



Grapevine
WELLBEING CENTRE

Grapevine Project

Charity No: 1099746

Trustees' Annual Report & Statement of Financial Activity

for the Year End 30th September 2024

Trustees

N Clay
M Whitlock
S McGill
L Brooks
H Wright

Grapevine Project
Trustees' Annual Report
& Statement of Financial Activity
for the Year End 30th September 2024

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Grapevine Project
Trustees' Annual Report
& Statement of Financial Activity
for the Year End 30th September 2024

1. Introduction

1.1 Mission Statement

Grapevine Wellbeing Centre is an independent charity supporting adults within our community to improve and maintain their own mental health. We do this through bringing people together, promoting creativity and embracing the natural environment as tools to move people forward.

1.2 Overview (Executive Summary)

The Grapevine Project was established in 2003 and after 19 years and one global pandemic, we outgrew our first building. In January 2022 the Grapevine Wellbeing centre moved into a centrally located, fully accessible Centre. We are now able to offer support to anyone who comes through our doors looking for help with their mental health. We are the only free mental health support service in Buxton with an open-door policy, ensuring immediate help without the wait of weeks on a waiting list. A recent comment from one of our members sums up why we are here and will always strive to help those in need. "At Grapevine, I feel like I can be me, I don't have to be anyone else, and there are not many places where that is possible."

2. Activities & Achievements

2.1 Outputs & Outcomes

- Grapevine turned 20 years old. We registered as a charity on 30th September 2003. We celebrated our members, our stakeholders, and our community. It was a time to reflect on how proud we are of our achievements as a charity.
- The number of unique individuals using the Centre has increased by 2.7 times since 2022.
- Grapevine successfully launched two further strands of the charity, 'Evening and Weekend Grapevine' and 'Community Grapevine', allowing people from other sections of our local community to access the Centre. Both have proved highly successful.

2.2 The Roles & Contributions of Volunteers

Our volunteers continue to be an invaluable support to the charity, both with their time volunteering in the Centre with our members, and also in providing advice and guidance.

2.3 How the Public Have Benefitted

With our two new strands to Grapevine, we are now able to support those people in work through our extended opening times, offering an opportunity to unwind from a busy week and relax through a range of activities offered on a Wednesday evening and Saturday.

The wider community has also benefited from our 'Community Grapevine', which features a range of expert talks in the evenings on various aspects of mental health and issues that can affect it. The charity has welcomed local professionals, members of the local community and members to these talks. The feedback has been overwhelmingly positive.

3. Financial Review

3.1 Financial Position

The charity has continued to benefit from National Lottery funding through their Community Fund. While this remains the charity's main income, other income was sourced this year through donations and fundraising. These are both increasing from the drop after COVID-19.

Other smaller grants were awarded to us, including the Warm and Welcoming Space Grant from the council.

A copy of the charity's fundraising policy can be found in Appendix 1

3.2 Details of Any Funds Materially in Deficit

The Charity has no funds which are materially in deficit.

3.3 Policy on Reserves

The charity has continued to build back up its reserves after they were partially used in 2022. This is going well, and the charity is in a much better position than this time last year.

3.4 Principal Sources of Funding

Full accounts can be found in Appendix 2

3.5 Description of the Principal Risks Facing the Charity

- Uncertainty of funding causes concern; funding applications take a great deal of time, which in turn impacts the amount we are able to deliver
- Challenges of unexpected issues arising in society (e.g. virus concerns, recent heatwave, perception of others about hygiene)
- Rising utility costs will increase the percentage of any grant to be spent on heating next winter
- Staff burnout due to a small team and the high-pressure environment

3.6 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost.

4. Reference and Administration Details

4.1 Charity Name & Registration

Name of the Charity:

Grapevine Project

Charity No: 1099746

4.2 Charity's Principal Address

Grapevine Wellbeing Centre

2B, 11-13 Eagle Parade,

Buxton,

Derbyshire,

SK17 6EQ

e-mail: welcome@grapevinebuxton.com

website: www.grapevinebuxton.com

4.3 Names of the Trustees Who Manage the Charity

Our current Trustees are

N Clay

M Whitlock

S McGill (chair)

L Brooks

H Wright

With the following changes during this period.

M Whitlock - appointed 30th August 2024

M S Barker - resigned 11th October 2023

M Clayton - resigned 5th February 2024

F E Sussex - resigned 8th January 2024

L Brooks - appointed 15th January 2024

J Clayton - resigned 6th February 2024

H Wright - appointed 30th August 2024

4.4 Names of Advisors & Senior Members of Staff

Ana Mankiewicz – Charity Manager

5. Structure, Governance & Management

5.1 Type of Governing Document

Constitution.

5.2 Charitable Objects

The relief and respect to persons in Buxton and the High Peak who are experiencing or have experienced mental health considerations through the provision of information, advice, one-to-one and group support and the operation of a Drop-In Centre in an effort to build self-esteem, independence and a sense of well-being.

5.3 Statutory Declaration

We, the Trustees, confirm that we have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

5.4 Trustee Selection Methods

There must be at least three charity trustees.

In accordance with the Constitution, Trustees are appointed or re-appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

In appointing Trustees due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law.

Fundraising Policy

1. Introduction

1.1 Our fundraising promise to the general public and our existing supporters is that our fundraising, in all its forms, is legal, open, honest and respectful.

1.2 We will be honest about how donations are used, open about the methods we use to raise funds and who we work with, respectful to the wishes, preferences, personal information and circumstances of the people we interact with and we will take all steps necessary to comply with the law and sector fundraising practice standards.

1.2.1 Nobody directly or indirectly employed by or volunteering for Grapevine Project shall accept commissions or bonuses for fundraising activities,

1.2.2 No general solicitations shall be undertaken by telephone or door-to-door to the public.

1.2.3 We will treat donors fairly. We will not discriminate against any group or individual.

2. Legal requirements

2.1 This policy takes into account the following legal requirements and regulatory codes, standards and guidance:

- Charities Act 2006 Fundraising Policy 4 Version 1: Aug 2018
- Charities Act 1992
- General Data Protection Regulation (GDPR).
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Mental Capacity Act 2005

3. What are the fundraising activities covered by this policy?

3.1 Charitable Funds consist of but are not exclusively limited to:

- Money left in a legacy for the benefit of Grapevine Project
- Money which has been raised through fundraising events
- Money which has been donated as a result of a fundraising appeal
- Corporate sponsorship
- Pledges (for example Fixed Crowdfunding)

4. Fundraising by Staff

4.1 Participation in fundraising activities (for the purposes of this policy, meaning specifically participating in or completing the activity) by staff is voluntary and should not be imposed on individuals. The existing charity insurance arrangement covers staff for certain 'low risk' fundraising activities.

5. Acceptable fundraising activities

5.1 Before fundraising activity can be initiated approval must be sought from the board of Trustees.

5.2 All fundraising by means of lotteries, e.g. raffles, etc. must comply with the required licensing arrangements.

5.3 All fundraising publicity must state quite clearly how the fundraising will benefit Grapevine Project and where further information of Grapevine Project can be accessed.

6. Donations or gifts

6.1 Grapevine Project, in deciding whether to accept or decline a donation or gift will consider the charity's best overall interest and will not accept donations from donors whose activities appear to be in direct conflict with our charitable aims and objectives.

6.2 Grapevine Project will not work with companies or individuals who participate in activities which:

- could cause detriment to the charity's reputation
- will disproportionately decrease the amount of donations to further the work of the charity
- undermine our vision and values
- are associated with unsuitable products, corporate or individual e.g. arms dealings, tobacco etc.
- are from unknown sources of funding
- potentially harm our relationships with other donors, service users, stakeholders or volunteers
- expose us to undue adverse publicity or reputational risk

6.3 Donation or Gift processing

- All donations or gifts must be reported to the board of Trustees at the earliest possible opportunity. A receipt of donation should also be completed with the donors details, including their full name, contact details, and address
- On receipt, all donations should be inputted on to SAGE and marked as Donation.

6.4 Gifts in memoriam - donations or gifts to honour, in will be received by the Chair of Trustees.

6.5 Fundraising Collections

6.5.1 Grapevine Project will ensure that all fundraising collection is carried out sensitively to protect the organisation's reputation in the mind of the public

6.5.2 Grapevine Project will ensure that adequate permission for a static collection is obtained, and can evidence this sufficiently where required; and that all collectors can be clearly identified.

6.6 Handling of Cash Donations – Grapevine Project will adhere to the following good practice when handling cash donations resulting from face-to-face activities:

6.6.1 Cash must be collected, counted and recorded by two unrelated individuals and counted in a secure environment, wherever possible. (Collection boxes must only be examined and opened by two unrelated individuals)

6.6.2 Unsecured cash must never be left unattended or in an unattended environment

6.6.3 Cash must be banked as soon as is practicable

6.6.4 Cash not banked immediately must be placed in a secure location.

7. Reports to sponsors

7.1 It is the responsibility of the Project coordinator to compile official reports on appeal donations/grants if requested by outside agencies or individual donors.

8. Complaints

8.1 Grapevine Project will respond to all complaints from sponsors and members of the public in a timely, respectful, open and honest way.

Fundraising Strategy

Mission Statement

Grapevine Wellbeing Centre is an independent charity supporting adults within our community to improve and maintain their own mental health. We do this through bringing people together, promoting creativity and embracing the natural environment as tools to move people forward.

Financial overview:

To effectively carry out our mission statement, the Grapevine explores various funding streams to secure the necessary finances. Our main income comes from both large and small bids. At present the large bids cover the centre, staff and general running costs as well as expenses from our core activities. The smaller bids cover any bespoke projects that we feel will benefit an immediate need raised in the community.

We also direct-fundraise, which helps build our unrestricted funds and supports bespoke projects that address immediate community needs.

In the last two years, our direct fundraising, like many other charities, has been severely curtailed through the Covid pandemic and the lockdowns that occurred as a result.

Target

In order to provide more financial stability for the charity, it is necessary to increase the amount of unrestricted funds. To this end, the trustees have set out the following targets for the next 2 years. These will be achieved by the introduction of a Fundraising subcommittee, comprising of both members, staff, and trustees.

Year 1	£1,338 1% of total estimated expenditure
Year 2	£2,714 2% of total estimated expenditure

Grapevine Project Ltd

Contents of the Financial Statements
for the Year Ended 30th September 2024

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Grapevine Project Ltd

Company Information
for the Year Ended 30th September 2024

DIRECTORS:

Miss N Clay
M Whitlock
Mrs S McGill
Ms L Brooks
Ms H Wright

REGISTERED OFFICE:

2b 11-13 Eagle Parade
Buxton
SK17 6EQ

REGISTERED NUMBER:

08008019 (England and Wales)

ACCOUNTANTS:

Laytons
Chartered Accountants
6 Manchester Road
Buxton
Derbyshire
SK17 6SB

Grapevine Project Ltd

Report of the Directors for the Year Ended 30th September 2024

The directors present their report with the financial statements of the company for the year ended 30th September 2024.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of a drop in centre for those with mental health considerations.

The Grapevine Wellbeing Centre is a mental health charity. We are registered with the Charity Commission; our Charity Number is: 1099746 and our Company Number is: 08008019

DIRECTORS

Miss N Clay has held office during the whole of the period from 1st October 2023 to the date of this report.

Other changes in directors holding office are as follows:

M Whitlock - appointed 30th August 2024
M S Barker - resigned 11th October 2023
M Clayton - resigned 5th February 2024
Ms F E Sussex - resigned 8th January 2024
Ms L Brooks - appointed 15th January 2024
Ms J Clayton - resigned 6th February 2024
Ms H Wright - appointed 30th August 2024

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

Miss N Clay - Director

30th June 2025

Grapevine Project Ltd

Income Statement
for the Year Ended 30th September 2024

	30.9.24 £	30.9.23 £
TURNOVER	139,717	138,740
Cost of sales	4,689	1,501
GROSS SURPLUS	135,028	137,239
Administrative expenses	123,592	87,865
	11,436	49,374
Other operating income	-	798
OPERATING SURPLUS and SURPLUS BEFORE TAXATION	11,436	50,172
Tax on surplus	-	-
SURPLUS FOR THE FINANCIAL YEAR	11,436	50,172

Grapevine Project Ltd (Registered number: 08008019)

Balance Sheet
30th September 2024

	Notes	30.9.24 £	30.9.23 £
CURRENT ASSETS			
Cash at bank and in hand		72,632	60,951
CREDITORS			
Amounts falling due within one year	5	1,286	1,041
NET CURRENT ASSETS		<u>71,346</u>	<u>59,910</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>71,346</u>	<u>59,910</u>
RESERVES			
Income and expenditure account	6	71,346	59,910
		<u>71,346</u>	<u>59,910</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30th September 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 30th September 2024 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on 30th June 2025 and were signed on its behalf by:

Miss N Clay - Director

Notes to the Financial Statements
for the Year Ended 30th September 2024

1. **STATUTORY INFORMATION**

Grapevine Project Ltd is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. **ACCOUNTING POLICIES**

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover predominantly relates to donations and funding received excluding value added tax.

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 5 (2023 - 4).

4. **FUNDS**

The income and expenditure account reserve amounting to £71,346 (2023:£59,910) relates to restricted funds with none relating to unrestricted funds.

5. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30.9.24	30.9.23
	£	£
Trade creditors	719	93
Social security and other taxes	-	790
Pension control account	567	158
	<u>1,286</u>	<u>1,041</u>

6. **RESERVES**

	Income and expenditure account £
At 1st October 2023	59,910
Surplus for the year	<u>11,436</u>
At 30th September 2024	<u>71,346</u>

Chartered Accountants' Report to the Board of Directors
on the Unaudited Financial Statements of
Grapevine Project Ltd

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Grapevine Project Ltd for the year ended 30th September 2024 which comprise the Income Statement, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed within the ICAEW's regulations and guidance at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of Grapevine Project Ltd, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Grapevine Project Ltd and state those matters that we have agreed to state to the Board of Directors of Grapevine Project Ltd, as a body, in this report in accordance with ICAEW Technical Release 07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Grapevine Project Ltd and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Grapevine Project Ltd has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Grapevine Project Ltd. You consider that Grapevine Project Ltd is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Grapevine Project Ltd. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Laytons
Chartered Accountants
6 Manchester Road
Buxton
Derbyshire
SK17 6SB

30th June 2025

Grapevine Project LtdDetailed Income and Expenditure Account
for the Year Ended 30th September 2024

	30.9.24		30.9.23	
	£	£	£	£
Turnover				
Takings	1,302		1,117	
Donations	2,686		3,804	
Restricted funds	135,729		133,819	
		139,717		138,740
Cost of sales				
Purchases		4,689		1,501
GROSS SURPLUS		135,028		137,239
Other income				
Sundry receipts		-		798
		135,028		138,037
Expenditure				
Rent	14,320		14,320	
Insurance	667		572	
Light and heat	2,256		2,027	
Wages	77,549		51,735	
Pensions	1,394		887	
Telephone	665		923	
Post and stationery	732		1,455	
Advertising	143		-	
Travelling	1,563		1,049	
Repairs and renewals	327		3,258	
Household and cleaning	1,352		262	
Recruitment	-		550	
Subscriptions	662		635	
Computer consumables	1,370		1,112	
Sundry expenses	2,022		246	
Accountancy	2,345		1,206	
Legal fees	2,250		-	
Events	2,212		230	
Therapeutic groups	1,165		900	
Social groups	5,100		4,992	
		118,094		86,359
		16,934		51,678
Finance costs				
Bank charges		384		199
NET SURPLUS		16,550		51,479