

# **SLOUGH MENCAP**

**Slough Society for Mentally Handicapped Children and  
Adults**

## **ANNUAL REPORT AND ACCOUNTS**

**1 October 2021 to 30 September 2022**

**Horsemoor Green Community Centre, Spitfire Close,  
Common Road, Langley, Slough SL3 8JU**

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**Charity Number: 1128732**  
**Number: 05938855**

**Company**

**SLOUGH MENCAP**  
**Slough Society for Mentally Handicapped Children and**  
**Adults**

**A WORD FROM OUR CHAIRMAN**

Dear Friends and Supporters,

My first year as chairman has been very eventful.

The year since we resumed activities in September after lockdown has been extremely busy.

We celebrated Slough Mencap's 70<sup>th</sup> Anniversary with an Afternoon Tea for all our supporters in June, and a Party in the Park for our members on an extremely hot day in August. We are extremely grateful for the help we received from Eton College and Osborne Ltd at these events.

Our new endeavour, opening our doors for Activities two days per week, has been very successful. We are almost at full capacity and plan to open for a third day in January 2023. We were helped by 50-50 SYNC CIC in the early months, but have employed our own staff, who are all experienced in the LD sector, from April 2022. We are also indebted to our volunteers who give the sessions a cheerful, friendly atmosphere.

We continue to run our evening Wednesday Club and though numbers were low when we opened in September, they are increasing. We welcome both members from our activity days and those who are new to the organisation.

Our fundraising 49 Club is now organised by Bernardette Bates, who would like to recruit new contributors. We continue to receive donations from our supporters.

Our halls are regularly hired to local organisations, and our site manager continues to rent the attached house.

On behalf of Slough Mencap, I would like to thank everyone who has supported and helped us this year and look forward to a successful 2022-23.

Jane Cable

**SLOUGH MENCAP**  
**Slough Society for Mentally Handicapped Children and Adults**

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# **SLOUGH MENCAP**

**Slough Society for Mentally Handicapped Children and Adults**

## **LEGAL AND ADMINISTRATIVE DETAILS FOR THE FINANCIAL YEAR 2021/2022**

**Charity Registration number** **1128732**

**Holding Trustees** P Murray and J Pearce

**Chief Executive** Eleanor Cryer MBE

**Treasurer** Carmel O'Brien

**Executive Committee Elected members** (the Trustees of Slough Mencap)

Linda Ball (resigned 21.05.2022)  
Bernadette Bates  
Jane Cable (Chairman)  
Sajidah Chaudhary  
Ted Dutton  
Len Jones (co-opted 28.02.2022)  
Carmel O'Brien (Treasurer)  
James Robb  
Shin Suri (co-opted 28.02.2022)  
Melainee Woodun (resigned 09.03.2022)

**Registered address** Horsemoor Green Community Centre Spitfire  
Close,  
Common Road, Langley, Slough SL3 8JU.

**Bankers** Lloyds TSB, High Street Slough Branch

**Independent Examiner** Philip Mount  
Independent Examiner

## **SLOUGH MENCAP**

### **Slough Society for Mentally Handicapped Children and Adults**

#### **REPORT OF THE DIRECTORS FOR THE YEAR ENDED 30 SEPTEMBER 2022**

The Directors present their report and the independently examined financial statements for the year ended 30 September 2022.

#### **Structure, governance and management**

Slough Mencap is affiliated to the Royal Society for Mentally Handicapped Children and Adults and is governed by a self-creating Memorandum and Articles of Association. Slough Mencap is a company limited by guarantee and was incorporated on 18<sup>th</sup> September 2006. It is controlled and managed by the elected Board of Directors who are also its trustees. The Board of Directors is elected for a three-year period. Nomination forms are sent out to all members. Potential trustees undergo induction with the Chief Executive Officer (CEO) and Chair. The induction comprises structure and function of Slough Mencap, organisational roles and responsibilities and legal roles and responsibilities of trustees. Potential trustees interested are then nominated, proposed for the membership prior to the Annual General Meeting where they are duly elected for a three-year period. New trustees are encouraged to spend time getting to know staff and members and are encouraged to attend the internal programme of Governance training undertaken by all trustees. Should any Director so choose he/she may seek re-election for a further period of three years. Our previous Chairman Mrs Bernadette Bates stepped down at our Annual General Meeting on 09 April 2022 and was replaced by Mrs Jane Cable. Enormous thanks are due to Bernadette and we have retained her services as a very valued board member for many years to come!

Notice of the AGM and Trustees election is displayed in Slough Mencap's premises.

The day-to-day management of the company is undertaken by the Chief Executive who reports to the Chairman and Board of the Company.

For insurance purposes Slough Mencap is affiliated to National Mencap. The building is separately insured by Zurich Insurance Company.

A review of the risks to which the charity is exposed has been carried out and systems are in place to mitigate those risks. External risks to the sources of funding have led to the diversification of funding and to access additional sources of restricted funding

which contributes to the operating costs of the Company. Internal risks are minimised by the implementation of financial controls and procedures. These are reviewed on an annual basis.

## **Objectives and activities**

Slough Mencap is set up to

- (a) Work for the enhancement of the quality of life for people with learning disabilities
- (b) Foster mutual help and co-operation between people with learning disabilities, and all those entrusted with their care
- (c) To raise adequate funds for the achievement of the foregoing objects, and to invite and receive contributions from any person or persons whomsoever, by way of subscription, donation and otherwise.

From a brief look at our Accounts the reader will note that our figures show that all the money we receive is to be spent on our members with learning disabilities. This year ended 30 September 2022 is the first year since 2018/19 that we have been in a position to operate normally since the commencement of the COVID-19 pandemic which prevented much of our day-to-day work from being undertaken.

Slough Mencap was delighted to recommence regular face to face committee meetings and our AGM on 09 April 2022. Our first Committee Meeting took place on 16 October 2021. Our Wednesday Club for members with Learning Disabilities has been running throughout the years for over 40 years in furtherance of our objectives and we were delighted to reopen in September 2021. As always, the club is responsible for enhancing the confidence and social skills of our members as well as reducing isolation.

It was also a huge relief to be able to open the Slough Mencap office for all sorts of requests for help and our Chief Executive has continued to assist all our members and their families in ways far too numerous to mention. Our Chief Executive also provides free advice to members on all sorts of issues concerning their ability to manage everyday life. Our CEO continues to maintain our profile by attending partnership board and other meetings once more face to face and making her presence felt. Our Chief Executive continues to undertake several advocacy cases which have taken up a considerable amount of her time.

At the end of our previous year Slough Mencap after much discussion and research, led by our CEO, made the decision to run daytime activities for two days a week for people with learning disabilities. This was made in the light of Slough Borough Council's decision to cease providing Day Services to people with learning disabilities. Accordingly, and despite no financial assistance from Slough Borough Council or anyone else the provision of some Daytime Activities became our principal objective for the year.

### ***Horsemoor Green Community Centre and School House***

The School House remained tenanted throughout the year and was a regular source of Letting Income. It was a pleasure to be able to resume our lettings of our Community Centre with a local church, local schools and community groups.

## **Achievements and performance**

It was with regret that we accepted the resignations of committee members Linda Ball and Melainee Wooden. Accordingly, we were delighted to co-opt both Len Jones and Shin Suri onto our board and both will be proposed and seconded at our next AGM.

With was with regret that Brenda Parker ceased to run our 49 Club which has been raising funds for our members steadily for over 18 years. Luckily our outgoing Chairman Mrs Bernadette Bates volunteered to take on the running of the 49 Club. The 49 Club raises funds which are spent exclusively on our members. As mentioned in previous years numbers are declining and should any reader of this report wish to support us and maybe receive the occasional small win, please let us know.

The ongoing saga of the intended demise of Garrick House and the resultant rehousing of the residents with learning disabilities has continued for yet another year together with its associated distress for all the families concerned.

The highlight of the year was undoubtedly the provision of our Daytime Activities service which started on the second week of September 2021. The service offered is from 10.00am to 3.00pm on Tuesdays and Thursdays and Slough Mencap has been delighted with its success. In order to open with appropriately qualified and trained staff 50/50 SYNC CIC were approached and provided interim staff cover until the end of March 2022. We are indebted to them for this.

We also owe an enormous debt of gratitude to our new Chairman Jane Cable for undertaking the responsibility of invoicing our clients. Hopefully Jane will be able to relinquish this operational task shortly.

Once 50/50 had completed their tenure with the Daytime Activities it was necessary to employ fresh permanent and bank staff. This extremely onerous and responsible task was undertaken by Jane Cable and Sajidah Chaudhary. Their sagacity and patience have found us our wonderful team of employees lead by the super talented Lorna McDonald. Staffing will continue to be a priority. As the numbers of clients increase so will the number of hours our employees are required to work.

With the recommencement of Wednesday Club, it was decided to offer a range of healthy eating products to our members and successfully trained our members to carry out our first Fire Drill for two years. Over the past few years Wednesday Club numbers have been falling partially due to COVID-19 and South Bucks County Council moving members to the north of the county. However due to the efforts of our Chiel Executive we now have a few new members and hope the decline has ceased.

Another highlight was the celebration of Slough Mencap's 70<sup>th</sup> Anniversary! Much discussion ensued at our committee meetings as to how to celebrate this major event in the life of Slough Mencap. It was decided that we wanted to arrange one large event for our supporters and volunteers over the years and of course another large event for our members with learning disabilities. There was also the possibility of producing a publication with lots of pictures and stories about Slough Mencap throughout the 70 years. It was decided to go ahead with an Afternoon Tea for our friends and supporters and to book Slough Rugby Club for an August event for our members.

On 25 June 2022 Slough Mencap hosted an Afternoon Tea for over 60 of the people who have been our volunteers and supporters over the years. Eton College made a massive contribution to the day. They provided the sandwiches and the cakes both of which were delicious and saved us a lot of money. Even more impressively both David and Mercedes read out a series of emails from Old Etonians who over a period dating from the 1960s have participated in the Friendly Club i.e. the Wednesday Club. It was

quite emotional listening to the emails which showed how the relationship between the College and Slough Mencap has persisted and developed over the years. The Mayor and the MP also attended, and both enjoyed the camaraderie generated by a room full of people many of whom have not seen each other for many years.

In August a Party in the Park was held at Slough Rugby Club and the invitees were our members with learning disabilities along with their families and carers. Although the weather was extremely hot with the help of Osbornes, a local and very supportive company, the day went well. There were games, pizzas, a bar and a disco. Unfortunately, the disco proved to be a waste of money due to the very hot weather and the members made it quite plain that they would have preferred fish & chips to pizzas! Regardless, all those invited had a wonderful time and the venue and staff were very popular. A big thanks to all who helped in any way with a special thanks to Lorna for services above and beyond.

Thanks were formally sent to Osbornes, Eton College and Slough Rugby Club.

It needs to be noted that although our Chief Executive put many hours into providing a publication to celebrate our past 70 years as yet no such publication has been produced.

James Robb undertook the updating of our Slough Mencap website and the committee were requested to provide him with relevant material to be included.

We also had a very successful visit to Windsor Castle for our cared for and carers.

Slough Refugee Support carried out DBS checks on our behalf.

As society returned to normal so our Lettings increased which is just as well considering the increase in the size of the utility bills. But on a more positive note our Chief Executive has sought out a company, Osbornes, who will refurbish our kitchens which currently look rather tired. More of this in next year's Annual Report.

## **Financial Review**

The Board of Directors has considered the most appropriate policy for investing funds in the current financial climate. In ordinary circumstances and since the greatest proportion of the funds are required to meet long-term commitments the funds have been invested on the equities market.

### *Fundraising*

Slough Mencap continues fundraising in the shape of the 49 Club. Please look at the financial statement for more details.

At our 70<sup>th</sup> Anniversary Tea Party a very generous donation was made by our local MP Tan Dhesi and a 'whip round' from everyone else produced £205.00. Many thanks to everyone.

### *Eton College*

Some of the boys from year 12 at the College created a Just Giving page to raise money throughout the year. At the end of our financial year, 30 September 2022 the fundraising was on going.

It was decided that another signatory was needed for the banking and Jane Cable, our current Chairman was added.



The four yearly revaluation of the property took place. Please refer to the Balance Sheet for details.

#### *Premises*

Expenditure of £9,607 was incurred during the year with the money coming from various deposit accounts for the ongoing maintenance of the site.

#### *Reserves Policy*

The Board of Directors has established a policy whereby the unrestricted funds, not committed or invested in tangible fixed assets ('the free reserves') held by the charity, should be sufficient that they would be able to continue the core activities of the charity in the event of a significant drop in funding for enough time to identify replacement funds. At present the free reserves which amount to £640,755 are more than sufficient to meet this criterion.

### **Plans for future periods**

- Continue to run Wednesday Club and encourage greater participation from a larger proportion of our members when permitted.
- Continue to run the 49 Club and increase its membership..
- Elect Len Jones and Shin Suri on to our Board of Directors as soon as possible.
- Source new directors for the company.
- Increase the number of LD members
- Organise a Volunteer Lunch
- Provide a Christmas Lunch for our members.
- The production by Sajidah Chaudhary and Jane Cable of a new operational handbook.
- Prospective 3<sup>rd</sup> day for our Daytime Activities as we have both demand and staff capacity.
- Organise an Away Day soonest for staff and committee members.
- Review policies and procedures specifically health and safety so that the organisation is both legal and fit for purpose.
- Organise staff and volunteers training
- Refurbish both kitchens.

Approved by the Board of Directors on ..... and signed on its behalf by

Jane Cable

# SLOUGH MENCAP

Slough Society for Mentally Handicapped Children and Adults

## Statement of Financial Activities for the Twelve Months ended 30 September 2022

See Notes

		Unrestricted Funds	Restricted Funds	Designated Funds	Total Twelve Months
<b>INCOMING RESOURCES</b>					
Donations & similar incoming resources	3	39			39
Daytime Activities		74,123			74,123
Income from activities in furtherance of charitable objects	3	6,340			6,340
Income from activities for generating funds	3	17,133			17,133
Interest received	3	28			28
<b>TOTAL INCOMING RESOURCES</b>		<b>97,663</b>	<b>0</b>	<b>0</b>	<b>97,663</b>
<b>RESOURCES EXPENDED</b>					
Cost of generating funds	4	10,330			10,330
Costs of activities from charitable objectives	4	55,474			55,474
Support costs		5,560			5,560
Capital Expenditure		0			0
<b>TOTAL RESOURCES EXPENDED</b>		<b>71,364</b>	<b>0</b>		<b>71,364</b>
<b>NET INCOMING RESOURCES</b>		<b>26,299</b>	<b>0</b>		<b>26,299</b>
<b>P/Y VALUES</b>		<b>324,249</b>	<b>0</b>		<b>324,249</b>
<b>GAIN/LOSS ON INVESTMENTS</b>		<b>-40,104</b>			<b>-40,104</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>310,444</b>	<b>0</b>		<b>310,444</b>

# SLOUGH MENCAP

## Slough Society for Mentally Handicapped Children and Adults

### Balance Sheet as at 30 September 2022

		2022	2021
<b>Fixed assets</b>			
Tangible assets (Revaluation 06 April 2022)	9	735000	785375
Capital Improvements		<u>0</u>	<u>0</u>
		735000	785375
<b>Current assets</b>			
Debtors		0	0
Cash at bank		<u>192,385</u>	<u>198,841</u>
Total Current Assets		927,385	984,216
<b>Creditors: amounts due within one year</b>		<u>0</u>	<u>0</u>
<b>Net current assets</b>		927,385	984,216
<b>Total assets less liabilities</b>		<u><u>927,385</u></u>	<u><u>984,216</u></u>
<b>Capital Funds</b>			
Charifund units		591,663	630,093
COIF Investment Fund		<u>49,093</u>	<u>50,766</u>
<b>Total Designated Funds</b>		<u><u>640,756</u></u>	<u><u>680,859</u></u>
Capital Assets		735,000	785,375
Unrestricted Funds		192,385	198,841
Restricted Funds	8	<u>0</u>	<u>0</u>
		927,385	984,216
Investment Funds	7	640,756	680,859
<b>Total funds</b>		<u><u>1,568,141</u></u>	<u><u>1,665,075</u></u>

For the year ended 30 September 2022, the company was entitled to exemption under section 249a(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249b(2). The directors acknowledge their responsibility for: i) Ensuring the company keeps accounting records which comply with section 221; and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts so far as applicable to the company.

Approved by the Board of Directors and signed on their behalf by:

Mrs C M O'Brien - Director

# SLOUGH MENCAP

## Slough Society for Mentally Handicapped Children and Adults

### Notes to the Financial Statements for the year ended 30 September 2022

#### 1 ACCOUNTING POLICIES

##### Basis of Accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005), the Companies Act 1985, the Charities Act 1993 and applicable accounting standards

#### 2 ACCOUNTING POLICIES

##### Incoming Resources

##### Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:  
the charity becomes entitled to the resources  
the trustees are virtually certain they will receive the resources &  
the monetary value can be measured with sufficient reliability

##### Grants and Donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

##### Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

##### Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

##### Investment income

This is included in the accounts when receivable.

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

##### Governance costs

Include costs of the preparation and examination of statutory accounts, the cost of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

##### Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. staff costs by the time spent and other costs by their usage

# SLOUGH MENCAP

Slough Society for Mentally Handicapped Children and Adults

Notes to the Financial Statements for the year ended 30 September 2022

## 3 ANALYSIS OF INCOMING RESOURCES

Analysis	This Year	Last year
Voluntary Income	£	£
Miscellaneous donations	1,358	1,040
Local Giving	788	618
Eton College	500	0
Collecting Tins	0	167
Tan Dhesi	1,250	0
	<b>3,896</b>	<b>1,825</b>
<b>Activities for generating funds</b>		
Rent from Halls	8,275	5,115
Rent from School House	5,400	9,585
Rent from Office	2,080	0
Forty-Nine Club	1,378	1,521
	<b>17,133</b>	<b>16,221</b>
<b>Interest Received</b>		
Bank interest	28	15
COIF	0	0
	<b>28</b>	<b>15</b>
<b>Incoming resources from charitable activities</b>		
Wednesday Club	6,430	1,400
Daytime Activities	74,123	3,110
70th Anniversary	205	0
Christmas Party	90	0
	<b>80,848</b>	<b>4,510</b>

# SLOUGH MENCAP

Slough Society for Mentally Handicapped Children and Adults

Notes to the Financial Statements for the year ended 30 September 2022

## 4 ANALYSIS OF RESOURCES EXPENDED

Analysis	This Year	Last year
Costs of generating voluntary income	£	£
49 Club	475	725
School House Expenses	151	0
Halls Expenses	9,607	7,895
Local Giving	96	192
	<b>10,329</b>	<b>8,812</b>

### Charitable Activities

Salaries	46,782	45,276
Volunteer expenses	0	0
Club Running Expenses	7,953	0
Welfare	0	350
Social Expenses (70th Anniversary)*	739 *	350
<u>Daytime Activities</u>		
Employment Costs	24,945	0
Transport	6,552	0
Resources & Activities	1,961	0
	<b>33,458</b>	
	<b>88,932</b>	<b>45,976</b>

### Governance Costs

Insurance/Affiliation	2,394	2,012
AGM Expenses/Companies House	198	194
	<b>2,592</b>	<b>2,206</b>

## 5 DETAILS OF CERTAIN ITEMS OF EXPENDITURE

### Trustee expenses

	This Year	Last Year
Number of trustees who were paid expenses	None	None
Total amount paid	<b>None</b>	<b>None</b>

### Fees for examination of the accounts

This Year	Last Year
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Independent examiner's or auditor's fees for reporting on the accounts	£	250	£	250
Other fees	None		None	

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## SLOUGH MENCAP

Slough Society for Mentally Handicapped Children and Adults

### Notes to the Financial Statements for the year ended 30 September 2022

#### 6 PAID EMPLOYEES

Staff costs	This Year	Last Year
	£	£
Gross wages, salaries and benefits in kind & Tax/NIC	46,782	45,276
Pension costs	0	0
Total staff costs	<b>46,782</b>	<b>45,276</b>

#### Average number of full-time equivalent employees in the year

	This Year	Last Year
The parts of the charity in which the employees work		
Fundraising	0	0
Charitable	0.4	0.4
Governance	0.4	0.4
Daytime Activities	1.5	0.3
Total	<b>2</b>	<b>1</b>

#### 7 INVESTMENT ASSETS

Fixed assets investments	0	0
Carrying (market) value at beginning of year	<b>680,859</b>	<b>513,703</b>
Add: additions to investments at cost	0	0
Less: disposals at carrying value	0	0
Add: net/loss gain on revaluation	-40,104	167,156
Carrying (market) value at end of year	<b>640,755</b>	<b>680,859</b>
Charifund units	561,663	630,093
COIF Investment Fund	49,093	50,766
	<b>610,756</b>	<b>680,859</b>





Total  
Twelve  
Months  
2021

**1,825**

**3,110**

**1,400**

**16,221**

**15**

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**22,571**

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**8,812**

**45,976**

**4,508**

**0**

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**59,296**

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**-36,725**

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**193,818**

**167,156**

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**324,249**

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## **Independent Examiner's Report to the Trustees of Slough Mencap**

I report on the accounts of the company for the year ended 30 September 2022, which are set out on pages 11 to 16.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) 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 2011,
- 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 report**

My examination was carried out in accordance with the 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 you as 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:

- 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

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Philip Mount TD AFA MIPA ACIE  
54 Dedworth Road  
Windsor  
SL4 5AY

Date: 18<sup>th</sup> February 2023