143	-	-	118,143	116,166
Defined contribution pension cost - administrative staff	8,037	-	-	8,037	3,234
Employers' NI - Administrative staff	7,054	-	-	7,054	6,936
Training and welfare - staff	794	-	-	794	9,834
Recruitment expenses	130	-	-	130	476
<b><i>Premises Expenses</i></b>					
Rates and water charges	4,676	-	-	4,676	5,806
Room Hire	1,469	-	-	1,469	-
Light heat and power	7,918	-	-	7,918	11,316
Cleaning and waste management	4,466	-	-	4,466	12,186
Premises repairs, renewals and maintenance	22,120	-	-	22,120	47,156
Property insurance	9,362	-	-	9,362	7,255
<b><i>Administrative overheads</i></b>					
Telephone, fax and internet	4,853	-	-	4,853	3,721
Stationery and printing	4,361	-	-	4,361	5,076
Membership subscriptions	2,553	-	-	2,553	2,308
Hire of equipment	760	-	-	760	760
Software licences and expenses	240	-	-	240	240
Advertising and marketing	1,225	-	-	1,225	5,616
Sundry expenses	597	-	-	597	481
Equipment, repairs, expenses and maintenance	7,253	-	-	7,253	-
CareDocs system fees	3,770	-	-	3,770	1,836
Bad debts	594	-	-	594	2
Computer expenses	1,070	-	-	1,070	3,227
<b><i>Professional fees paid to advisors other than the auditor or examiner</i></b>					
Accountancy fees other than examination or audit fees	2,288	-	-	2,288	2,038
Other legal and professional	6,297	-	-	6,297	19,656
<b><i>Financial costs</i></b>					
Bank charges	1,079	-	-	1,079	2,197
Depreciation & Amortisation in total for	16,176	-	-	16,176	16,398
<b>Support costs before reallocation</b>	<b>237,285</b>	<b>-</b>	<b>-</b>	<b>237,285</b>	<b>283,921</b>
<b>Total support costs - Current Year</b>	<b>237,285</b>	<b>-</b>	<b>-</b>	<b>237,285</b>	<b>283,921</b>
The basis of allocation of costs between activities is described under accounting policies					-

## Hastings and Bexhill Mencap Society

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

<i>Prior Year</i>	Current year	Current year	Current year	Prior Year
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	2021	2021	2021	2020
	£	£	£	£
<i>Professional fees paid to advisors</i>				
Other legal and professional	-	19,656	-	19,656
<i>Financial costs</i>				
Bank charges	2,053	144	-	2,197
<i>Support costs before reallocation</i>	<b>264,121</b>	<b>19,800</b>	<b>-</b>	<b>283,921</b>
<b>Total support costs - Prior Year</b>	<b>264,121</b>	<b>19,800</b>	<b>-</b>	<b>283,921</b>

The basis of allocation of costs between activities is described under accounting policies

### 33 Other Expenditure - Governance costs

<i>Current Year</i>	Current year	Current year	Current year	Current year	Prior Year
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Total Funds
	2021	2021	2021	2021	2020
	£	£	£	£	£
Auditor's fees	3,360	-	-	3,360	3,360
<b>Total Governance costs</b>	<b>3,360</b>	<b>-</b>	<b>-</b>	<b>3,360</b>	<b>3,360</b>

All the expenditure in the prior year was unrestricted.

## Hastings and Bexhill Mencap Society

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

### 34 Total Charitable expenditure

		Current year	Current year	Current year	Current year	Prior Year
		Unrestricted	Restricted	Endowment	Total Funds	Total Funds
		Funds	Funds	Funds		
<i>Current Year</i>		2021	2021	2021	2021	2020
		£	£	£	£	£
Total charitable trading costs	<b>B2b</b>	575,058	2,000	-	577,058	608,507
Total support costs	<b>B2d</b>	237,285	-	-	237,285	283,921
Total Governance costs	<b>B2e</b>	3,360	-	-	3,360	3,360
<b>Total charitable expenditure</b>	<b>B2</b>	<b>815,703</b>	<b>2,000</b>	<b>-</b>	<b>817,703</b>	<b>895,788</b>
<i>Prior Year</i>		Prior Year	Prior Year	Prior Year	Prior Year	
		Unrestricted	Restricted	Endowment	Total Funds	
		Funds	Funds	Funds		
		2020	2020	2020	2020	
		£	£	£	£	
Total charitable trading costs	<b>B2b</b>	603,547	4,960	-	608,507	
Total support costs	<b>B2d</b>	264,121	19,800	-	283,921	
Total Governance costs	<b>B2e</b>	3,360	-	-	3,360	
<b>Total charitable expenditure</b>	<b>B2</b>	<b>871,028</b>	<b>24,760</b>	<b>-</b>	<b>895,788</b>	

### 35 Expenditure on raising funds and costs of investment management

		Current year	Current year	Current year	Current year	Prior Year
		Unrestricted	Restricted	Endowment	Total Funds	Total Funds
		Funds	Funds	Funds		
<i>Current Year</i>		2021	2021	2021	2021	2020
		£	£	£	£	£
Cost of fundraising activities		218	-	-	218	3,976
Fundraising trading costs		-	-	-	-	2,044
Gross wages and salaries - fundraising		10,231	-	-	10,231	10,248
Employers' NI - fundraising activities		199	-	-	199	223
<b>Total fundraising costs</b>	<b>B1</b>	<b>10,648</b>	<b>-</b>	<b>-</b>	<b>10,648</b>	<b>16,491</b>
<i>Prior Year</i>		Prior Year	Prior Year	Prior Year	Prior Year	
		Unrestricted	Restricted	Endowment	Total Funds	
		Funds	Funds	Funds		
		2020	2020	2020	2020	
		£	£	£	£	
Cost of fundraising activities		3,739	237	-	3,976	
Fundraising trading costs		318	1,726	-	2,044	
<b>Total fundraising costs</b>	<b>B1</b>	<b>14,528</b>	<b>1,963</b>	<b>-</b>	<b>16,491</b>	

## Hastings and Bexhill Mencap Society

Activity analysis of Income and expenditure for the for the year ended 31 March 2021

*This analysis is classsified by activity and not by conventional nominal descriptions.*

### 36 Analysis of income by activity

	SOFA ref	2021 £	2020 -
<b>Activity</b>			
<b>Income from charitable activities</b>			
Open Door		233,102	410,368
Active Arts		63,064	114,545
Westwood		467,679	380,556
Society (incl Shop)		(23)	11,613
<b>Total Income from charitable activities</b>	<b>A2</b>	<b>763,822</b>	<b>917,082</b>
<b>Income from other, non charitable, trading activities</b>			
Fundraising activities		14,460	59,548
Other non charitable activities		3	2,139
<b>Total Income from other, non charitable, trading activities</b>	<b>A3</b>	<b>14,463</b>	<b>61,687</b>
<b>Summary of Total Income, including the items above</b>			
Charitable activities	<b>A2</b>	763,822	917,082
Other activities	<b>A3</b>	14,463	61,687
Donations & Legacies	<b>A1</b>	234,151	52,242
Investment income	<b>A4</b>	1,117	4,001
<b>Total income as shown in the SOFA</b>	<b>A</b>	<b>1,013,553</b>	<b>1,035,012</b>
<b>Categories of income</b>			
Income from exchange transactions		1,013,553	1,035,012

## Hastings and Bexhill Mencap Society

Activity analysis of Income and expenditure for the for the year ended 31 March 2021

### 37 Analysis of charitable expenditure by activity

#### Activity

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2021	2021	2021	2021	2020
	£	£	£	£	£
<b>Open Door</b>					
Charitable trading costs	223,395	-	-	223,395	272,825
Employee costs not included in direct cos	-	47,176	-	47,176	23,010
Premises expenses	-	898	-	898	2,223
Administrative overheads	-	3,948	-	3,948	4,527
Professional fees	-	572	-	572	509
Financial costs	-	1,834	-	1,834	1,213
<b>Total Open Door</b>	<b>223,395</b>	<b>54,428</b>	<b>-</b>	<b>277,823</b>	<b>304,307</b>
	Direct costs	Support costs	Grant funding of activities	Total	Total
	2021	2021	2021	2021	2020
	£	£	£	£	£
<b>Active Arts</b>					
Charitable trading costs	76,590	-	-	76,590	78,891
Employee costs not included in direct cos	-	14,970	-	14,970	8,805
Premises expenses	-	3,253	-	3,253	893
Administrative overheads	-	2,301	-	2,301	1,451
Professional fees	-	572	-	572	510
Financial costs	-	467	-	467	466
<b>Total Active Arts</b>	<b>76,590</b>	<b>21,563</b>	<b>-</b>	<b>98,153</b>	<b>91,016</b>



## Hastings and Bexhill Mencap Society

### Activity analysis of income and expenditure for the for the year ended 31 March 2021

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2021	2021	2021	2021	2020
	£	£	£	£	£
<b>Westwood</b>					
Charitable trading costs	270,042	-	-	270,042	240,365
Employee costs not included in direct cos	-	54,669	-	54,669	13,280
Premises expenses	-	27,130	-	27,130	46,467
Administrative overheads	-	15,454	-	15,454	5,509
Professional fees	-	572	-	572	509
Financial costs	-	4,930	-	4,930	4,403
<b>Total Westwood</b>	<b>270,042</b>	<b>102,755</b>	<b>-</b>	<b>372,797</b>	<b>310,533</b>

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2021	2021	2021	2021	2020
	£	£	£	£	£
<b>Society (incl Shop)</b>					
Charitable trading costs	7,031	-	-	7,031	16,426
Employee costs not included in direct cos	-	17,343	-	17,343	91,551
Premises expenses	-	18,730	-	18,730	34,136
Administrative overheads	-	5,573	-	5,573	11,780
Professional fees	-	6,869	-	6,869	20,166
Financial costs	-	10,024	-	10,024	12,513
<b>Total Society (incl Shop)</b>	<b>7,031</b>	<b>58,539</b>	<b>-</b>	<b>65,570</b>	<b>186,572</b>

### Summary of charitable costs by activity

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2021	2021	2021	2021	2020
	£	£	£	£	£
Total Open Door	223,395	54,428	-	277,823	304,307
Total Active Arts	76,590	21,563	-	98,153	91,016
Total Westwood	270,042	102,755	-	372,797	310,533
Total Society (incl Shop)	7,031	58,539	-	65,570	186,572
Total Governance costs as detailed in Note 33	-	3,360	-	3,360	3,360
<b>Total charitable expenditure</b>	<b>577,058</b>	<b>240,645</b>	<b>-</b>	<b>817,703</b>	<b>895,788</b>

The basis of allocation of costs between activities is described under accounting policies

The breakdown of this expenditure by type of spending (ie nominal classification) is detailed in note 34

## Hastings and Bexhill Mencap Society

### Activity analysis of Income and expenditure for the for the year ended 31 March 2021

#### Analysis of support and governance costs by charitable activities

Activity	Governance	Finance	Human Resources	Other Overheads	Total
Open Door	840	1,834	47,176	5,418	55,268
Active Arts	840	467	14,970	6,126	22,403
Westwood	840	4,930	54,669	43,156	103,595
Society (incl Shop)	840	10,024	17,343	31,172	59,379
<b>Grand Total</b>	<b>3,360</b>	<b>17,255</b>	<b>134,158</b>	<b>85,872</b>	<b>240,645</b>

### 38 Analysis of non charitable expenditure by activity

#### Activity

##### Fundraising activities

Fundraising activities 2021 £	Fundraising activities 2020 £
-------------------------------------	-------------------------------------

##### Direct fundraising costs

10,648      16,491

##### Indirect fundraising costs:-

-      -

##### Governance costs

Governance costs 2021 £	Governance costs 2020 £
-------------------------------	-------------------------------

Other Expenditure - Governance costs as detailed in Note 33

3,360      3,360

##### Total non charitable expenditure

2021  
£

2020  
£

Total costs of Fundraising activities

10,648      16,491

##### Total non charitable expenditure

10,648      16,491

The breakdown of this expenditure by type of spending (ie by nominal classification and by fund) is detailed in note 35

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2021**

#### **SOCIAL SECRETARY'S REPORT**

We were sorry to learn that our Social Secretary Georgina Homes had, for personal reasons, to resign from this role in the spring of 2020. Georgina had led her team for over 30 years, arranging holidays, outings and our twice weekly clubs. Giving her time cheerfully and willingly every Wednesday and Saturday with just a short break each Christmas was a huge commitment and one we are very much aware we cannot expect from anyone else. Georgina's role as social secretary linked well with her role of welfare officer as she got to know all our members and their families well over the years, becoming a much trusted confidant. She will be very much missed in this role.

The trustees recognise that some of the social committee will also no longer be able to continue, as the last year has created much change for many people. As we slowly come out of the pandemic and re-group we understand that our much valued team of social club volunteers may well be diminished and therefore we must work to find new and innovative ways of providing social activities for our members.

The Society's social committee normally work throughout the year in a voluntary capacity to provide a variety of social activities, outings and events for our members with learning disabilities, encouraging our members to help with the planning, running and organising of both our regular club nights as well as our special events.

In March 2020, we had to make the decision to close social activities in accordance with the Government lockdown rules. As of March 2021, all social clubs remain closed with no planned date for reopening.

Our headquarters from which we run our social activities, is based in central St Leonards. This location enables both our members and the general public to access our services, special events and fund raising activities independently. We are proud to be part of the local community and are looking forward to welcoming visitors back to our coffee mornings, fetes, open days and shows.

The trustees recognise the importance of our Wednesday and Saturday social clubs, as a means of entertainment, peer support, and friendship groups for our members, but also as a short respite for our families. Although it may not be possible to restart these clubs in the format in which they have previously run, the trustees see this challenge as an opportunity for change and will work with the members to provide some level of social activities in the future.

We were delighted to welcome Hastings Gateway Club to Frimley in the autumn of 2019. However, they too have remained closed during the year and currently have not reopening date. The financial contribution for the use of the building was welcome and we hope that this club can resume in the coming months.

Due to the pandemic, no outings, or extra social activities were organised during the year. We hope to be able to resume some social activities during the autumn/winter of 2021/22 and to reinstate outings during 2022.

We were unable to hold our annual Open Door Christmas fundraising party this year.

#### **Holidays**

Westwood continue to offer a choice of holidays to their residents, although any plans for holidays have had to be carried forward to 2022 or when the manager and resident's families agree it is safe to go.

The trustees will continue to work with the C.E.O. to explore new ways of delivering social and fundraising activities. We recognise the value of the time some of our paid staff give in a voluntary capacity outside of their normal working hours, but understand that this is not a sustainable way of working in the longer term. The trustees will explore the options for paid club leaders working with a team of volunteers as a possible way forward.

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2021**

#### **Parents & Carers**

Unfortunately, no carers' lunch clubs or outing could be offered during the year. We hope to reinstate this service in 2022, but will need to source a new team of voluntary or paid staff to support this activity.

Our AGM could not go ahead during the year. Recognising that an online AGM would be unworkable for our membership, the trustees passed a resolution to postpone the AGM until restrictions allowed for our members to attend in person. At present, no date has been set.

#### **Fundraising**

Most of our fundraising is achieved through our charity shop (see separate report). All other events that are organised by the Social Committee, or our own staff team are for the most part organised around a social event that all our members and their families can enjoy.

During May we organised a fundraising event in support of our BFBF project. Members and friends were challenged to achieve 24 challenges within 24 hours on the 24<sup>th</sup> May. We called it the 24 Challenge, and it quickly took pace. Everyone could take part safely as all challenges were done from home and managed remotely via our social media and website. Challenges ranged from a 24 hour silence, sponsored walks, one inspired by Captain Sir Tom Moore, a dance-a-thon, cake making, mask making and various other interesting challenges. We were overwhelmed by the support from our friends and members, this together with a sponsored scavenger hunt organised by our friends in Bodiam held at the same time raised £5,536.

#### **TRANSPORT**

We continue to operate two coach built minibuses. Although due to the pandemic, we have not been able to offer a transport service for either social activities or day services this year. We have as previously reported converted one bus into a mobile classroom to extend our day service provision and to be able to offer an outreach service.

Both buses have been fully maintained and regularly run through the year to ensure they are roadworthy for when we can reinstate our transport service. With the buses mostly being off the road, fuel costs have been kept to a minimum, this together with the cost of repairs at a lower level than normal, has made for useful savings within our transport budget.

Once social distancing and other restrictions allow, Open Door will use the minibuses on a daily basis to enable their members to both attend the day service as well as access the local community for many of their sessions. To maintain this level of service we recognise that we need to continue to operate two minibuses. Open Door pay for the running costs of the buses. The trustees together with the C.E.O. are carefully monitoring Open Door's transport income to ensure this increased cost is viable, and although Open Door have not been able to realise any transport income through the year, they have been able to continue to contribute to the cost, that has in turn enable us to keep both buses. We continue to be grateful to the parents and carers whom provide transport for Open Door members when the buses are off the road or drivers unavailable, particularly this year when we have been totally reliant on carers and support workers facilitating transport for our service users. We continue to liaise with our funding authorities to ensure offering transport to our day service users is sustainable into the future.

Active Arts have not required a transport service throughout the year, but once back to a normal service will use local taxi firms to transport students between Frimley and rehearsal venues, and will work with Open Door with support for students requiring transportation by minibus from the White Rock Theatre to Frimley wherever possible. Westwood does not have its own transport provision, using public transport or a local taxi firm when necessary, and is able to make use of the Society minibuses when volunteer drivers are available.

Registered company number: - 04392494

## **Trustees Annual Report for the year ended 31 March 2021**

The Society is governed by the rules of East Sussex County Council's Managing Occupational Road Risk guidelines. To be permitted to drive a society minibus, drivers must have a D1 provision on their licence, hold an ESCC minibus driving permit, or equivalent and successfully complete the passenger assistance training. The society facilitates training and driving assessments for all drivers with ESCC approved instructors, and recognises the need to set aside funds to train new staff whom do not have a D1 on their current licence.

### **OPEN DOOR**

Based at Frimley, Open Door offers a community service for up to 30 members each week day. We offer support on a 1-5 working ratio, work with individuals who need 1-1 support at all times and PA work to support members to remain independent in their own home.

This past year has been a very challenging year due to the Covid 19 pandemic.

On the 17<sup>th</sup> March 2020 in accordance with Government restrictions we had to temporarily close our service, with no planned date for re-opening. In April the decision was made to furlough six members of staff the rest were seconded to work at our residential home Westwood. The manager, deputy and one senior worked from home. The service partially reopened on 20<sup>th</sup> July when the restrictions eased and we were able to offer limited service to those members identified as in critical need of support. In order to do this safely we had to implement extra procedures and risk assessments to ensure the safety of all our service users and staff.

Careful consideration of any guidance from the Government and local authority, together with our own risk assessments enabled us to work with our staff team to develop a system for safe working that included small working groups (bubbles), enhanced infection control and a clear process for dealing with any outbreaks. This enabled us to gradually increase our offer of sessional placements, by the end of March 2021 being 114 sessions per week, this still being less than half of our normal 298.

Sessions were developed to enable staff to work within the bubbles, adapting our usual timetable to meet the needs of the service users within each group. These activities included art based activities, science & geography projects, keep fit sessions using the Wii, working on the Barclays Bank Digital Wings project – (teaching all aspects of safety when using the internet), drumming, musical theatre, music performance, socially distanced walks to nearby places of interest, sporting activities – visiting the local outdoor gym where table tennis has been a favourite, scavenger hunts, gardening and many more.

In November due to a local rise in infection we closed to the majority of our members for two weeks, offering only a limited service to those identified as at risk of crises without day service support.

We offer PA work for two of our service users – one is to offer financial support and the other is to support with finances and medical appointments, these have continued throughout this past year.

Despite the fact we had to close we felt it was vitally important to keep in contact with our service users so therefore set up a system to enable us to keep in regular contact with all members of Open Door. This system allowed us to ensure everyone was safe and coping whilst at home. These were recorded to track when they were last contacted and if any issues had been raised.

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2021**

We also offered regular zoom sessions including:

- Daily social zooms: giving the service users the opportunity to chat with friends and to have some peer support from each other. This became a vital support link to many of our members and enabled us to pick up on anyone who was struggling and needing extra support
- Monday morning art: producing art work using various mediums.
- Monday afternoon academic session: continuing on from our in-person sessions, including Today's women, Geography and History – details of these sessions are outlined below,
- Tuesday Makaton: continuing the work from our in-person sessions.
- Wednesday Games: devised as a fun session to give the members a chance to work together on various projects – including quizzes, bingo and visual games
- Thursday Drama: run by our professional tutor giving members the opportunity to carry on the work they had been doing in-person
- Friday Well-being: this session was a working together to understand ways of maintaining a healthy lifestyle and included exercise and discussion.

Recognising the importance of the opinion of our services we conducted a members survey in February entitled it Tell Us How Were Doing. Specific questions pertaining to Open Door were asked including feedback on sessions they had attended and any reasons for non-attendance. Following up on ideas for new sessions, we developed a choir that started in March delivered via zoom using our drama tutor.

We noted that some members were unable to take part in online sessions due to lack of equipment or ability to use such equipment.

Those whom took part in our on-line session agreed they were fun, educational, well run and they felt safe during the sessions and they liked the sessions being offered.

We also implemented a live Makaton session on Face book once a week and some 1:1 sessions via zoom

In March 2021 the Society launched a member only page on Facebook for our members to safely share pictures, videos, stories and chat with their friends, this is monitored by two administrators who can review to ensure content is safe and appropriate.

Open Door normally utilises the local community for many of the activities we run in conjunction with in house sessions. We offer a varied and diverse choice of activities for the service users accessing our service, through two separate arrangements – one aimed at the more agile and active members called - NeW and one for our members who would prefer a more relaxed timetable called O4L (Opportunities for Life).

All of our service users have a personalised timetable, specific to their individual needs. Each member has a person-centred plan - Personalisation, My Way, All About Me.

Service users are supported and encouraged to participate in their personal choice of activities. We look forward to resuming a full timetable of normal activities once it is safe to do so and in accordance with any Government and local authority guidance. A full time table of activities will be under review as restrictions, particularly in regard to social distancing, ease and will be available from Open Door on request.

Extra-curricular activities offered throughout the year have been vastly reduced this year but we were able to offer the following opportunities to our members:

The Town Explores a book project - The Time Machine by HG Wells. Together with Active Arts and Explore the Arch, various groups started work on pieces for our art installations which was displayed in our charity shop window.



## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2021**

In August 2020 the Makaton group were asked to record a performance to be shown on the live Virtual Hastings Old Town Carnival Facebook page taking place online. In August 2020, this performance is the most popular video on the page with 3,600 views and is still available to view. We received a small donation as a thank you for taking part.

We held a consultation with our members to gain their opinion about offering an extension of our services to three day time session including a twilight session ending at 7.00 pm. There was a disappointing response to the consultation, but of those whom responded, the interest in this new format was too low to be considered viable at this time. We will keep this under review.

All staff have completed all mandatory trainings

We normally celebrate a variety festivals and events however this has been very limited this year, for those members who were attending we did hold Christmas themed activities and ensured all members received a token Christmas present.

Several of our service users, with support from Open Door, have continued to access work placements which at times have been greatly reduced due to the pandemic. These include various charity shops, and under-fives nurse placements. We also continued to support some of our members to attend Active Arts & Project Art Works.

We intend, once restrictions allow, to continue working in conjunction with local school and colleges to provide work experience for their students studying for qualifications and Diplomas in Health & Social Care.

Income has reduced significantly over the past year. Government and local authority grants have been welcome, mitigating for some of the income lost through fees. We are grateful to our local authority for supporting Open Door by paying a resilience fee, initially being 100% of fees, reducing to 50% at the end of 2020. However, careful management together with the ability and willingness of our staff to be inventive with the delivery of sessions, has enabled Open Door to retain all staff and begin the new financial year in a strong position to face the ongoing challenges and restrictions imposed as the Covid pandemic continues to affect our services.

We end the financial year with a waiting list of members wishing to return to services and some enquiries for new placements.

## **ACTIVE ARTS**

Active Arts is a visual and performing arts orientated community-based project, running five days a week throughout each academic year.

The project is funded by student fees together with some subsidy from the Society by way of the use of a shared office and classroom at Frimley. We were pleased to receive full payment for the first nine months from our local authority for those students funded by them, this reduced to 50% for the final quarter. This together with infection control grants and the income from the Job Retention Scheme has enabled Active Arts to retain all staff and start the new financial year 2021 with sufficient funds to be confident that we can offer a good level of service to our students and retain the current level of staffing.

Fundraising and donations from the previous years have enabled the Society to offer a small subsidy to Active Arts students who fund their own places for the current year, however it is unlikely that this subsidy can continue for the academic year starting September 2021 due to a substantial drop in income in this area together with much reduced income from student fees.

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2021**

2020/21 saw an unprecedented year due to the global pandemic Covid-19. The impact on our services meant us having to find new and innovative ways of working, often with very small staff teams and under continued stress of keeping our service users and staff team safe.

We closed our doors on 17<sup>th</sup> March 2020, for an initial 4 weeks, that then continued until July 2020.

Careful consideration of any guidance from the Government and local authority, together with our own risk assessments enabled us to develop a system for safe working included enhanced infection control and a clear process for dealing with any outbreaks. During the year we adapted on an almost daily basis to consider different ways of working to give some continuity to students' courses and to their lives in general.

Sadly there were some things which could not be achieved, the end of year show – Active Arts and Friends – Super! Heroes! Was unfortunately cancelled due to the pandemic. The students created a mini film for Facebook to promote the show for 2021.

The Enterprise project was also put on hold during the pandemic. The Etsy shop was closed for the year. We would like to reopen the Etsy shop next year.

In collaboration with the local festival Town Explores a Book and prior to the pandemic, the Art & Design had been working with artist Juliette Dodd on The Time Machine HG Wells, they created a wonderful window display in our charity shop based on the book, this installed just before lockdown. During early spring 2021 work began to create work for the next Town Explores a Book project.

Our classes continued on Zoom from the start at lockdown, this was firstly for the performing classes. During the ever-increasing period of lockdown we gathered momentum and were able to offer zoom classes for all five of our classes. Creating and delivering art packs for our visual artists and developing and making new sketches for our performing students.

We offered technical support for students who were new to Zoom/computer skills. Unfortunately, there were some students who were unable to engage in on line sessions. These students were contacted regularly by telephone, letter or postcard.

Our outreach work at Glyne Gap Faculty was put on hold.

Our 1:1 outreach session previously held at Aspens had moved to Frimley. These in person sessions were replaced by WhatsApp video call sessions throughout lockdown, they have continued on WhatsApp video to date.

We continued to use practicing artists and performers to tutor our students as they bring a wealth of knowledge and experience to the classes. Standards are raised, as students are encouraged to work to the best of their ability to enable them to become recognized as artists and performers in their own right. This did not stop during the pandemic.

Our use of community venues initially ceased as they too were closed, and strict infection control measures greatly restricted spaces available to us. Although the use of Centre Stage in Bexhill for our performing classes enabled us to resume in person sessions for a limited number of students, this could not be maintained as a second lockdown once again forced our classes to close.

Working in partnership with Open Door, we shared socially distanced space at Frimley for students most in need of in person sessions. As soon as restrictions allow we look forward to resuming our Dance and Art and Design classes both at Christchurch Hall, the Comedy & Drama and Musical Theatre classes both at the White Rock Theatre, and the Making for the Stage class will be based at Frimley.

During lockdown The Making for the Stage class produced a range of projects. The students worked on backdrop and prop ideas for the forthcoming show. We created an on line exhibition with Explore the Arch, digital artist Erica Smith and Esme Fisher for Hastings Museum. The digital tour won the Fringe Prize at the Altpitch Festival. We were extremely proud to be part of this event.



## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2021**

The Dance class continued to use the music they created with the music project the previous year. They adapted their dance for zoom and created a new dance whilst on line.

The Art & Design students worked with one tutor during lockdown. The projects included, sea and skylscapes, wild animals and flowers, portraits and also backdrops for sketches in the show.

The Comedy & Drama class worked closely with their tutor to continue developing sketches for the show, both online and for a limited time for some students at Centre Stage. They also worked on new sketches and took on the incredible challenge of Shakespeare.

The Musical Theatre students continued with their pieces for the show online, and for a limited time for some students at Centre Stage. They worked on individual characters and making their own musical piece from all of their ideas.

Active Arts were approached by Sony signed band Never Not Nothing who wanted to create an art ritual with arts groups affected by the pandemic. We were very proud to make an online video with the band and Hastings co-creators The Ninja Knitters

## **WESTWOOD**

Westwood is the Society's residential home for nine adults with learning disabilities. It is registered with the Care Quality Commission, is a preferred provider for ESCC and is owned, maintained and supported by the Society. We aim to provide a safe homely environment, catering for people with varying levels of support needs.

Our Home Manager works hard to with our dedicated staff team to support our residents' in a person centred way to be as independent as possible. The residents are actively encouraged to take part in the running of their home both practically and in decision making.

During the year we have worked towards increasing our CQC rating from Requires Improvement to Good or Outstanding. CQC did not inspect Westwood during the year, however we are aware that an inspection is due and welcome the opportunity to show the improvements we have made to the service.

Strict Covid restrictions came into force for registered care homes in the spring of 2020. These restrictions and other guidance changed regularly and is still doing so at the time of writing. Many new requirements for recording and reporting were brought in by the Government and local authority thus creating a heavier than usual work load for our manager.

We welcomed the various Government grants available to us to aid infection control and other increased costs brought about by pandemic.

The trustees are grateful to the manager for keeping abreast of all guidance on a daily basis, and to her team for implementing those requirements to ensure Covid security. A small number of staff were affected by Covid personally and we worked to support them and their families through this. Robust procedures for such events, together with restrictions on visiting, extra cleaning and PPE kept Covid at bay. During the autumn of 2020 we welcomed the opportunity for all staff to be regularly tested for Covid, and this, coupled with the offer of vaccinations for staff in January of 2021, followed by the residents in March, has proved to be a successful extra layer of protection for our residents. We are pleased to report that to date, Westwood has remained Covid free.

We understood how difficult it has been for families unable to visit their loved ones at Westwood during most of the pandemic. We enabled families to drop off gifts at the gate, which had to be quarantined for 72 hours before our residents could enjoy them, and encouraged extra family contact through the various online facilities available. We have set up a testing station in the grounds for families to carry out rapid flow tests prior to visiting, and despite some draw backs in visiting due to Government restrictions we have supported families to safely visit wherever possible. We would like to thank the residents' families for their support and understanding during this difficult time.

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2021**

We enjoyed full occupancy until March 2021, when our newest resident had to move to a new home that could meet her increased support needs. This lady was a joy to support during her time with us and we miss her humour and cheerful ways greatly.

The residents' continue to live together as a group offering support and friendship to each other, enjoying each other's company within the communal spaces at Westwood.

We have been unable to use outside contractors for non-essential work during the year, but were grateful to the members of staff whom decorated a resident's bedroom for him. All our residents' have rooms decorated and furnished to their own tastes and interests, and we have continued to support everyone to purchase new items for their rooms throughout the year. Everyone has become very used to shopping online and has enjoyed this safe way of buying new things for their rooms, communal spaces and personal items for themselves.

Normally five residents access day services for between two and five days each week. Attending Open Door, Active Arts, Friary Gardens or a combination of two. One resident also does work placement in our own charity shop. This has mostly been unavailable to our residents throughout the year, as rules for people living in registered care have been very strict, preventing them from attending any day centres or community activities.

From home, residents were able to take part in the Zoom online activities provided by Active Arts and Open Door. Extra in house activities included gardening, various crafts such as card making, jewellery making and banners and signs thanking the NHS. Residents were proud to join in the Clap for Carers and NHS every Thursday evening.

Everyone took part in the 24 Challenge fundraiser with challenges ranging from decorating and selling pebbles, baking, sponsored walks around the grounds, with one resident photographing everyone's challenge.

One highlight of the summer was a visit from an ice cream van, specially arranged by one of our members of staff.

One resident celebrated her 80<sup>th</sup> birthday during the summer, and although the planned party for her friends and family could not go ahead, she celebrated with her friends at Westwood with a special tea, birthday cake and a glass of wine.

Once restrictions eased slightly the residents enjoyed walks from Westwood to the local woodland and park, then easing into trips to town to do their banking and buy personal items. Unfortunately, as infection rates rose and local lockdown affected us, everyone once again had to get used to staying at home and not being allowed visitors.

We were grateful to members of the Open Door and Active Arts team who agreed to be seconded to Westwood to provide some day time activities and other support, and to their managers for supporting this arrangement. Two members of staff from Open Door continued to spend most of their contracted hours at Westwood throughout the year, and are expected to return to their normal duties at Open Door in the summer of 2021.

We will continue to work with funding authorities to try to secure funding for our residents to attend day services, or for extra 1:1 support at home.

We are mindful of the impact that lockdown has had on our residents, especially those used to attending regular day services and whom enjoy regular contact with their families. This challenge has been easier for some than others, and we carefully monitor the mental wellbeing of each resident to determine whether any individual requires extra support to cope with these restrictions. Our residents have proved themselves to be adaptable and accepting of the situation they found themselves in, however, we are working hard to take a considered approach in reintroducing as many as their normal activities as soon as it is safe to do so.

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2021**

Each resident's choices, goals and aspirations are discussed with their keyworkers and co-keyworkers at regular meetings, and the manager operates an "open door" policy. The Westwood office situated on the ground floor, is also where the main access door for our residents is situated. The traffic of people through the office, although at times somewhat challenging for our manager, enables all residents to have access to her as they wish, and in turn for her to have regular informal contact with them throughout the day.

The residents' each have care plans that they have ownership of; staff have worked throughout the year to help the residents' understand the meaning and content of their care plans. Residents are supported to make informed choices about all aspects of lives, although extra challenges were faced during the year as staff worked to support people to understand the restrictions Covid had brought upon their lives. The manager and staff work closely with the local Community Learning Disability Team and healthcare professionals to ensure the residents health, wellbeing and safety are given the highest standard, involving advocacy services and family involvement as appropriate.

Family is very important to our residents' and we encourage, as Covid restrictions allow, visits from family members, or outings with families. We very much appreciate those whom take an active interest with Westwood, helping with the garden for example, or taking people out. We recognise the difficulties faced by those families living outside of the area or abroad with visiting their family members, so support those residents to keep in regular contact by the use of Skype and FaceTime.

We are looking forward to supporting Westwood residents to enjoy various social activities of their choice once restrictions ease.

The trustees recognise the challenges continually faced by the manager and staff as some residents support needs continue to increase. This coupled with the financial constraints of the funding authorities require staff to be flexible and adaptable within their roles. In the future we can only expect to be offered new residents for any vacancies with higher support needs as funding authorities allocate funds for residential care to those with most need. These extra challenges have to be faced with positivity and invention by our staff to enable us to offer the best care and support to any new resident, whilst ensuring a happy and workable balance between them and our existing residents is maintained.

#### **Maintenance:**

Refurbishment of laundry room, including the installation of a commercial washing machine. This took place in the spring of 2021. The laundry room is situated in the grounds of Westwood, therefore no access to the main house was required by the builders enabling this work to go ahead during Covid restrictions.

Refurbishment of kitchen including the installation of new worktops.

#### **Future plans:**

New carpet in one resident's room

Re-decoration of hallway, stairs and landing and installation of new carpet.

## **FRIMLEY**

#### **Maintenance:**

All non-essential maintenance is on hold during the pandemic. Although we continue to carry out other work as necessary to enable a safe and well maintained environment for our members, staff and visitors, we are saving our resources for the refurbishment of Frimley once the building project can go ahead.

The trustees are grateful to the members of Open Door staff whom carried out a considerable amount of re-decorating during the weeks we were unable to open our day service. We are also grateful to the day service and admin staff who have taken on the cleaning tasks at Frimley to save the cost of employing outside contractors. The standard of cleaning, for infection control purposes has to been very high, and the staff undertook a thorough deep clean at the start of the first lockdown, they have continued to maintain this high standard throughout the year.

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2021**

The Trustees and C.E.O. are continuing to work with Casper Cummins Architects on the plans for the new building and extension to Frimley. Refer to previous report: Frimley - Plans for the Future.

All general maintenance and repairs of Frimley are carried out to a high standard using local trades known to us. This ensures that the buildings are maintained by people that know and understand their structure as well as giving continuity to our members. We are grateful to the staff of these companies whom respond quickly in the event of any emergency, help us provide an uninterrupted service wherever possible, and have built good working relationships with our members.

We use outside contractors to provide service, safety checks and maintenance to our fire safety equipment, gas heating and hobs, and electrical equipment. We engage the services of professionals to carry out our fire risk assessments, water safety assessments, and asbestos surveys.

We have been unable to rent out the hall at Frimley during the pandemic, but hope to be able to offer this again in the future to those individuals and organisations known to us, who we can be assured have the correct insurance and are thorough with following our procedures for using the building.

## **SHOP**

Our shop, in Kings Road, St Leonards, is open 6 days a week and is staffed by a team of a part time manager and 20 volunteers working in pairs on a rota basis. Volunteers from the Social Committee provide a collection and delivery service. We sell only donated goods.

The employment of a shop manager continues to be very successful. The volunteers have reported that they feel well supported and there is far less input needed by the admin team to assist the shop staff.

The shop has been heavily affected by the Covid pandemic with many weeks of enforced closure due to Government restrictions. We welcomed the job retention scheme that paid 80% of our manager's salary during lockdown, and to her for acceptance and understanding of the situation. We were also grateful for the funding available through the retail closure and re-opening grants, that together with a donation of £2,000 from our landlord to offset the rent during the first few weeks of closure helped mitigate for the loss of income from sales.

The trustees are grateful to, and recognise the hard work and dedication of the shop volunteers who work tirelessly to keep the shop open as often as possible, sort and display goods as well as providing a good level of customer service. Our volunteer electrical engineer whom is able to PAT test electrical items donated for sale. His work continues to realise a good profit from the sale of electrical goods.

We recognised the determination of our staff team to get the shop re-opened as quickly as possible after each lockdown and are grateful to the many hours of work our volunteers put in, under the guidance of our manager, to get the shop Covid secure ready for re-opening. An unannounced visit from the local council assured us that we were doing all the right things to keep our customers and staff safe.

The window displays are regularly changed to reflect the seasons and local and national celebrations. Active Arts were able to use the window to display their work for the A Town Explores a Book project to show their wonderful visual art work in various mediums

Many customers prefer to pay by debit or credit card, this also saves a considerable amount of cash handling making for a much safer way to pay for goods for everyone. Gross takings for the year were £14,273 this was an expected drop from the previous year due to so much time lost to Covid. However, this together with the Job Retention Scheme, donations of £2,551 and grants totalling £20,241 realised a gross income of £37,065. After costs, the shop netted a healthy profit of £15,125, although less than the previous year, a good outcome considering the limited opening time.

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2021**

The shop is open to all members of the public, providing a service for them to purchase goods as well as donate their unwanted items for us to sell. Some of our members with learning disabilities are supported to work in the shop.

The shop is a useful place to advertise our fundraising events, shows and activities and we look forward to a time when we can use the shop again for such purposes.

Active Arts and Open Door find the use of the shop stock a very useful source of costumes for their performances and are grateful to the shop staff whom seek and put aside items that have been specially requested for the stage.

The shop staff report that volunteering in the shop gives them the opportunity to make new friends and supporters for our activities. All profits from the shop help support with the upkeep of Frimley as well as the subsidised or free provision of social activities.

