

Company Registration Number - 04392494

The Charity Registration Number is :- 1092206

Hastings and Bexhill Mencap Society

Report and Accounts

31 March 2023

# **Hastings and Bexhill Mencap Society**

## **Report and accounts for the year ended 31 March 2023**

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## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2023**

The Trustees present their Report and Accounts for the year ended 31 March 2023, 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 2023**

**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:-

Phillips House

Drury Lane, St Leonards on Sea East

Sussex, TN38 9BA

### **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 Chair

Honorary Officers  
(trustees): - Michael Cheale

Vice Chair - Gillian Jeffries

Hon. Secretary - Mrs Joanne Dauti

Treasurer - Mr Michael Cheale

Transport - Mr Michael Cheale

Executive Committee  
Members  
(trustees): Mrs Wendy Bristow, Mrs June Fletcher, Mr Mark Johnson, Robert Nisbet (to November 2022)

C.E.O. Mrs Pauline Fletcher

Administrator: Mrs Lianne Buttrey

Financial Administrator: Mrs Irina Edwards (to October 2022)  
John Tunbridge (from October 2022 to July 2023)

### **The following persons served as Trustees or officers during the year ended 31 March 2023:-**

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 2023**

#### **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 social activities for adults, regular clubs have remained suspended until renovation works to Frimley are complete. Annual holidays for Westwood residents, social and fundraising events and a welfare service continued throughout the year.

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 2023**

#### **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 our way out of the pandemic. By the spring of 2022, offer of day services was back to a pre-pandemic level with online services no longer needed. Following Government guidance, we continued to use PPE and carried out regular testing for Covid 19 until this was no longer a requirement. Covid still impacted on our services throughout the year with occasional outbreaks occurring within the staff team and services. However, good practice together with the vaccination programme prevented any major spread of infection. Staff shortages due to isolation practice did impact on services; the trustees are grateful to the staff for their dedication and ability to adapt which enabled services to remain open during difficult periods.

Open Door and Active Arts continued to use some community spaces until December 2022 after which time the closure of Frimley for major renovation (reported later in these notes) caused all day services to relocate to community spaces.

The Managers of the various sections met regularly with representatives from the Executive Committee. 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 2023**

#### **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 for the building project formed a major part of our efforts during the year. In August we employed the services of a professional fundraising team – Competitive Solutions, to help with bids for capital funding and are currently in a one year contract with them

We are also grateful for all donations and legacies received, which during the year included £45,000 from Mrs Sky Dowse for our BFBF project. Other donations included £1500 from Bexhill Rotary Club and numerous donations of under £1,000 each which totalled £4,964.

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.

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 2023**

#### **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 2023**

#### **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 (to October 2022)

Mr John Tunbridge (from October 2022 to July 2023)

#### **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 Herringtons,
Solicitors	Lacuna Place, Havelock Road, Hastings TN34 1BG
Investment advisors	None
Accountants	MDM Accounting Ltd, Philips House, Drury Lane, St Leonards on Sea TN38 9BA

## Hastings and Bexhill Mencap Society

Company Registration Number - 04392494

### Trustees' Annual Report for the year ended 31 March 2023

#### Financial review

#### The charity's financial position at the end of the year ended 31 March 2023

The financial position of the charity at 31 March 2023 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Net Income</b>	172,855	80,021
Unrestricted Revenue Funds available for the general purposes of the charity	839,853	712,805
Designated Revenue Funds	733,938	691,520
<b>Total Unrestricted Funds</b>	<b>1,573,791</b>	<b>1,404,325</b>
Restricted Revenue Funds	2,670	-
Endowment Fixed Asset Funds	16,270	15,551
<b>Total Endowment funds</b>	<b>16,270</b>	<b>15,551</b>
<b>Total Funds</b>	<b>1,592,731</b>	<b>1,419,876</b>

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2023**

#### **Financial review of the position at the reporting date, 31 March 2023 .**

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 eased its way out of the pandemic the trustees were pleased to note that both Open Door and Active Arts were in a satisfactory financial position considering the challenges faced during the previous two years. Westwood, having maintained full occupancy throughout most of the year is also in a satisfactory financial position. The charity will now concentrate on maintaining sufficient levels of service users to sustain day and residential services, whilst recognising the need to secure funds for the building project that is essential to secure the future viability of the charity.

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 £172,136.

The total reserves at the year-end after revaluing investments stand at £1,592,731 (up by £172,855).

The significant balance sheet figure for the Society relates to our Net Current Assets, which stand at £1,066,121 compared to £999,999 last year. £332,183 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 (£729,619) and the general reserve fund (£4,319) 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.

#### **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.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2023**

#### **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.

#### **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, being a minimum of 10% this coming year, 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 2023**

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

##### **Membership of the Society:**

There are currently 184 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 the inability to provide a regular programme of 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:

##### **Building Frimley's Bigger Future (BFBF)**

With planning permission ending in January 2023 the trustees recognised the need to make this project a priority for 2023.

We took advice regarding the possible extension to planning consent, however, it was advised that this would not be possible as the planning office would require plans are resubmitted for consideration, thus resulting in a long delay with both starting the project and approaching funders for support. The trustees therefore took the decision to phase the works using reserves designated for this project to carry out the works to make the existing building fully accessible and to lay the ground work for the new building. It was confirmed by the architect that it would be acceptable to delay construction of the new building (phase 2) until funds were secured.

Phasing the project will enable day services to return to the Frimley building, with work to phase 2 being able to progress safely whilst day services were operational in the main building.

We worked with our architect Casper Cummins, and Quantity Surveyor John Page to confirm the plans and any updates as identified. The trustees appointed Hastings Building Services as the main contractor for the works under the terms of a JBC contract to begin early January 2023.

The revised estimated costs for the project are now £1,412,000. Having secured funding for phase 1 it was agreed by the trustees that securing the services of professional fundraisers would be the most effective way to raise the shortfall to complete the whole project. Competitive Solutions Ltd were engaged in a one year contract (to be reviewed) starting on 1st August 2022. At the time of reporting several bids had been submitted.

## **Hastings and Bexhill Mencap Society**

Company Registration Number - 04392494

### **Trustees' Annual Report for the year ended 31 March 2023**

The current fundraising climate suggests that securing capital funding will be challenging. However, we will continue with our own fundraising efforts, recognising that small amounts make a real difference particularly for supporting the purchase of equipment and materials for the new activities we can offer within our day services.

#### **Westwood**

Plans for the coming year:

Development of the old garage into an art studio for residents.

Development of the unused sleep in room into a snug/sensory room for residents.

#### **Transport**

To monitor the viability of the people carrier (see transport report), and to ascertain whether a second vehicle would be of benefit to the Society.

#### **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.

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 are actively seeking ways to increase user numbers by the development of services together with the opportunity for extra people to attend existing services within our extended building facilities.

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 working towards offering a relaxed day time service for those with the extra support needs due to dementia or older age. The development of outreach and PA services are planned for 2023/24. Active Arts will be able to offer opportunities for more students within the field of visual arts due to the formation of the new studio, that together with the expansion of the performing arts programme (planned for summer/autumn 2024) will ensure financial stability.

Westwood has worked hard to provide a good level of support and activities to its residents as they resumed normal activity following restrictions brought about by the pandemic. A CQC inspection in December identified the need for extra staff for the afternoon / evening shift, and for two staff to be on waking night duty. This has resulted in a considerable extra staffing cost to the service.

Westwood was fully occupied for most of the year, therefore, this together with an ongoing consultation with the commissioners from ESCC to work to secure extra fees for residents should mitigate for these extra costs. 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 2023**

#### **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**

Mr S R Sampson BFP FCA FCIE DChA (Senior Statutory Auditor)  
Member of the Institute of Chartered Accountants  
Ashdown Hurrey Auditors Limited  
20 Havelock Road Hastings  
East Sussex TN34 1BP

#### **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:

- There is no relevant audit information (as defined by section 418(3) of the Companies Act (2006) of which the auditors are unaware, and
- 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 2023**

#### **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 Charities SORP (FRS 102) (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, 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 2023

#### 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 Charities SORP (FRS 102) (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), and in accordance with the Financial Reporting Standard 102(updated 31 January 2022).

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 .....10/11/23.....



Michael Cheale  
Director and Trustee

## Hastings and Bexhill Mencap Society (company number 04392494)

### Independent Auditors' Report to the Trustees of the charitable company on the accounts for the year ended 31 March 2023

#### Opinion

We have audited the financial statements of Hastings and Bexhill Mencap Society for the year ended 31 March 2023, as set out on pages 20 to 52, which comprise the Statement of Financial Activities, the Income and Expenditure Account, the Statement of Recognised Gains and Losses, the Balance Sheet, the Cash Flow Statement and the related notes to the financial statements, including a summary of significant accounting policies. In our opinion, the accompanying financial statements of the charitable company are prepared, in all material respects, in accordance with the Companies Act 2006 and with charity law applicable within the jurisdiction of England & Wales and, in particular, the accounts have been prepared in accordance with Charities SORP (FRS 102) (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW), under the historical cost convention, and in accordance with the accounting policies set out on page 29, which framework constitutes the applicable United Kingdom Generally Accepted Accounting Practice.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis of our opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 21 to the financial statements, 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 charitable company's ability to continue as a going concern for a period of at least 12 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 (company number 04392494)

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 is available 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.

### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mr S R Sampson BFP FCA FCIE DCh A - Senior Statutory Auditor

For and on behalf of Ashdown Hurrey Auditors Limited - Registered Auditors



Chartered Accountants  
20 Havelock Road Hastings  
East Sussex TN34 1BP

This report was signed on .....20/12/23.....

**Hastings and Bexhill Mencap Society (company number 04392494)- Statement of Financial Activities for the year ended 31 March 2023**

**Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2023, 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
		2023 £	2023 £	2023 £	2023 £	2022 £
<b>Income &amp; Endowments from:</b>						
Donations & Legacies	A1	62,078	3,670	-	65,748	113,608
Charitable activities	A2	1,056,366	-	-	1,056,366	797,239
Other trading activities	A3	74,822	-	-	74,822	56,130
Investments	A4	5,642	-	-	5,642	1,584
Other	A5	1,986	-	-	1,986	300
<b>Total Income</b>	<b>A</b>	<b>1,200,894</b>	<b>3,670</b>	<b>-</b>	<b>1,204,564</b>	<b>968,861</b>
<b>Expenditure on:</b>						
Raising funds	B1	41,197	-	-	41,197	11,972
Charitable activities	B2	990,231	1,000	-	991,231	879,978
<b>Total expenditure</b>	<b>B</b>	<b>1,031,428</b>	<b>1,000</b>	<b>-</b>	<b>1,032,428</b>	<b>891,950</b>
Net gains on investments	B4	-	-	719	719	3,110
<b>Net income for the year</b>		<b>169,466</b>	<b>2,670</b>	<b>719</b>	<b>172,855</b>	<b>80,021</b>
<b>Net income after transfers</b>	<b>A-B-C</b>	<b>169,466</b>	<b>2,670</b>	<b>719</b>	<b>172,855</b>	<b>80,021</b>
<b>Net movement in funds</b>		<b>169,466</b>	<b>2,670</b>	<b>719</b>	<b>172,855</b>	<b>80,021</b>
<b>Reconciliation of funds:-</b>						
<b>Total funds brought forward</b>	<b>E</b>	<b>1,404,325</b>	<b>-</b>	<b>15,551</b>	<b>1,419,876</b>	<b>1,339,855</b>
<b>Total funds carried forward</b>		<b>1,573,791</b>	<b>2,670</b>	<b>16,270</b>	<b>1,592,731</b>	<b>1,419,876</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 (company number 04392494)- Statement of Financial Activities for the year ended 31 March 2023**

**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 2022 £	Prior Year Restricted Funds 2022 £	Prior Year Endowment Funds 2022 £	Prior Year Total Funds 2022 £
<b>Income &amp; Endowments from :</b>					
Donations & Legacies	A1	113,009	599	-	113,608
Charitable activities	A2	797,239	-	-	797,239
Other trading activities	A3	56,130	-	-	56,130
Investments	A4	1,584	-	-	1,584
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>Expenditure on:</b>					
Raising funds	B1	11,972	-	-	11,972
Charitable activities	B2	879,379	599	-	879,978
Other	B3	-	-	-	-
Tax on surplus on ordinary activities	B3	-	-	-	-
Other taxation	B3	-	-	-	-
<b>Total expenditure</b>	<b>B</b>	<b>891,351</b>	<b>599</b>	<b>-</b>	<b>891,950</b>
Net gains on investments	B4	-	-	3,110	3,110
<b>Net income for the year</b>		<b>76,911</b>	<b>-</b>	<b>3,110</b>	<b>80,021</b>
<b>Transfers between funds</b>	<b>C</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net income after transfers</b>		<b>76,911</b>	<b>-</b>	<b>3,110</b>	<b>80,021</b>
<b>Net movement in funds</b>		<b>76,911</b>	<b>-</b>	<b>3,110</b>	<b>80,021</b>
<b>Reconciliation of funds :-</b>	<b>E</b>				
<b>Total funds brought forward</b>		<b>1,327,414</b>	<b>-</b>	<b>12,441</b>	<b>1,339,855</b>
<b>Total funds carried forward</b>		<b>1,404,325</b>	<b>-</b>	<b>15,551</b>	<b>1,419,876</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 (company number 04392494)- Statement of Financial Activities for the year ended 31 March 2023**

**Statement of Total Recognised Gains and Losses for the year ended 31 March 2023**

	2023 £	2022 £
<b>Surplus for the year :-</b>		
Net excess of income over expenditure from operations before tax	170,150	76,911
Realised gains/(losses) on the disposal of tangible fixed assets	1,986	-
Realised gains on disposals of social investments which are programme related	-	-
<b>Income from operations before tax in the Statement of Financial Activities</b>	<b>172,136</b>	<b>76,911</b>
<b>Add/(deduct) non income and expenditure items:-</b>		
Unrealised gains on investments	719	3,110
<b>Net Movement in funds before taxation</b>	<b>172,855</b>	<b>80,021</b>
<b>Funds generated in the year as shown on Statement of Financial Activities</b>	<b>172,855</b>	<b>80,021</b>

**Hastings and Bexhill Mencap Society - Resources applied in the year ended 31 March 2023 towards fixed assets for Charity use:-**

	2023 £	2022 £
Funds generated in the year as detailed in the SOFA	172,855	80,021
Resources applied on functional fixed assets	(102,591)	-
Other applications of funds	-	-
<b>Net resources available to fund charitable activities</b>	<b>70,264</b>	<b>80,021</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 (company number 04392494)- Statement of Financial Activities for the year ended 31 March 2023**

**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 2022 £	Prior Year Restricted Funds 2022 £	Prior Year Endowment Funds 2022 £	Prior Year Total Funds 2022 £
<b>Income &amp; Endowments from:</b>					
Donations & Legacies	A1	113,009	599	-	113,608
Charitable activities	A2	797,239	-	-	797,239
Other trading activities	A3	56,130	-	-	56,130
Investments	A4	1,584	-	-	1,584
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>Expenditure on:</b>					
Raising funds	B1	11,972	-	-	11,972
Charitable activities	B2	879,379	599	-	879,978
Other	B3	-	-	-	-
Tax on surplus on ordinary activities	B3	-	-	-	-
Other taxation	B3	-	-	-	-
<b>Total expenditure</b>	<b>B</b>	<b>891,351</b>	<b>599</b>	<b>-</b>	<b>891,950</b>
Net gains on investments	B4	-	-	3,110	3,110
<b>Net income for the year</b>		<b>76,911</b>	<b>-</b>	<b>3,110</b>	<b>80,021</b>
Transfers between funds	C	-	-	-	-
<b>Net income after transfers</b>		<b>76,911</b>	<b>-</b>	<b>3,110</b>	<b>80,021</b>
<b>Net movement in funds</b>		<b>76,911</b>	<b>-</b>	<b>3,110</b>	<b>80,021</b>
<b>Reconciliation of funds:-</b>					
<b>Total funds brought forward</b>	<b>E</b>	<b>1,327,414</b>	<b>-</b>	<b>12,441</b>	<b>1,339,855</b>
<b>Total funds carried forward</b>		<b>1,404,325</b>	<b>-</b>	<b>15,551</b>	<b>1,419,876</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 (company number 04392494)- Statement of Financial Activities for the year ended 31 March 2023**

**Statement of Total Recognised Gains and Losses for the year ended 31 March 2023**

	2023 £	2022 £
<b>Surplus for the year :-</b>		
Net excess of income over expenditure from operations before tax	170,150	76,911
Realised gains/(losses) on the disposal of tangible fixed assets	1,986	-
Realised gains on disposals of social investments which are programme related	-	-
<b>Income from operations before tax in the Statement of Financial Activities</b>	<b>172,136</b>	<b>76,911</b>
<b>Add/(deduct) non income and expenditure items:-</b>		
Unrealised gains on investments	719	3,110
<b>Net Movement in funds before taxation</b>	<b>172,855</b>	<b>80,021</b>
<b>Funds generated in the year as shown on Statement of Financial Activities</b>	<b>172,855</b>	<b>80,021</b>

**Hastings and Bexhill Mencap Society - Resources applied in the year ended 31 March 2023 towards fixed assets for Charity use:-**

	2023 £	2022 £
Funds generated in the year as detailed in the SOFA	172,855	80,021
Resources applied on functional fixed assets	(102,591)	-
Other applications of funds	-	-
<b>Net resources available to fund charitable activities</b>	<b>70,264</b>	<b>80,021</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 (company number 04392494)- Statement of Financial Activities for the year ended 31 March 2023**

**Movements in revenue and capital funds for the year ended 31 March 2023**

**Revenue accumulated funds**

	Unrestricted and Designated funds 2023 £	Restricted Funds 2023 £	Endowment Funds 2023 £	Total Funds 2023 £	Last year Total Funds 2022 £
Accumulated funds brought forward	1,404,325	-	-	1,404,325	1,327,414
Recognised gains and losses before transfers	169,466	2,670	-	172,136	76,911
	<b>1,573,791</b>	<b>2,670</b>	<b>-</b>	<b>1,576,461</b>	<b>1,404,325</b>
<b>Closing revenue funds</b>	<b>1,573,791</b>	<b>2,670</b>	<b>-</b>	<b>1,576,461</b>	<b>1,404,325</b>

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

	Total Funds 2023 £	Last year Total Funds 2022 £
At 1 April	691,520	605,089
Transfer (to)/from revenue accumulated funds	42,418	86,431
<b>At 31 March</b>	<b>733,938</b>	<b>691,520</b>

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

**Fixed asset funds**

	Designated Funds 2023 £	Restricted Funds 2023 £	Endowment Funds 2023 £	Total Funds 2023 £	Last year Total Funds 2022 £
At 1 April	-	-	15,551	15,551	12,441
Transfer (to)/from revenue funds	-	-	719	719	3,110
<b>At 31 March</b>	<b>-</b>	<b>-</b>	<b>16,270</b>	<b>16,270</b>	<b>15,551</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 2023 £	Restricted Funds 2023 £	Endowment Funds 2023 £	Total Funds 2023 £	Last Year Total Funds 2022 £
Revenue accumulated funds	839,853	2,670	-	842,523	712,805
Revenue designated funds	733,938	-	-	733,938	691,520
Fixed asset funds	-	-	16,270	16,270	15,551
<b>Total funds</b>	<b>1,573,791</b>	<b>2,670</b>	<b>16,270</b>	<b>1,592,731</b>	<b>1,419,876</b>

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

**Hastings and Bexhill Mencap Society (company number 04392494)- Statement of Financial Activities for the year ended 31 March 2023**

**Hastings and Bexhill Mencap Society  
Income and Expenditure Account for the year ended 31 March 2023 as required by the Companies Act 2006**

	2023 £	2022 £
<b>Income</b>		
Income from operations	1,196,936	966,977
Investment income		
Income from investments, other than interest receivable	642	471
Interest receivable	5,000	1,113
Other operating income	-	300
<b>Gross Income in the year before exceptional items</b>	<b>1,202,578</b>	<b>968,861</b>
<b>Exceptional items:</b>		
Realised gains on disposals of tangible fixed assets held for the charity's own use	1,986	-
<b>Gross Income in the year including exceptional items</b>	<b>1,204,564</b>	<b>968,861</b>
<b>Expenditure</b>		
Charitable expenditure, excluding depreciation and amortisation	975,903	863,226
Depreciation and amortisation	11,328	13,392
Fundraising costs	41,197	11,972
Governance costs	4,000	3,360
Realised losses on disposals of social investments which are programme related	-	-
<b>Total expenditure in the year</b>	<b>1,032,428</b>	<b>891,950</b>
<b>Net income before tax in the financial year</b>	<b>172,136</b>	<b>76,911</b>
Tax on surplus on ordinary activities	-	-
<b>Net income after tax in the financial year</b>	<b>172,136</b>	<b>76,911</b>
<b>Retained surplus for the financial year</b>	<b>172,136</b>	<b>76,911</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 (company number 04392494) - Balance Sheet as at 31 March 2023

	SORP		2023	2022
	Note	Ref	£	£
<b>Fixed assets</b>		<b>A</b>		
Tangible assets	12	A2	510,340	404,326
Investments held as fixed assets	13	A4	16,270	15,551
<b>Total fixed assets</b>			<b>526,610</b>	<b>419,877</b>
<b>Current assets</b>		<b>B</b>		
Debtors	14	B2	105,176	88,599
Cash at bank and in hand		B4	993,713	929,351
<b>Total current assets</b>			<b>1,098,889</b>	<b>1,017,950</b>
Creditors: amounts falling due within one year	15	C1	(32,768)	(17,951)
<b>Net current assets</b>			<b>1,066,121</b>	<b>999,999</b>
<b>The total net assets of the charity</b>			<b>1,592,731</b>	<b>1,419,876</b>

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	16,270	15,551
			16,270	15,551
<b>Restricted funds</b>				
Restricted Revenue Funds	20	D2	2,670	-
			2,670	-
<b>Unrestricted Funds</b>				
Unrestricted Revenue Funds	20	D3	839,853	712,805
			839,853	712,805
<b>Designated Funds</b>				
Designated Revenue Funds	20	D3	733,938	691,520
<b>Total charity funds</b>			<b>1,592,731</b>	<b>1,419,876</b>

Hastings and Bexhill Mencap Society (company number 04392494)- Balance Sheet as at 31 March 2023

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 10/11/23

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

**Hastings and Bexhill Mencap Society (company number 04392494)**

**Cash Flow Statement for the year ended 31 March 2023**

		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities as shown below	<b>A</b>	<u>174,076</u>	<u>35,237</u>
<b>Cash flows from investing activities</b>			
Interest received		5,000	1,113
Dividends received		642	471
Proceeds from sale of property, plant and equipment		14,199	-
Purchase of property, plant and equipment		(129,555)	-
Net cash provided by investing activities	<b>B</b>	<u>(109,714)</u>	<u>1,584</u>
<b>Cash flows from financing activities</b>			
Net cash provided by financing activities	<b>C</b>	<u>-</u>	<u>-</u>
Overall cash provided by all activities	<b>A+B+C</b>	<u>64,362</u>	<u>36,821</u>
<b>Cash movements</b>			
Change in cash and cash equivalents from activities in the year ended 31 March 2023		64,362	36,821
Cash and cash equivalents at 1 April 2022		929,351	892,530
Change in cash and cash equivalents due to exchange rate movements		-	-
Cash at bank and in hand less overdrafts at 31 March		<u>993,713</u>	<u>929,351</u>

Hastings and Bexhill Mencap Society (company number 04392494)

Cash Flow Statement for the year ended 31 March 2023

Hastings and Bexhill Mencap Society

Cash Flow Statement for the year ended 31 March 2023 - Continued

Reconciliation of net income to net cash flow from operating activities

Net income as shown in the Statement of Financial Activities	172,855	80,021
<b>Adjustments for :-</b>		
Depreciation charges	11,328	13,392
Write downs of investments	-	-
Net unrealised (gains) losses on investment assets	(719)	(3,110)
Dividends and interest from investments	(5,642)	(1,584)
Loss on the sale of Fixed and Intangible Assets	(1,986)	-
(Increase) decrease in debtors	(16,577)	(36,113)
Increase in creditors, excluding loans	14,817	(17,369)
<b>Net cash provided by operating activities</b>	<b>A 174,076</b>	<b>35,237</b>

Analysis of cash and cash equivalents

	2023	2022
	£	£
Cash in hand at for the year ended 31 March 2023	993,713	929,351
Notice deposits - (less than 3 months)	-	-
<b>Total cash and cash equivalents</b>	<b>993,713</b>	<b>929,351</b>

Analysis of change in net debt

	At start of year	Cash flows and cash equivalents	At end of year
Cash	929,351	64,362	993,713
<b>Total</b>	<b>929,351</b>	<b>64,362</b>	<b>993,713</b>

Notes to the Accounts for the year ended 31 March 2023

**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) 2019, (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 Charities SORP (FRS 102) (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (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.

**Notes to the Accounts for the year ended 31 March 2023**

**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



Notes to the Accounts for the year ended 31 March 2023

**Donated goods, facilities and services**

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

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

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

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

**Membership subscriptions**

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

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

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

**Recognition of liabilities and expenditure**

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

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

**Allocating costs to activities**

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

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

**Volunteers**

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

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

**Notes to the Accounts for the year ended 31 March 2023**

**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.

**Notes to the Accounts for the year ended 31 March 2023**

**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.

**1 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 (company number 04392494)

## Notes to the Accounts for the year ended 31 March 2023

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

2023. 2022.  
£ £

The net surplus before tax in the financial year is stated after charging:-

Depreciation of owned fixed assets	11,328	13,392
Pension costs	11,814	11,262
Auditors' remuneration	4,000	3,360

### 6 Investment gains

Current Year	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Endowment Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
--------------	--	--	---	--	--

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

Listed Investments - Unrealised	-	-	719	719	3,110
<b>Total unrealised gains/(losses) etc</b>	<b>-</b>	<b>-</b>	<b>719</b>	<b>719</b>	<b>3,110</b>
<b>Total realised and unrealised gains</b>	<b>-</b>	<b>-</b>	<b>719</b>	<b>719</b>	<b>3,110</b>

#### Prior year

Prior Year Unrestricted Funds 2022 £	Prior Year Restricted Funds 2022 £	Prior Year Endowment Funds 2022 £	Prior Year Total Funds 2022 £
--	--	---	--

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

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

### 7 Donated goods, services and facilities

Current year	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Endowment Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
<b>Included in Other Trading Income:-</b>					
Income from the sale of donated goods	71,728	-	-	71,728	56,125
	<b>71,728</b>	<b>-</b>	<b>-</b>	<b>71,728</b>	<b>56,125</b>

## Notes to the Accounts for the year ended 31 March 2023

Prior Year	Prior Year Unrestricted Funds	Prior Year Restricted Funds	Prior Year Endowment Funds	Prior Year Total Funds
	2022	2022	2022	2022
	£	£	£	£
Included In Other Trading Income:-				
Income from the sale of donated goods	56,125	-	-	56,125
	<u>56,125</u>	<u>-</u>	<u>-</u>	<u>56,125</u>

## 8 The contribution of volunteers

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

## 9 Staff costs and emoluments

Salary costs	2023 £	2022 £
Gross Salaries excluding trustees	701,034	615,287
Employer's National Insurance for all staff	42,688	39,853
Employer's operating costs of defined contribution pension schemes	11,814	11,262
<b>Total salaries, wages and related costs</b>	<b><u>755,536</u></b>	<b><u>666,402</u></b>

Numbers of full time employees or full time equivalents	2023	2022
The average number of total staff employed in the year was	<u>37</u>	<u>40</u>
The estimated full time equivalent number of all staff employed in the year was	37	40
The estimated equivalent number of full time staff deployed in different activities in the year was:-		
Engaged on charitable activities	31	32
Engaged on management and administration	6	8
<b>The estimated full time equivalent number of all staff employed as above</b>	<b><u>37</u></b>	<b><u>40</u></b>

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

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

# Hastings and Bexhill Mencap Society (company number 04392494)

## Notes to the Accounts for the year ended 31 March 2023

### 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

Current Year	Land and Buildings	Plant & Machinery	Motor Vehicles	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2022	479,693	131,368	28,950	640,011
Additions	118,481	2,824	8,250	129,555
Disposals	-	-	(28,950)	(28,950)
<b>At 31 March 2023</b>	<b>598,174</b>	<b>134,192</b>	<b>8,250</b>	<b>740,616</b>
<b>Depreciation</b>				
At 1 April 2022	100,422	118,526	16,737	235,685
Charge for the year	7,411	3,917	-	11,328
On disposals	-	-	(16,737)	(16,737)
<b>At 31 March 2023</b>	<b>107,833</b>	<b>122,443</b>	<b>-</b>	<b>230,276</b>
<b>Net book value</b>				
<b>At 31 March 2023</b>	<b>490,341</b>	<b>11,749</b>	<b>8,250</b>	<b>510,340</b>
<b>At 31 March 2022</b>	<b>379,271</b>	<b>12,842</b>	<b>12,213</b>	<b>404,326</b>
<b>Prior Year</b>				
	£	£	£	£
<b>Cost</b>				
01 April 2021	479,693	131,368	28,950	640,011
<b>30 March 2022</b>	<b>479,693</b>	<b>131,368</b>	<b>28,950</b>	<b>640,011</b>
<b>Depreciation</b>				
01 April 2021	95,381	114,246	12,666	222,293
Charge for the year	5,041	4,280	4,071	13,392
<b>30 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>30 March 2022</b>	<b>379,271</b>	<b>12,842</b>	<b>12,213</b>	<b>404,326</b>
<b>30 March 2021</b>	<b>384,312</b>	<b>17,122</b>	<b>16,284</b>	<b>417,718</b>

# Hastings and Bexhill Mencap Society (company number 04392494)

## Notes to the Accounts for the year ended 31 March 2023 13

### Investment held as fixed assets

	Investments in subsidiaries	Listed Investments	Other Classes of Investment	Total
	£	£	£	£
<b>Carrying values of Investments</b>				
At 1 April 2022	-	15,551	-	15,551
Revaluation at 31 March 2023	-	719	-	719
<b>At 31 March 2023</b>	<b>-</b>	<b>16,270</b>	<b>-</b>	<b>16,270</b>

### Analysis between fair value and historical cost

Investments as above held at fair value	-	16,270	-	16,270
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Prior Year	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>

### Analysis between fair value and historical cost

Investments as above held at fair value	-	15,551	-	15,551
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## 14 Debtors

	2023	2022
	£	£
Trade debtors	39,232	34,507
Prepayments and accrued income	65,944	54,092
	<b>105,176</b>	<b>88,599</b>

## 15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	20,274	7,275
Accruals	12,494	10,676
	<b>32,768</b>	<b>17,951</b>

# Hastings and Bexhill Mencap Society (company number 04392494)

## Notes to the Accounts for the year ended 31 March 2023

### 16 Income and Expenditure account summary

	2023 £	2022 £
At 1 April 2022	1,419,016	1,342,105
Surplus after tax for the year	172,136	76,911
At 31 March 2023	<u>1,591,152</u>	<u>1,419,016</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 2023	Unrestricted funds £	Designated funds £	Endowment funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	510,340	-	-	-	510,340
Investments at valuation:-					
Fixed asset Investments	-	-	16,270	-	16,270
Current Assets	362,281	733,938	-	2,670	1,098,889
Current Liabilities	(32,768)	-	-	-	(32,768)
	<u>839,853</u>	<u>733,938</u>	<u>16,270</u>	<u>2,670</u>	<u>1,592,731</u>
At 1 April 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>



# Hastings and Bexhill Mencap Society (company number 04392494)

## Notes to the Accounts for the year ended 31 March 2023

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

	Funds brought forward from 2022	Movement in funds in 2023	Transfers between funds in 2023	Funds carried forward to 2024
	£	See Note 21 £	See Note 22 £	£
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	712,805	127,048	-	839,853
Designated Revenue Funds	691,520	42,418	-	733,938
<b>Total unrestricted and designated funds</b>	<b>1,404,325</b>	<b>169,466</b>	<b>-</b>	<b>1,573,791</b>
<b>Restricted funds:-</b>				
Chalk Cliff Trust (grant to Active Arts)	-	1,000	-	1,000
St Mary in the Castle (donation for Active Arts)	-	1,670	-	1,670
<b>Total restricted funds</b>	<b>-</b>	<b>2,670</b>	<b>-</b>	<b>2,670</b>
<b>Endowment funds:-</b>				
Endowment Fixed Asset Funds	15,551	719	-	16,270
<b>Total endowment funds</b>	<b>15,551</b>	<b>719</b>	<b>-</b>	<b>16,270</b>
<b>Total charity funds</b>	<b>1,419,876</b>	<b>172,855</b>	<b>-</b>	<b>1,592,731</b>

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

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2023	2023	2023	2023
	£	£	£	£
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	1,013,767	(886,719)	-	127,048
Designated Revenue Funds	187,127	(144,709)	-	42,418
<b>Restricted funds:-</b>				
Chalk Cliff Trust grant	1,000	-	-	1,000
My Fund	1,000	(1,000)	-	-
St Mary in the Castle	1,670	-	-	1,670
<b>Endowment funds:-</b>				
Endowment Fixed Asset Funds	-	-	719	719
	<b>1,204,564</b>	<b>(1,032,428)</b>	<b>719</b>	<b>172,855</b>

# Hastings and Bexhill Mencap Society (company number 04392494)

## Notes to the Accounts for the year ended 31 March 2023

### 22 Details of transfers between funds in

The transfers shown in note 20 above are:-

2023

£

To/(from) Unrestricted Revenue Funds in accordance with the accounting policy 'Accounting for capital grants and fixed asset funds'.

To/(from) Designated Revenue Funds

### 23 The purposes for which the funds

#### 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:

	2023	2022
	£	£
Transport reserve	4,319	3,666
BFBF project	729,619	687,854
<b>Total designated funds</b>	<b>733,938</b>	<b>691,520</b>

#### Restricted funds:-

Chalk Cliff Trust (grant to Active Arts)

1,000

St Mary in the Castle (donation for Active

1,670

**Total restricted funds**

**2,670**

#### 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'.

### 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.

Detailed analysis of income and expenditure for the year ended 31 March 2023 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
	2023	2023	2023	2023	2022
	£	£	£	£	£
<b>Donations and gifts from individuals</b>					
Small donations individually less than £1000	4,964	-	-	4,964	5,042
Mr & Mrs Dowse	45,000	-	-	45,000	-
Mrs S Dowse	-	-	-	-	20,000
Bexhill Rotary Club	1,500	-	-	1,500	-
St Mary In the Castle	-	1,670	-	1,670	-
<b>Total donations and gifts from individuals</b>	<b>51,464</b>	<b>1,670</b>	<b>-</b>	<b>53,134</b>	<b>25,042</b>

## Detailed analysis of Income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Endowment Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
<b>Legacies receivable</b>					
Legacy Olive Willis Trust (via Herringtons solicitors)	10,092	-	-	10,092	-
<b>Total legacies receivable</b>	<b>10,092</b>	<b>-</b>	<b>-</b>	<b>10,092</b>	<b>-</b>

	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Endowment Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
<b>Revenue grants from government and public bodies</b>					
Government grants - JRS claims	-	-	-	-	4,360
Government grants - Infection control	-	-	-	-	73,861
Local authority grants (HBC) - Covid 19	-	-	-	-	2,667
ESCC grants - Outbreak management fund	-	-	-	-	1,996
ESCC grants - Rapid testing fund	-	-	-	-	2,583
ESCC grants - Workforce grant fund (COMF)	522	-	-	522	2,500
<b>Total public sector revenue grants</b>	<b>522</b>	<b>-</b>	<b>-</b>	<b>522</b>	<b>87,967</b>

	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Endowment Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
<b>Revenue grants and donations from non public bodies</b>					
Chalk Cliff Trust	-	1,000	-	1,000	-
Let's Go Digital grant	-	-	-	-	599
My FunD	-	1,000	-	1,000	-
<b>Total private sector revenue grants</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>	<b>599</b>

All the grants in the prior year were unrestricted.

## Detailed analysis of Income and expenditure for the year ended 31 March 2023 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
	2022	2022	2022	2022
	£	£	£	£
Prior Year	-	599	-	599

## Total Donations, Grants and Legacies

	Unrestricted Funds	Restricted Funds	Endowment Funds	Current Year Total Funds	Prior Year Total Funds
Current year	2023	2023	2023	2023	2022
	£	£	£	£	£
Total Donations, Grants and Legacies	A1 62,078	3,670	-	65,748	113,608

All the donations and gifts in the prior year were unrestricted.

Prior year	Unrestricted Funds	Restricted Funds	Endowment Funds	Prior Year Total Funds
	2022	2022	2022	2022
	£	£	£	£
Total Donations, Grants and Legacies	A1 113,009	599	-	113,608

## Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

## 26 Income from charitable activities - Trading Activities

Current year	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Endowment Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total funds 2022 £
<b>Primary purpose and ancillary trading</b>					
Sale of goods and services in accordance with the charity's objects	559,781	-	-	559,780	384,609
Residential care fees	496,584	-	-	496,584	412,630
<b>Total Primary purpose and ancillary trading</b>	<b>1,056,365</b>	<b>-</b>	<b>-</b>	<b>1,056,364</b>	<b>797,239</b>

## 27 Total Income from charitable activities

Current year	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Endowment Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
Total income from charitable trading	1,056,365	-	-	1,056,364	797,239
<b>Total from charitable activities A2</b>	<b>1,056,365</b>	<b>-</b>	<b>-</b>	<b>1,056,364</b>	<b>797,239</b>

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

	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Endowment Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
Income from fundraising events	2,042	-	-	2,042	5
Income from the sale of donated goods	71,728	-	-	71,728	56,125
Enterprise/project work income	1,052	-	-	1,052	
<b>Total from other activities A3</b>	<b>74,822</b>	<b>-</b>	<b>-</b>	<b>74,822</b>	<b>56,130</b>

## Detailed analysis of income and expenditure for the year ended 31 March 2023 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
		2023	2023	2023	2023	2022
		£	£	£	£	£
Dividend Income		642	-	-	642	471
Bank Interest Receivable		5,000	-	-	5,000	1,113
<b>Total Investment Income</b>	<b>A4</b>	<b>5,642</b>	<b>-</b>	<b>-</b>	<b>5,642</b>	<b>1,584</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
<i>Current year</i>		2023	2023	2023	2023	2022
		£	£	£	£	£
<b>Summary of Realised Gains</b>						
Realised gains on disposals of tangible fixed assets held for the charity's own use		1,986	-	-	1,986	-
Sundry other income		-	-	-	-	300
<b>Total other income</b>	<b>A5</b>	<b>1,986</b>	<b>-</b>	<b>-</b>	<b>1,986</b>	<b>300</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
<i>Current Year</i>		2023	2023	2023	2023	2022
		£	£	£	£	£
Cost of goods for primary purpose trading - Including movement in stock		60,108	-	-	60,108	59,356
Gross wages and salaries - charitable trading activities		485,306	-	-	485,306	464,087
Employers' NI - charitable trading activities		33,679	-	-	33,679	28,219
Defined contribution pension costs - charitable trading activities		9,770	-	-	9,770	8,469
Temporary Staff - charitable trading activities		62,606	-	-	62,606	21,238
Tutors and subcontractors		26,904	-	-	26,904	26,359
<b>Total charitable trading costs</b>	<b>B2b</b>	<b>678,373</b>	<b>-</b>	<b>-</b>	<b>678,373</b>	<b>607,728</b>

## Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

## 32 Support costs for charitable activities

<b>Current Year</b>	<b>Current year Unrestricted Funds</b>	<b>Current year Restricted Funds</b>	<b>Current year Endowment Funds</b>	<b>Current year Total Funds</b>	<b>Prior Year Total Funds</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Employee costs not included in direct costs</b>					
Salaries - Administrative staff	141,288	-	-	141,288	119,067
Defined contribution pension cost - administrative staff	2,044	-	-	2,044	2,793
Employers' NI - Administrative staff	8,611	-	-	8,611	11,351
Training and welfare - staff	961	-	-	961	3,123
Recruitment expenses	618	-	-	618	402
<b>Premises Expenses</b>					
Rates and water charges	6,368	-	-	6,368	5,410
Room Hire	22,641	-	-	22,641	10,323
Light heat and power	11,923	-	-	11,923	11,995
Cleaning and waste management	12,029	-	-	12,029	7,889
Premises repairs, renewals and maintenance	34,406	-	-	34,406	23,173
Property insurance	15,875	-	-	15,875	14,626
<b>Administrative overheads</b>					
Telephone and internet	6,673	-	-	6,673	7,001
Stationery and printing	4,320	-	-	4,320	5,208
Membership subscriptions	3,816	-	-	3,816	3,769
Hire of equipment	5,876	-	-	5,876	898
Software licences and expenses	925	-	-	925	785
Advertising and marketing	2,066	-	-	2,066	2,063
Sundry expenses	542	-	-	542	1,049
Equipment, repairs, expenses and maintenance	5,373	-	-	5,373	6,164
CareDocs system fees	3,842	-	-	3,842	3,414
Bad debts	849	-	-	849	-
Computer expenses	156	1,000	-	1,156	394
<b>Professional fees paid to advisors other than the auditor or examiner</b>					
Accountancy fees other than examination or audit fees	2,300	-	-	2,300	2,438
Other legal and professional	500	-	-	500	9,949
<b>Financial costs</b>					
Bank charges	2,528	-	-	2,528	2,214
Depreciation & Amortisation in total for	11,328	-	-	11,328	13,392
<b>Support costs before reallocation</b>	<b>307,858</b>	<b>1,000</b>	<b>-</b>	<b>308,858</b>	<b>268,890</b>
<b>Total support costs - Current Year</b>	<b>307,858</b>	<b>1,000</b>	<b>-</b>	<b>308,858</b>	<b>268,890</b>

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



## Detailed analysis of Income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

Prior Year	Current year	Current year	Current year	Prior Year
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	2022	2022	2022	2022
	£	£	£	£
Administrative overheads Equipment, repairs, expenses and maintenance	5,565	599	-	6,164
<b>Support costs before reallocation</b>	<b>268,291</b>	<b>599</b>	<b>-</b>	<b>268,890</b>
<b>Total support costs - Prior Year</b>	<b>268,291</b>	<b>599</b>	<b>-</b>	<b>268,890</b>

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

## 33 Other Expenditure - Governance costs

Current Year	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2023	2022
	£	£	£	£	£
Auditor's fees	4,000	-	-	4,000	3,360
<b>Total Governance costs</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>3,360</b>

All the expenditure in the prior year was unrestricted.

Detailed analysis of income and expenditure for the year ended 31 March 2023 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		
Current Year		2023	2023	2023	2023	2022
		£	£	£	£	£
Total charitable trading costs	B2b	678,373	-	-	678,373	607,728
Total support costs	B2d	307,858	1,000	-	308,858	268,890
Total Governance costs	B2e	4,000	-	-	4,000	3,360
Total charitable expenditure	B2	990,231	1,000	-	991,231	879,978
Prior Year		Prior Year	Prior Year	Prior Year	Prior Year	
		Unrestricted	Restricted	Endowment	Total Funds	
		Funds	Funds	Funds		
		2022	2022	2022	2022	
		£	£	£	£	
Total charitable trading costs	B2b	607,728	-	-	607,728	
Total support costs	B2d	268,291	599	-	268,890	
Total Governance costs	B2e	3,360	-	-	3,360	
Total charitable expenditure	B2	879,379	599	-	879,978	

### 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		
Current Year		2023	2023	2023	2023	2022
		£	£	£	£	£
Agent's costs for fundraising		25,920	-	-	25,920	-
Cost of fundraising activities		3,045	-	-	3,045	794
Gross wages and salaries - fundraising		11,834	-	-	11,834	10,895
Employers' NI - fundraising activities		398	-	-	398	283
Total fundraising costs	B1	41,197	-	-	41,197	11,972

All the expenditure in the prior year was unrestricted.

# **Hastings and Bexhill Mencap Society (company number 04392494)**

**Activity analysis of Income and expenditure for the for the year ended 31 March 2023**

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

## **36 Analysis of Income by activity**

	SOFA ref	2023 £	2022 -
<b>Activity</b>			
<b>Income from charitable activities</b>			
Open Door		403,050	269,541
Active Arts		156,234	115,538
Westwood		496,584	412,160
Society (incl Shop)		498	-
<b>Total Income from charitable activities</b>	<b>A2</b>	<b>1,056,366</b>	<b>797,239</b>
<b>Income from other, non-charitable, trading activities</b>			
Fundraising activities		74,822	56,130
<b>Summary of Total Income, including the items above</b>			
Charitable activities	A2	1,056,366	797,239
Other activities	A3	74,822	56,130
Donations & Legacies	A1	65,748	113,608
Investment income	A4	5,642	1,584
Other Income	A5	1,986	300
<b>Total income as shown in the SOFA</b>	<b>A</b>	<b>1,204,564</b>	<b>968,861</b>
<b>Categories of Income</b>			
Income from exchange transactions		1,204,564	968,861

# Hastings and Bexhill Mencap Society (company number 04392494)

Activity analysis of Income and expenditure for the for the year ended 31 March 2023 37

Analysis of charitable expenditure by activity

## Activity

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2023	2023	2023	2023	2022
	£	£	£	£	£
<b>Open Door</b>					
Charitable trading costs	240,456	-	-	240,456	236,742
Employee costs not included in direct co	-	25,776	-	25,776	17,621
Premises expenses	-	4,643	-	4,643	48
Administrative overheads	-	11,062	-	11,062	4,945
Professional fees	-	575	-	575	614
Financial costs	-	1,549	-	1,549	1,437
<b>Total Open Door</b>	<b>240,456</b>	<b>43,605</b>	<b>-</b>	<b>284,061</b>	<b>261,407</b>
	Direct costs	Support costs	Grant funding of activities	Total	Total
	2023	2023	2023	2023	2022
	£	£	£	£	£
<b>Active Arts</b>					
Charitable trading costs	93,263	-	-	93,263	82,313
Employee costs not included in direct co	-	9,410	-	9,410	10,771
Premises expenses	-	6,470	-	6,470	2,413
Administrative overheads	-	2,220	-	2,220	1,947
Professional fees	-	575	-	575	542
Financial costs	-	547	-	547	406
<b>Total Active Arts</b>	<b>93,263</b>	<b>19,222</b>	<b>-</b>	<b>112,485</b>	<b>98,392</b>

# Hastings and Bexhill Mencap Society (company number 04392494)

## Activity analysis of Income and expenditure for the for the year ended 31 March 2023

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2023	2023	2023	2023	2022
	£	£	£	£	£
<b>Westwood</b>					
Charitable trading costs	335,220	-	-	335,220	278,014
Employee costs not included in direct co	-	18,179	-	18,179	11,974
Premises expenses	-	47,849	-	47,849	35,643
Administrative overheads	-	12,518	-	12,518	15,651
Professional fees	-	575	-	575	596
Financial costs	-	4,383	-	4,383	4,535
<b>Total Westwood</b>	<b>335,220</b>	<b>83,504</b>	<b>-</b>	<b>418,724</b>	<b>346,413</b>

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2023	2023	2023	2023	2022
	£	£	£	£	£
<b>Society (Incl Shop)</b>					
Charitable trading costs	9,434	-	-	9,434	10,659
Employee costs not included in direct co	-	100,157	-	100,157	96,370
Premises expenses	-	44,280	-	44,280	35,312
Administrative overheads	-	9,638	-	9,638	8,202
Professional fees	-	1,075	-	1,075	10,635
Financial costs	-	7,377	-	7,377	9,228
<b>Total Society (Incl Shop)</b>	<b>9,434</b>	<b>162,527</b>	<b>-</b>	<b>171,961</b>	<b>170,406</b>

## Summary of charitable costs by activity

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2023	2023	2023	2023	2022
	£	£	£	£	£
Total Open Door	240,456	43,605	-	284,061	261,407
Total Active Arts	93,263	19,222	-	112,485	98,392
Total Westwood	335,220	83,504	-	418,724	346,413
Total Society (incl Shop)	9,434	162,527	-	171,961	170,406
Total Governance costs as detailed in Note 33	-	4,000	-	4,000	3,360
<b>Total charitable expenditure</b>	<b>678,373</b>	<b>312,858</b>	<b>-</b>	<b>991,231</b>	<b>879,978</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 (company number 04392494)

## Activity analysis of Income and expenditure for the for the year ended 31 March 2023

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

Activity	Governance	Finance	Human Resources	Other Overheads	Total
Open Door	1,000	1,549	25,776	16,280	44,605
Active Arts	1,000	547	9,410	9,265	20,222
Westwood	1,000	4,383	18,179	60,942	84,504
Society (incl Shop)	1,000	7,377	100,157	54,993	163,527
<b>Grand Total</b>	<b>4,000</b>	<b>13,856</b>	<b>153,522</b>	<b>141,480</b>	<b>312,858</b>

### 38 Analysis of non charitable expenditure by activity

Activity	Fundraising activities 2023 £	Fundraising activities 2022 £
<b>Fundraising activities</b>		
Direct fund raising costs	41,197	11,972
Indirect fundraising costs:-	-	172
<b>Governance costs</b>		
Other Expenditure - Governance costs as detailed in Note 33	4,000	3,360
<b>Total non-charitable expenditure</b>	<b>2023 £</b>	<b>2022 £</b>
Total costs of Fundraising activities	41,197	11,972
<b>Total non charitable expenditure</b>	<b>41,197</b>	<b>11,972</b>

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 2023**

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

With plans for moving out of Frimley in December 2022, it was clear that it would not be possible to reopen our Wednesday and Saturday clubs this year.

Re-opening of a full programme of social activities is high on the Trustees agenda once building work is complete. Further to a consultation of members in 2016, it is apparent that a Saturday daytime provision is something the members would be keen to have as part of the social activities. Therefore, plans are underway to open Frimley on Saturday's over the lunchtime period to provide a safe and affordable meeting place for members to socialise with friends and purchase drinks and snacks.

Recognising the demands on the role to ensure effective overseeing of activities, it is planned to employ a club leader who can work with a team of volunteers to deliver a regular programme of social activities.

The Trustees understand the importance of social clubs as they offer short respite for carers together with a safe meeting place where our members can be fully involved in planning and running activities under the guidance of the staff team.

Hastings Gateway Club continues to operate from Frimley, with plans to move to our temporary location until Frimley re-opens. The Trustees are pleased to support Gateway Club and other community groups who can hire our main hall in the evenings. We plan to extend this offer during 2024.

Our staff team organised a Jubilee Tea Party for members in June 2022 and a Christmas Dinner & Dance in December.

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

We were delighted to run Open Door's Christmas fundraising party at Hornbye Sports Complex in November, raising over £1,800 to fund Christmas activities for Open Door members with the remainder going towards the BFBF project.

#### **Holidays**

Westwood continue to offer a choice of holidays to their residents, either with staff and/or resident's families.

#### **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.

#### **Annual General Meeting**

Our AGM, followed by a light lunch, was held in Christchurch community hall on 11<sup>th</sup> November 2022, this enabled us to offer spaces for anyone wishing to attend.

#### **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.

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

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2023**

#### **TRANSPORT**

Understanding that the two coach-built minibuses were no longer fit for purpose, and starting to become expensive to run, the Trustees made the decision to sell both buses and use the funds to purchase a people carrier for the use of the day service. A second-hand people carrier was purchased on 31<sup>st</sup> March 2023. Open Door will have main use of this vehicle, therefore the maintenance of this will be overseen by one of their senior staff, who also is a trained driver. He will be supported in this role by our administrator.

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 vehicles when volunteer drivers are available. We are working with staff who own their own cars to allow them to use their cars for work, paid for on by a mileage allowance in accordance with Government rates.

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 or people carrier, drivers must have a D1 provision on their licence (minibus only), hold an ESCC minibus or people carrier 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**

We started the year based at Frimley offering a community service for up to 30 members each week day. We offer support to the majority of service users with a staff ratio of 1-5 but also provide an increased level of 1-1 support to meet individual needs.

Our P.A support continued to serve a small number of members so that they could remain independent within their own home. This is an area in which that we would like to be able to expand in the future as we are aware that there is a huge gap in this type of provision locally.

We began the year offering in person sessions to all our service users some participant numbers were at a slightly reduced level as individual circumstances and abilities had changed significantly throughout the Pandemic. Initially this meant that numbers attending were slightly lower but as the year progressed the numbers increased and we ended the year at almost maximum capacity.

The Covid restrictions have eased over the year but we have continued to be vigilant in order to minimise the risks, unfortunately it has still taken a toll on our service at times.

Until January 2023 most of our session were held at Frimley working in partnership with Active Arts to enable the best possible use of resources. We were also using a room in a local church. Initially this was for 5 days each week but as restrictions around Covid lessened we reduced this to 2 days.

In December 2022 when the service closed for the Christmas break we moved from Frimley and into the Community Hall and Church rooms at The Greek Orthodox Church in St Leonards. We started 2023 running our service from there when we reopened. The intention was that we would remain there until the building work at Frimley was completed.

As the restriction regarding Covid lessened we were able to review the activities we could offer. The programme was broadened to incorporate some of the new sessions we have developed during the pandemic and others have been adapted to allow for increased numbers now we are able to have more service users attend on any one day. This includes a gaming and computing session that is possible due to the additional equipment and experience gained in lock down through the Let's get Digital grant.

We continue to provide a PA service for two of our service users – one is to offer financial support and the other is to support with finances and medical appointments. We have been asked by the local authority if we could broaden our availability to provide this type of support and while we are currently not in the position of being able to offer this, but it is something that we would like to pursue in the future.



## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2023**

The Facebook for our members has proven to be a great success, our members have enjoyed being able to post their own photo's pictures and news of their activities.

All of our members have now been able return for the same amount of days that they had pre Covid. We have also had a few people visit and apply for funding and have also have people who have visited us and will be applying later in the year. We are in a more positive place than we had anticipated we would be.

All of our service users have a personalised timetable, specific to their individual needs. Each member has a person-centred plan. These are update annually as a minimum or as necessary.

All staff have continued to completed all mandatory trainings through remote learning and on-line courses. We are hoping that some ESSC training will become available again soon.

We were able to hold a very successful fundraising event in November at Horntye Sports Complex. The proceeds from this funded the special activities and events within our day service. We also enjoyed a full cooked Christmas dinner on one day and every member received a Christmas gift. The remaining money was donated to the BFBF and it will be used to help with the cost of the stained-glass window, as we recognise that the design represents many of the things that Ronnie Smith held dear, and those who knew her well will know that.

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 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.

Financially things have been very difficult due to the pandemic and the associated loss of income due to lower attendance. This has improved but has left several vacancies due to the sad passing of some members. Some of these vacancies have been filled but I already stated we a hopeful that our numbers and subsequent income will soon increase.

The last year has at times been a little difficult with everyone having to adapt to a different way of working. Many of our members needs have changed considerably during the pandemic and we have been able to accommodate their needs. Staff have had to reconsider how they can expand their sessions within the excysting restriction of numbers and space.

We are ending the year with a positive and enthused outlook, the service has continued to provide a quality day service through some difficult times and we are looking forward to being able to offer and deliver an even more diverse program of activities.

The BFBF project is well under way and that is an exciting progressive move towards a great future for the whole Society.

### **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. Due to building works at Frimley our shared office and use of the hall have halted on a temporary basis.

2022/23 saw a return to full in person sessions. Students were confident to return to class and we had no students shielding due to the global pandemic Covid-19. At the start classes started back socially distanced, however, as restrictions were lifted we soon started to build our confidence to offer classes as they used to be with an emphasis on cleaning and Covid safety.

## Hastings and Bexhill Mencap Society

Registered company number: - 04392494

### Trustees Annual Report for the year ended 31 March 2023

Active Arts were very happy to perform at the De La Warr Pavilion in 2022. With Active Arts and Friends – Get Started! It was a welcomed return for our students, the theatre alongside our student families and supporters. The show was a great success. We took the precaution of not having groups in dressing rooms back stage and so the evening ran a little differently, but the joy of being back on stage meant everyone worked together for a successful night.

We designed a new set of cards for our enterprise stall.

In collaboration with the local festival Town Explores a Book, Active Arts became festival partners and lead artists for Rumer Godden's The Diddakoi. We were able to achieve this by creating a beautiful colourful window display at our Charity shop in Kings Road.

Our 1:1 outreach session which had previously continued via WhatsApp video call sessions returned to in person, with great success.

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.

We worked in partnership with Hastings Contemporary Art Gallery, who offered free workshop space around key exhibitions.

In January 2023 we moved our Making for the Stage class into Archer Lodge, home of Explore the Arch Theatre Company. We have been offered free art space for one year, whilst building work takes place at Frimley. The students and staff team have settled in well and find it a creative and calm environment to work. We now have an extra support worker for this class to help with students.

The Active Arts office has also moved out of Frimley on a temporary basis. This is working very well and has made a positive year for the project.

The Dance class continues at Christchurch Hall. The students have settled well into in person sessions and we have had a few new students join.

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. We now have a new support worker for this class.

The Comedy & Drama class worked closely with their tutor to continue developing sketches in preparation for a performance. The class has returned to the White Rock Theatre which has been very positive.

The Musical Theatre students have also returned to the White Rock Theatre. Not only do we have some new students who have joined the class but we also have a new tutor who joined the team in September 2022.

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 with decision making.

## Hastings and Bexhill Mencap Society

Registered company number: - 04392494

### Trustees Annual Report for the year ended 31 March 2023

During the year we have worked towards increasing our CQC rating from requires improvement. At our inspection in December 2022 the Inspector identified that due to some residents increased support needs, the necessity to increase our staffing levels during the afternoon/evening shift and overnight.

This led to a continued requires improvement rating. We immediately put plans in place to increase staff levels and can report that we are fully staffed to fulfil CQC's requirements, we trust this will lead to a good rating at our next inspection.

We carried out a residents' survey that produced good results, showing us that the residents overall are happy with their care and support at Westwood.

We were very sad to lose one of our residents in April, she was a wonderful lady with a real zest for life. Her fellow residents were actively involved in planning her funeral, hosting her wake and planting flowers in her memory. Her family were exceptionally complimentary regarding our support for their family member during her time she was in our care.

We were delighted to welcome two new residents to the Westwood family this year, one in April and the other in August, they have both settled well into their new home.

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.

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 is pleased to be able to go back to the shops to choose their personal items but for some the ease of online shopping continues to be welcome for items not easily available locally.

Residents were delighted to be able to resume their day time activities. Three residents attend Open Door day service, three attend Active Arts and one attends Project Arts Works and the Roebuck Centre.

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. Two of our gentleman residents are particularly enjoying the local crazy golf course. We regularly support people to enjoy the bowling alley, cinema and theatre.

One of our staff team supported a resident on a residential trip to attend his sister's wedding. Two residents have enjoyed accompanying their family on annual holidays.

Two residents took part in the Active Arts show at the De la Warr Pavilion, the other residents and several staff enjoyed being in the audience.

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.

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. This enables all residents to have access to the manager 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. 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 with them.

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2023**

The trustees recognise the challenges continually faced by the manager and staff as some residents' support needs continue to increase. The continued financial restraints and ever-increasing costs lead us to be adaptable and inventive to ensure the residents' health and wellbeing together with the maintenance of the property will continue to be our spending priorities.

#### **Maintenance:**

The hall stairs and landing were redecorated and new carpet fitted. Future

plans:

Development of art studio in the old garage Installation of new entrance gates

#### **FRIMLEY**

Until December 2022 we ensured all general maintenance to keep Frimley safe were kept to a good standard.

We worked with the architect to finalise plans for the extension and new building (Building Frimley's Bigger Future), and are grateful to the staff who worked hard to sort, pack and move all items of equipment and materials either to the temporary premises or into storage.

In early January 2023, we handed the keys of Frimley over to our contractor; Hastings Building Services. They immediately began the necessary work to ensure the site was ready for the building works and to secure the site.

Our C.E.O., Administrator and managers attend fortnightly site meetings to keep abreast of the works, have input into the plans and ensure the timely payments to the contractor under the terms of the JBC contract. Trustees also visit the site when they can, have regular reports sent to them and newsletters are regularly sent to the members.

At the time of writing the demolition of the old extension is complete and work is underway to carry out the necessary ground work to install the base of the new building.

The trustees recognise that this work may have to be phased into two stages, depending on funds. The C.E.O. and Administrator are working with the fundraisers to identify opportunities for grants. We continue to run some inhouse fundraising events to support the smaller costs to equip the building, and are grateful to our donors for their continued support.

The timescale to return to Frimley (phase 1) is January 2024, should it be necessary to phase the work, we anticipate completion of phase 2 being the new performing arts studio and link bridge to be spring / summer of 2024.

Full plans are available from the society's temporary office at The Robsack Centre, Bodiam Drive, St Leonards.

#### **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 10 volunteers working in pairs on a rota basis. Our collection and delivery service was suspended during the pandemic, however, this has not impacted on the amount of donations received, or sales made. We sell only donated goods.

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

The trustees are grateful to, and recognise the hard work and dedication of the shop volunteers who work tirelessly to keep the shop open as often as possible, sort and display goods as well as providing a

## **Hastings and Bexhill Mencap Society**

Registered company number: - 04392494

### **Trustees Annual Report for the year ended 31 March 2023**

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.

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

At the time of reporting, the shop takings have fully recovered following the effect of the pandemic, going from strength to strength through the year. The shop realised an excellent profit of £47,858 and are grateful to the staff team for making the shop such a success.

With the shop being so successful, due to both donations of goods together with shop sales, it became evident that a second shop would be advantageous. We are actively seeking a suitable second shop to rent ideally in the local area with view to our shop manager overseeing both shops.

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. 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.