

Trustees' Annual Report

For the period from 01/08/2024 to 31/07/2025



A. Reference and administration details

Charity name: Bath Gateway Out & About Registered Charity number: 1135771

Principal address: Lytchett House, 13 Freeland Park, Wareham Road, Poole, Dorset BH16 6FA

Names of the charity trustees who manage the charity

| Trustee Name | Office (if any) during the year | Acting start date during the year | Acting end date (if applicable) |
|----------------------|---------------------------------|-----------------------------------|---------------------------------|
| Evelyne Wilkinson | Chair | 28/11/2024 | n/a |
| Ray Egbufoama | Treasurer | 28/11/2024 | n/a |
| Susan Comben | Secretary | 01/08/2024 | n/a |
| Andrew Nicholas Cole | Trustee | 01/08/2024 | n/a |
| Jonathan Plechowicz | Trustee | 28/11/2024 | n/a |
| Stefan Kerwin | Trustee | 15/05/2025 | n/a |
| Sharon Addenbrooke | Chair | 01/08/2024 | 16/10/2024 |
| Gillian Anne Cole | Trustee | 01/08/2024 | 16/10/2024 |
| Anna Redman | Trustee | 01/08/2024 | 20/03/2025 |

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 the 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 2 months to:

- set the strategic direction of the charity, including its ongoing activities
- monitor and oversee the charity finances and current balances
- support the Charity Administrator 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 £25,000 that the charity must keep in reserves.

C. Objectives and activities

Our objectives as a Charity and for our two Clubs are

- To provide or assist in the provision of facilities for the recreation or other leisure time occupation for people with learning disabilities, with the object of improving their conditions of life.
- To provide relief for people with a learning disability by the provision of help and support for them and for their families, dependants, and carers.
- To promote inclusion and participation amongst adults with a learning disability to take part in activities with a focus on developing friendships, improving health and wellbeing and experiencing new activities.



Summary of the main activities



Our club provides social and leisure activities for adult 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 also in addition, providing exposure to, and integration with, the local community in Bath and the surrounding areas.



Nigel : “For me it is about meeting my friends and getting out and about ”



Jacob : “Jacob has thoroughly enjoyed coming to the sessions, it’s such a fab way for him to socialise, see friends and do some fun activities.”

The activities take place in general in the Bath & 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.



Staffing Structure

Bath Gateway Out & About employs one full time, and two part time staff. This team is fundamental to keeping the charity going strong, and ensuring that our objectives are fulfilled. We are so grateful to all three for their passion and commitment to the charity.



"A large part of my role as Charity Administrator is securing funding, and it is deeply rewarding to see successful awards translate into meaningful opportunities and activities. I work hard to ensure all plans reflect members wishes, and it is amazing to see them enjoying fulfilling and enriching experiences. I gain personal satisfaction from knowing that all my efforts are making a genuine, positive change in people's lives."

Kelly Jones, Charity Administrator

"I took on the role as Club Leader in August 2024 and it has been one of the most enjoyable and fulfilling roles I've had. We have the most amazing members with whom I get the privilege to spend time with doing fantastic activities each week.

Bath Gateway Out and About truly makes an impact on the lives of those involved and I'm proud to be a part of it."

Abigail Batt, Club Leader



"I moved from South Africa to Bath 18 months ago and am very happy to have been able to volunteer with Bath Gateway Out & About. I have loved being able to get to know the members and other volunteers. I am now the Deputy Club Leader, supporting Abi to run the club nights."

Pauline Sandeman, Club deputy Club Leader

Contribution made by volunteers

A major contribution to the Club is made by our 20 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.

Libby: *"I am a Psychology student at the University of Bath, and a young adult carer.*

Volunteer in an area you are really passionate about and use any past experience that you have!

I have found it to be incredibly rewarding to volunteer with children and adults with disabilities and learning difficulties."



Simone: *"I chose this volunteer opportunity because I wanted to be around people who needed a little support to enjoy fun social activities to the fullest. I live in Bath & after 2 years with limited mobility and isolating a lot (awaiting a complicated hip replacement) it was very important for me 'to get back into the swing of life.' And what better way than with people who love it!*

I've danced to a live band, more dancing and singing at karaoke and cycled tandem around a cycle track on an adapted bicycle.

Getting to know everyone has been amazing, meeting lovely members & volunteers alike.

I would highly recommend Bath Gateway Out and About if you are looking for personal reward and great fun !"

Barry: *"Having previously worked for Bath Gateway Out & About, I am fully aware of all the great work they do in supporting the club members to get out and about in the local community. I am very pleased to have come back on board recently as volunteer Vice Treasurer, to help with the charity's finances and reporting."*



D. Achievements and performance

During the year starting in September 2024 and finishing near the end of July 2025, we have managed to run many fun, exciting and rewarding Club activities and events for our members.

January 2025 Pantomime Day Trip



In January the club visited Bath Theatre Royal for a fun evening watching the Snow White pantomime.

Everyone had a great time!



Boom Battle Bar Bath

Members are loving regular visits to the Battle bar, experiencing virtual darts, crazy golf, pool, music, shuffle pong. All in an incredibly fun and safe environment.



All Cycle Bath & West

Here our members enjoy fully inclusive cycling for all abilities on a range of adapted bikes and trikes, in a safe traffic free environment. Great fun is had by all.



Reptile Encounter

Here members had an educational experience learning about reptiles and amphibians, and all who were brave enough had the opportunity to hold a very large snake!

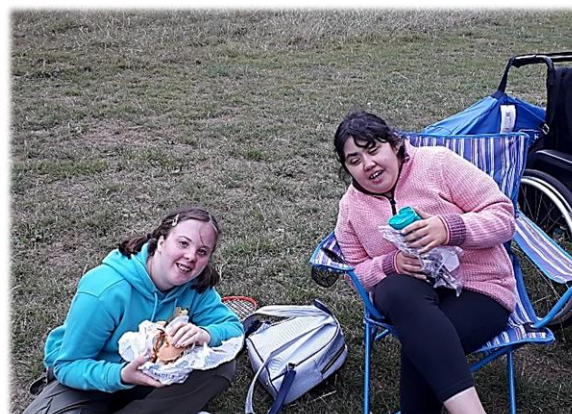


Over the past year, we have disco danced, fancy dressed, quizzed, eaten out, sung Karaoke, had a mini concert, Flamencoed, exercised, walked, shopped, bowled, sung, toured the fire station, had a visit from Bath Police and much much more !!

End of Term Picnic in the Park July 2025



On Monday 21st July, we enjoyed a picnic with lovely food provided by charity partner Taylor's Bagels for all our members in Royal Victoria Park, Bath.



E. 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



In June, we ran two sponsored walks for the two club nights.

Overall we raised over **£1,150** 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!



Bath Half Marathon March 2025



This year we had several people take part in the Bath Half for us including one of our volunteers, Zoe (shown on the left). Also, Charles Crotty, who raised so much for us last year, ran for us again. Over **£1,000** was raised for the charity.

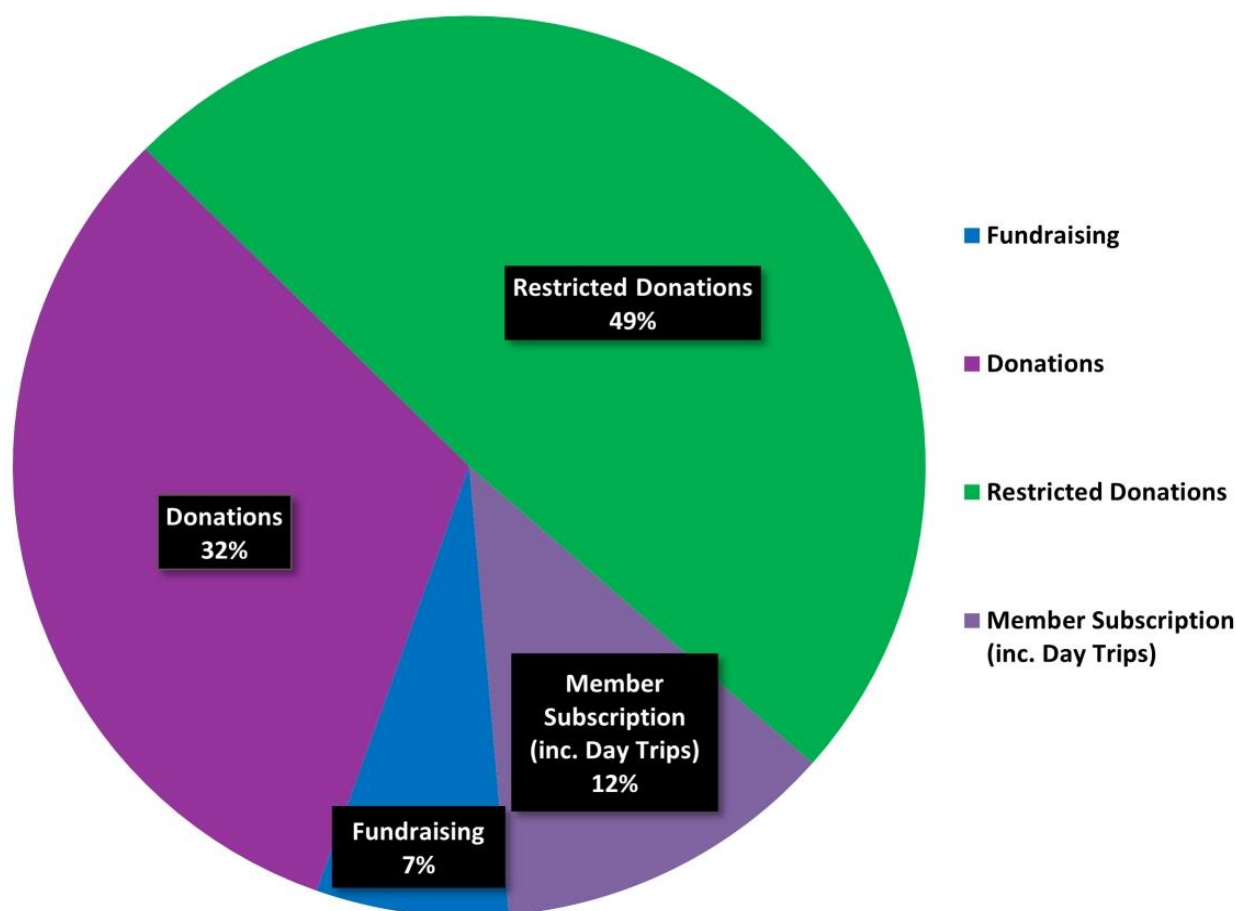


F. Financial Review

Our finances are in a strong position, improving year on year thanks in large part to the efforts of our Charity Administrator in raising substantially more in terms of both restricted and unrestricted grant donations.

Income Summary

Income for the Financial Year 2024-2025



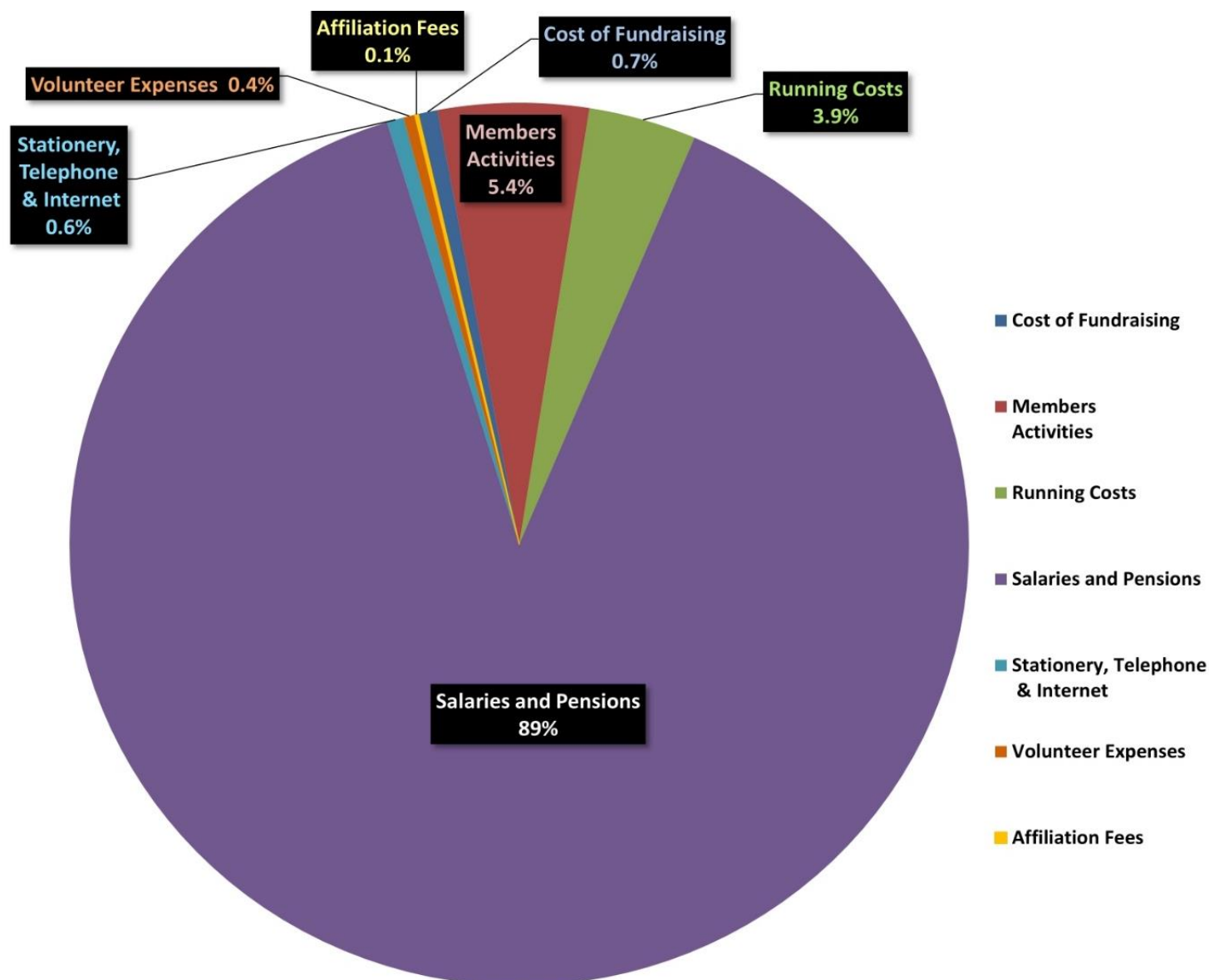
Our total **income** this year has **risen by 39%** to **£53,051**.

- The main contributing factor has been an **86% increase** in **total donations** this year, amounting to **£42,985**, due to the success of our Charity Administrator's fundraising bids.
- However, at the same time, our **Fundraising** has **dropped to almost half (£3,616)** of what was raised last year - this can partly be explained by the fact that there were 2 Bath Half Marathons run during the previous financial year, whereas this year it was just the one Bath Half 2025.
- Overall **member subscriptions** have **reduced by 12%** this year to **£5,805**, indicating that we may need to increase our promotional activities to encourage more new club members on board.

Expenditure Summary

Our total **expenditure** has **decreased by about 12% to £49,955.**

Expenditure for the Financial Year 2024-2025



- As always, the **salary and pension costs are the biggest expense** for the charity. This year these have **reduced slightly by 5% to £44,396.**
- Other costs have reduced significantly compared to the previous year. Partly, this has been due to successfully negotiating to get some member club activities for free, such as from the [Boom Bar venue](#) in Bath.

Donations Summary

As a charity, we are aware that **we will not always be able to raise the same amount of money each year**. We are hugely dependant on the performance and willingness of grant makers, companies and individuals to donate their money and time.

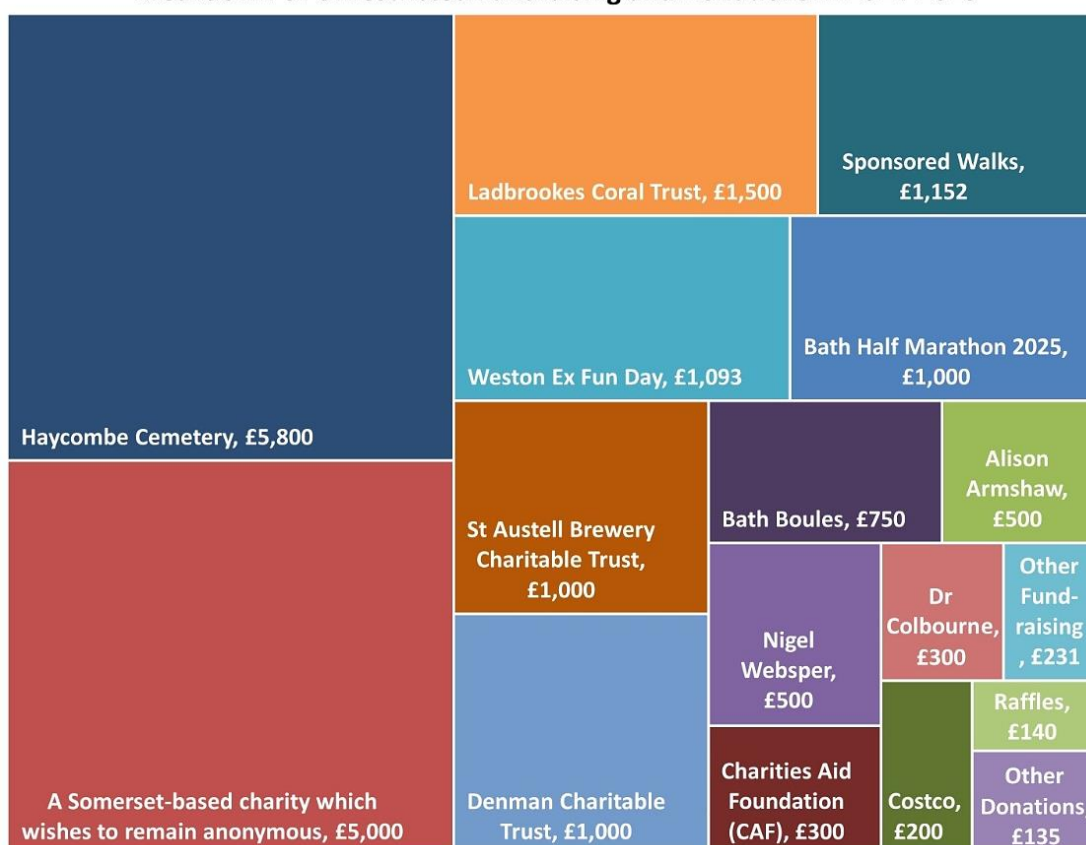
Owing to some significant grant bid successes by our Charity Administrator, our **restricted funds income has doubled** versus last year. Breakdown of donations below:

Breakdown of Restricted Donations for the Financial Year 2024-2025



We have also had a welcome **68% increase in unrestricted donations**, to **£16,985**, more detail below:

Breakdown of Unrestricted Fundraising and Donations in 2024-2025



We were very fortunate to receive some unrestricted funds from a "Somerset-based charity which wishes to remain anonymous" (£5,000) and the Haycombe Cemetery (£5,800), and the Denman Charitable Trust (£1,000) again this year. Alongside these, we managed to raise a good amount ourselves from the Bath Half Marathon sponsorship (£1,000) and our own sponsored walks (£1,152). We were also recipients of fundraising from collections (£1,093) at the Weston Ex-Services Association Fun Day, which was arranged by them to raise funds for our charity.

We are continuously looking for new potential income streams to diversify the sources we draw from. We are building relationships with local businesses with the hope that these will develop into donations or reductions in costs for our members.

Supporters & Grant Awarders

Some notable grants and awards have supported us significantly this financial year:



National Lottery Community Fund awarded us an amazing £14,000 this year - this was in addition to all the previous funds they have awarded our charity in the past, amounting to over £33,000 also. So many thanks to them again!



The Medlock Trust awarded us another grant of £5,000 this year to mainly be spent on salaries costs – again we thank them so much for these funds, and also all of their previous grants to our small charity. We are so very grateful to you!



The Wessex Water Community Fund awarded us new grant of £4,000 this year to mainly be spent on salaries costs – again we thank them so much for these funds, and also for their previous grants to our charity. So thankful to you!

All contributions (large and small) have contributed to ensuring that we can continue to provide the members with fun and interesting activities.

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

G. Our plans for 2025/2026

Last year (2023-2024) was an unsettled year in the charity due to significant changes within the Club Leadership and Committee. This year (2024-2025) has seen us able to restabilize the charity foundations, build a strong and dedicated committee, increase our staff base to support the Club nights, interrogate our finances and governance and, at last, to focus on the future.

Over the next year we will focus on the following areas:

- Continuing to build a wide ranging, varied plan of activities for Club Nights
- Provide activities that address the health inequalities faced by adults with a learning disability
- Increasing member numbers and external funding through driving awareness of the charity and what we offer
- Committing to providing a couple of big events/parties/day trips for our members (eg xmas, summer parties)
- Supporting the training and development of our staff, volunteers and committee to build confidence and capability in the work that they do
- Developing wider contacts in the Bath area for further fundraising/partnership activities
- Continuing to develop and formalise internal systems and processes, including internal audits to ensure we are remaining efficient and compliant
- Considering how the charity can play a bigger role (outside of club nights) to support those with learning disabilities in becoming more independent

We would like to take this opportunity to thank our members, volunteers and staff for their energy and contribution to the charity, and continued support for the future. We believe the charity has so much to offer, and can do so much more for people with learning disabilities in the Bath area. We are now in a position to drive this forward, and look forward to sharing more defined plans in the coming months.

H. Declaration

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

Signed on behalf of the charity trustees

Signature



Full name Evelyne Wilkinson

Position Chair of Trustees

Date 13/10/2025

Signature



Full name Susan Comben

Position Committee Secretary / Trustee

Date 13/10/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

Bath Gateway Out & About

No (if any)

1135771

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/08/2024

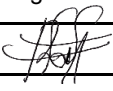
To

Period end date
31/07/2025

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 | | | | | |
| Donations | 16,985 | 26,000 | - | 42,985 | 23,140 |
| Fundraising | 3,616 | - | - | 3,616 | 7,789 |
| Members Subscriptions | 5,805 | - | - | 5,805 | 6,575 |
| Day Trips and Holidays | 645 | - | - | 645 | 735 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 27,051 | 26,000 | - | 53,051 | 38,239 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 27,051 | 26,000 | - | 53,051 | 38,239 |
| A3 Payments | | | | | |
| Fundraising Costs | 349 | - | - | 349 | 777 |
| Wages/Salaries Costs | 18,903 | 24,714 | - | 43,617 | 45,979 |
| Pension contributions | 779 | - | - | 779 | 676 |
| Member Activities Costs | 2,704 | - | - | 2,704 | 5,097 |
| Running Costs | 1,910 | 26 | - | 1,935 | 3,049 |
| Operational expenses (Stationary/telephone/etc) | 305 | - | - | 305 | 943 |
| Affiliation fees | 60 | - | - | 60 | 60 |
| Volunteer Expenses | 194 | 12 | - | 206 | 116 |
| | - | - | - | - | - |
| Sub total | 25,203 | 24,752 | - | 49,955 | 56,697 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 25,203 | 24,752 | - | 49,955 | 56,697 |
| Net of receipts/(payments) | 1,848 | 1,248 | - | 3,096 | - 18,458 |
| A5 Transfers between funds | - 684 | 684 | - | - | - |
| A6 Cash funds last year end | 57,888 | 1,068 | - | 58,956 | 58,955 |
| Cash funds this year end | 59,052 | 3,000 | - | 62,052 | 40,497 |

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 | 59,052 | 3,000 | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 59,052 | 3,000 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval | |
| |  | RAY EGBUFOAMA | 27/08/2025 | |

Bath Gateway Out & About

Notes to the Accounts

Year ended 31 July 2025

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 (hereafter referred to as 'the Charity') 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 2024 to 31st July 2025. The format of the accounts has been adopted from the Charities Commission CC16a guidance and uses the natural activity classification.

Note 2: CC16a section A5 Transfers between funds

In the accounts declared and submitted for the previous 2023-2024 financial year, for a bank account transaction dated at the start of March 2024, an amount of £658.64 paid out from the bank was later incorrectly allocated to a restricted fund (the 2024 Quartet Express Grant), the complete funds of which £5,000 grant were not actually first paid into the Charity's bank account until over 4 months later on 18th July 2024. In addition, a smaller mistake of £25 was made with a payment allocated to the Baily Thomas Charitable Fund restricted grant during the 2023-2024 financial year, and that amount was also included in the Charity's previously submitted accounts for 2023-2024.

These errors from the previous financial year have now retrospectively been corrected in the Charity's online accounting database (provided by XERO), resulting in a **total amount** of **£683.64** that needed to be included in the **A5 Transfers between funds** section of the current year's CC16a spreadsheet for 2024-2025.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Bath Gateway Out & About

On accounts for the year
ended

31/07/2025

Charity no
(if any)

1135771

Set out on pages

CC16a

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 07 / 2025.

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").

Independent
examiner's statement

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.

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:

Sue Weber

Date:

27/8/2025

Name:

Sue Weber

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

Address:

Old Bakehouse, The Street

Bishops Cannings

Wiltshire SN10 2LD

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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