

# Trustees' Annual Report

For the period from 01/08/2020 to 31/07/2021



## A. Reference and administration details

Charity name: Bath Gateway Out & About Registered Charity number: 1135771  
Principal address: 44 Brookfield Park, Weston, Bath, BA1 4JQ

Names of the charity trustees who manage the charity			
Trustee Name	Office (if any)	Acting start date during the year	Acting end date (if applicable)
Ruth Adkin	Chair	27/05/2021	n/a
Anne N'guema Obam	Treasurer	08/07/2021	n/a
Juliette Millard	Trustee	01/08/2020	n/a
Andrew Nicholas Cole	Trustee	01/08/2020	n/a
Gillian Anne Cole	Trustee	01/08/2020	n/a
Dilara Rogers	Trustee	01/08/2020	15/05/2021
James Slater	Chair	07/01/2021	23/03/2021
Barry Thomas Vincent	Treasurer	01/08/2020	14/02/2021
Rebecca Steward	Secretary	01/08/2020	05/01/2021
Mark Saunders	Chair	01/08/2020	14/09/2020

## B. Structure, governance, and management

The charity is governed by its Constitution and is an unincorporated association governed by a Committee of Trustees. Any new Trustees are appointed by the Committee of Trustees having been nominated by an existing Trustee and seconded by another Trustee. All Trustees understand and have regard to the Charity Commission's guidance on public benefit whilst carrying out their activities.

The Committee of Trustees meets every 6 to 8 weeks to:

- set the strategic direction of the charity, including its ongoing activities
- monitor and oversee the charity finances and current balances
- support the Development Officer and Club Leader including assisting with fundraising and other activities
- take whatever decisions are necessary for the ongoing benefit of the Club

Bath Gateway Out & About has developed a number of new policies over the past year, and after the end of this reporting period we will be introducing a reserves policy. The Board of Trustees will continue to look at additional policies required, including financial controls. Otherwise, the use of the various budgeting and many other reporting tools in the [XERO](#) online accounting software (that we are currently using for recording our financial activities) allows us to closely monitor our financial position, including the ongoing status of restricted funds and free reserves. Any amounts and changes have been regularly reported to the Trustees.

### C. Objectives and activities

Our objectives as a Charity and for our three Clubs are

- The relief of people with a learning disability by the provision of help and support for them and for their families, dependants, and carers, and to promote public awareness of learning disabilities and to advance independence amongst persons with a learning disability
- To provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof because of learning disability with the object of improving their conditions of life.



### Summary of the main activities

Our club provides social and leisure activities for individuals 18 years and over who either



have learning difficulties, are disabled, or both. Activities are undertaken out and about in the community and enable our members to take part in a range of age-appropriate experiences helping them with their life skills, raising their self-esteem, building their confidence, and developing their friendships; and in addition, providing exposure to, and integration with, the local community in and around Bath.



**Laura:** "I love music and dancing and being out with my friends."



**Leanne:** "Seeing my friends makes me happy."

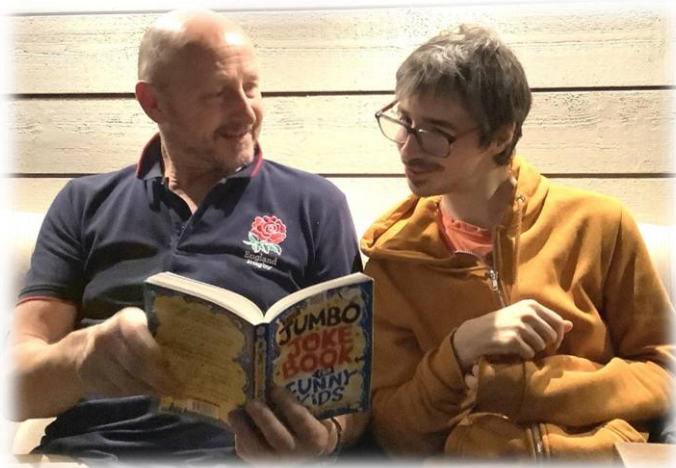
I like swimming apart from not being able to hear without a hearing aid."

The activities take place in general in the Bath and North-East Somerset area with occasional holidays or day trips arranged outside the area. The Club nights take place on a weekly basis with other activities taking place on an intermittent basis as arranged.



### Contribution made by volunteers

A major contribution to the Club is made by our 21 volunteers who give their time willingly and selflessly, without whom the Club could not function.



Without the help of our amazing volunteers, we would not be able to run our regular weekly evening Club sessions, let alone the occasional holidays and day trips that the members also enjoy.

**Andy:** "It's a great pleasure to be a volunteer, we have much fun and games, and a great time is had by all."



**Katie:** "The pandemic made it more apparent to me than ever just how important social contact is to our lives.

I love what the Monday and Wednesday Club is doing to keep people connected and I am very excited to be a part of engaging with club members in existing and new, creative ways to keep the fun going."

**Eleanor:** "I have lived in Bath for six years and love the city.

I think a lot of the joy of volunteering comes from the people you meet and work with.

There is the satisfaction of knowing that you are having a positive effect on your local community; and I have also learnt many new skills volunteering over the years, but I think it always comes back to the people."



**Sheryl:** "I am really enjoying the club sessions and it's great meeting you all, thank you to everyone for making me feel so welcome!

A bit about myself – I love being outdoors and going for walks, I enjoy arts and crafts, and I love animals. Here is a picture of me with a lamb at the farm I used to work at."



## D. Achievements and performance

The Club membership continues to grow, and we now have some 70 members. During the year starting September 2020 and finishing at end of July 2021, unfortunately for everyone we were all in lockdown due to the COVID-19 pandemic. Although the Trustees did consider getting back together with face-to-face Club meetings in September 2020, the rapidly changing situation and advice and regulations from the government meant that this was not possible, so sadly we were only able to run our Club sessions online via Zoom during the whole of the 2020-2021 year.

However, we still managed to keep all our members (including those who were unable to take part in our Zoom sessions for whatever reason), engaged with the Club by providing them with regular Newsletters and activity packs, including suggestions for various activities that they could do safely on their own or with the support of their carers or parents.

### Sponsored Outdoor Autumn Activity Day 2020

In 2020 we organised a sponsored autumn outdoor activity for our members, which could be anything from collecting leaves in their local area, or collecting shells on the beach, or doing a sponsored



**Laura starting her walk**

walk, or a swim in the local pool. Our members managed to raise **£1,073** for our cause.



**Ben collecting leaves**

Many thanks to everyone who took part and had so much fun raising funds for our charity!

### Sunflower growing competition Spring 2021



**Luke's idea!**

In March 2021 we invited all our members to take part in a competition to see who could grow the tallest sunflower – in all their activity packs we provided a small pot with a packet of sunflower seeds, and instructions in the Spring Newsletter of how to grow the sunflower.



## Zoom Get Togethers

During the year, Becky and Paul, our two Club Leaders, did an amazing job with organising loads more diverting and stimulating activities for many of our members online, using the Zoom video conferencing application; including quizzes, dances, and keep-fit exercises.



We held many exercising and keeping fit Zoom sessions online, provided by Justin, a professional gym instructor.

As well as improving the physical well-being of our members by exercising, Justin also gave everyone useful advice on healthy eating choices.

We also tested our members' skills & knowledge with various quizzes – see the screenshot from Zoom on the right, from a session involving the 2nd Wednesday Club near the beginning of November 2020.

### Bonfire night questions:

- 9.) What girl's name is giving to the firework that spins round and round when fixed to something solid?
- 10.) Complete the rhyme: 'Remember, remember the \_\_\_\_'.
- 11.) It's tradition to burn a straw dummy on the bonfire - who is it supposed to represent?
- 12.) In what country were fireworks invented?

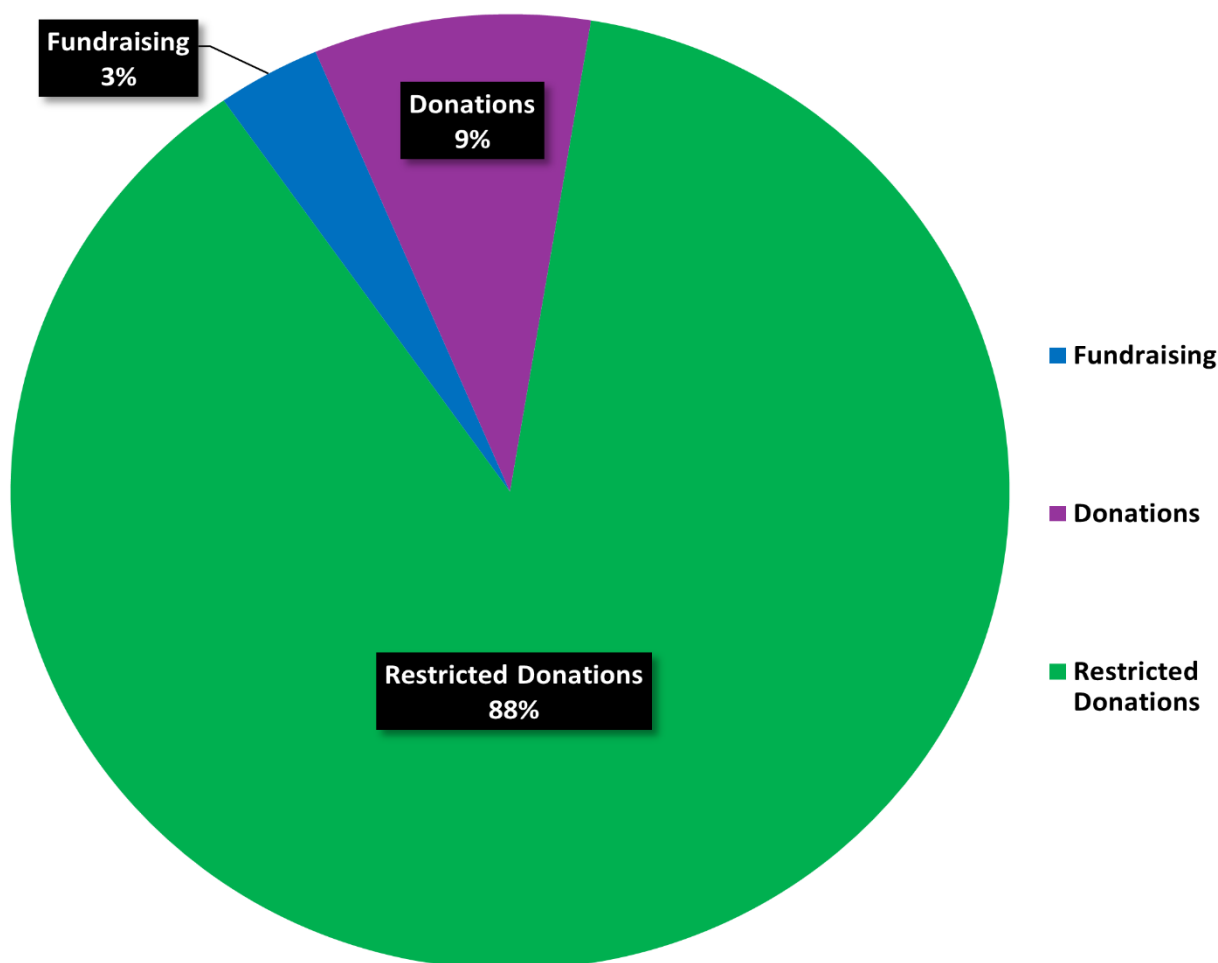


But most importantly, all of our members that were able to meet online could have a chat and a laugh together – as can be seen in the screenshot on the left from one of our Monday Club's fun get-togethers online on Zoom!

## E. Financial Review

In the 2020/21 Financial Year, the COVID-19 lockdown has affected our finances considerably.

### Income for the Financial Year 2020-2021



Our total **income** has **fallen by 16%** to **£44,795**

- We have received **no income** from member **subscriptions**, because the COVID pandemic and lockdowns during the whole 2020-2021 financial year meant that we were unable to run any face-to-face weekly club meetings or occasional holidays or day trips or special events (for which we would normally collect nominal fees from our members)
- However, on a more positive note, we have received **£39,277** in **Restricted Donations** (88% of our overall income, representing only about a **5% decrease** compared to last year). *(These donations are “restricted funds” in the sense that they must be spent for a specific purpose or/and within a specified time period.)*

- Normal unrestricted **Donations** (9%) have been **twice as much** as last year, mainly due to some of our members or their parents/carers making some very generous donations in lieu of club subscription fees
- Also, this last year, our **total spending has gone down** at **£37,778** – which represents a **decrease of about 16%**.

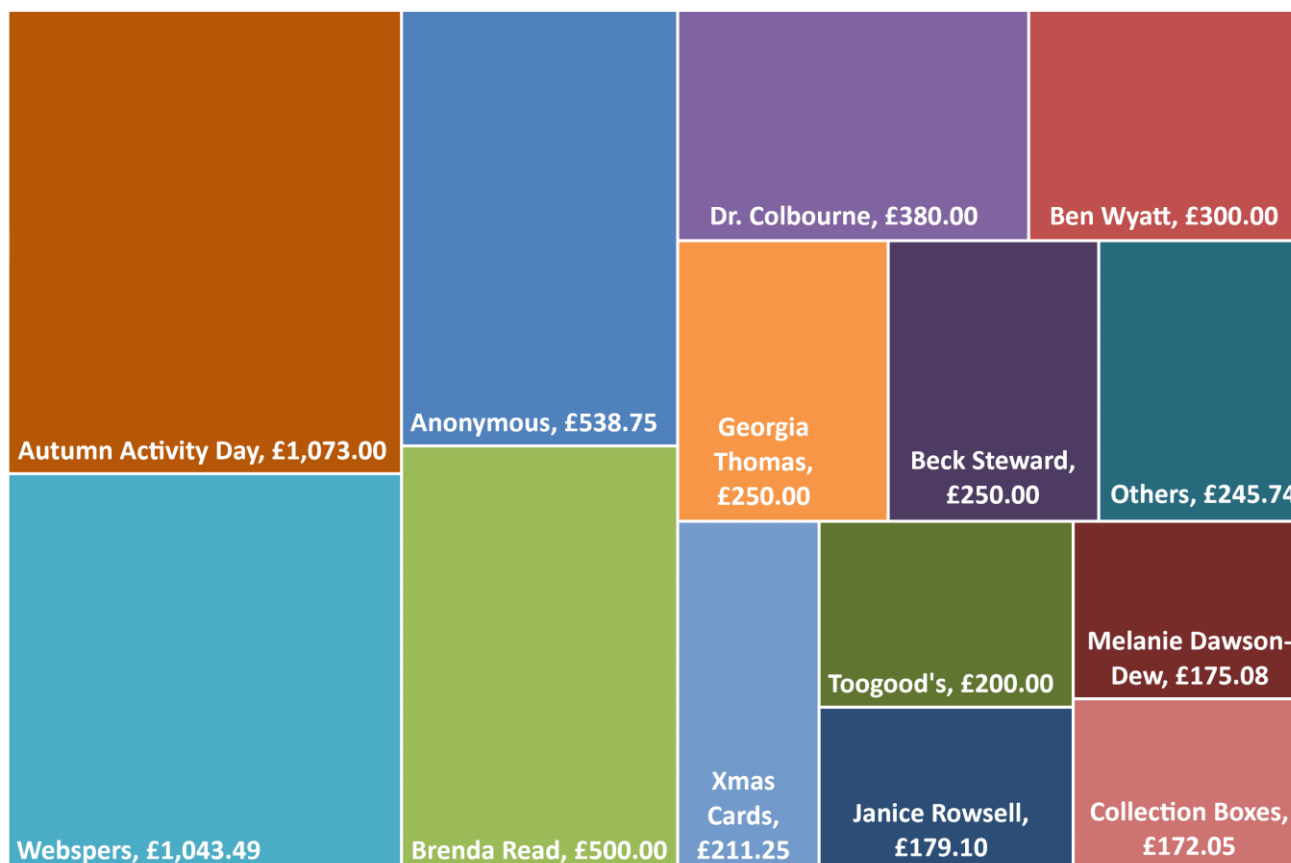
As a charity, we do have to take into consideration that **we will not always be able to raise the same amount of money than the year before**. We are hugely dependant on the performance and willingness of companies and individuals to donate their money and time.

#### Breakdown of Restricted Donations for the Financial Year 2020-2021

<p>£2,404 spent during the 2020-2021 financial year</p> <p>£7,596 remaining at the end of the financial year</p>	Completely spent during the 2020-2021 financial year		Completely spent during the 2020-2021 financial year	
	Sport England (salaries costs), £8,592		Medlock Trust 2021 (salaries), £5,000	
	Completely spent during the 2020-2021 financial year		Comic Relief (admin's salary), £3,600	
	Roper Family Trust (salaries costs), £10,000		Baily Thomas Charitable Fund (Becky's salary), £2,000	
National Lottery Bouncing Back (salaries), £6,693		Completely spent	Stoke Park Group Friends (Field Good party costs), £1,392	Magic Little Grants (keep fit), £1,000
			Bath Half Marathon Fund 2021 (sports etc.), £1,000	

We have had another amazing year with respect to many restricted grants that we have been awarded. Two of these funds for salaries – from the Roper Family Trust and the Medlock Trust – were granted very near the end of the financial year, and they will now enable us to keep working very hard until well into next year to provide our club members with the kind of top quality weekly activities that they have come to expect from our charity.

### Breakdown of Unrestricted Fundraising and Donations in 2020-2021



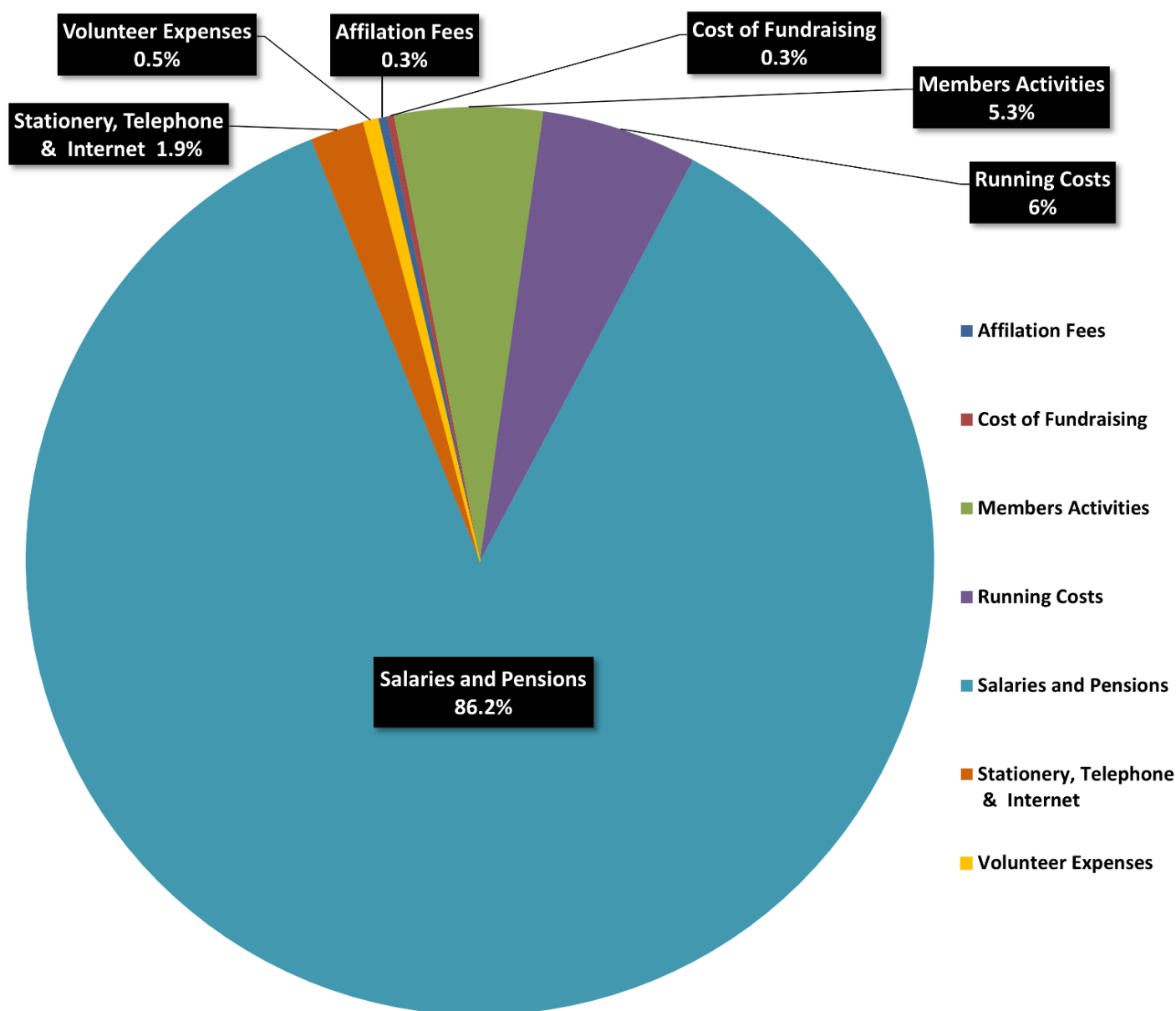
As can be seen from the unrestricted fundraising and donation breakdown illustration above (where only individual contributions of £100 or more are shown), we are still receiving money from many different sources. However, the only major fundraising activity involving our club members and carers was the outdoor sponsored **Autumn Activity Day**; all other events like our usual summer sponsored walks, summer bag-packing, pop-up charity shop etc., had to be put on hold during lockdown.

**But all contributions have helped us, no matter how big or small.** And diversifying our attention into providing online activities, and also finding some different ways of raising money, ensured that our efforts and ideas have been rewarded.

**A big thank you to everyone for all your help and support!**

Our total **expenditure** has reduced this year to **£37,778**, 16% less than last year's figure.

### Expenditure for the Financial Year 2020-2021



The salary and pension costs are by far the largest item within expenditure, however, we will probably all agree that all three Clubs and the wonderful activities would be impossible without the club leaders and the additional support of the administrator, hence the costs of all their wages are more than justified.

## F. Our plans for 2021/22

- An outdoor Summer Festival event at the Field Good venue near Bath; for which we had already received a grant from Stoke Park Group Friends Fund of £1,392, plus £325 from Loraine Morgan-Brinkhurst's birthday fundraiser on Facebook (thanks so very much, Loraine!); and also we were promised a cheque for £500 to go towards the costs for this from Doreen, the lady who runs the "Disabled in Need and South-West Holidays for the Disabled" charity shop on Manvers Street in Bath. The Summer Festival event is intended to enable most of our members to re-engage with their friends, in preparation for the new term of back to face-to-face Club sessions that we planned to organise starting in September 2021.
- We have prepared programmes for face-to-face events going through the end of 2021 up to the start of 2022, and we are hopeful that, in the immediate future, with our COVID-safe procedures and policies now adopted, that we will be able to continue to deliver the same broad range of fun and stimulating activities that our members have enjoyed in the past before the start of the pandemic.

Whatever our future activities may turn out to be, we are confident - based on our current funds - that we will be able to provide our club members with many exciting and revitalizing activities into the future.

## G. Declaration

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

Signed on behalf of the charity trustees

Signature



Full name Ruth Adkin  
Position Chair of Trustees  
Date 11/10/2021

Signature



Full name Andrew Nicholas Cole  
Position Trustee  
Date 11/10/2021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**BATH GATEWAY OUT & ABOUT**

No (if any)  
1135771

**CC16a**


## Receipts and payments accounts

For the period from	Period start date 01/08/2020	To	Period end date 31/07/2021
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### 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 £
<b>A1 Receipts</b>					
Subscriptions	-	-	-	-	4,785
Day Trips & Holiday	-	-	-	-	1,295
Fund Raising	1,504	-	-	1,504	2,830
Donations	4,015	39,277	-	43,292	43,220
Charity Shop	-	-	-	-	-
Special Events	-	-	-	-	1,300
Other Income	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,518</b>	<b>39,277</b>	<b>-</b>	<b>44,795</b>	<b>53,430</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,518</b>	<b>39,277</b>	<b>-</b>	<b>44,795</b>	<b>53,430</b>
<b>A3 Payments</b>					
Members Activities	238	1,753	-	1,991	10,639
Wages/HMRC Liability	6,886	25,666	-	32,552	25,060
Cost fundraising	96	-	-	96	1,244
Utility/Running Costs	1,792	302	-	2,093	3,599
Administration Costs	287	444	-	731	542
Charity Shop	-	-	-	-	45
Volunteer Expenses	195	-	-	195	130
Affiliation Fees	120	-	-	120	-
Special Events Expenses	-	-	-	-	3,681
<b>Sub total</b>	<b>9,613</b>	<b>28,165</b>	<b>-</b>	<b>37,778</b>	<b>44,940</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>9,613</b>	<b>28,165</b>	<b>-</b>	<b>37,778</b>	<b>44,940</b>
<b>Net of receipts/(payments)</b>	<b>- 4,094</b>	<b>11,112</b>	<b>-</b>	<b>7,018</b>	<b>8,490</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>21,807</b>	<b>11,054</b>	<b>-</b>	<b>32,862</b>	<b>24,371</b>
<b>Cash funds this year end</b>	<b>17,713</b>	<b>22,166</b>	<b>-</b>	<b>39,879</b>	<b>32,862</b>

## 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 £
<b>B1 Cash funds</b>	NatWest Bank Account	17,653	22,166	-
	Petty Cash	0	-	-
	3rd Club Petty Cash	60	-	-
	<b>Total cash funds</b>	<b>17,713</b>	<b>22,166</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
			ANNE N'GUEMA OBAM	17/08/2021



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Bath Gateway Out and About

On accounts for the year  
ended

31 July 2021

Charity no  
(if any)

1135771

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2021.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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 September 2021

Name:

Chris MacDonald

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

ACA

Address:

106A Church Lane

Backwell

BS48 3JW

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