

Trustees' Annual Report for the period

Period start date

Period end date

From 6/4/2020

To 5/4/2021

Section A

Reference and administration details

Charity name

HARLOW STROKE SUPPORT - REHAB CENTRE

Other names charity is known by

Registered charity number (if any) 1099071

Charity's principal address

GREAT PARNDON COMMUNITY ASSOCIATION

ABERCROMBIE WAY

HARLOW, ESSEX

Postcode

CM18 6YJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	MARK CADMAN	CHAIR		
2	DAVID ELSON	VICE CHAIR		
3	JACQUELINE POOK	TREASURER		
4	ANGELA CAISTOR	SECRETARY		
5	SUE La ROCHE			
6	CATHY KERRIGAN			
7	PHILLIPA CRAFT-HAZLEHURST			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	CONSTITUTION
How the charity is constituted	ASSOCIATION
Trustee selection methods	ELECTED AT ANNUAL GENERAL MEETING

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Harlow Stroke Support-rehab Centre consistently update policies and procedures in line with new and relevant guidance. All amendments and new guidance are reviewed, agreed and signed by all trustees.

We work closely with local NHS stroke care providers including local hospitals to ensure we reach as many stroke survivors as possible

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide support, information and advice to stroke survivors, their families and carers in the interest of their social welfare.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We undertake home visits to stroke survivors as soon as possible after hospital discharge to assess the individual support needed. This includes help with benefits, form filling, home help and carers. We help with contacting relevant agencies such as DWP, Wiltshire Farm Foods and Social Services. Our home support continues for as long as a member requires it. Once people are ready we encourage attendance at one or more of our groups.

This year the Covid Pandemic has seriously impacted on our work. As the majority of our members are classed as extremely or clinically vulnerable, we had to suspend our usual groups and classes for most of the year.

Where possible when restrictions were lifted in the summer, and following full covid risk assessments, we ran our chair based exercise class, dysphasia class and social groups but with restricted numbers, social distancing, PPE for staff and temperature testing on attendance.

We also arranged for a 20 page activity booklet to be sent out to all members to help keep their minds active together with posting worksheets on social media.

During the periods of lockdown, including the autumn period when Harlow was particularly hit by high numbers of Covid 19, we kept in touch with all our members by regular phone calls of which we made over 2,000. We also provided a shopping and prescription collection service for those members isolating.

We found that a number of our members' mental health and self confidence was badly affected by the lack of social contact during this time and made sure that as many as possible were given home visits once lockdown measures allowed. This included meetings in outside spaces, gardens and walks wearing the necessary PPE. Referrals to the appropriate agencies were made where necessary.

To adhere to Covid guidelines events such as our open day, our collections and promotions were all cancelled.

To address previous problems with transport we were able to purchase our own mini bus with money raised in previous years. This has been fully adapted to meet our members needs and will be used to transport people to groups and for outings.

All our trustees are aware of the guidance on public benefit and follow this when making decisions that impact on the operations of HSS-RC

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our committee and Trustees are made up of stroke survivors, carers and people involved in the stroke journey.

A number of our members also volunteer to help at groups by welcoming new members, chatting, making drinks and providing support to group leaders so no-one is left out.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Our main achievements for 2020-2021 are:

Our membership is now 420 members

We undertook 2,047 telephone calls to keep in touch with our members and ensure their needs were met during the lockdown periods. Feedback received was that we were the only organisation (of which our members belonged to do this.

We made 52 visits to members when allowed to do so ensuring their social contact was maintained.

We provided a prescription and shopping service to 23 members who were advised to shield.

Although we did not undertake our surveys, when groups were run members were keen to return and reported feeling more positive after attendance.

We had a number of referrals from outside agencies. 7 new members were contacted by phone and all are now attending groups.

When groups were not running we took the time to review all our policies and procedures and updated these where appropriate.

Staff undertook training on the internet to keep knowledge up to date.

We purchased our own mini bus and have ensured volunteer drivers have received the appropriate training.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our reserve fund is set at six months operating costs plus statutory redundancy pay. This is mostly invested in an account agreed by the trustees. For 20-21 this is £45,176 operating costs and £18,696 for redundancy. The amount is restricted and can only be used for reasons specified and must be agreed by all trustees. The amount held is reviewed yearly and amended to ensure it is sufficient to cover unexpected gaps in funding for a short period or to enable HSS-RC to close in line with regulatory guidance.

Our reserves policy is also reviewed to ensure it continues to meet Charity Commission guidance and statutory requirements.

We previously retained £18,000 of our local fundraising money to a restricted sustainability to cover salaries for an additional 3 months when

our lottery funding runs out in November 2020. Fortunately we managed to secure further lottery funding from February. £6,000 of this money was used for salaries and the remaining £12,000 will be used to provide funding needed to operate the minibus.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principle funders for 2020 - 2021 are
Big Lottery;
Essex Association of Local Councils
Edward Gostin Foundation;
Garfield and Weston;
Charles S French;
TIF DRUK;
Essex Community Foundation.

We also received special funding for Covid 19 work from
National Lottery;
Essex Community Foundation;
Harlow Health Centre Trust

We also raised over £14,2017 locally by fundraising, donations and bank interest.

Section F

Other optional information

There is no Stroke ward at our local hospital with patients being taken to Romford, Stevenage or Chelmsford for acute stroke care with longer term rehabilitation provided in Epping. We continue to maintain our links with Queens Hospital in Romford and when possible some of our members regularly visit Beech Ward at St Margaret's in Epping to build rapport.

Due to the Covid 19 Pandemic closing the Community Centre where we are based, we were unable to work in the office for much of the year. Two staff were placed on furlough for with two others working from home

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	M. Cadman	J. E. Pool
Full name(s)	Mark Cadman	JACQUELINE ELIZABETH POOL
Position (eg Secretary, Chair, etc)	Chair	TREASURER

Date 14/08/2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Harlow Stroke Support - Rehab Centre

Charity No
1093071

Receipts and payments accounts

CC16a

For the period from	Period start date 06-Apr-20	To	Period end date 05-Apr-21
------------------------	--------------------------------	----	------------------------------

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Big Lottery	-	52,296	-	52,296	-
EALC	-	3,700	-	3,700	-
Edward Gostin Foundation	-	5,000	-	5,000	-
Garfield and Weston	-	5,000	-	5,000	-
Lottery (Covid 19)	-	12,400	-	12,400	-
ECF (Covid 19)	-	5,000	-	5,000	-
HCCT (Covid 19)	-	9,500	-	9,500	-
Charles S French	-	3,000	-	3,000	-
TIF DRUK	-	5,028	-	5,028	-
Essex Community Foundation	-	9,600	-	9,600	-
Other General Income	2,531	-	-	2,531	-
Local Fundraising and Donations	5,327	-	-	5,327	-
Bus Money	-	5,496	-	5,496	-
Bank Interest	-	864	-	864	-
Sub total (Gross income for AR)	7,857	116,884	-	124,741	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	7,857	116,884	-	124,741	-
A3 Payments					
Salary / NI	-	59,724	-	59,724	-
General Running Expenditure	5,673	10,030	-	15,703	-
Information / Publicity	-	1,379	-	1,379	-
Volunteer Costs	-	302	-	302	-
Staff Travel	-	457	-	457	-
Transport / Bus	-	158	-	158	-
Project Costs	-	615	-	615	-
Sessional Worker / Carer	-	762	-	762	-
	-	-	-	-	-
Sub total	5,673	73,427	-	79,100	-
A4 Asset and investment purchases, (see table)					
Mini bus	3,328	9,116	-	12,444	-
	-	-	-	-	-
Sub total	3,328	9,116	-	12,444	-
Total payments	9,001	82,543	-	91,544	-
Net of receipts/(payments)	- 1,144	34,341	-	33,197	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,545	125,619	-	143,164	-
Cash funds this year end	16,401	159,960	-	176,361	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	16,401	97,470	-
	Deposit Account Reserve Fund	-	43,793	-
	Deposit account (stat redundancy Fund)	-	18,696	-
	Total cash funds	16,401	159,960	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Mini bus for members transport	Restricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	M. Cadman	Mark Cadman	14/08/2021	
	J. Pook	Jacqueline Pook	14/8/2021	



Section A

Independent Examiner's Report

Report to the trustees/
members of

HARLOW STROKE SUPPORT - REHAB CENTRE

On accounts for the year
ended

5 APR 20 / 5 APR 21

Charity no
(if any)

1099071

Set out on pages

1 - 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

R. Golder.

Date:

7-06-2021

Name:

REGINALD GOLDBER

Relevant professional
qualification(s) or body

(if any):

--

Address:

54 OLD ORCHARD

HARLOW ESSEX

CM19 4PW.

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

--