



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	6	April	2021		5	April	2022

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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	ASSOCIATION
Trustee selection methods (eg. appointed by, elected by)	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.

The Covid Pandemic has continued to impact our work. As the majority of our members are classed as extremely or clinically vulnerable, we had to suspend some of our usual groups and classes for part of the year.

Where possible when restrictions were lifted, and following full covid risk assessments, we ran our chair based exercise class, dysphasia class and social groups but with restricted numbers, thorough sanitising of equipment, social distancing, PPE for staff and temperature testing on attendance. All members were given the opportunity to attend a class with telephone support provided to those who were too apprehensive to attend or those displaying Covid symptoms.

We also arranged for a second 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 we kept in touch with all our members by regular phone calls of which we made over ****. We also provided a shopping and prescription collection service for those members isolating.

Our members' mental health and self confidence continued to be affected by the lack of social contact during this time therefore we 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.

We have continued to run and maintain our own mini bus which 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

Section D	Achievements and performance
<p>Summary of the main achievements of the charity during the year</p>	<p>Our main achievements for 2020-2021 are:</p> <p>Our membership is now ** members</p> <p>We undertook **** 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.</p> <p>We made ** visits to members when allowed to do so ensuring their social contact was maintained.</p> <p>We provided a prescription and shopping service to ** members who were advised to shield.</p> <p>Although we did not undertake our surveys, when groups were run members were keen to return and reported feeling more positive after attendance.</p> <p>We had a number of referrals from outside agencies. ** new members were contacted by phone and all are now attending groups.</p> <p>Staff continued to undertake training on the internet to keep knowledge up to date. We took on a new member of staff to extend the support we are able to provide.</p>

Section E	Financial review
<p>Brief statement of the charity's policy on reserves</p>	<p>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 21-22 this is £44,090 operating costs and £19,207 for statutory 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.</p> <p>Our reserves policy is also reviewed to ensure it continues to meet Charity Commission guidance and statutory requirements.</p> <p>We have £16,938 set back for maintenance and running costs of the mini bus to ensure we can continue to provide this service.</p>
<p>Details of any funds materially in deficit</p>	<p>None</p>

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 2021 - 2022 are
Big Lottery;
Harlow Council;
Edward Gostin Foundation;
Garfield and Weston;

We also raised £12,316 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.

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	
Full name(s)	MARIC CADMAN	
Position (eg Secretary, Chair, etc)	CHAIRMAN	
Date	15/7/22	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Harlow Stroke Support - Rehab Centre

No (if any)
1099071

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	06-Apr-21		05-Apr-22

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	-	53,705	-	53,705	-
Edward Gostin Foundation	-	12,000	-	12,000	-
Garfield and Weston	-	10,000	-	10,000	-
Harlow Council	-	4,700	-	4,700	-
Other General Income	-	-	-	-	-
Local Fundraising and Donations	12,316	-	-	12,316	-
Bus Money	-	2,893	-	2,893	-
Bank Interest	-	872	-	872	-
Sub total (Gross income for AR)	12,316	84,170	-	96,486	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,316	84,170	-	96,486	-
A3 Payments					
Salary / NI	-	63,328	-	63,328	-
General Running Expenditure	923	9,398	-	10,321	-
Information / Publicity	-	507	-	507	-
Volunteer Costs	-	18	-	18	-
Staff Travel	-	109	-	109	-
Transport / Bus	-	3,014	-	3,014	-
Training	-	281	-	281	-
Sessional Worker / Carer	-	2,290	-	2,290	-
Evaluation and consultancy	-	1,844	-	1,844	-
Sub total	923	80,789	-	81,712	-
A4 Asset and investment purchases, (see table)					
Mini bus	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	923	80,789	-	81,712	-
Net of receipts/(payments)	11,393	3,381	-	14,774	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,401	159,960	-	176,361	-
Cash funds this year end	27,794	163,341	-	191,135	-

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	27,795	100,043	-
	Deposit Account Reserve Fund	-	44,090	-
	Deposit account (stat redundancy Fund)	-	19,207	-
	Total cash funds	27,795	163,340	-

(agree balances with receipts and payments account(s))

Agreement Error

Agreement Error

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Mini bus for members transport	Restricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

M Cadman
J E Pook

Mark Cadman
Jacqueline Pook

15/7/22
15/7/22



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

HARLOW STROKE SUPPORT GROUP

On accounts for the year
ended

05/04/22xfgcvhb

Charity no
(if any)

1099071

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn 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:

Date:

10-5-22

Name:

Mrs Karen Bartlett

Relevant professional
qualification(s) or body
(if any):