

Trustees' Annual Report

For the period from 01/08/2021 to 31/07/2022



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	01/08/2021	n/a
Emma Stanfield	Secretary	20/01/2022	n/a
Andrew Nicholas Cole	Trustee	01/08/2021	n/a
Gillian Anne Cole	Trustee	01/08/2021	n/a
Juliette Millard	Trustee	01/08/2021	23/03/2022
Anne N'guema Obam	Treasurer	01/08/2021	08/10/2021

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 several new policies over the past year, including a Financial Controls policy, where a procedure has put in been place so that larger payments (above £1,000) from the charity bank account have to be approved by the Trustees beforehand. 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 available 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 Bath and the surrounding areas.



May: "I really like coming to see my friends! I like all of the activities we do, my favourite is karaoke."

Harry: "I love all the activities and events, the dancing & disco too!"

My favourite is skittles, bowling, meals, and visits to theatre, such as the Xmas pantomime."



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, and we would like to thank every one of them all so very much for their magnificent and astounding contributions during the past year.



Vikki helping Roger

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.

Vikki: "Volunteering is such great fun. I moved to Bath in October 2021 and have met some really lovely members and volunteers at Bath Gateway Out & About.

Using different venues is also a wonderful idea.

I enjoy helping with the activities and empowering the members to get out & about and have a great time away from their usual lives. The members can meet their friends and do things they don't get a chance to experience; and lets carers & family have a bit of respite."



Lucy (helping Kieran)

"I love coming to Club to see and spend time with the members, they are all so lovely.

Bath Gateway Out & About Club is a lovely change from my office-based day job. It's always lively and lots of fun."

Lorna (with Ella):

"I really like seeing all the members enjoying the activities and getting to join in with them. It's really good getting to go somewhere different every week and to support the club members experience new activities.

I so love volunteering at Bath Gateway Out and About because I get to have fun every week with the club members."



Lily:

"I like talking to the members and listening to their stories about what they have been getting up to.

I enjoy helping the members with their many different activities."



D. Achievements and performance

During the year starting August 2021 after COVID-19 lockdown ended, and finishing at end of July 2022, with our new COVID-19 measures and policies in place to ensure the safeguarding of our members and volunteers, we have managed to organise many fun, exciting and rewarding new face-to-face Club activities and events for our members.

Summer Outdoor Festival August 2021 – End of Lockdown Celebration Party!

On Friday 20th August 2021, we organised an outdoor Summer Festival for our members at the Field Good Bar near Bath, with



Friends dancing together once again!

2 music acts playing live, and also Cream Teas, Barbecue food supplied, and a raffle. This was an opportunity for all our members to get back out and about together after only being able to meet online on Zoom during the previous 18 months, and also, some of our newer members and volunteers



Lauren's Karaoke with Zac!

were able to meet their new friends for the first time in person.



January 2022 Pantomime Day Trip



At the beginning of the New Year, the Club usually takes its members on a day trip to the Pantomime. This year it was Cinderella at Theatre Royal Bath.



June 2022 Millfield School Fun Day Out

Following the last 2-3 years when the Millfield Fun Days Out had to be cancelled because of COVID, in June 2022 the Club's members attended the first Fun Day Out after lockdown at Millfield School in Somerset, where there were many different types of activities to take part in, including sport, arts and crafts, baking and many kinds of music.



The members and volunteers had such a lot of fun at Millfield School on 25th June 2022!!

Open Evening 2022



**The Deputy Mayor
chatting with Becky**

This year we held an open evening for local businesses and selected invited persons. This was attended by both our Wednesday and Monday Club members, as well as the Deputy Mayor of Bath.



The Open Evening was a tremendous opportunity for the charity to be able to promote our activities and objectives to the local community.



Club members making decorations ...

The Deputy Mayor told us she was extremely impressed with the social and leisure activities that we provide for the club members, and praised us for the wonderful work that we do on a weekly basis.



... as well as making biscuits

Summer Music Festival July 2022

On Wednesday 27th July 2022, we held an outdoor Summer



Music Festival end of year celebration party for our members, their carers and friends at the Field Good Bar near Bath, with



Cream Teas!

a great live band, and also cream teas, food and a raffle. Much fun was had by everyone dancing and socialising with their friends!



Fundraising

Our charity is completely **self-fundraising** (and whilst we may be affiliated to Mencap, they provide us with no actual income, in fact **we have to pay Mencap** an affiliation fee so that we can use their logo). Thus, fundraising is essential to enable us to keep the club running, so we try to make it a fun experience for everyone who takes part....

Tombola Stall



This year, one Sunday afternoon near the start of June, we set up a Tombola Stall at Weston All Saints Centre's "Jubilee WestFest" celebration, which was an event at the Weston Recreation Ground in Bath, to celebrate the Queen's Platinum Jubilee.

As well as promoting our charity's cause to the general public, we raised a considerable sum in a single Sunday afternoon (even though it was raining towards the end!), which will go towards funding our wonderful members' future social activities.



Also, some of our lovely members were able to help out on our Tombola stall, and so they gained useful experience in interfacing with the general public and selling/retailing!



Sponsored Walks



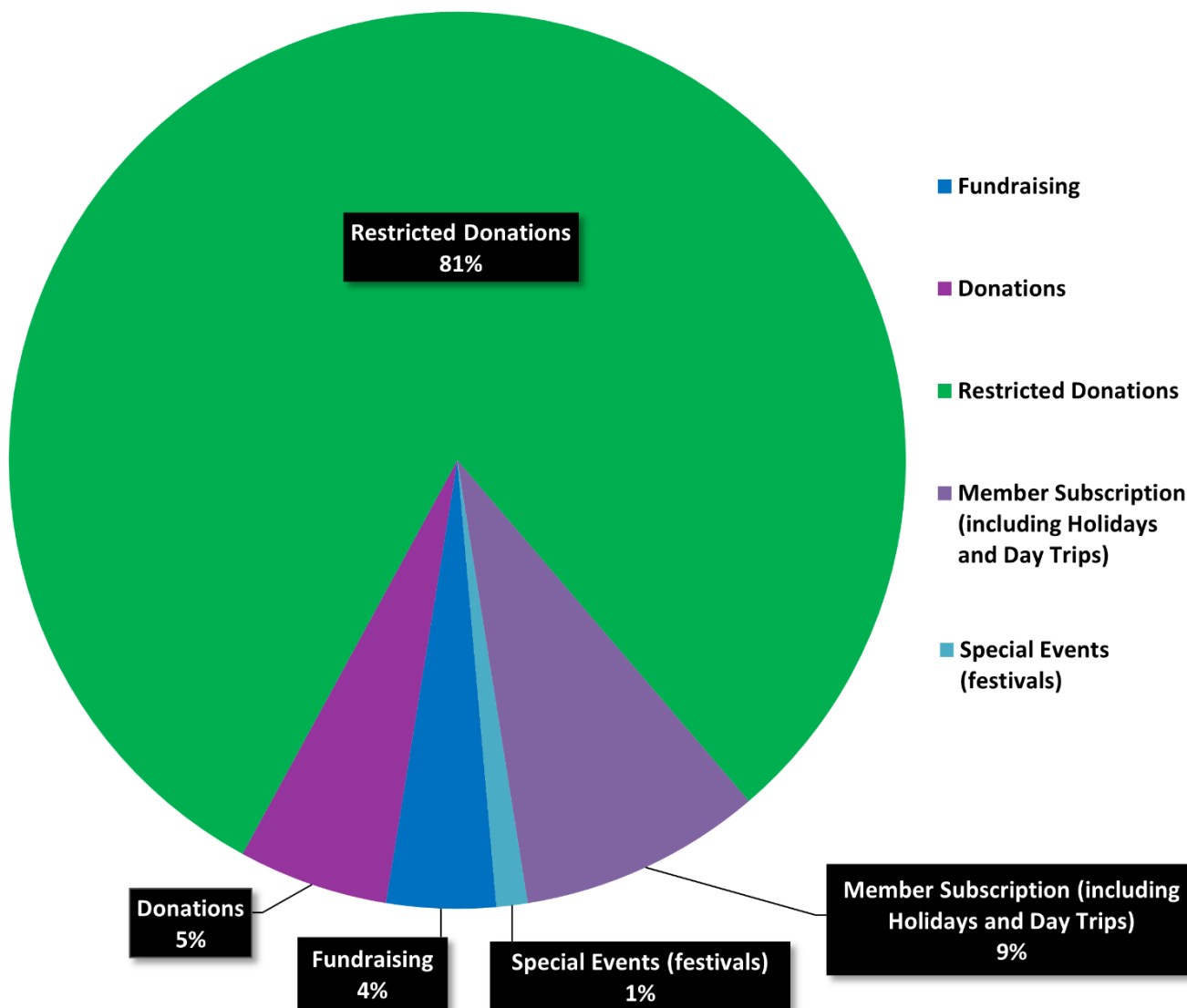
Also, near the start of June, we ran two sponsored walks – special thanks to volunteer Vikki for raising an amazing £400+ including Gift Aid – this was spectacular!

In all, we raised over £1,400 from our Monday Club and Wednesday Clubs sponsored walks – so many thanks and congratulations to everyone who took part and raised so many funds for us!

E. Financial Review

Our finances have improved very considerably during the 2021/22 Financial Year.

Income for the Financial Year 2021-2022



Our total **income** this year has **risen by 83%** to **£81,757**.

- The main contributing factor to this considerable increase has come from new **Restricted Donations** received during 2021-2022, which have **improved by more than two-thirds** compared to the previous financial 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.*) Full details of our newer Restricted Donations are provided in the “Breakdown of Restricted Donations” section below.

- Now that we are out of COVID lockdowns and back to face-to-face club activities and day trips, we have been collecting **member subscription fees** once again, totalling **£7,158**.
- The amount raised from **Fundraising** (sponsored walks, raffles, tombola, etc.) was **£3,220, more than double** what we raised last year.
- The amount of normal unrestricted **Donations** (**£4,417**) we have received also represents a slight **increase of 10%** compared to last year.
- Also, just to note that, this last year, our **total spending has gone up** to **£49,131** – which represents an **increase of about 30%** this year. This is not surprising, considering that we returned to full face-to-face activities after last year's COVID-19 lockdowns, so quite a large proportion of our total outgoings was spent on the costs of hiring activity providers again, as well as venues and facilities and so forth.

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 grant makers, companies and individuals to donate their money and time.

Breakdown of Restricted Donations for the Financial Year 2021-2022



A full breakdown of restricted funds received by our charity in the 2021-2022 financial year, including current spending, is detailed on page 2 of the Notes to our 2021-2022 Accounts.

We have had an even more amazing year with respect to many restricted grants that we have been awarded – this has been mainly due to our current volunteer Fundraiser/Bid Writer Shelley Heath, who has not just helped us with getting new funds, but also is providing us with lots of useful advice about how to go about raising funds from grant makers successfully in the future. We would like to thank her so much for all her work and efforts on our behalf!

This financial year, for the first time ever, we have managed to pay all of our salaries' costs entirely from restricted funds. Bearing in mind that we also currently had about £40k or more left in restricted funds for salaries at the end of the 2021-2022 financial year, we are confident about being able to do the same next year.

Below are some logos and information about some of the grant awarders that have helped us with our salary costs during our 2021-2022 financial year.



This grant awarding organisation awarded us with £5,000 fund to go toward our salaries costs, thanks so much to them!

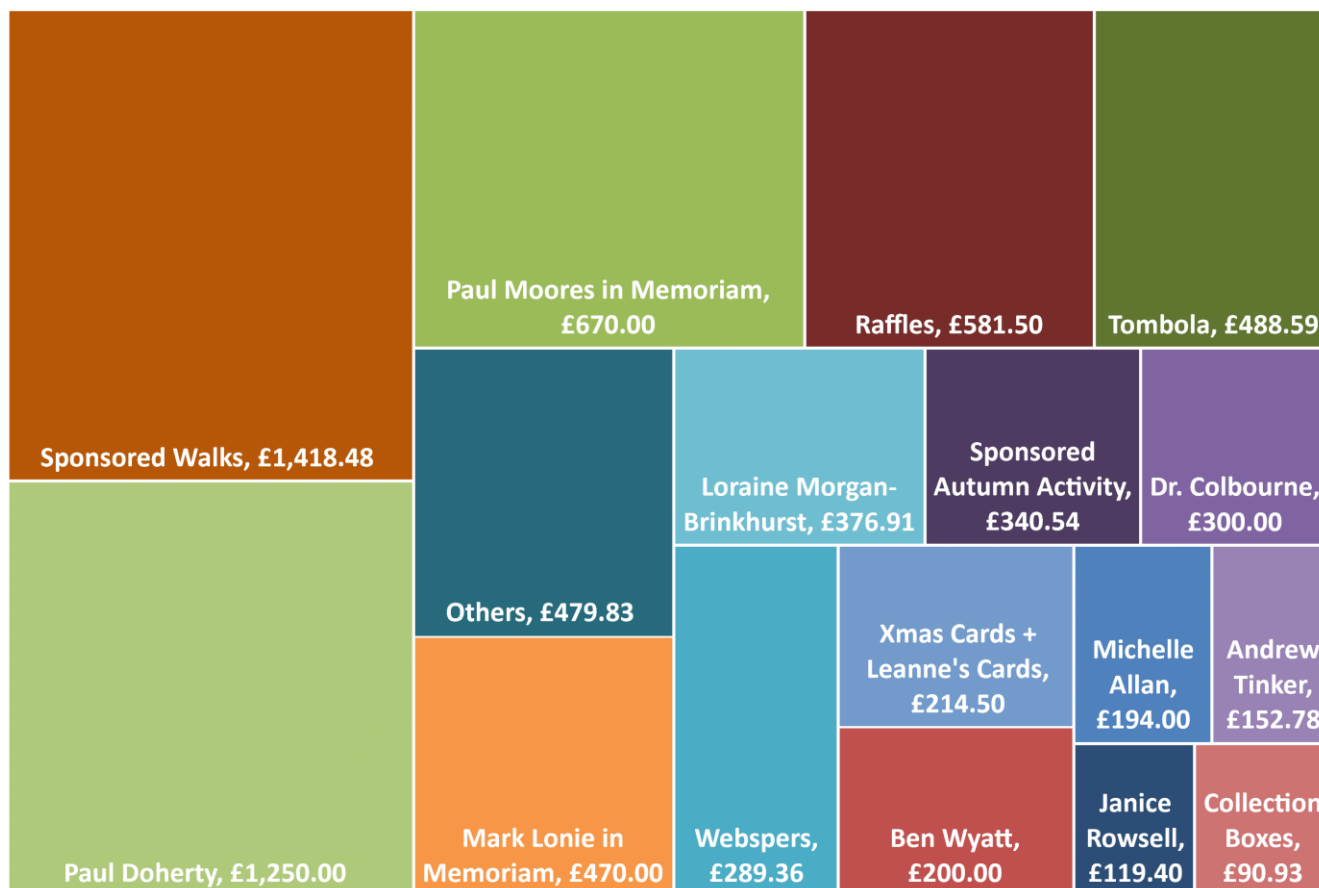
The National Lottery Community Fund had already helped us so much in the past, and in May 2002 they awarded with another £10,000 to go towards our upcoming salaries costs.



But the main one grant awarder that has helped us this year for salaries, is the Postcode Local Trust, who have donated us £25,000 for salaries, so many thanks to them!

[Postcode Local Trust](#) is a very generous grant-giving charity funded entirely by players of the [People's Postcode Lottery](#).

Breakdown of Unrestricted Fundraising and Donations in 2021-2022



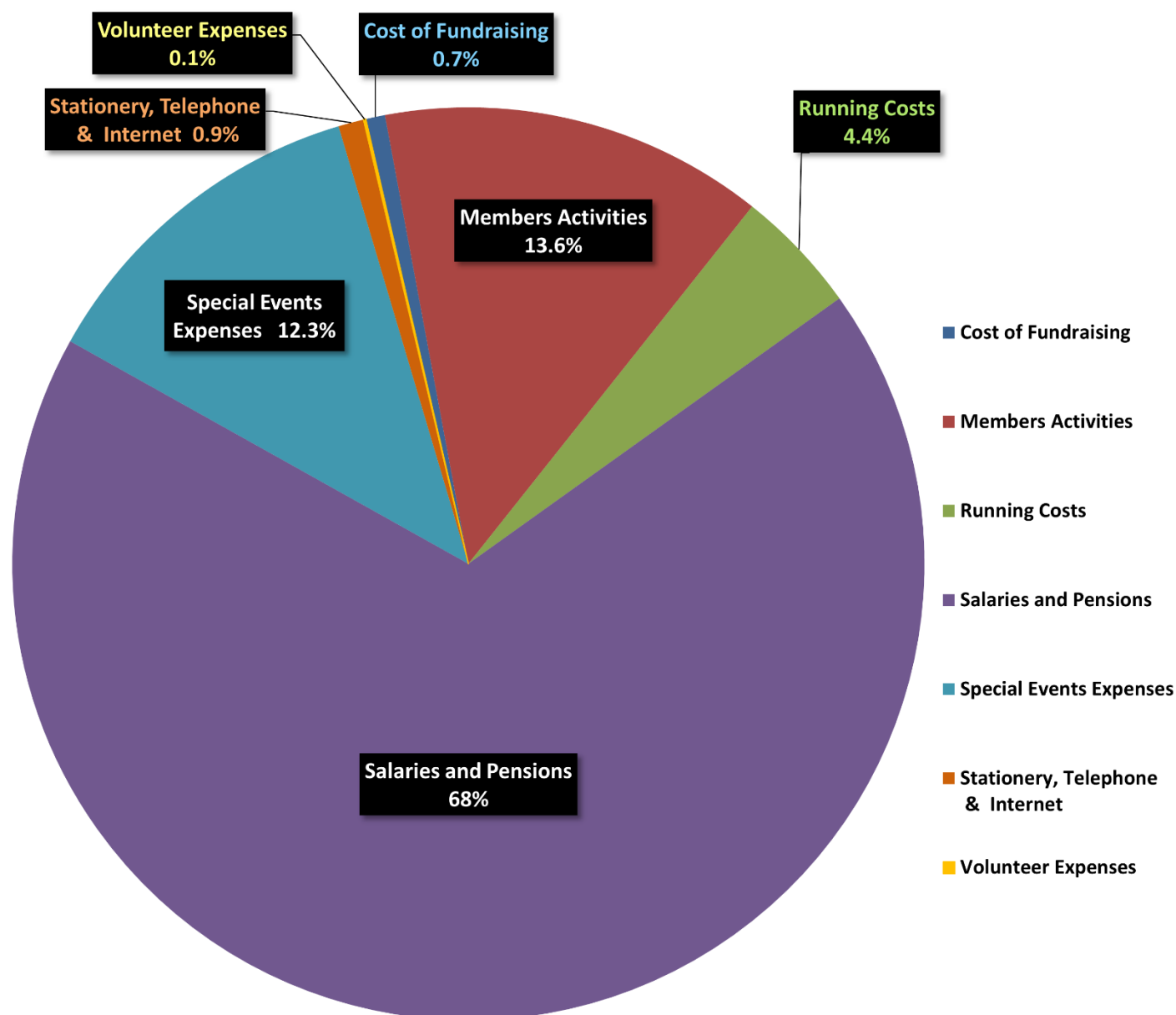
As can be seen from the unrestricted fundraising and donation breakdown illustration above (where only individual contributions or fundraising amounts of £90 or more are shown), we are still receiving money from many different sources. The **largest fundraising amount** raised by our members and volunteers and carers was from our **Sponsored Walks** which we have very successfully run again in June 2022, as well as the 2021 **Autumn Activity Day**; we have also raised considerable funds from the **Tombola** stall, as well as many **Raffles** throughout the year.

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

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

Our total spending has increased this year to £49,131, 30% more than last year's figure.

Expenditure for the Financial Year 2021-2022



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

F. Our plans for 2022/2023

- We are planning on making the outdoor Summer Music Festival end of year celebration event to be a continual thing to be repeated on an annual basis in the future, subject to available funding.
- We have prepared programmes for face-to-face events going through the end of 2022 up to the start of 2023, and we are confident that, in the immediate future, we will be able to continue to deliver the same broad range of fun and stimulating top-notch activities that our members have always enjoyed in the past.

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

G. Declaration

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

Signed on behalf of the charity trustees

Signature



Full name Ruth Adkin
Position Chair of Trustees
Date 10/10/2022

Signature



Full name Andrew Nicholas Cole
Position Trustee
Date 10/10/2022



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 01/08/2021	To	Period end date 31/07/2022
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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 £
A1 Receipts					
Subscriptions	6,338	-	-	6,338	-
Day Trips & Holiday	820	-	-	820	-
Fund Raising	3,220	-	-	3,220	1,504
Donations	4,417	66,047	-	70,464	43,292
Charity Shop	-	-	-	-	-
Special Events	915	-	-	915	-
Sub total (Gross income for AR)	15,710	66,047	-	81,757	44,795
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	15,710	66,047	-	81,757	44,795
A3 Payments					
Members Activities	1,510	5,181	-	6,691	1,991
Wages/HMRC Liability	-	33,401	-	33,401	32,552
Cost fundraising	321	13	-	335	96
Utility/Running Costs	2,086	93	-	2,179	2,093
Administration Costs	292	150	-	442	731
Charity Shop	-	-	-	-	-
Volunteer Expenses	35	6	-	41	195
Affiliation Fees	-	-	-	-	120
Special Events Expenses	401	5,642	-	6,043	-
Sub total	4,645	44,486	-	49,131	37,778
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4,645	44,486	-	49,131	37,778
Net of receipts/(payments)	11,065	21,561	-	32,626	7,018
A5 Transfers between funds *	-	-	-	-	-
A6 Cash funds last year end	17,713	22,166	-	39,879	32,862
Cash funds this year end	28,778	43,727	-	72,506	39,879

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	NatWest Bank Account	28,778	43,727	-
	Petty Cash	-	-	-
	3rd Club Petty Cash	-	-	-
	Total cash funds	28,778	43,727	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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
			RUTH ADKIN	04/08/2022

Notes to the Accounts

Note 1 : Receipts and Payments Accounting (CC16)

In recognition of the administrative capacity of smaller charities, the Charities Commission allows smaller charities to submit annual accounts on a 'Receipts and Payments' basis. This reporting standard is available to those charities which are not registered as businesses, and which have an annual income below £250,000. Due to its size and nature, Bath Gateway Out & About falls under these criteria and accounts have been submitted this year in accordance with those guidelines.

Further to the agreement of the Trustees, these accounts have been prepared in accordance with Charities Commission Guidance 'Receipts and Payments Account Pack CC16' and cover the period 1st August 2021 to 31st July 2022. The format of the accounts has been adopted from the Charities Commission CC16a guidance.

Note 2 : Restricted Funds Summary

On page 2 of these Notes to the Accounts, there is a basic restricted grants funds table (in landscape mode) that summarises the income and spending during the financial year, of all the restricted grants that Bath Gateway Out & About has been awarded between 1st August 2021 and 31st July 2022, inclusive. Please note that this table does **not** include the details of any restricted funds received before 1st August 2021.

There are several notes (a) – (f) above the table, to explain the various columns, as below:

- (a) **Provider Name** - the name of the grant provider (as stored in our accounting system) is shown in bold text; any other non-bold text is for explanatory reasons only (including, in some cases, bold names marked with asterisks and further explained below the table).
- (b) **Amount of Award £** - this shows the amount of the original grant or donation in UK pounds sterling.
- (c) **Date of Award** - this shows the date that the grant/donation was originally paid into Bath Gateway Out & About's NatWest Community Business bank account.
- (d) **Restriction Summary - to be spent on** - this column of the table contains a summary of what the grant awarder expected the funds to be spent on (if there was any restriction for this).
- (e) **To be used by** - this gives the date of when the grant awarder expected the funds to be used by (if there was any restriction for this). If there is no date restriction, it is marked as "N/A".
- (f) **Current Funds @31/07/2022** – This shows the amount, in pounds sterling, of each restricted fund left at the end of the 2021-2022 financial year. If this amount is shown as 0.00, it indicates that this particular restricted fund was completely spent during the current 2021-2022 financial year. Otherwise, any non-zero amount shown is what is currently left in the Bath Gateway Out & About accounts and unspent for that restricted fund at the end of the 2021-2022 financial year.

Restricted Grants Funds Summary Table

Note 2 (a)	Note 2 (b)	Note 2 (c)	Note 2 (d)	Note 2 (e)	Note 2 (f)
<u>Provider Name</u>	<u>Amount of Award £</u>	<u>Date of Award</u>	<u>Restriction Summary - to be spent on:</u>	<u>To be used by</u>	<u>Current Funds @31/07/2022</u>
Doreen - DiN&SWHftD Donation *	500.00	03/08/2021	Expenses of the end of lockdown outdoor Summer Festival 2021 celebration	31/08/2021	0.00
Quartet Express Grant 2021	5,000.00	24/08/2021	Salaries costs of all paid employees	31/12/2021	0.00
The Foyle Foundation	5,000.00	28/10/2021	Salaries costs of all paid employees	31/07/2022	0.00
Wesport TIF Phase 3 (Tackling Inequalities Fund, Sport England)	1,947.00	29/10/2021	Members' physical activities (cycling, sports centre sessions etc.); including £756 for the partial wages costs of the Main Club Leader/Development Officer, plus the costs of partial wages for a part-time Administrator	31/03/2022	0.00
Hartfield Trust	750.00	30/03/2022	General charity costs – pro rata award – nothing specified in award letter	N/A	326.91
Mencap LTA Tennis Fund	250.00	30/03/2022	Tennis equipment and/or tennis coaching for the club members	N/A	250.00
National Lottery Community Fund	10,000.00	29/04/2022	Salaries costs of all paid employees	N/A	7,234.98
WPD Community Matters Fund **	7,100.00	24/05/2022	£3600 for Main Club Leader/Development Officer salary, £3200 for club activities expenses, £300 for volunteers' costs (including training)	31/12/2022	3,750.70
Postcode Local Trust	25,000.00	31/05/2022	Salaries costs	01/06/2023	21,008.83
Magic Little Grant 2022	500.00	22/06/2022	Enabling our members in Keeping Active and Fit in 2022	31/05/2023	500.00
Roper Family Trust	10,000.00	22/07/2022	Salaries costs of all paid employees	N/A	10,000.00

* DiN&SWHftD stands for: 'Disabled in Need and South-West Holidays for the Disabled' - so, the donation was made on behalf of that charity

** WPD Community Matters Fund stands for: 'Western Power Distribution Community Matters Fund'



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 2022

Charity no
(if any)

1135771

Set out on page

1

(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 31/07/2022.

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:

C. MacDonald

Date:

13 September 2022

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.