

**Hastings and Bexhill Mencap Society**  
**Report and Accounts**  
**31 March 2024**

Company Registration Number - 04392494  
The Charity Registration Number is :- 1092206

Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	14
Report of the Independent Auditors	16
<b>Funds Statements:-</b>	
Statement of Financial Activities	19
Statement of Financial Activities - Prior Year statement	20
Statement of total recognised gains and losses	21
Movements in funds	22
Revenue Funds	22
Fixed Asset funds	22
Summary of funds	22
Income and Expenditure account	24
Balance sheet	24
Cash flow statement	26
Notes to the accounts	28
<b>Supplementary reports (non-statutory):</b>	
<b>Section appendices:</b>	
Commentary on each section of the charity	52

## Hastings and Bexhill Mencap Society

Company Registration Number - 04392494

### Trustees' Annual Report for the year ended 31 March 2024

The Trustees present their Report and Accounts for the year ended 31 March 2024, 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, Firmley.

##### *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 2024

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  
Honorary Officers  
(trustees):  
Chair - Michael Cheale (resigned 8 November 2024)  
Vice Chair - Gillian Jeffries (appointed as Chair November 2024)  
Hon. Secretary - Joanne Dauti  
Treasurer - Michael Cheale (resigned 8 November 2024)  
Treasurer - Richard Buttrely (appointed November 2024)

Executive Committee Members (trustees):  
Wendy Bristow, June Fletcher, Mark Johnson, Richard Buttrely (from November 2023), Ruth Farr (from November 2023).

C.E.O.  
Pauline Fletcher  
Administrator:  
Lianne Buttrely  
Financial Administrator:  
John Tunbridge (to July 2023)  
Finance Manager:  
Andrew Vickers (from September 2023)

The following persons served as Trustees or officers during the year ended 31 March 2024:-

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.

**Trustees' Annual Report for the year ended 31 March 2024**

**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 service users and members 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. Firmlay (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 visual and performing arts project for up to 20 people each day and 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 Firmlay are complete. Annual holidays for Westwood residents, social and fundraising events and a welfare service continued throughout the year.

The Society no longer offers transport to attend activities, the day services and residential care home work to offer travel training and support families and carers where necessary to ensure everyone can attend services. 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.

## **Trustees' Annual Report for the year ended 31 March 2024**

### ***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. All services continued to take all precautions to prevent the spread of any Covid infections that at times still affected services. Government guidance together with advice and support from the local authority was carefully considered and followed. This helped contain any cases that in turn enabled services to continue without disruption.

The day services operated from various community venues while Frimley remains closed for extensive renovation and building works. This has been challenging for the services, however, both staff and service users adapted well and the Trustees would like to thank the staff team for their patience and understand while working tirelessly to ensure services have continued to a high standard.

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.

## Trustees' Annual Report for the year ended 31 March 2024

### ***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 has been our main focus for fundraising over the past year. Until Frimley reopens other in-house fundraising activities are limited due to lack of premises.

Fundraising for the building project formed a major part of our efforts during the year. The contract with our professional fundraisers, Competitive Solutions Ltd, has been extended for a further two years, both to support the grant applications for the capital build, and to seek opportunities for grants for project work in the future.

We are also grateful for all donations and legacies received, which during the past year included £25,000 from Mrs Sky Dowe for our BFBF project. Other donations of under £1,000 each totalled £7,276.

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.

## Trustees' Annual Report for the year ended 31 March 2024

### 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 CQC's 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.



## Haslings and Bexhill Mencap Society

Company Registration Number - 04392494

### Trustees' Annual Report for the year ended 31 March 2024

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

Chief Executive Officer: Pauline Fletcher

Administrator: Lianne Buttre

Financial Administrator: John Tunbridge (to July 2023)

Finance Manager: Andrew Vickers (from September 2023)

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

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

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

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

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

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

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

Bankers	Lloyds TSB, 17 Wellington Place, Hastings TN34 1NX
Solicitors	Herringtons, Lacuna Place, Havelock Road, Hastings TN34 1BG
Investment advisors	None

Accountants	MDM Accounting Ltd, Phillips 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 2024

#### Financial review

#### *The charity's financial position at the end of the year ended 31 March 2024*

The financial position of the charity at 31 March 2024 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2024	2023
<b>Net income</b>	296,309	172,855
Unrestricted Revenue Funds available for the general purposes of the charity	1,386,969	839,853
Designated Revenue Funds	483,749	733,938
<b>Total Unrestricted Funds</b>	<b>1,870,718</b>	<b>1,573,791</b>
Restricted Revenue Funds	-	2,670
Endowment Fixed Asset Funds	18,322	16,270
<b>Total Endowment funds</b>	<b>18,322</b>	<b>16,270</b>
<b>Total Funds</b>	<b>1,889,040</b>	<b>1,592,731</b>

## Trustees' Annual Report for the year ended 31 March 2024

### Financial review of the position at the reporting date, 31 March 2024 .

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 fulfill its obligations. Whilst and despite operating from community venues the trustees were pleased to note that both Open Door and Active Arts were in a satisfactory financial position with regular referrals for new service user placements. Westwood, having maintained full occupancy throughout 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 £294,257.

The total reserves at the year end after revaluing investments stand at £1,889,040 (up by £296,309).

The significant balance sheet figure for the Society relates to our Net Current Assets, which stand at £800,840 compared to £1,066,121 last year. £317,091 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 (£478,120) and the general reserve fund (£5,629) 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 fulfill its obligations in respect of each fund.

## Trustees' Annual Report for the year ended 31 March 2024

### *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 note that Adult Social Care continues to be underfunded nationally. The C.E.O. works with the local authority to obtain a satisfactory level of funding for the individuals using our services. This has enabled the charity to maintain a good level of service delivery over the past year. However, the situation nationally is uncertain meaning the level of fee increases is unlikely to be maintained over the long term. The unavoidable increases in staffing costs, of a further 10% this 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, both currently and with exciting and sustainable plans for future service delivery. Increased capacity that will be made possible by the development work at Frimley will support the charity's income, with managers reporting a waiting list for services for some day service activities.

### *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. Once a full programme of social activities can resume the trustees may consider reintroducing membership fees, taking into consideration the administrative costs involved against any financial gain.

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.

**Trustees' Annual Report for the year ended 31 March 2024**

***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)

Frimley was "handed over" to Hastings Building Services, being the main contractors for the building works, under the terms of a JBC contract.

Work has progressed steadily with some delays due to the identification of substandard work carried out in the past, creating the need for extra demolition prior to building the new 2 storey extension. It was also necessary to change the plans from a platform lift to a hydraulic lift to ensure that our members using larger wheelchairs could access the first floor. Other smaller delays due to weather, staff shortages and sourcing some building materials has caused the project to overrun. The Trustees and senior staff carefully considered phasing the project into two stages that might have allowed day services to return to the main building whilst the new build continued in the grounds. However, this was not a feasible option due to health and safety issues. The Trustees are grateful to the operators and owners of the community spaces being hired or given free of charge to enable the continued delivery of day services, who have now extended the hire agreements to the end of the project.

We worked with our architect Casper Cummins, and Quantity Surveyor John Page to agree any updated plans and budget. Fortnightly site meetings were and continue to be attended by senior staff and Trustees together with the architect and main contractor. The Trustees and staff are grateful to the site manager and HBS staff for accommodating extra visits as required.

The revised estimated costs for the project are now £1,412,000. The Charity continues to use the services of Competitive Solutions Ltd to identify opportunities for, and to write funding applications to grant makers. This has had some success with £150,000.00 in grants obtained so far, with further applications under review. This together with careful management of reserves, smaller successful grant applications made by our own staff, generous private donations and legacies has enabled the project to continue without delay caused by any financial restraints. Having now exhausted all options for grants, the Trustees have secured a loan via the Charities Aid Foundation Bank to fund the completion of the project.

The JBC contract ensures that any risk to the Charity is well managed as monthly payments to the contractor are only made once valuation of works completed is agreed by the Quantity Surveyor and Architect.

At the time of writing it is anticipated that the project will be fully completed by the winter of 2024/2025.

**Trustees' Annual Report for the year ended 31 March 2024**

**Westwood**

Plans for the coming year:

Refurbishment of the dining room.

Refurbishment of en-suite shower room.

Re-laying of patio and installation of new or refurbished raised beds.

**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 for day services from Frimley:

To further our offer of outreach, 1:1 support and PA work

Offer a service for members living with dementia or older persons support needs

Offer training in hospitality, horticulture, reception, wardrobe and prop management.

Develop extra and new performing and visual arts classes to include costume making, street theatre and non-performing classes.

From an analysis of our situation it is clear that to remain sustainable it is essential to maintain, and increase where possible, 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. The plans for the future as outlined above will be made possible by the increased working spaces within Frimley. This will include an extra classroom, large multi-use hall, visual arts studio and performing arts studio. The fully accessible building and grounds will enable anyone whom may have limited physical ability to access all classes and have excellent facilities by the development of a changing place facility and extra disabled access WC's. Wheelchair level access patio, link bridge and accessible garden will enable our day services to offer classes and activities to more people without any restriction caused by limited access. This in turn will support a sustainable and viable future for the day services and social activities.

The Trustees will use the opportunity brought about by the new facilities to offer all or part of the premises to community groups to hire outside of day service hours, thus bringing a further income into the Charity.

Westwood has worked hard to provide a good level of support and activities to its residents. The requirements identified by the CQC inspection in December 2022 for extra staff, has been maintained. This has resulted in a considerable extra cost. The C.E.O. consulted with the Commissioners from ESCC regarding the reviewing of residents fees to meet this additional cost. As a result, a new fee level was agreed for all ESCC residents which has met the cost of the extra staff. The Trustees are grateful to the local authority commissioners for their support with this issue.

**Trustees' Annual Report for the year ended 31 March 2024**

Westwood's Manager facilitated the development of a snug in what was formally the staff sleep-in room. This is a relaxed lounge area that is much enjoyed by the residents. An art studio was developed in the old garage offering the residents a creative space to enjoy. This area will be further developed using the fundraising income from the current "Garden Glow Up" event, together with funds from a private donation.

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. There has not been a CQC inspection (assessment) during the year.

**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**

S M Rosling FCCA (Senior Statutory Auditor)

Member of the Association of Chartered Certified Accountants

Ashdown Hurrey Auditors Limited

20 Havlock 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:-

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

## Trustees' Annual Report for the year ended 31 March 2024

### Statement of the Directors' 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

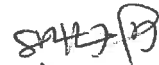
### Trustees' Annual Report for the year ended 31 March 2024

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

The financial statements are set out on pages 19 to 51.  
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 31st 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 18/12/24



Gillian Jeffries (Chair)  
Director and Trustee

## Hastings and Bexhill Mencap Society

### Independent Auditors' Report to the Trustees of the charitable company on the accounts for the year ended 31 March 2024

#### Opinion

We have audited the financial statements of Hastings and Bexhill Mencap Society (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

#### 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 2024 and of its income, 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; 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 twelve months from when the financial statements are authorised for issue.

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

## Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

## Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

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

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

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

## Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## Hastings and Bexhill Mencap Society

### Our responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

During the planning stage of this audit we considered the likelihood of irregularities around laws and regulations relevant to the charity, including enquiry of management and those charged with governance. These were also discussed during the audit planning meeting held by the team. We reviewed the charity's systems and controls in place, and formed an assessment as to their operational effectiveness.

We obtained an understanding of the legal and regulatory frameworks that are applicable to the entity and determined that the most significant are those that relate to:

-The financial reporting standard; FRS102

-Health and safety

-Employment Law

Based on the results of our risk assessment we designed our audit procedures to identify non-compliance with such laws and regulations identified above.

During the course of this audit the team discussed this area with senior members of the charity's staff and also carried out a review of legal expenses for evidence of any issues.

We considered the risk of fraud through management override and, in response, we incorporated testing of manual journal entries into our audit approach.

We are therefore of the opinion that given the risk level identified, our procedures planned and undertaken, are adequate for detecting irregularities.

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

### 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 auditors' 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

S M Bosling FCCA (Senior Statutory Auditor)

For and on behalf of Ashdown Hurry Auditors Limited

Statutory Auditor

20 Havelock Road

Hastings

East Sussex

TN34 1BP

This report was signed on

19.12.2024

**Hastings and Bexhill Mencap Society - Statement of Financial Activities for the year ended 31 March 2024**

**Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2024, as required by the Companies Act 2006)**

	SORP Ref	Current year	Current year	Current year	Current year	Prior Year
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Total Funds
		2024	2024	2024	2024	2023
		£	£	£	£	£
<b>Income &amp; Endowments from:</b>						
Donations & Legacies	A1	107,347	-	-	107,347	65,748
Charitable activities	A2	1,355,038	-	-	1,355,038	1,056,364
Other trading activities	A3	73,644	-	-	73,644	74,822
Investments	A4	7,695	-	-	7,695	5,642
Other	A5	-	-	-	-	1,986
<b>Total income</b>	<b>A</b>	<b>1,543,724</b>	<b>-</b>	<b>-</b>	<b>1,543,724</b>	<b>1,204,562</b>
<b>Expenditure on:</b>						
Raising funds	B1	54,396	2,670	-	57,066	41,197
Charitable activities	B2	1,192,401	-	-	1,192,401	991,229
<b>Total expenditure</b>	<b>B</b>	<b>1,246,797</b>	<b>2,670</b>	<b>-</b>	<b>1,249,467</b>	<b>1,032,426</b>
Net gains on investments	B4	-	-	2,052	2,052	719
<b>Net income for the year</b>		<b>296,927</b>	<b>(2,670)</b>	<b>2,052</b>	<b>296,309</b>	<b>172,855</b>
<b>Net income after transfers</b>	<b>A-B-C</b>	<b>296,927</b>	<b>(2,670)</b>	<b>2,052</b>	<b>296,309</b>	<b>172,855</b>
<b>Net movement in funds</b>		<b>296,927</b>	<b>(2,670)</b>	<b>2,052</b>	<b>296,309</b>	<b>172,855</b>
<b>Reconciliation of funds:-</b>	<b>E</b>					
Total funds brought forward		1,573,791	2,670	16,270	1,592,731	1,419,876
Total funds carried forward		1,870,718	-	18,322	1,889,040	1,592,731

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 28 to 51 form an integral part of these accounts.

# Hastings and Bexhill Mencap Society - Statement of Financial Activities for the year ended 31 March 2024

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

SORP Ref	Prior Year	Prior Year	Prior Year	Prior Year
Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	
£	£	£	£	
2023	2023	2023	2023	

Income & Endowments from:

A1	63,748	2,000	-	65,748
A2	1,056,364	-	-	1,056,364
A3	74,822	-	-	74,822
A4	5,642	-	-	5,642
A5	1,986	-	-	1,986
A	1,202,562	2,000	-	1,204,562
Total income				

Expenditure on:

B1	41,197	-	-	41,197
B2	990,229	1,000	-	991,229
B3	-	-	-	-
B3	-	-	-	-
B3	-	-	-	-
B	1,031,426	1,000	-	1,032,426
Total expenditure				

Net gains on investments

B4	-	-	719	719
Net income for the year				
C	-	-	-	-
Transfers between funds				
Net income after transfers				

Net movement in funds

	171,136	1,000	719	172,855
Reconciliation of funds:-				
E				
Total funds brought forward				

Total funds carried forward

	1,575,461	1,000	16,270	1,592,731
--	-----------	-------	--------	-----------

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 28 to 51 form an integral part of these accounts.

**Hastings and Bexhill Mencap Society - Statement of Financial Activities for the year ended 31 March 2024**

**Statement of Total Recognised Gains and Losses for the year ended 31 March 2024**

	2024	2023
<b>Surplus for the year :-</b>	<b>£</b>	<b>£</b>
Net excess of income over expenditure from operations before tax	294,257	170,150
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>294,257</b>	<b>172,136</b>
<b>Add/(deduct) non income and expenditure items:-</b>		
Unrealised gains on investments	2,052	719
Net Movement in funds before taxation	296,309	172,855
Funds generated in the year as shown on Statement of Financial Activities	296,309	172,855

The notes attached on pages 28 to 51 form an integral part of these accounts.

**Hastings and Bexhill Mencap Society - Resources applied in the year ended 31 March 2024 towards fixed assets for Charity use:-**

	2024	2023
Funds generated in the year as detailed in the SOFA	296,309	172,855
Resources applied on functional fixed assets	(583,841)	(102,591)
Other applications of funds	-	-
<b>Net resources available to fund charitable activities</b>	<b>(287,532)</b>	<b>70,264</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 28 to 51 form an integral part of these accounts.

# Hastings and Bexhill Mencap Society - Statement of Financial Activities for the year ended 31 March 2024

## Movements in revenue and capital funds for the year ended 31 March 2024

Revenue accumulated funds		Unrestricted and Designated funds		Restricted Funds		Endowment Funds		Total Funds	
		2024	2024	2024	2024	2024	2024	2024	2024
		£	£	£	£	£	£	£	£
Accumulated funds brought forward	1,573,791	2,670	-	1,576,461	1,404,325				
Recognised gains and losses before transfers	296,927	(2,670)	-	294,257	172,136				
	1,870,718	-	-	1,870,718	1,576,461				
Closing revenue funds	1,870,718	-	-	1,870,718	1,576,461				

## Designated revenue funds included within the unrestricted funds above

At 31 March		At 1 April	
Net income	Transfer (to)/from revenue accumulated funds		
		£	£
		2024	2023
		Funds	Total Funds
		Total	Last year
		733,938	691,520
		(446,498)	(85,936)
		196,309	128,354
		483,749	733,938



**Hastings and Bexhill Mencap Society - Statement of Financial Activities for the year ended 31 March 2024**

**Hastings and Bexhill Mencap Society  
Income and Expenditure Account for the year ended 31 March 2024 as required by the Companies Act 2006**

	2024	2023
<b>Income</b>	£	£
Income from operations	1,536,029	1,196,934
Investment income		
Income from investments, other than interest receivable	1,255	642
Interest receivable	6,440	5,000
<b>Gross income in the year before exceptional items</b>	<b>1,543,724</b>	<b>1,202,576</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>1,543,724</b>	<b>1,204,562</b>
<b>Expenditure</b>		
Charitable expenditure, excluding depreciation and amortisation	1,162,798	975,901
Depreciation and amortisation	24,303	11,328
Fundraising costs	57,066	41,197
Governance costs	5,300	4,000
Realised losses on disposals of social investments which are programme related	-	-
<b>Total expenditure in the year</b>	<b>1,249,467</b>	<b>1,032,426</b>
<b>Net income before tax in the financial year</b>	<b>294,257</b>	<b>172,136</b>
Tax on surplus on ordinary activities	-	-
<b>Net income after tax in the financial year</b>	<b>294,257</b>	<b>172,136</b>
<b>Retained surplus for the financial year</b>	<b>294,257</b>	<b>172,136</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 28 to 51 form an integral part of these accounts.

# Hastings and Bexhill Mencap Society - Balance Sheet as at 31 March 2024

SORP		Note Ref		2024	2023	£
Fixed assets		A				
Tangible assets		12	A2	1,069,878	510,340	
Investments held as fixed assets		13	A4	18,322	16,270	
Total fixed assets				1,088,200	526,610	
Current assets		B				
Debtors		14	B2	62,493	105,176	
Cash at bank and in hand			B4	831,429	993,713	
Total current assets				893,922	1,098,889	
Creditors: amounts falling due within one year		15	C1	(93,082)	(32,768)	
Net current assets				800,840	1,066,121	
The total net assets of the charity				1,889,040	1,592,731	
The total net assets of the charity are funded by the funds of the charity, as follows:-						
Endowment funds		20	D1	18,322	16,270	
Restricted Revenue Funds		20	D2	-	2,670	
Unrestricted Funds				-		
Unrestricted Revenue Funds		20	D3	1,386,969	839,853	
Designated Funds						
Designated Revenue Funds		20	D3	483,749	733,938	
Total charity funds				1,889,040	1,592,731	

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

Total charity funds				<u>1,889,040</u>	<u>1,592,731</u>
Designated Funds	Designated Revenue Funds	20	D3	483,749	733,938
Unrestricted Funds	Unrestricted Revenue Funds	20	D3	1,386,969	839,853
Unrestricted Funds	Restricted Revenue Funds	20	D2	-	2,670
Restricted funds	Endowment Fixed Asset Funds	20	D1	18,322	16,270

**Hastings and Bexhill Mencap Society - Balance Sheet as at 31 March 2024**

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 18.

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.

Gillian Jeffries (Chair) and Richard Buttery (Treasurer)  
Trustees

Approved by the board of trustees on 18/12/24

The notes attached on pages 28 to 51 form an integral part of these accounts.

# Hastings and Bexhill Mencap Society

## Cash Flow Statement for the year ended 31 March 2024

	2024	2023
£	£	£
<b>Cash flows from operating activities</b>		
Net cash provided by operating activities as shown below	A	
	413,862	174,076
<b>Cash flows from investing activities</b>		
Interest received	6,440	5,000
Dividends received	1,255	642
Proceeds from sale of property, plant and equipment	-	14,199
Purchase of property, plant and equipment	(583,841)	(129,555)
<b>Net cash provided by investing activities</b>	B	
	(576,146)	(109,714)
<b>Cash flows from financing activities</b>		
Net cash provided by financing activities	C	
	-	-
<b>Overall cash provided by all activities</b>	A+B+C	
	(162,284)	64,362
<b>Cash movements</b>		
Change in cash and cash equivalents from activities in the year ended 31 March 2024		64,362
Cash and cash equivalents at 1 April 2023		929,351
Change in cash and cash equivalents due to exchange rate movements		-
<b>Cash at bank and in hand less overdrafts at 31 March</b>		<b>993,713</b>

# Hastings and Bexhill Mencap Society

## Cash Flow Statement for the year ended 31 March 2024 Hastings and Bexhill Mencap Society

### Cash Flow Statement for the year ended 31 March 2024 - Continued

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

Net income as shown in the Statement of Financial Activities	296,309	172,855
<b>Adjustments for :-</b>		
Depreciation charges	24,303	11,328
Write downs of investments	-	-
Net unrealised (gains) losses on investment assets	(2,052)	(719)
Dividends and interest from investments	(7,695)	(5,642)
Loss on the sale of Fixed and Intangible Assets	-	(1,986)
(Increase) decrease in debtors	42,683	(16,577)
Increase in creditors, excluding loans	60,314	14,817
	<u>413,862</u>	<u>174,076</u>
<b>A</b>		

#### Net cash provided by operating activities

#### Analysis of cash and cash equivalents

	2024	2023
£	£	£
Cash in hand at for the year ended 31 March 2024	831,429	993,713
Notice deposits - (less than 3 months)	-	-
<b>Total cash and cash equivalents</b>	<u>831,429</u>	<u>993,713</u>

#### Analysis of change in net debt

	At start	Cash flows and	At end
	of year	cash equivalents	of year
Cash	993,713	(162,284)	831,429
<b>Total</b>	<u>993,713</u>	<u>(162,284)</u>	<u>831,429</u>

1 Accounting policies

*Policies relating to the production of the accounts.*

**Basis of preparation and accounting convention**

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

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

**Going Concern**

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 March 2025, 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.

**Income recognition**

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFAs) 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

Donated goods, facilities and services

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

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

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

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

Membership subscriptions

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

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

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

Recognition of liabilities and expenditure

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

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

Allocating costs to activities

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

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

Volunteers

In accordance with the SORP, and in recognition of the difficulties in placing a monetary value on the contribution from volunteers, the contribution of volunteers is not included within the income of the charity. However, the trustees value the significant contribution made to the activities of the charity by unpaid volunteers and this is described more fully in Note8.



**Notes to the Accounts for the year ended 31 March 2024**

***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.

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

## **Fund Accounting**

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

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

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

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

## **2 Liability to taxation**

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

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

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

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

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

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

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

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

Notes to the Accounts for the year ended 31 March 2024

5 Net surplus before tax in the financial year

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

Depreciation of owned fixed assets	24,303	11,328
Pension costs	14,421	11,814
Auditors' remuneration	5,300	4,000

6 Investment gains

Current Year	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
	2024	2024	2024	2024	2023
Unrealised gains/(losses) and writing down of carrying values					
Listed investments - Unrealised	-	-	2,052	2,052	719
Total unrealised gains/(losses) etc	-	-	2,052	2,052	719
Total realised and unrealised gains	-	-	2,052	2,052	719

Prior year

Prior Year	Unrestricted Funds	Restricted Funds	Endowment Funds	Prior Year Total Funds	Prior Year Total Funds
	2023	2023	2023	2023	2023
Unrealised gains/(losses) and writing down of carrying values					
Listed investments - Unrealised	-	-	719	719	719
Total unrealised gains/(losses) etc	-	-	719	719	719
Total realised and unrealised gains	-	-	719	719	719

7 Donated goods, services and facilities

Current year	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds
	2024	2024	2024	2024	2023
Included in Other Trading Income:-					
Income from the sale of donated goods	64,046	-	-	64,046	71,728
	64,046	-	-	64,046	71,728

Notes to the Accounts for the year ended 31 March 2024

Prior Year				
Prior Year	Prior Year	Prior Year	Prior Year	Prior Year
Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	
2023	2023	2023	2023	2023
£	£	£	£	£
71,728	-	-	71,728	71,728
Included in Other Trading Income:-				
Income from the sale of donated goods				

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		Total salaries, wages and related costs	
2024	2023	2024	2023
£	£		
834,217	701,034	Gross Salaries excluding trustees	
50,495	42,688	Employer's National Insurance for all staff	
14,421	11,814	Employer's operating costs of defined contribution pension schemes	
899,133	755,536		

Numbers of full time employees or full time equivalents		The estimated full time equivalent number of all staff employed in the year was	
2024	2023	2024	2023
45	37	45	37
The average number of total staff employed in the year was			
The estimated full time equivalent number of all staff employed in the year was			
The estimated equivalent number of full time staff deployed in different activities in the year was:-			

Engaged on charitable activities	37	31
Engaged on management and administration	8	6

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.

## Notes to the Accounts for the year ended 31 March 2024

### 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	Cost At 1 April 2023	Additions	At 31 March 2024	Depreciation At 1 April 2023	Charge for the year	At 31 March 2024	Net book value At 31 March 2024	At 31 March 2024	Prior Year	Cost 01 April 2022	Additions	Disposals	31 March 2023	Depreciation 01 April 2022	Charge for the year	On disposals	31 March 2023	Net book value 31 March 2023	31 March 2022
Land and Buildings	£	£	£	£	£	£	£	£	Land and Buildings	£	£	£	£	£	£	£	£	£	£
1,181,077	582,903	938	1,35,130	107,833	122,443	3,171	125,614	2,063	Plant & Machinery	£	£	£	£	£	£	£	£	£	£
1,324,457	740,616	583,841	8,250	-	-	2,063	2,063	254,579	Motor Vehicles	£	£	£	£	£	£	£	£	£	£
1,069,878	1,054,175	9,516	6,187	19,069	107,833	122,443	3,171	2,063	Total	£	£	£	£	£	£	£	£	£	£
At 31 March 2024	At 31 March 2024	At 31 March 2024	At 31 March 2024	At 31 March 2024	At 31 March 2024	At 31 March 2024	At 31 March 2024	At 31 March 2024	At 31 March 2023	At 31 March 2023	At 31 March 2023	At 31 March 2023	At 31 March 2023	At 31 March 2023	At 31 March 2023	At 31 March 2023	At 31 March 2023	At 31 March 2023	At 31 March 2023

**Notes to the Accounts for the year ended 31 March 2024**

15 Creditors: amounts falling due within one year	Trade creditors	2024	2023
	Accruals	£	£
		16,947	20,274
		76,136	12,494
		<u>93,083</u>	<u>32,768</u>
14 Debtors	Trade debtors	2024	2023
	Prepayments and accrued income	£	£
		27,284	39,232
		35,209	65,944
		<u>62,493</u>	<u>105,176</u>
15 Analysis between fair value and historical cost	Investments as above held at fair value	-	16,270
		-	-
		<u>16,270</u>	<u>16,270</u>
At 31 March 2023	Revaluation at 31 March 2023	-	-
	At 1 April 2022	-	-
		15,551	15,551
		-	-
		-	719
		<u>£</u>	<u>£</u>
		Investments in subsidiaries	Other Classes of Investment
		Listed Investments	Total
15 Analysis between fair value and historical cost	Investments as above held at fair value	-	18,322
		-	-
		<u>18,322</u>	<u>18,322</u>
At 31 March 2024	Revaluation at 31 March 2024	-	-
	At 1 April 2023	-	-
		16,270	16,270
		2,052	2,052
		<u>£</u>	<u>£</u>
		Investments in subsidiaries	Other Classes of Investment
		Listed Investments	Total

**Notes to the Accounts for the year ended 31 March 2024**

2024	2023
3	3

Surplus after tax for the year (including investment growth)

1,889,040	1,592,731
-----------	-----------

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

There were no transactions with related parties in the year.

At 31 March 2024	Unrestricted	Designated	Endowment	Restricted	Total
	funds	funds	funds	funds	Funds
Tangible Fixed Assets	1,069,878	-	-	-	1,069,878
Investments at valuation:-	-	-	18,322	-	18,322
Fixed asset investments	893,922	-	-	-	893,922
Current Assets	(93,082)	-	-	-	(93,082)
Current Liabilities	1,870,718	-	18,322	-	1,889,040
At 1 April 2023	Unrestricted	Designated	Endowment	Restricted	Total

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)

## Notes to the Accounts for the year ended 31 March 2024

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

	Funds brought forward from 2023	Movement in funds in 2024	Transfers between funds in 2024	Funds carried forward to 2025
	£	See Note 21	See Note 22	£
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	839,853	743,425	(196,309)	1,386,969
Designated Revenue Funds	733,938	(446,498)	196,309	483,749
<b>Total unrestricted and designated funds</b>	<b>1,573,791</b>	<b>296,927</b>	<b>-</b>	<b>1,870,718</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>2,670</b>	<b>(2,670)</b>	<b>-</b>	<b>-</b>
<b>Endowment funds:-</b>				
Endowment Fixed Asset Funds	16,270	2,052	-	18,322
<b>Total endowment funds</b>	<b>16,270</b>	<b>2,052</b>	<b>-</b>	<b>18,322</b>
<b>Total charity funds</b>	<b>1,592,731</b>	<b>296,309</b>	<b>-</b>	<b>1,889,040</b>
<b>21 Analysis of movements in funds over the year as shown in Note 20</b>				
	Income	Expenditure	Other Gains & Losses	Movement in funds
	£	£	£	£
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	1,442,932	(699,507)	-	743,425
Designated Revenue Funds	100,792	(547,290)	-	(446,498)
<b>Restricted funds:-</b>				
Chalk Cliff Trust grant	-	(1,000)	-	(1,000)
St Mary in the Castle	-	(1,670)	-	(1,670)
<b>Endowment funds:-</b>				
Endowment Fixed Asset Funds	-	-	2,052	2,052
	<b>1,543,724</b>	<b>(1,249,467)</b>	<b>2,052</b>	<b>296,309</b>



Notes to the Accounts for the year ended 31 March 2024  
22 Details of transfers between funds in

The transfers shown in note 20 above are:-

	2024	£
To/(from) Unrestricted Revenue Funds in accordance with the accounting policy	(196,309)	
To/(from) Designated Revenue Funds	196,309	
	-	

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:

	2024	£
Transport reserve	5,629	
BFBF project	478,118	
	729,619	
	4,319	
	£	

	2024	£
Total designated funds	483,747	
	733,938	

Restricted funds:-

Chalk Cliff Trust (grant to Active Arts)  
St Mary in the Castle (donation for Active Arts)  
Total restricted funds

	2024	£
	-	
	1,000	
	1,670	
	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 2024 as required by the SORP 2015

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

25 Donations, Grants and Legacies

	Current year	Current year	Current year	Current year	Prior Year
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Total Funds
	2024	2024	2024	2024	2023
	£	£	£	£	£
Donations and gifts from individuals	7,276	-	-	7,276	4,964
Small donations individually less than £1000	-	-	-	-	45,000
Mr & Mrs Dowse	25,000	-	-	25,000	-
Mrs S Dowse	1,000	-	-	1,000	-
Francis and Eric Ford Trust	-	-	-	-	1,500
Bexhill Rotary Club	-	-	-	-	1,670
St Mary in the Castle	-	-	-	-	-
Gift aid	16,777	-	-	16,777	-
Total donations and gifts from individuals	50,053	-	-	50,053	53,134

## Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds	
	2024	2024	2024	2024	2023	
<b>Legacies receivable</b>						
Small legacies individually less than £1000	859	-	-	859	-	
Legacy R Flint (via Heringtons solicitors)	7,781	-	-	7,781	-	
Legacy Olive Willis Trust (via Heringtons solicitors)	-	-	-	-	10,092	
<b>Total legacies receivable</b>	<b>8,640</b>	<b>-</b>	<b>-</b>	<b>8,640</b>	<b>10,092</b>	
<b>Revenue grants from government and public bodies</b>						
ESCC grants - Workforce grant fund (COMF)	-	-	-	-	522	
<b>Total public sector revenue grants</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>522</b>	
	Current year Unrestricted Funds	Current year Restricted Funds	Current year Endowment Funds	Current year Total Funds	Prior Year Total Funds	
	2024	2024	2024	2024	2023	
<b>Revenue grants and donations from non public bodies</b>						
Chalk Cliff Trust	-	-	-	-	1,000	
My Fund	-	-	-	-	1,000	
Hays Macintyre	25,000	-	-	25,000	-	
Baily Thomas	20,000	-	-	20,000	-	
Hastings Lions	2,654	-	-	2,654	-	
Queer on the Pier	1,000	-	-	1,000	-	
<b>Total private sector revenue grants</b>	<b>48,654</b>	<b>-</b>	<b>-</b>	<b>48,654</b>	<b>2,000</b>	

All the grants in the prior year were unrestricted.

**Hastings and Bexhill Mencap Society**

**Detailed analysis of income and expenditure for the year ended 31 March 2024 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			
	Prior Year	Prior Year	Prior Year	Prior Year
Unrestricted Funds	2023	2023	2023	2023
Restricted Funds	2023	2023	2023	2023
Endowment Funds	2023	2023	2023	2023
Total Funds	2023	2023	2023	2023
Prior Year	2,000	-	2,000	2,000
Total Donations, Grants and Legacies				
Current year	A1			
	Unrestricted Funds	Restricted Funds	Endowment Funds	Current Year Total Funds
Prior year	2024	2024	2024	2024
	£	£	£	£
Total Donations, Grants and Legacies				
A1	A1			
	Unrestricted Funds	Restricted Funds	Endowment Funds	Prior Year Total Funds
Prior year	2023	2023	2023	2023
	£	£	£	£
All the donations and gifts in the prior year were unrestricted.				
Prior year	Unrestricted Funds	Restricted Funds	Endowment Funds	Prior Year Total Funds
	2023	2023	2023	2023
	£	£	£	£
Total Donations, Grants and Legacies				
A1	A1			
	Unrestricted Funds	Restricted Funds	Endowment Funds	Prior Year Total Funds
Prior year	2023	2023	2023	2023
	£	£	£	£

43

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

29 Investment income						
		Current year	Current year	Current year	Current year	Prior Year
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Total Funds
		2024	2024	2024	2024	2023
29 Investment income	Dividend Income	1,255	-	-	1,255	642
	Bank Interest Receivable	6,440	-	-	6,440	5,000
<b>A4</b>		<b>7,695</b>	<b>-</b>	<b>-</b>	<b>7,695</b>	<b>5,642</b>
Total investment income						
30 Other income and gains						
		Current year	Current year	Current year	Current year	Prior Year
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Total Funds
		2024	2024	2024	2024	2023
30 Other income and gains	Realised gains on disposals of tangible fixed assets held for the charity's own use	-	-	-	-	1,986
<b>A5</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,986</b>
Total other income						
31 Expenditure on charitable activities - Charitable trading						
		Current year	Current year	Current year	Current year	Prior Year
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Total Funds
		2024	2024	2024	2024	2023
31 Expenditure on charitable activities - Charitable trading	Cost of goods for primary purpose trading - Including movement in stock	97,092	-	-	97,092	60,108
	Gross wages and salaries - charitable trading activities	605,374	-	-	605,374	485,306
	Employers' NI - charitable trading activities	33,964	-	-	33,964	33,679
	Defined contribution pension costs - charitable trading activities	10,483	-	-	10,483	9,770
	Temporary Staff - charitable trading activities	49,926	-	-	49,926	62,606
	Tutors and subcontractors	30,828	-	-	30,828	26,904
	<b>B2b</b>	<b>827,667</b>	<b>-</b>	<b>-</b>	<b>827,667</b>	<b>678,373</b>
Total charitable trading costs						

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

## 32 Support costs for charitable activities

Current Year		Employee costs not included in direct costs				Current Year	
Unrestricted Funds	Restricted Funds	Current year	Restricted Funds	Current year	Endowment Funds	Current year	Total Funds
£	£	£	£	£	£	£	£
2024	2024	2024	2024	2024	2024	2024	2023
Current year	Current year	Current year	Current year	Current year	Current year	Current year	Prior Year
Salaries - Administrative staff	166,268	-	-	166,268	166,268	141,288	
Defined contribution pension cost - administrative staff	3,938	-	-	3,938	3,938	2,044	
Employers' NI - Administrative staff	16,041	-	-	16,041	16,041	8,611	
Training and welfare - staff	1,523	-	-	1,523	1,523	961	
Recruitment expenses	1,195	-	-	1,195	1,195	618	
<b>Premises Expenses</b>	6,253	-	-	6,253	6,253	6,368	
Rates and water charges	47,231	-	-	47,231	47,231	22,641	
Room Hire	14,859	-	-	14,859	14,859	11,923	
Light heat and power	9,541	-	-	9,541	9,541	12,029	
Cleaning and waste management	11,713	-	-	11,713	11,713	34,406	
Premises repairs, renewals and maintenance	22,773	-	-	22,773	22,773	15,875	
<b>Administrative overheads</b>	8,653	-	-	8,653	8,653	6,673	
Telephone and internet	4,423	-	-	4,423	4,423	4,320	
Stationery and printing	1,938	-	-	1,938	1,938	3,816	
Membership subscriptions	-	-	-	-	-	5,876	
Hire of equipment	900	-	-	900	900	2,066	
Software licences and expenses	1,960	-	-	1,960	1,960	540	
Advertising and marketing	835	-	-	835	835	5,373	
Sundry expenses	4,928	-	-	4,928	4,928	3,842	
CareDocs system fees	3,170	-	-	3,170	3,170	849	
Bad debts	-	-	-	-	-	1,156	
Computer expenses	1,127	-	-	1,127	1,127	-	
<b>Professional fees paid to advisors other than the auditor or examiner</b>	2,585	-	-	2,585	2,585	2,300	
Accountancy fees other than examination or audit fees	743	-	-	743	743	-	
Book-keeping services	-	-	-	-	-	500	
Other legal and professional	-	-	-	-	-	-	
<b>Financial costs</b>	2,534	-	-	2,534	2,534	2,528	
Bank charges	24,303	-	-	24,303	24,303	11,328	
Depreciation & Amortisation in total for	359,434	-	-	359,434	359,434	308,856	
<b>Support costs before reallocation</b>	359,434	-	-	359,434	359,434	308,856	
<b>Total support costs - Current Year</b>	359,434	-	-	359,434	359,434	308,856	

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 2024 as required by the SORP 2015

<i>Prior Year</i>				
Current year	Current year	Current year	Current year	Prior Year
Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	
£	£	£	£	£
156	1,000	-	1,156	
<i>Administrative overheads</i>				
Computer expenses				
<i>Support costs before reallocation</i>				
307,856	1,000	-	308,856	
<i>Total support costs - Prior Year</i>				
307,856	1,000	-	308,856	

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

33 Other Expenditure - Governance costs

<i>Current Year</i>				
Current year	Current year	Current year	Current year	Prior Year
Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Total Funds
£	£	£	£	£
5,300	-	-	5,300	4,000
Auditor's fees				
<i>Total Governance costs</i>				
5,300	-	-	5,300	4,000

All the expenditure in the prior year was unrestricted.



Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

**34 Total Charitable expenditure**

	<b>Current Year</b>					<b>Prior Year</b>				
	Current year	Restricted Funds	Current year	Restricted Funds	Current year	Endowment Funds	Prior Year	Endowment Funds	Prior Year	Total Funds
<b>B2</b>	1,192,401	-	-	-	-	-	1,192,401	-	-	991,229
<b>Total charitable expenditure</b>										
<b>B2b</b>	827,667	-	-	-	-	-	827,667	-	-	678,373
<b>Total charitable trading costs</b>										
<b>B2d</b>	359,434	-	-	-	-	-	359,434	-	-	308,856
<b>Total support costs</b>										
<b>B2e</b>	5,300	-	-	-	-	-	5,300	-	-	4,000
<b>Total Governance costs</b>										
<b>B2</b>	990,229	1,000	-	-	-	-	991,229	-	-	
<b>Total charitable expenditure</b>										

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

	<b>Current Year</b>					<b>Prior Year</b>				
	Current year	Unrestricted Funds	Current year	Restricted Funds	Current year	Endowment Funds	Current year	Total Funds	Current year	Total Funds
<b>B1</b>	54,396	2,670	-	-	-	-	57,066	41,197		
<b>Total fundraising costs</b>										
Agent's costs for fundraising	35,400	-	-	-	-	-	35,400	25,920		
Cost of fundraising activities	1,790	-	-	-	-	-	1,790	2,245		
Fundraising trading costs	4,067	2,670	-	-	-	-	6,737	800		
Gross wages and salaries - fundraising :	12,649	-	-	-	-	-	12,649	11,834		
Employers' NI - fundraising activities	490	-	-	-	-	-	490	398		

All the expenditure in the prior year was unrestricted.

## Hastings and Bexhill Mencap Society

Activity analysis of income and expenditure for the year ended 31 March 2024

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

### 36 Analysis of income by activity

Activity	SOFA ref	2024	2023
		£	-
Income from charitable activities			
Open Door		501,592	403,048
Active Arts		170,307	156,234
Westwood		683,138	496,584
Society (incl Shop)		-	498
Total income from charitable activities	A2	1,355,037	1,056,364
Income from other, non charitable, trading activities			
Fundraising activities		73,644	74,822
Summary of Total Income, including the items above			
Charitable activities	A2	1,355,037	1,056,364
Other activities	A3	73,644	74,822
Donations & Legacies	A1	107,347	65,748
Investment income	A4	7,695	5,642
Other income	A5	-	1,986
Total income as shown in the SOFA	A	1,543,723	1,204,562
Categories of income			
Income from exchange transactions		1,543,723	1,204,562

Activity analysis of income and expenditure for the year ended 31 March 2024  
37 Analysis of charitable expenditure by activity

Activity	Open Door					Total Open Door				
	Direct costs	Support costs	Grant funding of activities	Total	£	Direct costs	Support costs	Grant funding of activities	Total	£
	2024	2024	2024	2024		2024	2024	2024	2024	
Charitable trading costs	300,140	-	-	300,140	240,456	Charitable trading costs	-	-	300,140	240,456
Employee costs not included in direct co:	-	20,675	-	20,675	25,776	Employee costs not included in direct co:	-	-	20,675	25,776
Premises expenses	-	35,099	-	35,099	4,643	Premises expenses	-	-	35,099	4,643
Administrative overheads	-	3,358	-	3,358	11,062	Administrative overheads	-	-	3,358	11,062
Professional fees	-	646	-	646	575	Professional fees	-	-	646	575
Financial costs	-	1,164	-	1,164	1,549	Financial costs	-	-	1,164	1,549
<b>Total Open Door</b>	<b>300,140</b>	<b>60,942</b>	<b>-</b>	<b>361,082</b>	<b>284,061</b>	<b>Total Open Door</b>	<b>300,140</b>	<b>60,942</b>	<b>361,082</b>	<b>284,061</b>
Activity	Active Arts					Total Active Arts				
	Direct costs	Support costs	Grant funding of activities	Total	£	Direct costs	Support costs	Grant funding of activities	Total	£
	2024	2024	2024	2024		2024	2024	2024	2024	
Charitable trading costs	100,800	-	-	100,800	93,263	Charitable trading costs	-	-	100,800	93,263
Employee costs not included in direct co:	-	20,961	-	20,961	9,410	Employee costs not included in direct co:	-	-	20,961	9,410
Premises expenses	-	6,925	-	6,925	6,470	Premises expenses	-	-	6,925	6,470
Administrative overheads	-	1,789	-	1,789	2,220	Administrative overheads	-	-	1,789	2,220
Professional fees	-	646	-	646	575	Professional fees	-	-	646	575
Financial costs	-	418	-	418	547	Financial costs	-	-	418	547
<b>Total Active Arts</b>	<b>100,800</b>	<b>30,739</b>	<b>-</b>	<b>131,539</b>	<b>112,485</b>	<b>Total Active Arts</b>	<b>100,800</b>	<b>30,739</b>	<b>131,539</b>	<b>112,485</b>

Activity analysis of income and expenditure for the year ended 31 March 2024

	Direct costs	Support costs	Grant funding of activities	Total	
<b>Westwood</b>	<b>£ 2024</b>	<b>£ 2024</b>	<b>£ 2024</b>	<b>£ 2024</b>	<b>£ 2023</b>
Charitable trading costs	420,918	-	-	420,918	335,220
Employee costs not included in direct co:	-	35,183	-	35,183	18,179
Premises expenses	-	41,986	-	41,986	47,849
Administrative overheads	-	11,335	-	11,335	12,518
Professional fees	-	646	-	646	575
Financial costs	-	4,201	-	4,201	4,383
<b>Total Westwood</b>	<b>420,918</b>	<b>93,351</b>	<b>-</b>	<b>514,269</b>	<b>418,724</b>
	<b>Direct costs</b>	<b>Support costs</b>	<b>Grant funding of activities</b>	<b>Total</b>	<b>Total</b>
<b>Society (Incl Shop)</b>	<b>£ 2024</b>	<b>£ 2024</b>	<b>£ 2024</b>	<b>£ 2024</b>	<b>£ 2023</b>
Charitable trading costs	5,809	-	-	5,809	9,434
Employee costs not included in direct co:	-	112,146	-	112,146	100,157
Premises expenses	-	28,360	-	28,360	44,280
Administrative overheads	-	11,452	-	11,452	9,638
Professional fees	-	1,390	-	1,390	1,075
Financial costs	-	21,054	-	21,054	7,377
<b>Total Society (Incl Shop)</b>	<b>5,809</b>	<b>174,402</b>	<b>-</b>	<b>180,211</b>	<b>171,961</b>
	<b>Direct costs</b>	<b>Support costs</b>	<b>Grant funding of activities</b>	<b>Total</b>	<b>Total</b>
<b>Total charitable expenditure</b>	<b>£ 2024</b>	<b>£ 2024</b>	<b>£ 2024</b>	<b>£ 2024</b>	<b>£ 2023</b>
Total Open Door	300,140	60,942	-	361,082	284,061
Total Active Arts	100,800	30,739	-	131,539	112,485
Total Westwood	420,918	93,351	-	514,269	418,724
Total Society (Incl Shop)	5,809	174,402	-	180,211	171,961
Total Governance costs as detailed in Note 33	-	5,300	-	5,300	4,000
<b>Total charitable expenditure</b>	<b>827,667</b>	<b>364,734</b>	<b>-</b>	<b>1,192,401</b>	<b>991,231</b>

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

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

## Hastings and Bexhill Mencap Society

Activity analysis of income and expenditure for the year ended 31 March 2024  
Analysis of support and governance costs by charitable activities

Activity	Governance	Finance	Human Resources	Other Overheads	Total
Open Door	1,325	1,164	20,675	39,103	62,267
Active Arts	1,325	418	20,961	9,360	32,064
Westwood	1,325	4,201	35,183	53,967	94,676
Society (incl Shop)	1,325	21,054	112,146	41,202	175,727
<b>Grand Total</b>	<b>5,300</b>	<b>26,837</b>	<b>188,965</b>	<b>143,632</b>	<b>364,734</b>

### 38 Analysis of non charitable expenditure by activity

Activity	Fundraising activities	Direct fundraising costs	Indirect fundraising costs:-	Governance costs	Other Expenditure - Governance costs as detailed in Note 33
	Fundraising activities 2024 £	57,066	-	Governance costs 2024 £	5,300
	Fundraising activities 2023 £	41,197	-	Governance costs 2023 £	4,000
	<b>Total non charitable expenditure</b>	<b>Total costs of Fundraising activities</b>			
	2024 £	57,066			
	2023 £	41,197			
	<b>Total non charitable expenditure</b>	<b>Total non charitable expenditure</b>			
	2024 £	57,066			
	2023 £	41,197			

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

## SOCIAL ACTIVITIES REPORT

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, plans are underway to provide a Saturday Café covering late morning and lunchtime. The aim is to train day service users on a rota basis to plan, cook and prepare food to sell "at cost" in the café. This provision will provide a warm, low or no cost place for our members to meet their friends in a safe, fully accessible place.

The customer base will also include families and friends of our members and those hiring the performing arts studio on a Saturday.

We will also open the ground floor relaxed classroom to parents and carers to form self-support groups, and to offer specialist advice and signposting to other agencies.

We will be delighted to welcome Hastings Gateway Club back to Frimley for one evening each week.

We intend to offer further social activities in the evenings, initially monthly, to increase when we can rebuild our bank of volunteers. Future plans may also include a paid social activity co-ordinator to take responsibility for members safeguarding, health and safety and managing volunteers.

The Trustees understand the importance of social activities 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.

Our staff team organised a Coronation Tea Party for members in June 2023 and bingo night in August 2023. Both held at Robsack Community Centre.

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 £2,000 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 residents' families.

## Parents & Carers

We have plans to support our parents and carers initially with a meeting space within our Saturday Café. Our well informed senior staff team, and Trustees with lived experience continue to offer support and guidance to our parents and carers as and when needed.

## Annual General Meeting

Our AGM, followed by a light lunch, was held in Christchurch community hall on 10<sup>th</sup> November 2023, this enabled us to offer spaces for anyone wishing to attend. We were delighted to welcome some students from Active Arts who provided entertainment to those attending the meeting. A short film showing the progress of the building work was also shown. These new additions to our AGM proved very popular and helped increase numbers of attendees.

## 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.

## Section commentaries for the year ended 31 March 2024

**TRANSPORT**

Open Door continue to have the main use of the people carrier, currently being the only vehicle owed by the Charity. The maintenance of this is overseen by one of their senior staff, who also is a trained driver. He is supported in this role by our administrator.

The Trustees recognise that due to costs together with the lack of volunteer drivers, running a transport service for social activities, or to transport people to and from day services is no longer a viable option.

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.

Staff who own their own cars are able to use them for work, paid for on by a mileage allowance in accordance with Government rates. This is particularly beneficial to the residents at Westwood, being a very cost effective alternative to taxis.

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 ESOC 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 ESOC 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**

Open Door continues to thrive. On some days we support up to 35 service users each day in a diverse range of activities. We provide 1-1 support for 3 individuals and P. A support for 1 young lady and her carer.

We continue to support our Service Users who have work placements that are mentored by us and encourage individuals to gain new skills through their chosen activities including skills for Independence, cookery, sports, Makaton, African drumming, and IT to name a few.

Each person has an individual programme of activities and person support plan overseen by their Keyworker. Our service has seen an increase in daily attendance and we are working at full capacity most of the time.

We started the year with our service based at The Greek Orthodox Church in St Leonards and while it enabled Open Door to remain as one unit it became apparent that the facilities and location were not going to meet our requirements long term. After a difficult search we found two sites that were able to offer us the facilities needed to continue to deliver our service. We again set about relocating to The Robsack Centre and The Hollington United Football Club sites.

Service users adapted quickly with each move and have continued to enjoy a busy timetable of activities in different surroundings that then provided new experiences and opportunities.

Staff worked diligently to ensure that we maintained the same high standard of support we always have. Having the availability of using the football field was a great asset throughout the summer and while some sessions were delivered in a slightly different way it also enabled us to expand our programme as we found ways to meet the new challenges.

After discussion with our service users we agreed that each session group would choose an activity they all wished to do as a treat rather than having a themed week of summer activities. These ranged from a day out bowling, having a pub meal, or an in-house celebration with old fashioned party games and a cream tea. Others enjoyed trips out and some choose to share some 1-1 time with their Keyworkers going to the shops, cinema or local amusement arcades, usually accompanied by a lunch out.

*Open Door cont.*

Despite the problems associated with operating from temporary locations Open Door has gone from strength to strength and the anticipation of having the improved and extended building back in use is both exciting and reassuring as it will enable us to develop further and extend the services we are able to offer in collaboration with the other departments as we move into the future.

We held a fundraising event in November where an extremely large raffle and some lovely food made the evening a complete success the proceeds of which again supported us to ensure every service user received a Christmas gift and that we could provide some special activities fitting for the festive season.

Unfortunately, completion of the building work at Frimley was delayed and we were not able to return as planned. We were able to extend the hire agreements we had at both temporary locations and subsequently it was business as usual going into 2024.

Sadly the year did not start well with the loss of several Service Users through ill health and age associated problems, we were able to support everyone through these difficult times.

The optimism for the future was widespread with eager anticipation for the BFBF project to be finished. We were able to take a group of Service Users down to the site so that they could see for themselves just what was happening. We have had regular updates, photos and newsletters to keep us informed. It is all quite exciting.

While it has not been an easy year it has been a successful one, we end with more Service Users attending across the week, several new activities and even more in the planning stage. The future is looking bright for Open Door and the whole Society and we are looking forward to working in conjunction with all of the departments in our new base back at Frimley.

## 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.

2023/24 saw a return to full classes all still taking place in community venues.

Active Arts were very happy to perform at the De La Warr Pavilion in 2023. With Active Arts and Friends – Go Go Go! It was another great success and an opportunity to work with Ben Watson as compere for the evening. We welcomed great feedback from the theatre, our students, their families and supporters. The show was a great success. Increased the number of groups in dressing rooms back stage creating a fun environment for the students whilst also providing well needed space. Everyone worked together for a successful night.

We designed two new sets 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 The Wonderful Adventures of Mrs Seacole in Many Lands a book by Mary Seacole. We were able to achieve this by creating a beautiful colourful window display at our Charity shop in Kings Road and providing a performance art exhibition at the Clifton Centre in St Leonards.

Our 1:1 outreach session continued with in person, with great success. We also worked in collaboration with Inside Out Theatre Company and 18 Hours Events to produce a piece of street theatre for Streets of Hailsham. Our Thursday Comedy & Drama /Street Theatre students performed at the White Rock Theatre as part of the Community and Youth Creative Learning showcase.

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 December the Art & Design class held their first exhibition called DAZZLE in a public gallery. The students work was exhibited in Electro Studios in St Leonards to much acclaim. We had a very exciting private view at which many paintings were sold. The exhibition ran over one weekend and funds from sales were divided between the artists and the project. A grant from Chalk Cliff Trust paid for the hire of the gallery and the publicity.

We continued our Making for the Stage class at Archer Lodge, home of Explore the Arch Theatre Company who generously continued the offer of free art space, whilst building work takes place at Frimley. The students and staff team work well in well and find it a creative and calm environment to work. The Active Arts office is still run outside of Frimley. This is working very well and has continuously made a positive year for the project.

The Dance class continues at Christchurch Hall. The students have settled well into the sessions and we have had a few new students join. Our support team stays the same for this class.

The Art & Design students have chosen to continue to work with one of the tutors who is developing each student's individual artistic talent. Our support team stays the same 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. This class proves to be the most popular in our prospectus and the group have continued to improve under the tuition of their new tutor.

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.

During the year we have worked towards increasing our CQC rating from requires improvement. We have confidently fulfilled all of the inspector's requirements and recommendations. We continue to look beyond these to seek further ways to improve our service with the aim for a minimum of a Good rating in all areas at the 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.

Westwood has been fully occupied throughout the year, with referrals coming from the local authority on an occasional basis. We are currently supporting one of our residents to move to a more independent provision. We will miss her greatly but are delighted that she is able to move forward in her life.

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 supported to use local shopping facilities where possible, but the offer of online shopping remains a good alternative to those who for health reasons sometimes find it difficult to shop locally.

*Westwood cont.*

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. We are lucky to be located in a town with good facilities that enable our residents to enjoy crazy golf, bowling, cinema and the Old Town tourist attractions. Aside from those, residents have been supported to both London and local theatres, the circus, Millie's night club, Carols by Candlelight, art galleries and the Society's fund raising activities. We held in house activities including bingo, Coronation celebration and a St Patrick's day dinner.

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.

Residents work with their key workers to identify goals and aspirations. The staff work with them to help budget for bigger expenditure such as theatre trips or holidays. Often goals are smaller and can be achieved more easily. The residents hold regular house meetings to discuss the management of their home, plan group activities, and decide on items they would like to purchase for communal areas.

The manager has her office on the ground floor of Westwood, which is also the main access into and out of Westwood. Although this can at times prove challenging for the manager, she encourages the open-door policy for her office, as this enables her to have regular contact with each resident.

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, and support residents to visit families at their homes or out in the community. Some residents were able to go on holiday with their families, and for those whom this is not an option are able, should they wish to do so, have holidays or short breaks supported by our own staff. 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 through social media.

This year we held a fundraising event – Garden Glow Up - to raise money to buy items for the garden. Residents' and staff collectively walked the distance between Lands End and John O'Groats over a 3 month period between New Year and Easter. We will celebrate their success later in the year.

The Trustees continue to make the standard of maintenance of Westwood as high importance, recognising that to maintain a safe, welcoming and homely environment requires constant expenditure and longer term investment. A plan for higher cost projects such as external redecoration and refurbishment of communal areas is in place, together with a day to day budget for ongoing maintenance costs.

#### **Maintenance:**

The hall, stairs and landing have been redecorated and new carpets installed. The fire alarm has been upgraded.

#### **Future plans:**

Refurbishment of the dining room  
Refurbishment of en-suite shower room  
Relaying of patio area.

## Section commentaries for the year ended 31 March 2024

### FRIMLEY

Frimley remains under construction as we work with our contractors to complete the plans to Build Frimley's Bigger Future.

#### Plans include:

- The development and/or refurbishment of three classrooms, one of which will be dedicated to those with higher support needs due to living with dementia or older age.
- A new visual arts studio to enable us to offer art and design classes to more people.
- A new performing arts studio in the grounds to enable us to offer more performance classes and hold art exhibitions.
- A new accessible training kitchen
- A level access patio and accessible garden
- Increased accessibility by the installation of a lift, level access link bridge and ambulant disabled walkway to the upper garden and performing arts studio.
- New WCs to include 3 disabled access facilities
- A Changing Places facility
- Four first floor offices
- Two tea points
- Complete redecoration throughout
- Outside decoration
- Re-surfaced forecourt.

At the time of writing work the new extension is complete. The work on the first floor is almost complete, with hand-over of offices and two upstairs classrooms expected by the end of June. This will enable staff to set up these rooms ready for moving back when the whole project is complete.

Work is underway to develop the performing arts studio with all groundwork completed. The ground floor of the existing building has started.

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.

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.

Due to delays caused by increased level of building works identified during demolition, the need for a bigger lift, delays in obtaining some building materials, bad weather and staff shortages, has led to a revised completion of the project in the autumn 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. We do not currently offer a collection or delivery service, however, this has not impacted on the amount of donations received, or sales made. We sell only donated goods. Our shop provides a much needed and steady income to support our activities.

The employment of a shop manager continues to be very successful, evident in the level of income and the shop rarely having to close due to lack of staff. We recognise the good support our manager offers her volunteers.

The trustees are grateful to, and recognise the hard work and dedication of the shop volunteers who work tirelessly to keep the shop open, sort and display goods and provide a good level of customer service.

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

*Shop cont.*

The shop realised an excellent profit of £37,504, and are grateful to the staff team for making the shop such a success.

We have not been successful in finding a second shop that meets our needs. The Trustees and shop manager continue to explore opportunities to expand into a second shop.

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.