

# Trustees' Annual Report

For the period from 01/08/2022 to 31/07/2023



## 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)
Sharon Addenbrooke	Chair	09/03/2023	n/a
Lisa Twyman	Treasurer	19/01/2023	n/a
Emma Stanfield	Secretary	01/08/2022	n/a
Andrew Nicholas Cole	Trustee	01/08/2022	n/a
Gillian Anne Cole	Trustee	01/08/2022	n/a
Ruth Adkin	Chair	01/08/2022	01/03/2023

## 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, Club Manager and Club Leaders including assisting with fundraising and other activities
- take whatever decisions are necessary for the ongoing benefit of the Club

### Reserves Policy

Bath Gateway Out & About's current reserves policy is to retain 6 months' worth of operational expenditure in hand – to cover all essential core running costs including current salaries for paid employees, plus other additional core running costs, as appropriate. We consider our essential running costs as for those things we would have to do, even if we were to be in the unfortunate situation of not being able to deliver our usual programme of activities for our club members. At the current time, this equates to at least £22,000 that the charity must keep in reserves.

## C. Objectives and activities

Our objectives as a Charity and for our two 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.



**Mary:** "I like to make new friends and being out."

*The photo on the left shows Mary helping her friend Georgia at a ten-pin bowling Club night.*

**Mathew:** "I really like seeing all of my friends, enjoying the activities and trying new things."

The activities take place in general in the Bath and NE-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 16 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.

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



**John:** "It's a really positive thing to do each week supporting the members who themselves are great fun to hang out with."

It's genuinely something I look forward to each week as it's very enriching and mood enhancing. The members clearly really enjoy the sessions which is so much fun to be around."

**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."



## D. Achievements and performance

During the year starting in September 2022 and finishing near the end of July 2023, we have managed to run many fun, exciting and rewarding Club activities and events for our members. Below are some highlights:

### January 2023 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 Aladdin at Theatre Royal Bath.



### June 2023 Millfield School Fun Day Out

In June 2023 the Club's members, supported by their carers and our volunteers, attended the latest Fun Day Out at Millfield School in Street in Somerset, where there were many different types of activities to take part in, including sport, arts and crafts, baking, theatre and music.



The members and volunteers had such a lot of fun at Millfield School on 24th June 2023!!

### Outdoor Summer Music Festival July 2023 – End of Year Celebration Party!

On Friday 21st July 2023, we organised an outdoor Summer Festival for our members at the Field Good



Bar near Bath, along with a special live music band there were doughnuts and dinner, as well as a raffle. It



was a wonderful opportunity for all our members, their carers, volunteers, staff, and trustees to get together to dance the night away. So much fun was had by everyone singing, dancing, and socialising with all their friends!

### Fundraising

Our charity is completely **self-fundraising**; 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...



#### Sponsored Walks

Near the start of June, we ran two sponsored walks – special mention to our club member Ben for raising an amazing £187 including Gift Aid – this was spectacular!

In total, we raised over £1,140 from our Monday and Wednesday Clubs sponsored walks – so huge thanks and congratulations to everyone who took part and raised so many funds for us!

### Tombola Stalls

In June, we were chosen to be beneficiary of the proceeds raised at the Tombola Stall from Weston Ex-Services where we received a very generous £553. We also ran our own Tombola stall in early July at the Weston Gala Day, an event at the Weston Recreation Ground in Bath where we raised a further £236. All this income will be put towards funding our wonderful members' future social activities.



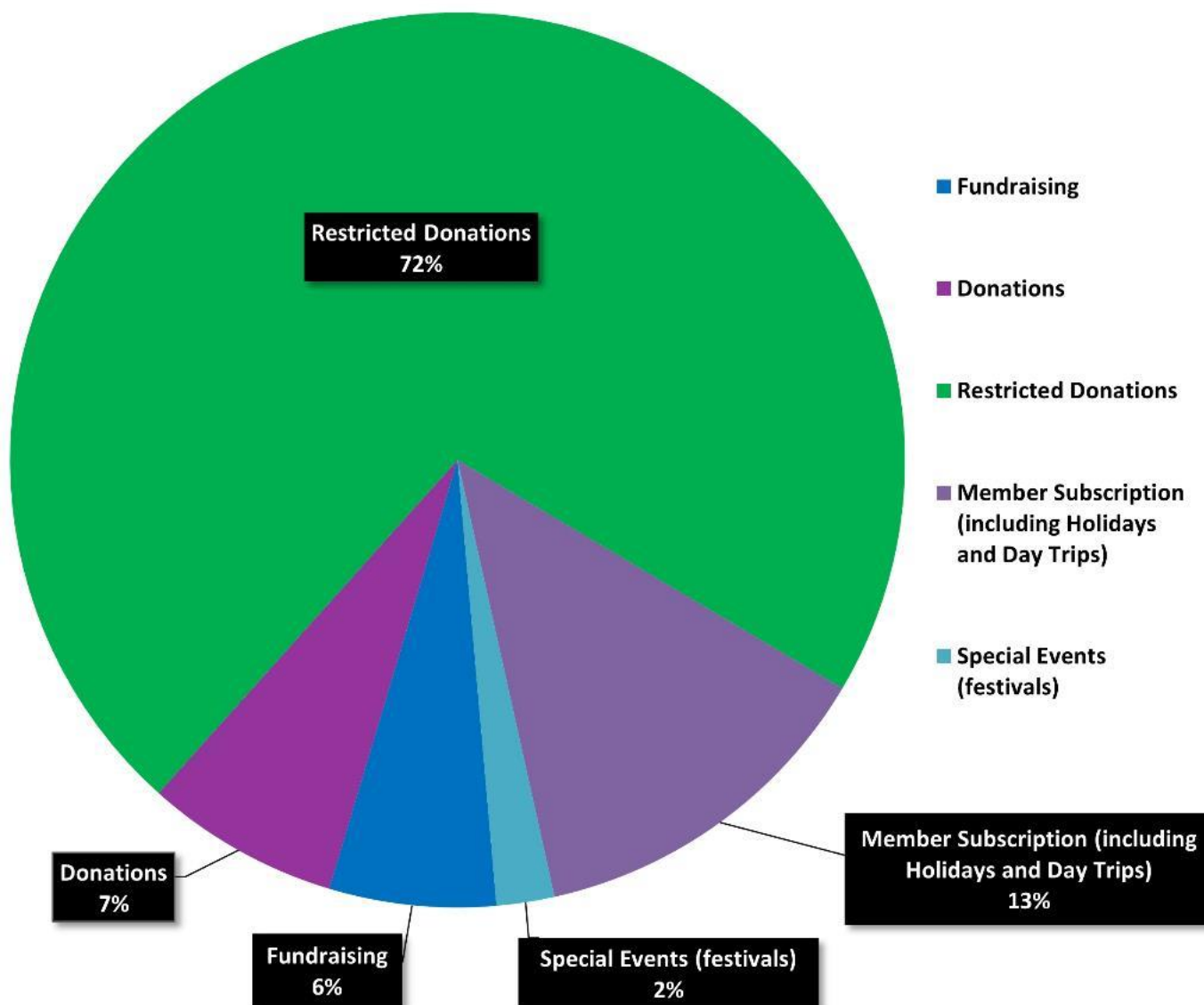
### Raffles

We also held several raffles throughout the year which raised £480. These are always popular so we are always grateful for any donations to the pool of prizes.

## E. Financial Review

Our overall financial position has reduced slightly during the 2022/23 Financial Year.

### Income for the Financial Year 2022-2023



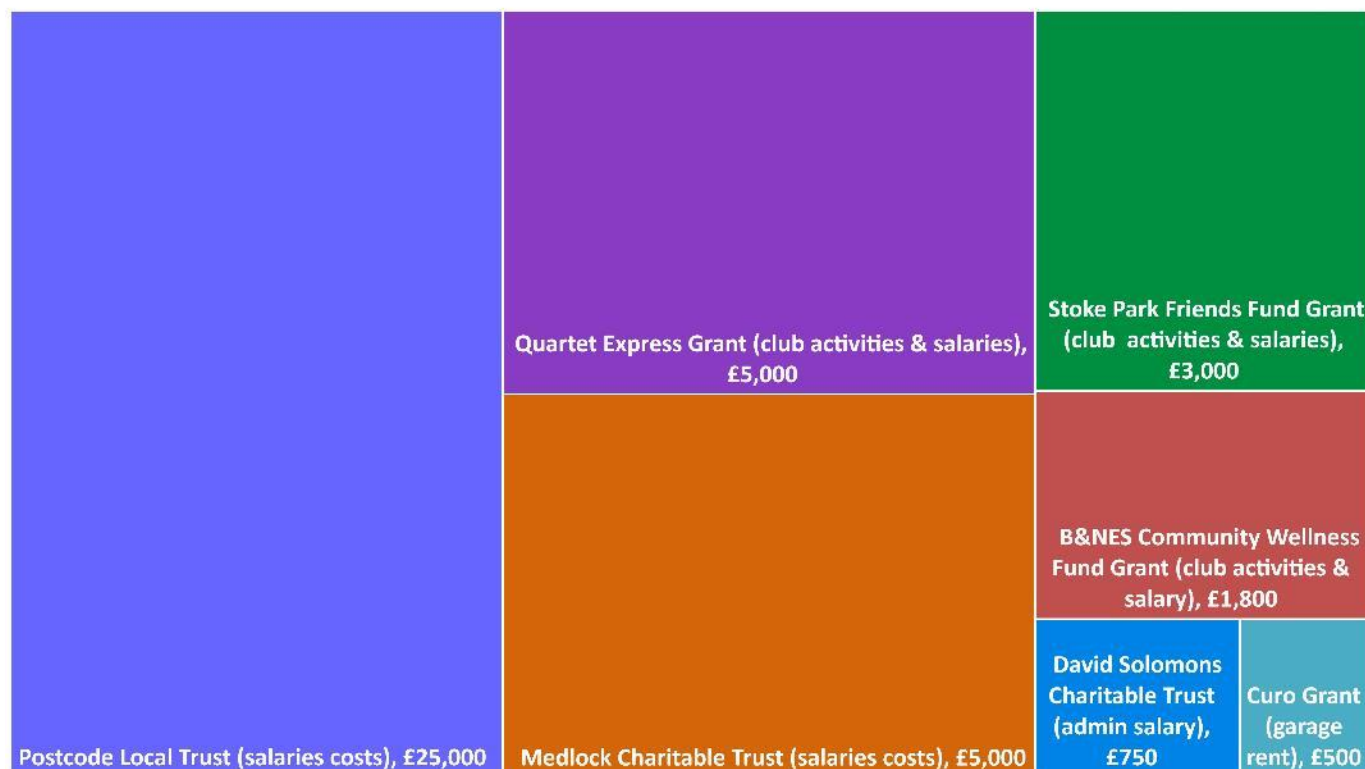
Our total **income** has **reduced** by **30%** to **£57,108** compared to the prior financial year (£81,757).

- The main reason for this is that 38% less **Restricted Donations** were received during 2022-2023, total donations received were £25,410 less than the previous financial year. *(Restricted donations are monies set aside for a particular purpose due to designated giving. They are permanently restricted to that purpose and cannot be used for other expenses.)*

Full details of Restricted Donations received are shown in the "Breakdown of Restricted Donations" section below.

- We received slightly more **member subscription fees** (4%) during the year totalling **£7,423**.
- **Fundraising** receipts **increased** by 7% (sponsored walks, raffles, tombola etc.) to **£3,436**.
- The amount of unrestricted **Donations** received, **£4,417** also **decreased** by 9% compared to last year.
- During the year **total spending has increased to £52,200** – which represents a total **increase of 23%**. We try to minimise expenses wherever possible and have been able to take advantage of not having to pay rent for our clubs locations.
- As a charity, we have to be mindful that **we will not always be able to raise the same amount of money as 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 2022-2023



The above picture shows a breakdown of all new restricted funds received in the 2022-2023 financial year, and the specific requirements (in brackets) for spending these various funds.

We have had another amazing year of fundraising and that can be seen by the new restricted grants that we have been awarded - this has been mainly due to our volunteer Fundraiser, Shelley Heath, who not only helps us with obtaining new funds, but also provides lots of useful advice about how to proactively raise future funds. We would like to thank her very much for all her hard work and efforts on our behalf!

This financial year, for the second year in a row, we have managed to pay all our salary costs entirely from restricted funds. As we have approximately £36k left within these restricted funds at the end of the 2022-2023 financial year, we remain confident about being able to do the same next year.

Please see below some logos and information about some of the grant awarders that have helped us with our salary costs during our 2022-2023 financial year.



Medlock awarded us with £5,000 towards our salaries costs, thanks very much 😊

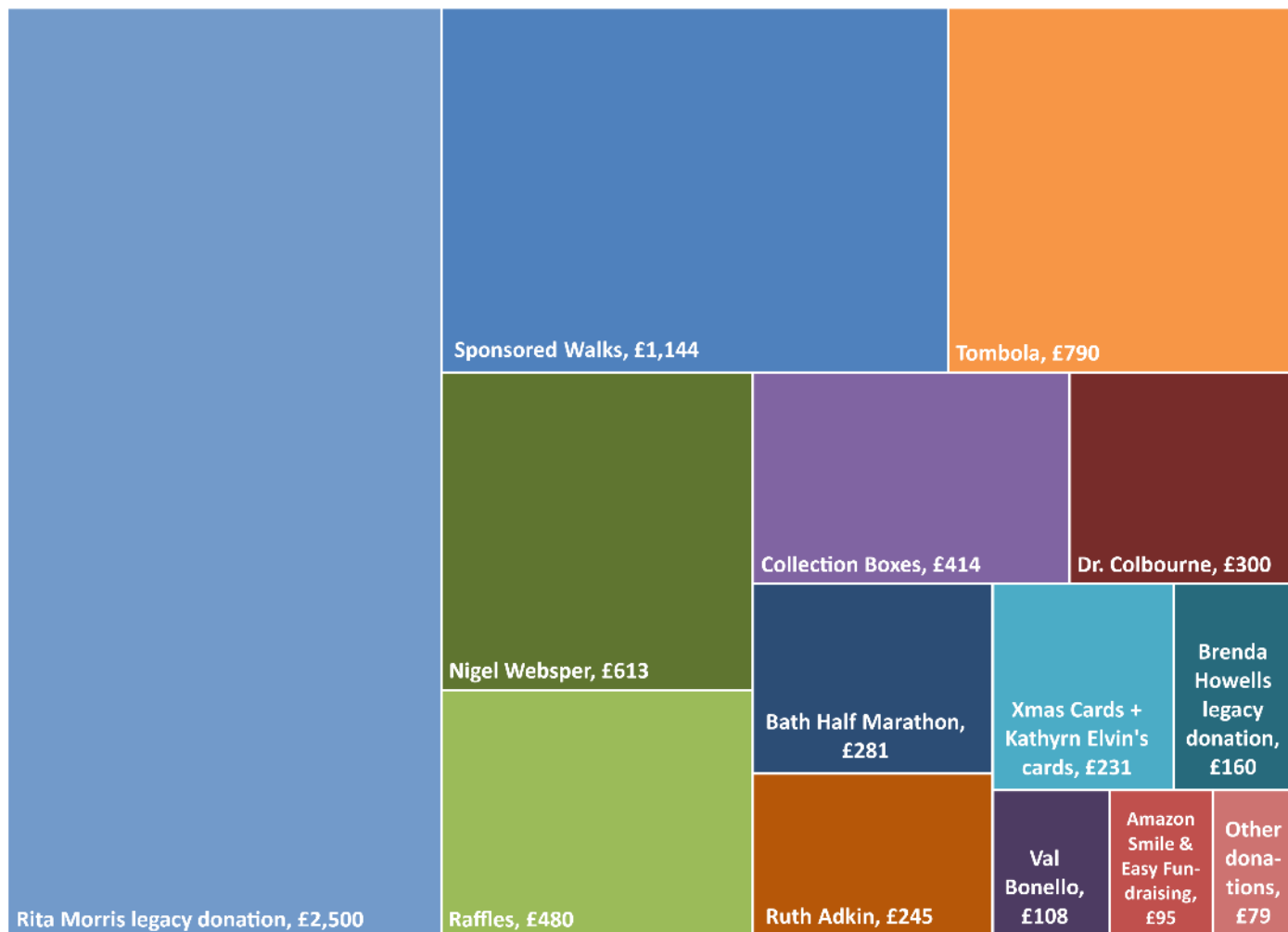
Quartet Community Foundation awarded us two new grants, their own Quartet Express Grant plus the Stoke Park Group Friends Grant, we can use these to spend on future salary costs. Thanks Quartet.



The grant that has helped us this year for salaries, is the Postcode Local Trust, who awarded us £25,000, we also send 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 2022-2023



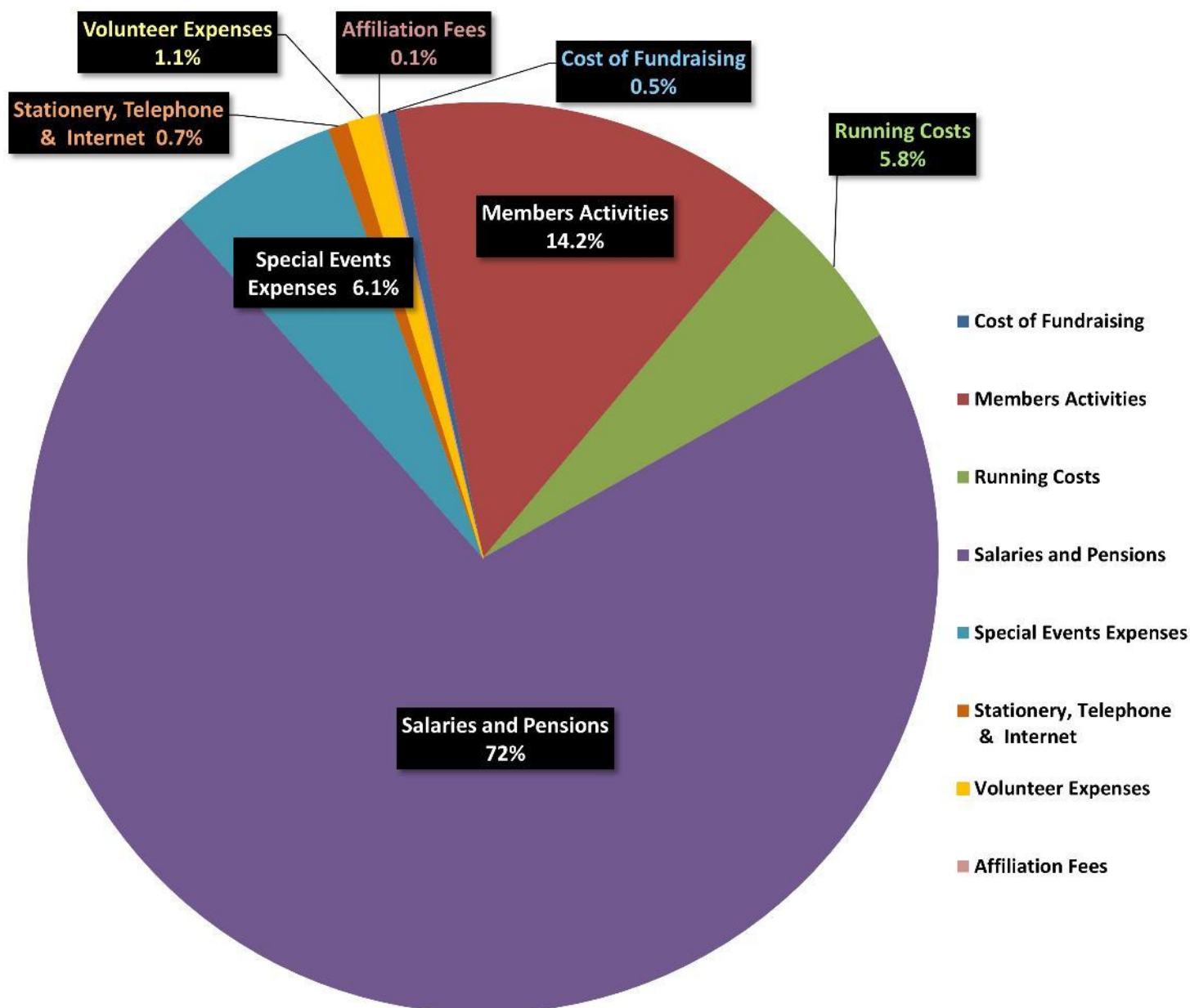
As can be seen from the unrestricted fundraising and donation breakdown shown above, we receive money from many different sources. The **largest fundraising amount** raised by our members and volunteers and carers was from our **Sponsored Walks** which we successfully ran again in June 2023. We have also raised considerable funds from **Raffles** and **Tombola** stalls (especially the amazing amount of £553 raised at the Weston Ex Services Family Gala Day, **thanks so very much to Russell Brooks** - a.k.a. **Mister 118 118** - for organising that for our charity!).

Every **contribution received has helped us, no matter how big or small** and by continually finding different ways to raise funds this proves that that our efforts and ideas are rewarded.

**We would like to say a final big Thank you to everyone for your help and support over the past year!**

Our total **spending increased** in the last year to **£52,200**, **23% more** than last year.

### Expenditure for the Financial Year 2022-2023



Salary costs remain the largest item of expenditure, however we have obtained fundraising grants to cover this cost. I am sure that we all agree that running two weekly clubs and all the other wonderful activities would not be possible without the team of paid staff and unpaid volunteers at Bath Gateway Out and About.

#### **F. Our plans for 2023/2024**

We have had an unsettled year with changes in the Committee and planning for the Club Leadership handover. However, we are now starting to form a more balanced committee with varied experience and hope to complete this in the coming months.

We have recently hired new staff to assist with the transition of the retirement of our founder which should enable the charity to continue to function efficiently whilst still providing the varied and interesting activities that the members enjoy.

Over the next year we are hoping to focus on the following areas:

- Provide the members with a holiday and possibly a few day trips
- Plan to incorporate some new and varied activities
- Plan to establish a relationship with Bath Uni to source volunteers
- Find a patron for the charity to help improve awareness
- Develop and formalise internal systems and processes

#### **G. Declaration**

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

Signed on behalf of the charity trustees

Signature



Full name Sharon Addenbrooke

Position Chair of Trustees

Date 16/10/2023

Signature



Full name Andrew Nicholas Cole

Position Trustee

Date 16/10/2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Bath Gateway Out and About

No (if any)  
1135771

## Receipts and payments accounts

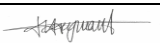
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For the period from	Period start date 01/08/2022	To	Period end date 31/07/2023
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### Section A Receipts and payments

	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>					
Donations	4,004	41,050	-	45,054	70,464
Fundraising	3,436	-	-	3,436	3,220
Members' Subscriptions	6,618	-	-	6,618	6,338
Special Events	1,195	-	-	1,195	915
Day trips and Holidays	805	-	-	805	820
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>16,058</b>	<b>41,050</b>	<b>-</b>	<b>57,108</b>	<b>81,757</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>16,058</b>	<b>41,050</b>	<b>-</b>	<b>57,108</b>	<b>81,757</b>
<b>A3 Payments</b>					
Cost of Fundraising events	257	28	-	285	335
Wages/salaries & national insurance	-	35,980	-	35,980	32,129
Pension contributions	-	1,371	-	1,371	1,272
Cost of member activities	1,457	5,944	-	7,400	6,691
Running costs	2,640	363	-	3,003	2,179
Operational expenses (Stationery/telephone etc.)	353	31	-	384	442
Special Events expenses	560	2,607	-	3,167	6,043
Affiliation fees	60	-	-	60	-
Volunteer Expenses	228	323	-	551	41
<b>Sub total</b>	<b>5,555</b>	<b>46,646</b>	<b>-</b>	<b>52,200</b>	<b>49,131</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Purchase of fixed assets	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>5,555</b>	<b>46,646</b>	<b>-</b>	<b>52,200</b>	<b>49,131</b>
<b>Net of receipts/(payments)</b>	<b>10,504</b>	<b>- 5,596</b>	<b>-</b>	<b>4,908</b>	<b>32,626</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>28,778</b>	<b>43,728</b>	<b>-</b>	<b>72,506</b>	<b>39,879</b>
<b>Cash funds this year end</b>	<b>39,282</b>	<b>38,132</b>	<b>-</b>	<b>77,414</b>	<b>72,505</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	39,282	38,132	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>39,282</b>	<b>38,132</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	
		Lisa Twyman	02/10/2023	

# Bath Gateway Out & About

## Notes to the Accounts

Year ended 31 July 2023

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### Notes to the Accounts

#### Note 1: Receipts and Payments Accounting (CC16)

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 a business, 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 these guidelines.

As agreed by the current Trustees, these accounts have been prepared in accordance with Charities Commission Guidance 'Receipts and Payments Account Pack CC16' for the period 1st August 2022 to 31st July 2023. The format of the accounts has been adopted from the Charities Commission CC16a guidance and uses the natural activity classification.

There has been one small accounting change from the prior year's submission; The value of pension contributions made within the year has been shown as a separate line item, the prior year equivalent has also been included for completeness.



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 2023

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 31/07/2023.

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:

5 October 2023

Name:

Chris MacDonald

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

ACA

Address:

106A Church Lane

Backwell

BS48 3JW