

Company Registration Number - 04392494

The Charity Registration Number is :- 1092206

**Hastings and Bexhill Mencap Society**

**Report and Accounts**

**31 March 2022**

# Hastings and Bexhill Mencap Society

## Report and accounts for the year ended 31 March 2022

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## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2022**

The Trustees present their Report and Accounts for the year ended 31 March 2022, 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 2022**

**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 [hello@hastings-bexhill-mencap.org](mailto:hello@hastings-bexhill-mencap.org) 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 and officers in office on the date the report was approved were:-**

President:	Mr Michael Foster DL LLM
Life Vice Presidents:	Mrs Georgina Holmes, Mrs Jean Tree, Mr Alf King, Mr Tom Tagoe
Honorary Officers (trustees):	Chair - Michael Cheale (from October 2021) Vice Chair - Gillian Jeffries (from October 2021) Hon. Secretary - Mrs Joanne Dauti Treasurer - Mr Michael Cheale Transport - Mr Michael Cheale
Executive Committee Members (trustees):	Mrs Wendy Bristow, Mrs Sylvia Barnes (to October 2021), Mrs June Fletcher, Mr Mark Johnson, Robert Nisbet, Ms Sandra Parkinson (from November 2021 to March 2022)
C.E.O.	Mrs Pauline Fletcher
Administrator:	Mrs Lianne Buttrey
Financial Administrator:	Mrs Irina Edwards

**The following persons served as Trustees or officers during the year ended 31 March 2022:-**

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 2022**

#### **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 Service providing 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. All of the above services, except for the welfare service, are currently suspended due to the Covid-19 pandemic.

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, support 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 2022**

#### ***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.

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 we worked through the second year of the pandemic. Our various departments have continued to offer online services whilst making every effort to reinstate in-person sessions for day services, particularly for those identified to be in particular need of services. At the beginning of April we were able to offer in-person places to about half of our usual numbers, continuing to build on this as it was safe to do so. During the winter of 2021/22 this became increasingly challenging as Covid infection rates rose, but we were able to remain open, offering services to more people as and when it was safe to do so. We were also able to start holding more in-person Executive Committee meetings, using a nearby community space so we could socially distance. Unfortunately, we have not been able to re-open our social activities and clubs due to the restrictions created by social distancing, but have this under constant review. We maintained our welfare service, for which the need lessened as our services within Frimley resumed. Our residential home remained open with staff continuing to provide care and support to our residents, with extra support being offered to those who could not return to day services, or had their days temporarily reduced.

The Managers of the various sections met regularly with representatives from the Executive Committee, to continue to pay particular attention to delivering a Covid secure service, and 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 2022**

#### ***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 suspended during the reported year as we concentrated on rebuilding our day services. However, we hope to reinstate these once our volunteers and staff are able to deliver these safely and effectively.

We are also grateful for all donations and legacies received, which during the past year included £20,000 from Mrs Sky Dowse. Other donations of under £1,000 each totalled £5,042.

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, including those of Colin and Rachel Holmes, and Veronica Smith 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.

#### ***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.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2022**

#### **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 2022**

#### ***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 2022

#### Financial review

#### *The charity's financial position at the end of the year ended 31 March 2022*

The financial position of the charity at 31 March 2022 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2022	2021
	£	£
<b>Net income</b>	80,021	184,198
Unrestricted Revenue Funds available for the general purposes of the charity	712,805	722,325
Designated Revenue Funds	691,520	605,089
<b>Total Unrestricted Funds</b>	<b>1,404,325</b>	<b>1,327,414</b>
Endowment Fixed Asset Funds	15,551	12,441
<b>Total Endowment funds</b>	<b>15,551</b>	<b>12,441</b>
<b>Total Funds</b>	<b>1,419,876</b>	<b>1,339,855</b>

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2022**

#### ***Financial review of the position at the reporting date, 31 March 2022 .***

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. As the charity began a period of financial recovery while working out of the pandemic, the Trustees recognised the financial challenges the day service closures and limited reopening created. At the end of the financial year, we were pleased to note that day services were able to offer places to all service users, albeit for fewer sessions than pre-pandemic. 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, which included infection control fund, workforce capacity fund, resilience payments, 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 £76,911.

The total reserves at the year end after revaluing investments stand at £1,419,876 (up by £80,021).

The significant balance sheet figure for the Society relates to our Net Current Assets, which stand at £999,999 compared to £909,696 last year. £308,479 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 (£687,854) and the general reserve fund (£3.666) 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 2022**

#### ***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 safeguarding, fire safety, 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 regarding the Coronavirus Covid-19 pandemic and was regularly reviewed throughout the year.

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

The Trustees are aware of the financial difficulties facing adult social care. Government funding passed down to local authority continues to be very diluted by the time it reaches service level, which has a real impact on providers being able to offer services at an ideal level. The unavoidable increases in staffing costs coupled with increased costs in energy and consumables is a real 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 2022**

#### ***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.

No subscriptions fees were received this year as the trustees continued their decision 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, as detailed below, are for the development of Frimley to create further activity areas, together with improved disabled access to the whole of Frimley. Current planning permission is in place until January 2023.

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.

Work with our professional advisors on the project will be stepped up during 2022 with view to the building project starting before planning permission ends. However, we are advised that extending permission with our local planning office will be possible should we need to delay the start date.

The revised estimated costs for the project are now £1,374,159. The pandemic has impacted our ability to seek funding as we diverted our staff to concentrate on working through the pandemic. Plans are now in place to appoint professional fundraisers to apply to funders and grant makers on our behalf.

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 2022**

#### **Westwood**

Plans for the coming year:

Decoration and carpeting of hallway, stairs and landings (held over from previous year due to the pandemic)

#### **Transport**

Social distancing together with staff being unable to break support bubbles resulted in the day service delivering a very limited transport service during the year, offering this service to those unable to attend without it. As social activities were suspended, no transport service was necessary in this area.

The Trustees have recognised that the level of transport offered prior to the pandemic is no longer essential, and will now consider the type of vehicles and level of service needed 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 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.

The Trustees, working with the C.E.O. and day service managers are looking at options for housing services during building works to Frimley.

Plans are in place to work with funding authorities to further our offer of outreach, 1:1 support and PA work.

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.

It remains essential for financial security to continue to generate income from the provision of activities and services. Open Door, noting the changing needs of its members together with staff consultation, is revising its offer of a two tier system of activities and is working to offer a new timetable commensurate with the wishes and needs of its members. The service offered some activities from a local church to enable more members to attend whilst social distancing continued. Active Arts has resumed a normal level service, made possible by the increased use of community spaces to allow for social distancing.

As we move out of the pandemic they are looking forward to producing their first show since 2019. Westwood has worked hard to provide a good level of support and activities to its residents during the pandemic and welcomed the reopening of day services that enabled some residents to resume their previous day time activities, and for all to access the community again. We are expecting a CQC inspection soon, when we hope that the hard work of the manager and her staff will move Westwood from the current requires improvement rating. At the time of reporting Westwood has one vacancy which we expect to fill shortly. 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.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

## **Trustees' Annual Report for the year ended 31 March 2022**

### **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**

Stephen James Moore

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 2022**

#### **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 2022**

#### **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 .....6/10/22



**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 2022**

#### **Opinion**

We have audited the financial statements of Hastings and Bexhill Mencap Society for the year ended 31 March 2022, 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 notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* and the financial statements 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 February 2016) published by the Charity Commission in England and Wales, effective January 2016, (The SORP), and under the historical cost convention, which framework constitutes the applicable United Kingdom Generally Accepted Accounting Practice.

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) issued by the Financial Reporting Council and applicable law. Our responsibilities under those standards are further described in the Auditor's 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, including the FRC's Ethical Standard, 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.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## **Hastings and Bexhill Mencap Society**

### **Independent Auditors' Report to the Trustees of the charitable company on the accounts for the year ended 31 March 2022**

#### **Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you where:

- the information in the trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Trustees**

As explained more fully in the Trustees' responsibilities statement (set out on page 14) the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine 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, the Trustees are responsible for assessing the charity'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 the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

## **Hastings and Bexhill Mencap Society**

### **Independent Auditors' Report to the Trustees of the charitable company on the accounts for the year ended 31 March 2022**

#### **Auditor's responsibilities for the audit of the financial statements**

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.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the Charity and charity sector, we identified that the principal risks of non-compliance with laws and regulations related to employment laws and we considered the extent to which non-compliance might have a material effect on the financial statements.

We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006. We evaluated incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries to achieve desired financial results and the manipulation of exceptional items and management bias in accounting estimates.

Audit procedures performed by the engagement team included:

- enquiries with management, including consideration of known or suspected instances of fraud and non-compliance with laws and regulations and examining supporting calculations where a provision has been made in respect of these;
- reading key correspondence with regulatory authorities in relation to compliance with certain employment laws;
- understanding and evaluating the design and implementation of management's controls designed to prevent and detect irregularities;
- challenging assumptions and judgements made by management in their significant accounting estimates.
- identifying and testing journal entries.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also,

the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities) . This description forms part of our auditor's report.



**Hastings and Bexhill Mencap Society**

**Independent Auditors' Report to the Trustees of the charitable company on the accounts for the year ended 31 March 2022**

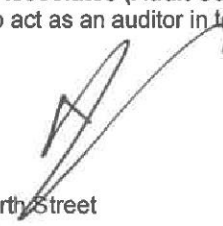
**Use of our report**

This report is made solely to the company's Trustees, as a body in accordance with the requirements of Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Stephen James Moore – Senior Statutory Auditor**

**Watson Associates (Audit Services) Ltd, Statutory Auditors**

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006



30-34 North Street  
Hailsham  
East Sussex  
BN27 1DW

Date: 8-DEC 2022

**Hastings and Bexhill Mencap Society - Statement of Financial Activities for the year ended 31 March 2022**

***Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2022, 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
		2022 £	2022 £	2022 £	2022 £	2021 £
<b>Income &amp; Endowments from:</b>						
Donations & Legacies	A1	113,009	599	-	113,608	234,151
Charitable activities	A2	797,239	-	-	797,239	763,822
Other trading activities	A3	56,130	-	-	56,130	14,463
Investments	A4	1,584	-	-	1,584	1,117
Other	A5	300	-	-	300	-
<b>Total income</b>	<b>A</b>	<b>968,262</b>	<b>599</b>	<b>-</b>	<b>968,861</b>	<b>1,013,553</b>
<b>Expenditure on:</b>						
Raising funds	B1	11,972	-	-	11,972	10,648
Charitable activities	B2	879,379	599	-	879,978	817,703
<b>Total expenditure</b>	<b>B</b>	<b>891,351</b>	<b>599</b>	<b>-</b>	<b>891,950</b>	<b>828,351</b>
Net gains on investments	B4	-	-	3,110	3,110	(1,004)
<b>Net income for the year</b>		<b>76,911</b>	<b>-</b>	<b>3,110</b>	<b>80,021</b>	<b>184,198</b>
<b>Net income after transfers</b>	<b>A-B-C</b>	<b>76,911</b>	<b>-</b>	<b>3,110</b>	<b>80,021</b>	<b>184,198</b>
<b>Net movement in funds</b>		<b>76,911</b>	<b>-</b>	<b>3,110</b>	<b>80,021</b>	<b>184,198</b>
<b>Reconciliation of funds:-</b>						
<b>Total funds brought forward</b>	<b>E</b>	1,327,414	-	12,441	1,339,855	1,155,657
<b>Total funds carried forward</b>		<b>1,404,325</b>	<b>-</b>	<b>15,551</b>	<b>1,419,876</b>	<b>1,339,855</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 2022**

**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 2021 £	Prior Year Restricted Funds 2021 £	Prior Year Endowment Funds 2021 £	Prior Year Total Funds 2021 £
<b>Income &amp; Endowments from:</b>					
Donations & Legacies	A1	232,151	2,000	-	234,151
Charitable activities	A2	763,822	-	-	763,822
Other trading activities	A3	14,463	-	-	14,463
Investments	A4	1,117	-	-	1,117
Other	A5	-	-	-	-
<b>Total income</b>	<b>A</b>	<b>1,011,553</b>	<b>2,000</b>	<b>-</b>	<b>1,013,553</b>
<b>Expenditure on:</b>					
Raising funds	B1	10,648	-	-	10,648
Charitable activities	B2	815,703	2,000	-	817,703
Other	B3	-	-	-	-
Tax on surplus on ordinary activities	B3	-	-	-	-
Other taxation	B3	-	-	-	-
<b>Total expenditure</b>	<b>B</b>	<b>826,351</b>	<b>2,000</b>	<b>-</b>	<b>828,351</b>
Net gains on investments	B4	-	-	(1,004)	(1,004)
<b>Net income for the year</b>		<b>185,202</b>	<b>-</b>	<b>(1,004)</b>	<b>184,198</b>
<b>Transfers between funds</b>	<b>C</b>	<b>72,414</b>	<b>(72,414)</b>	<b>-</b>	<b>-</b>
<b>Net income after transfers</b>		<b>257,616</b>	<b>(72,414)</b>	<b>(1,004)</b>	<b>184,198</b>
<b>Net movement in funds</b>		<b>257,616</b>	<b>(72,414)</b>	<b>(1,004)</b>	<b>184,198</b>
<b>Reconciliation of funds:-</b>					
	<b>E</b>				
<b>Total funds brought forward</b>		<b>1,069,798</b>	<b>72,414</b>	<b>13,445</b>	<b>1,155,657</b>
<b>Total funds carried forward</b>		<b>1,327,414</b>	<b>-</b>	<b>12,441</b>	<b>1,339,855</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 2022**

**Statement of Total Recognised Gains and Losses for the year ended 31 March 2022**

	2022 £	2021 £
<b>Surplus for the year :-</b>		
Net excess of income over expenditure from operations before tax	76,911	185,202
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>76,911</b>	<b>185,202</b>
<b><i>Add/(deduct) non income and expenditure items:-</i></b>		
Unrealised gains on investments	3,110	(1,004)
<b>Net Movement in funds before taxation</b>	<b>80,021</b>	<b>184,198</b>
<b>Funds generated in the year as shown on Statement of Financial Activities</b>	<b>80,021</b>	<b>184,198</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 2022 towards fixed assets for Charity use:-**

	2022 £	2021 £
Funds generated in the year as detailed in the SOFA	80,021	184,198
Resources applied on functional fixed assets	-	(10,470)
Other applications of funds	-	-
<b>Net resources available to fund charitable activities</b>	<b>80,021</b>	<b>173,728</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 2022**

**Movements in revenue and capital funds for the year ended 31 March 2022**

**Revenue accumulated funds**

	Unrestricted and Designated funds 2022 £	Restricted Funds 2022 £	Endowment Funds 2022 £	Total Funds 2022 £	Last year Total Funds 2021 £
Accumulated funds brought forward	1,327,414	-	-	1,327,414	1,142,212
Recognised gains and losses before transfers	76,911	-	-	76,911	185,202
	<b>1,404,325</b>	<b>-</b>	<b>-</b>	<b>1,404,325</b>	<b>1,327,414</b>
(From)/To unrestricted revenue funds	-	-	-	-	-
<b>Closing revenue funds</b>	<b>1,404,325</b>	<b>-</b>	<b>-</b>	<b>1,404,325</b>	<b>1,327,414</b>

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

	Total Funds 2022 £	Last year Total Funds 2021 £
At 1 April	605,089	3,195
Transfer (to)/from revenue accumulated funds	86,431	601,894
<b>At 31 March</b>	<b>691,520</b>	<b>605,089</b>

The purposes for which these funds have been designated are described in Note 23 to the accounts.

**Fixed asset funds**

	Designated Funds 2022 £	Restricted Funds 2022 £	Endowment Funds 2022 £	Total Funds 2022 £	Last year Total Funds 2021 £
At 1 April	-	-	12,441	12,441	13,445
Transfer (to)/from revenue funds	-	-	3,110	3,110	(1,004)
<b>At 31 March</b>	<b>-</b>	<b>-</b>	<b>15,551</b>	<b>15,551</b>	<b>12,441</b>

The purposes of the transfers to fixed asset funds are described in Note 23 to the accounts and under the accounting policy 'Accounting for capital grants and fixed asset funds'.

**Summary of funds**

	Unrestricted and Designated funds 2022 £	Restricted Funds 2022 £	Endowment Funds 2022 £	Total Funds 2022 £	Last Year Total Funds 2021 £
Revenue accumulated funds	712,805	-	-	712,805	722,325
Revenue designated funds	691,520	-	-	691,520	605,089
Fixed asset funds	-	-	15,551	15,551	12,441
<b>Total funds</b>	<b>1,404,325</b>	<b>-</b>	<b>15,551</b>	<b>1,419,876</b>	<b>1,339,855</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 2022**

**Hastings and Bexhill Mencap Society  
Income and Expenditure Account for the year ended 31 March 2022 as required by the Companies Act 2006**

	2022 £	2021 £
<b>Income</b>		
Income from operations	966,977	1,012,436
Investment income		
Income from investments, other than interest receivable	471	-
Interest receivable	1,113	1,117
Other operating income	300	-
<b>Gross income in the year before exceptional items</b>	<b>968,861</b>	<b>1,013,553</b>
<b>Gross income in the year including exceptional items</b>	<b>968,861</b>	<b>1,013,553</b>
<b>Expenditure</b>		
Charitable expenditure, excluding depreciation and amortisation	863,226	798,167
Depreciation and amortisation	13,392	16,176
Fundraising costs	11,972	10,648
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>891,950</b>	<b>828,351</b>
<b>Net income before tax in the financial year</b>	<b>76,911</b>	<b>185,202</b>
Tax on surplus on ordinary activities	-	-
<b>Net income after tax in the financial year</b>	<b>76,911</b>	<b>185,202</b>
<b>Retained surplus for the financial year</b>	<b>76,911</b>	<b>185,202</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 2022

	SORP		2022	2021
	Note	Ref	£	£
<b>Fixed assets</b>		A		
Tangible assets	12	A2	404,326	417,718
Investments held as fixed assets	13	A4	15,551	12,441
<b>Total fixed assets</b>			<u>419,877</u>	<u>430,159</u>
<b>Current assets</b>		B		
Debtors	14	B2	88,599	52,486
Cash at bank and in hand		B4	929,351	892,530
<b>Total current assets</b>			<u>1,017,950</u>	<u>945,016</u>
<b>Creditors: amounts falling due within one year</b>	15	C1	<u>(17,951)</u>	<u>(35,320)</u>
<b>Net current assets</b>			999,999	909,696
<b>The total net assets of the charity</b>			<u><b>1,419,876</b></u>	<u><b>1,339,855</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	15,551	12,441
			15,551	12,441
<b>Restricted funds</b>			-	-
<b>Unrestricted Funds</b>				
Unrestricted Revenue Funds	20	D3	712,805	722,325
			712,805	722,325
<b>Designated Funds</b>				
Designated Revenue Funds	20	D3	691,520	605,089
<b>Total charity funds</b>			<u><b>1,419,876</b></u>	<u><b>1,339,855</b></u>

## Hastings and Bexhill Mencap Society - Balance Sheet as at 31 March 2022

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 .....6/10/22

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 2022

		2022 £	2021 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities as shown below	A	<u>35,237</u>	<u>217,960</u>
<b>Cash flows from investing activities</b>			
Interest received		1,113	1,117
Dividends received		471	-
Purchase of property, plant and equipment		-	(10,470)
<b>Net cash provided by investing activities</b>	<b>B</b>	<u><b>1,584</b></u>	<u><b>(9,353)</b></u>
<b>Cash flows from financing activities</b>			
<b>Net cash provided by financing activities</b>	<b>C</b>	<u><b>-</b></u>	<u><b>-</b></u>
<b>Overall cash provided by all activities</b>	<b>A+B+C</b>	<u><b>36,821</b></u>	<u><b>208,607</b></u>
<b>Cash movements</b>			
Change in cash and cash equivalents from activities in the year ended 31 March 2022		36,821	208,607
Cash and cash equivalents at 1 April 2021		892,530	683,923
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><b>929,351</b></u>	<u><b>892,530</b></u>

## Hastings and Bexhill Mencap Society

### Cash Flow Statement for the year ended 31 March 2022

#### Hastings and Bexhill Mencap Society

### Cash Flow Statement for the year ended 31 March 2022 - Continued

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

Net income as shown in the Statement of Financial Activities	80,021	184,198
<b>Adjustments for :-</b>		
Depreciation charges	13,392	16,176
Net unrealised (gains) losses on investment assets	(3,110)	1,004
Dividends and interest from investments	(1,584)	(1,117)
(Increase) decrease in debtors	(36,113)	2,273
Increase in creditors, excluding loans	(17,369)	15,426
<b>Net cash provided by operating activities</b>	<b>A 35,237</b>	<b>217,960</b>

#### Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand at for the year ended 31 March 2022	929,351	892,530
Notice deposits - (less than 3 months)	-	-
<b>Total cash and cash equivalents</b>	<b>929,351</b>	<b>892,530</b>

#### Analysis of change in net debt

	<b>At start of year</b>	<b>Cash flows and cash equivalents</b>	<b>At end of year</b>
Cash	892,530	36,821	929,351
<b>Total</b>	<b>892,530</b>	<b>36,821</b>	<b>929,351</b>

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2022

#### 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 2023, 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 2022

#### 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 2022**

#### **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 Note8.

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2022

#### *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 2022**

#### **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 2022

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

	2022 £	2021 £
The net surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	13,392	16,176
Pension costs	11,262	34,368
Auditors' remuneration	3,360	3,360

#### 6 Investment gains

<i>Current Year</i>	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Endowment Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
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##### *Unrealised gains /(losses) and writing down of carrying values*

Listed investments - Unrealised	-	-	3,110	3,110	(1,004)
<b>Total unrealised gains/(losses) etc</b>	<b>-</b>	<b>-</b>	<b>3,110</b>	<b>3,110</b>	<b>(1,004)</b>
<b>Total realised and unrealised gains</b>	<b>-</b>	<b>-</b>	<b>3,110</b>	<b>3,110</b>	<b>(1,004)</b>

##### *Prior year*

Prior Year Unrestricted Funds 2021 £	Prior Year Restricted Funds 2021 £	Prior Year Endowment Funds 2021 £	Prior Year Total Funds 2021 £
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##### *Unrealised gains /(losses) and writing down of carrying values*

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

#### 7 Donated goods, services and facilities

<i>Current year</i>	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Endowment Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
<i>Included in Other Trading Income:-</i>					
Income from the sale of donated goods	56,125	-	-	56,125	14,273
	<b>56,125</b>	<b>-</b>	<b>-</b>	<b>56,125</b>	<b>14,273</b>



## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2022

<i>Prior Year</i>	Prior Year Unrestricted Funds	Prior Year Restricted Funds	Prior Year Endowment Funds	Prior Year Total Funds
	2021	2021	2021	2021
	£	£	£	£
<b><i>Included in Other Trading Income:-</i></b>				
Income from the sale of donated goods	14,273	-	-	14,273
	<b>14,273</b>	<b>-</b>	<b>-</b>	<b>14,273</b>

### 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

<b><i>Salary costs</i></b>	<b>2022</b>	<b>2021</b>
	£	£
Gross Salaries excluding trustees	615,287	568,338
Employer's National Insurance for all staff	39,853	35,401
Employer's operating costs of defined contribution pension schemes	11,262	34,368
<b>Total salaries, wages and related costs</b>	<b>666,402</b>	<b>638,107</b>

<b><i>Numbers of full time employees or full time equivalents</i></b>	<b>2022</b>	<b>2021</b>
The average number of total staff employed in the year was	40	37
The estimated full time equivalent number of all staff employed in the year was	40	37

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

Engaged on charitable activities	32	29
Engaged on management and administration	8	8
<b>The estimated full time equivalent number of all staff employed as above</b>	<b>40</b>	<b>37</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 2022

#### 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>	Land and Buildings	Plant & Machinery	Motor Vehicles	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2021	479,693	131,368	28,950	640,011
<b>At 31 March 2022</b>	<b>479,693</b>	<b>131,368</b>	<b>28,950</b>	<b>640,011</b>
<b>Depreciation</b>				
At 1 April 2021	95,381	114,246	12,666	222,293
Charge for the year	5,041	4,280	4,071	13,392
<b>At 31 March 2022</b>	<b>100,422</b>	<b>118,526</b>	<b>16,737</b>	<b>235,685</b>
<b>Net book value</b>				
<b>At 31 March 2022</b>	<b>379,271</b>	<b>12,842</b>	<b>12,213</b>	<b>404,326</b>
<b>At 31 March 2021</b>	<b>384,312</b>	<b>17,122</b>	<b>16,284</b>	<b>417,718</b>

<i>Prior Year</i>	Land and Buildings	Plant & Machinery	Motor Vehicles	Total
	£	£	£	£
<b>Cost</b>				
01 April 2020	479,693	120,898	28,950	629,541
Additions	-	10,470	-	10,470
<b>30 March 2021</b>	<b>479,693</b>	<b>131,368</b>	<b>28,950</b>	<b>640,011</b>
<b>Depreciation</b>				
01 April 2020	90,340	108,539	7,238	206,117
Charge for the year	5,041	5,707	5,428	16,176
<b>30 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>30 March 2021</b>	<b>384,312</b>	<b>17,122</b>	<b>16,284</b>	<b>417,718</b>
<b>30 March 2020</b>	<b>389,353</b>	<b>12,359</b>	<b>21,712</b>	<b>423,424</b>

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2022

#### 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 2021	-	12,441	-	12,441
Revaluation at 31 March 2022	-	3,110	-	3,110
<b>At 31 March 2022</b>	<b>-</b>	<b>15,551</b>	<b>-</b>	<b>15,551</b>
<b>Analysis between fair value and historical cost</b>				
Investments as above held at fair value	-	15,551	-	15,551

<i>Prior Year</i>	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

#### 14 Debtors

	2022	2021
	£	£
Trade debtors	34,507	39,078
Prepayments and accrued income	54,092	13,408
	<b>88,599</b>	<b>52,486</b>

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

	2022	2021
	£	£
Trade creditors	7,275	2,839
Accruals	10,676	32,481
	<b>17,951</b>	<b>35,320</b>

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2022

16 Income and Expenditure account summary	2022 £	2021 £
At 1 April 2021	1,342,105	1,155,657
Transfers in for the year	-	1,246
At 1 April 2021	1,342,105	1,156,903
Surplus after tax for the year	76,911	185,202
At 31 March 2022	<u>1,419,016</u>	<u>1,342,105</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 2022	Unrestricted funds £	Designated funds £	Endowment funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	404,326	-	-	-	404,326
Investments at valuation:-					
Fixed asset investments	-	-	15,551	-	15,551
Current Assets	326,430	691,520	-	-	1,017,950
Current Liabilities	(17,951)	-	-	-	(17,951)
	<u>712,805</u>	<u>691,520</u>	<u>15,551</u>	<u>-</u>	<u>1,419,876</u>
At 1 April 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>

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2022

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

	Funds brought forward from 2021	Movement in funds in 2022	Transfers between funds in 2022	Funds carried forward to 2023
	£	See Note 21 £	See Note 22 £	£
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	722,325	(9,520)	-	712,805
Designated Revenue Funds	605,089	86,431	-	691,520
<b>Total unrestricted and designated funds</b>	<b>1,327,414</b>	<b>76,911</b>	<b>-</b>	<b>1,404,325</b>
<b>Endowment funds:-</b>				
Endowment Fixed Asset Funds	12,441	3,110	-	15,551
<b>Total endowment funds</b>	<b>12,441</b>	<b>3,110</b>	<b>-</b>	<b>15,551</b>
<b>Total charity funds</b>	<b>1,339,855</b>	<b>80,021</b>	<b>-</b>	<b>1,419,876</b>

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

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2022 £	2022 £	2022 £	2022 £
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	871,789	(881,309)	-	(9,520)
Designated Revenue Funds	96,473	(10,042)	-	86,431
<b>Restricted funds:-</b>				
Let's Go Digital grant	599	(599)	-	-
<b>Endowment funds:-</b>				
Endowment Fixed Asset Funds	-	-	3,110	3,110
	<b>968,861</b>	<b>(891,950)</b>	<b>3,110</b>	<b>80,021</b>

## Hastings and Bexhill Mencap Society

### Notes to the Accounts for the year ended 31 March 2022

#### 22 Details of transfers between funds in

<i>The transfers shown in note 20 above are:-</i>	<b>2022</b>
	<b>£</b>
To/(from) Unrestricted Revenue Funds in accordance with the accounting policy 'Accounting for capital grants and fixed asset funds'.	-
To/(from) Designated Revenue Funds	-
	<hr/>
	<hr/>

#### 23 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 costs at the discretion of the trustees and comprise:	
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Transport reserve	3,666	3,195
BFBF project	687,854	601,894
	<hr/>	<hr/>
<b>Total designated funds</b>	<b>691,520</b>	<b>605,089</b>

##### *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'.
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#### 24 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 2022 as required by the SORP 2015

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

### 25 Donations, Grants and Legacies

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
	2022	2022	2022	2022	2021
	£	£	£	£	£
<b>Donations and gifts from individuals</b>					
Small donations individually less than £1000	5,042	-	-	5,042	7,621
Mr & Mrs Dowse	-	-	-	-	20,000
Co-Op Community Fund	-	-	-	-	3,724
S Gould	-	-	-	-	2,000
Mrs S Dowse	20,000	-	-	20,000	-
J Crouch	-	-	-	-	6,000
A Mason	-	-	-	-	3,360
J Rofo	-	-	-	-	2,000
Gift aid	-	-	-	-	12,358
<b>Total donations and gifts from individuals</b>	<b>25,042</b>	<b>-</b>	<b>-</b>	<b>25,042</b>	<b>57,063</b>

## Hastings and Bexhill Mencap Society

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Endowment Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
<b>Legacies receivable</b>					
J Stentiford Estate	-	-	-	-	21,775
<b>Total legacies receivable</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,775</b>
	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Endowment Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
<b>Revenue grants from government and public bodies</b>					
Government grants - JRS claims	4,360	-	-	<b>4,360</b>	82,873
Government grants - Infection control	73,861	-	-	<b>73,861</b>	50,199
Local authority grants (HBC) - Covid 19	2,667	-	-	<b>2,667</b>	20,241
ESCC grants - Outbreak management fund	1,996	-	-	<b>1,996</b>	-
ESCC grants - Rapid testing fund	2,583	-	-	<b>2,583</b>	-
ESCC grants - Workforce grant fund (COMF)	2,500	-	-	<b>2,500</b>	-
<b>Total public sector revenue grants</b>	<b>87,967</b>	<b>-</b>	<b>-</b>	<b>87,967</b>	<b>153,313</b>
	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Endowment Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
<b>Revenue grants and donations from non public bodies</b>					
Let's Go Digital grant	-	599	-	<b>599</b>	2,000
<b>Total private sector revenue grants</b>	<b>-</b>	<b>599</b>	<b>-</b>	<b>599</b>	<b>2,000</b>



## Hastings and Bexhill Mencap Society

Detailed analysis of income and expenditure for the year ended 31 March 2022 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
	2021	2021	2021	2021
	£	£	£	£
Prior Year	-	2,000	-	2,000

### Total Donations, Grants and Legacies

Total Donations, Grants and Legacies	A1	113,009	599	-	113,608	234,151
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All the donations and gifts in the prior year were unrestricted.

### Prior year

All the donations and gifts in the prior year were unrestricted.					
<b>Prior year</b>		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Prior Year Total Funds</b>
		<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Total Donations, Grants and Legacies</b>	<b>A1</b>	<b>232,151</b>	<b>2,000</b>	<b>-</b>	<b>234,151</b>

## Hastings and Bexhill Mencap Society

### Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

#### 26 Income from charitable activities - Trading Activities

<i>Current year</i>	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Endowment Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total funds 2021 £
<b>Primary purpose and ancillary trading</b>					
Sale of goods and services in accordance with the charity's objects	384,609	-	-	384,609	296,119
Residential care fees	412,630	-	-	412,630	467,679
Membership subscriptions in return for	-	-	-	-	24
<b>Total Primary purpose and ancillary trading</b>	<b>797,239</b>	<b>-</b>	<b>-</b>	<b>797,239</b>	<b>763,822</b>

#### 27 Total Income from charitable activities

<i>Current year</i>	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Endowment Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Total income from charitable trading	797,239	-	-	797,239	763,822
<b>Total from charitable activities A2</b>	<b>797,239</b>	<b>-</b>	<b>-</b>	<b>797,239</b>	<b>763,822</b>

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

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Endowment Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Income from fundraising events	5	-	-	5	187
Income from the sale of donated goods	56,125	-	-	56,125	14,273
Enterprise/project work income	-	-	-	-	3
<b>Total from other activities A3</b>	<b>56,130</b>	<b>-</b>	<b>-</b>	<b>56,130</b>	<b>14,463</b>

## Hastings and Bexhill Mencap Society

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

### 29 Investment income

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
	2022	2022	2022	2022	2021
	£	£	£	£	£
Dividend Income	471	-	-	471	-
Bank Interest Receivable	1,113	-	-	1,113	1,117
<b>Total investment income</b>	<b>A4 1,584</b>	<b>-</b>	<b>-</b>	<b>1,584</b>	<b>1,117</b>

### 30 Other income and gains

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
<b>Current year</b>	2022	2022	2022	2022	2021
	£	£	£	£	£
Sundry other income	300	-	-	300	-
<b>Total other income</b>	<b>A5 300</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>-</b>

### 31 Expenditure on charitable activities - Charitable trading

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
<b>Current Year</b>	2022	2022	2022	2022	2021
	£	£	£	£	£
Cost of goods for primary purpose trading - Including movement in stock	59,356	-	-	59,356	60,906
Gross wages and salaries - charitable trading activities	464,087	-	-	464,087	438,965
Employers' NI - charitable trading activities	28,219	-	-	28,219	28,148
Defined contribution pension costs - charitable trading activities	8,469	-	-	8,469	26,331
Temporary Staff - charitable trading activities	21,238	-	-	21,238	999
Tutors and subcontractors	26,359	-	-	26,359	21,709
<b>Total charitable trading costs</b>	<b>B2b 607,728</b>	<b>-</b>	<b>-</b>	<b>607,728</b>	<b>577,058</b>

## Hastings and Bexhill Mencap Society

Detailed analysis of income and expenditure for the year ended 31 March 2022 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
	2022	2022	2022	2022	2021
	£	£	£	£	£
<b><i>Employee costs not included in direct costs</i></b>					
Salaries - Administrative staff	119,067	-	-	119,067	118,143
Defined contribution pension cost - administrative staff	2,793	-	-	2,793	8,037
Employers' NI - Administrative staff	11,351	-	-	11,351	7,054
Training and welfare - staff	3,123	-	-	3,123	794
Recruitment expenses	402	-	-	402	130
<b><i>Premises Expenses</i></b>					
Rates and water charges	5,410	-	-	5,410	4,676
Room Hire	10,323	-	-	10,323	1,469
Light heat and power	11,995	-	-	11,995	7,918
Cleaning and waste management	7,889	-	-	7,889	4,466
Premises repairs, renewals and maintenance	23,173	-	-	23,173	22,120
Property insurance	14,626	-	-	14,626	9,362
<b><i>Administrative overheads</i></b>					
Telephone, fax and internet	7,001	-	-	7,001	4,853
Stationery and printing	5,208	-	-	5,208	4,361
Membership subscriptions	3,769	-	-	3,769	2,553
Hire of equipment	898	-	-	898	760
Software licences and expenses	785	-	-	785	240
Advertising and marketing	2,063	-	-	2,063	1,225
Sundry expenses	1,049	-	-	1,049	597
Equipment, repairs, expenses and maintenance	5,565	599	-	6,164	7,253
CareDocs system fees	3,414	-	-	3,414	3,770
Bad debts	-	-	-	-	594
Computer expenses	394	-	-	394	1,070
<b><i>Professional fees paid to advisors other than the auditor or examiner</i></b>					
Accountancy fees other than examination or audit fees	2,438	-	-	2,438	2,288
Other legal and professional	9,949	-	-	9,949	6,297
<b><i>Financial costs</i></b>					
Bank charges	2,214	-	-	2,214	1,079
Depreciation & Amortisation in total for	13,392	-	-	13,392	16,176
<b>Support costs before reallocation</b>	<b>268,291</b>	<b>599</b>	<b>-</b>	<b>268,890</b>	<b>237,285</b>
<b>Total support costs - Current Year</b>	<b>268,291</b>	<b>599</b>	<b>-</b>	<b>268,890</b>	<b>237,285</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 2022 as required by the SORP 2015

All the expenditure in the prior year was unrestricted.

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

#### 33 Other Expenditure - Governance costs

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
	2022	2022	2022	2022	2021
	£	£	£	£	£
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 2022 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>		2022	2022	2022	2022	2021
		£	£	£	£	£
Total charitable trading costs	B2b	607,728	-	-	607,728	577,058
Total support costs	B2d	268,291	599	-	268,890	237,285
Total Governance costs	B2e	3,360	-	-	3,360	3,360
<b>Total charitable expenditure</b>	<b>B2</b>	<b>879,379</b>	<b>599</b>	<b>-</b>	<b>879,978</b>	<b>817,703</b>

All the expenditure in the prior year was unrestricted.

		Prior Year	Prior Year	Prior Year	Prior Year
		Unrestricted	Restricted	Endowment	Total Funds
		Funds	Funds	Funds	
<i>Prior Year</i>		2021	2021	2021	2021
		£	£	£	£
Total charitable trading costs	B2b	577,058	-	-	577,058
Total support costs	B2d	237,285	-	-	237,285
Total Governance costs	B2e	3,360	-	-	3,360
<b>Total charitable expenditure</b>	<b>B2</b>	<b>817,703</b>	<b>-</b>	<b>-</b>	<b>817,703</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>		2022	2022	2022	2022	2021
		£	£	£	£	£
Cost of fundraising activities		794	-	-	794	218
Gross wages and salaries - fundraising		10,895	-	-	10,895	10,231
Employers' NI - fundraising activities		283	-	-	283	199
<b>Total fundraising costs</b>	<b>B1</b>	<b>11,972</b>	<b>-</b>	<b>-</b>	<b>11,972</b>	<b>10,648</b>

All the expenditure in the prior year was unrestricted.

## Hastings and Bexhill Mencap Society

### Activity analysis of Income and expenditure for the for the year ended 31 March 2022

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

#### 36 Analysis of income by activity

	SOFA ref	2022 £	2021 -
<b>Activity</b>			
<b>Income from charitable activities</b>			
Open Door		269,541	233,102
Active Arts		115,538	63,064
Westwood		412,160	467,679
Society (incl Shop)		-	(23)
<b>Total Income from charitable activities</b>	<b>A2</b>	<b>797,239</b>	<b>763,822</b>
<b>Income from other, non charitable, trading activities</b>			
Fundraising activities		56,130	14,460
Other non charitable activities		-	3
<b>Total Income from other, non charitable, trading activities</b>	<b>A3</b>	<b>56,130</b>	<b>14,463</b>
<b>Summary of Total Income, including the items above</b>			
Charitable activities	<b>A2</b>	797,239	763,822
Other activities	<b>A3</b>	56,130	14,463
Donations & Legacies	<b>A1</b>	113,608	234,151
Investment income	<b>A4</b>	1,584	1,117
Other income	<b>A5</b>	300	-
<b>Total income as shown in the SOFA</b>	<b>A</b>	<b>968,861</b>	<b>1,013,553</b>
<b>Categories of income</b>			
Income from exchange transactions		968,861	1,013,553

## Hastings and Bexhill Mencap Society

### Activity analysis of Income and expenditure for the for the year ended 31 March 2022

#### 37 Analysis of charitable expenditure by activity

##### Activity

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2022	2022	2022	2022	2021
	£	£	£	£	£
<b>Open Door</b>					
Charitable trading costs	236,742	-	-	236,742	223,395
Employee costs not included in direct cos	-	17,621	-	17,621	47,176
Premises expenses	-	48	-	48	898
Administrative overheads	-	4,945	-	4,945	3,948
Professional fees	-	614	-	614	572
Financial costs	-	1,437	-	1,437	1,834
<b>Total Open Door</b>	<b>236,742</b>	<b>24,665</b>	<b>-</b>	<b>261,407</b>	<b>277,823</b>
	Direct costs	Support costs	Grant funding of activities	Total	Total
	2022	2022	2022	2022	2021
	£	£	£	£	£
<b>Active Arts</b>					
Charitable trading costs	82,313	-	-	82,313	76,590
Employee costs not included in direct cos	-	10,771	-	10,771	14,970
Premises expenses	-	2,413	-	2,413	3,253
Administrative overheads	-	1,947	-	1,947	2,301
Professional fees	-	542	-	542	572
Financial costs	-	406	-	406	467
<b>Total Active Arts</b>	<b>82,313</b>	<b>16,079</b>	<b>-</b>	<b>98,392</b>	<b>98,153</b>



## Hastings and Bexhill Mencap Society

### Activity analysis of Income and expenditure for the for the year ended 31 March 2022

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2022	2022	2022	2022	2021
	£	£	£	£	£
<b>Westwood</b>					
Charitable trading costs	278,014	-	-	278,014	270,042
Employee costs not included in direct cos	-	11,974	-	11,974	54,669
Premises expenses	-	35,643	-	35,643	27,130
Administrative overheads	-	15,651	-	15,651	15,454
Professional fees	-	596	-	596	572
Financial costs	-	4,535	-	4,535	4,930
<b>Total Westwood</b>	<b>278,014</b>	<b>68,399</b>	<b>-</b>	<b>346,413</b>	<b>372,797</b>

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2022	2022	2022	2022	2021
	£	£	£	£	£
<b>Society (incl Shop)</b>					
Charitable trading costs	10,659	-	-	10,659	7,031
Employee costs not included in direct cos	-	96,370	-	96,370	17,343
Premises expenses	-	35,312	-	35,312	18,730
Administrative overheads	-	8,202	-	8,202	5,573
Professional fees	-	10,635	-	10,635	6,869
Financial costs	-	9,228	-	9,228	10,024
<b>Total Society (incl Shop)</b>	<b>10,659</b>	<b>159,747</b>	<b>-</b>	<b>170,406</b>	<b>65,570</b>

### Summary of charitable costs by activity

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2022	2022	2022	2022	2021
	£	£	£	£	£
Total Open Door	236,742	24,665	-	261,407	277,823
Total Active Arts	82,313	16,079	-	98,392	98,153
Total Westwood	278,014	68,399	-	346,413	372,797
Total Society (incl Shop)	10,659	159,747	-	170,406	65,570
Total Governance costs as detailed in Note 33	-	3,360	-	3,360	3,360
<b>Total charitable expenditure</b>	<b>607,728</b>	<b>272,250</b>	<b>-</b>	<b>879,978</b>	<b>817,703</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 2022

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

Activity	Governance	Finance	Human Resources	Other Overheads	Total
Open Door	840	1,437	17,621	5,607	25,505
Active Arts	840	406	10,771	4,902	16,919
Westwood	840	4,535	11,974	51,890	69,239
Society (incl Shop)	840	9,228	96,370	54,149	160,587
<b>Grand Total</b>	<b>3,360</b>	<b>15,606</b>	<b>136,736</b>	<b>116,548</b>	<b>272,250</b>

### 38 Analysis of non charitable expenditure by activity

#### Activity

#### Fundraising activities

Fundraising activities 2022 £	Fundraising activities 2021 £
-------------------------------------	-------------------------------------

Direct fundraising costs

11,972      10,648

Indirect fundraising costs:-

-      -

#### Governance costs

Governance costs 2022 £	Governance costs 2021 £
-------------------------------	-------------------------------

Other Expenditure - Governance costs as detailed in Note 33

3,360      3,360

#### Total non charitable expenditure

2022  
£

2021  
£

Total costs of Fundraising activities

11,972      10,648

#### Total non charitable expenditure

**11,972      10,648**

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 2022**

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

As the pandemic continued into its second year it became obvious that our previous offer of social clubs and activities were unlikely to resume. The majority of the social committee and volunteers took retirement during the first year of the pandemic and as clubs were run by this willing and dedicated band of volunteers, the trustees recognised that social activities would need to be run differently in the future.

At the time of writing, the trustees are considering options for the future, that realistically won't be brought to fruition until the completion of the building work at Frimley.

However, the staff team within the organisation are keen to offer support in this area when it is safe to do so and have plans for reinstating social events around special occasions, dinners, coffee mornings, cinema club and those connected with fundraising.

It is recognised that to reform social clubs on a regular basis will require a different approach. The trustees are considering employing a paid club leader whom can seek volunteers to support them in their role. It is clear from talking to our membership that the need for inexpensive activities that offer a safe environment to meet socially, whilst offering carers a short respite break, remains real, therefore the trustees are keen to make this an area of priority once building work is complete.

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.

We are delighted that Hastings Gateway Club are making plans to re-open in the spring, and we are looking forward to welcoming them back to Frimley on a Thursday evening.

The staff have plans to celebrate the Queens Jubilee in June that will be our first in-house social event since February 2020.

We have not been able to offer outings again this year, however this remains under review.

We were unable to hold our annual Open Door Christmas fundraising party again this year, but have plans to hold it once again in November 2022.

#### **Holidays**

Westwood continue to offer a choice of holidays to their residents, although these have been limited to short hotel breaks this spring, plans for further holidays with staff and/or residents families are being made for the coming year.

The trustees will continue to work with the C.E.O. to explore new ways of delivering social and fundraising activities.

#### **Parents & Carers**

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

Our AGM, followed by a light lunch, was held in Christchurch community hall on 12<sup>th</sup> November 2021, this enabled us to offer spaces for anyone wishing to attend. This meeting gave us opportunity to present Georgina Holmes with a gift in recognition of her long service to the Society as chair and social secretary. During the meeting we were delighted to be able to formally offer Georgina the position of Life Vice President of Hastings & Bexhill Mencap.

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2022**

#### **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.

Fundraising was on hold throughout the year owing to challenges brought about by the pandemic. The Trustees recognise the importance of reinstating these once it is safe to do so, and there is sufficient staff available to arrange them.

#### **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 social activities. A very limited service was made available to Open Door and Westwood members/residents to enable them to attend day service. The Trustees, working with the C.E.O. and Open Door manager are considering options that will enable day services to run effectively whilst keeping the transport provision viable.

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.

We are grateful to the parents and carers whom have enabled our members to access Open Door and Active Arts throughout the year by arranging transport for them.

Active Arts have very limited need for transport, with students and staff making their own way to Frimley or the various community spaces they use. 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.

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.

We began the New Year offering in person sessions to all service users, mostly at a reduced level, with some members preferring not to return at this stage. This meant numbers actually attending were less than half our pre-pandemic level.

We continued to work within the guidelines set by Government and local authority regarding social distancing, wearing of PPE and increased infection control. This prevented any outbreak of Covid within the day service setting. However, this did restrict the activities we were able to offer but as restrictions lessened throughout the year we were able to gradually rebuild our service.

Most sessions were held within Frimley, working in partnership with Active Arts to enable the best use of resources. Open Door also used a large room within a local church, initially five days each week, reducing to two days by the end of March 2022.

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2022**

The manager and her staff continuously reviewed the activities offered to members, as at the beginning of the year these mostly had to be seated activities in strict bubbles creating a real challenge for our staff. However, we were able to offer science, arts and craft, Makaton, and formed a choir in the garden.

A grant from the Let's Get Digital programme enabled some of our members to gain the necessary knowledge to use IT equipment, following a set course that resulted in 12 of our members receiving their own tablet.

Working under the guidance of Active Arts we took part in the Town Explores a Book project, with very varied and colourful owls adding to the Owl and the Pussy Cat art installation around our town.

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.

Some Zoom sessions continued until the summer of 2021, being phased out as people returned to in-person service.

For those members unable to return due to the pandemic, we ensured we kept in touch with them through weekly phone calls to keep them informed and to informally monitor their wellbeing.

A 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.

As we approach the new financial year we are pleased to report that all members have been offered the same level of service as pre-pandemic. Sadly we did lose some members during the year for various reasons, we will work to fill these vacancies throughout the coming year as we will be able to resume the offer of taster days and have already been pleased to welcome three new members.

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

Extra-curricular activities offered throughout the year have been vastly reduced this year and we plan to resume these during the coming year.

All staff have completed all mandatory trainings

We normally celebrate a variety festivals and events however this has again been very limited this year. We were pleased to cook a Christmas dinner for 30 of our members, even though we had to socially distance meaning our classrooms were turned into dining rooms, each decorated by our members. Staying in their "bubbles" members also enjoyed Christmas games, craft and "cinema" days with popcorn and ice cream. All our members received a Christmas gift.

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 nursey 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 remained significantly reduced over the past year. Government and local authority grants have been welcome, mitigating for some of the income lost through fees. 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 take Open Door forward.

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2022**

We end the financial year with vacancies on all days. We recognize the need to find innovative ways to market our service.

We end our report by paying tribute to Veronica Smith whom sadly passed away in January 2022. Veronica (Ronnie) was Open Door's manager for 38 years. Ronnie's passion for her work with people with learning disabilities helped improve and change the lives of the hundreds of people that passed through Open Door. Ronnie was much respected for her care, dedication and professionalism and will greatly missed by us all.

The Trustees were pleased that Open Door's deputy manager, Val Paine, agreed to take on the role of manager. Having held the deputy role working alongside Ronnie for 9 years, Val has been able to seamlessly continue the good work of Open Door.

### **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 use of the hall one day a week at Frimley. We were pleased to receive funding from our local authority and central government which helped keep Active Arts sustainable throughout the pandemic however, it is unlikely that this subsidy can continue for the academic year starting September 2022 this is due to a much reduced income from student fees throughout the pandemic.

2021/22 saw a return to in person sessions alongside our now well established Zoom sessions. Many students were confident to return to class whilst others still had to shield due to the global pandemic Covid-19. We continued to create and deliver art packs for our visual artists, developing, and making new sketches with our performing students. The continued impact on our services meant us having to work with very small groups of students in person and staff teams who under continued stress of strict guidelines kept our service users and staff team safe.

Sadly there were still some things which could not be achieved, the end of year show – Active Arts and Friends – Super! Heroes! Was rebooked for July 2021 but was again cancelled, we then rebooked for January 2022 however, due to a further national spike in Covid-19 cases we again had to cancel. The students put on a brave front and we decided to film as much of the work as possible and to start afresh with new work to be shown later in 2022. .

We took the decision not to reopen the Etsy shop until we could spend more time developing new merchandise.

In collaboration with the local festival Town Explores a Book, Active Arts became festival partners and lead artists for the Edward Lear Nonsense Poetry inspiring a community trail of 150 owls exhibited around the town with their cat partners during the festival. We were able to achieve this by creating papier-mâché owls, delivering and collecting them from students and the wider community.

Our 1:1 outreach session which had previously moved to Frimley continued via WhatsApp video call sessions. They continued twice a week for the full year.

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.

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 allowed we resumed 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 was based at Frimley.



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Once we are back in person the Art & Design students were lucky to work with two different tutors. The students have chosen to continue to work with one of the tutors who is developing each student's individual artistic talent.

The Comedy & Drama class worked closely with their tutor to continue developing sketches in preparation for a performance. They worked both online and for a limited time for some students at Christchurch Hall. Some of the students created performances for Streets of Battle and Streets of Bexhill festivals.

The Musical Theatre students continued with their pieces both on line and at Christchurch Hall.

We continue to explore ways of taking the project forward to continue to provide exciting and varied opportunities for our students within both visual and performing arts.

## **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. Staff continue to test three times each week, and over 90% of residents and staff are fully vaccinated against Covid. At the time of reporting Westwood has remained Covid free.

In the spring of 2021 we continued to welcome visitors in the garden office, set up as a safe meeting space for residents to meet their families. By this time restrictions were beginning to ease slightly allowing residents, under strict guidance, to meet their families outside of Westwood. During the summer residents were able to catch up on in person appointments, however, visitors were only able to come into the home if they could see their family member without contact with other residents. As the year progressed restrictions continued to ease by the time of reporting visitors were able to come into the home providing they followed PPE and testing procedures.

Westwood ran with one vacancy throughout the year. At the time of reporting we are working with our local authority and the family of a gentleman wishing to make Westwood his new home, staying for a week in March 2022. Our residents are looking forward to welcoming him as a permanent resident later in the spring.

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.

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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 and communal spaces throughout the year. Everyone still used online shopping until restrictions eased enabling them to access our local shops again.

As we eased out of the pandemic restrictions, residents were able to resume their day time activities. Four residents attend Open Door day service, three attend Active Arts and one attends Friary Gardens.

From home, residents who do not attend day service are supported by staff to take part in activities of their choice both within the home and local amenities.

In the spring of 2022 five residents, at different times, enjoyed a night away in a hotel. They went to the theatre, had meals out and visited other local attractions.

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 the pandemic has had on our residents, staff and their families. We continue to work to support people to safely and confidently resume activities and are grateful to the residents' families and our staff team, who have worked hard to support them through this difficult time.

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 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 One resident also takes part in weekly Zoom sessions with her extended family.

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.



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#### **Maintenance:**

A new carpet was replaced in one resident's room  
New windows were installed in one resident's room  
A new glazed door with opening window was installed in the vacant room  
Two new sofas and armchairs were purchased for the residents' lounge  
Two commercial tumble driers and one commercial washing machine were purchased for the laundry room

#### **Future plans:**

Re-decoration of hallway, stairs and landing and installation of new carpet. This work was carried over due to the pandemic, and is due to begin in April 2022.

## **FRIMLEY**

#### **Maintenance:**

We have continued to ensure all essential maintenance is carried out, but have no plans for major work as we look forward to starting our big building project.

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.

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.

After having been heavily affected in the previous year by the Covid pandemic with many weeks of enforced closure due to Government restrictions, the turnover and profit have recovered well.

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

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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.

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 £56,125 (£14,274 for the previous year). After costs, the shop netted a healthy profit of £32,902.

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.