



SPACE 2 BE ME LIMITED
(A company limited by guarantee)

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31 MARCH 2024

Registered charity number: 1140764
Registered company number: 07324545

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REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2024

Board of Trustees	M. Tatton (Chair) A. J. Franklin L. J. Jenkinson M. L. Pember
Company number	07324545
Charity number	1140764
Registered and principal office	Howard de Walden Centre Bluett Street Maidstone Kent ME14 2UG
Independent examiner	Jonathan Healey FCA Lindeyer Francis Ferguson Limited North House 198 High Street Tonbridge Kent TN9

SPACE 2 BE ME LIMITED
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REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The Board of Trustees of the charity present their annual report together with the financial statements of the charitable company for the year ended 31 March 2024. The Trustees confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019). This report is also the Directors' Report required by Company Law.

Objectives and activities

Space 2 Be Me Limited's object as set out in its Articles of Association is to provide or otherwise support the provision of services for disabled and special needs children and young people and their family members where the child is on the roll of a school and/or lives in Maidstone or the surrounding areas and is up to and including 25 years of age.

Strategic vision

Space 2 Be Me undertook a strategic exercise post covid which helped the Trustees, staff and members to work together to examine and refresh the aims, objectives, and vision of the charity.

Our aim is to support disabled children and young people with disabilities and additional needs to have the same life opportunities as their non-disabled peers, both educationally and socially and for their parents/ carers and families to feel safe, supported, empowered, and valued.

This is done through the following key objectives:

- Providing comprehensive information, advice, and signposting to ensure families can make informed choices and access services that meet their needs.
- Offering a range of formal and informal support and social opportunities for parents and disabled children and young people.
- Working to ensure future services are parent driven and responsive to the needs of families and disabled children and young people by speaking up for what families tell us they need and representing them to key partners.
- Working to ensure that disabled children are able to access universal provision where desired in a safe and supported manner and in doing so feel included and valued.

Priorities for 2023-24

Priorities identified at the start of the year ended March 2023 were as follows:

- Space 2 Be Me aimed to continue to deliver all our established activities including clubs, family support work, family events and training for parents, planning flexible delivery and reviewing regularly.
- Space 2 Be Me aimed to develop and build a solid team of staff and volunteers across West Kent who will work together to deliver Space 2 Be Me activities in a holistic way.

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- To continue to provide comprehensive support to families, moving from the former Family Support Partnership model mid-2023 to a restructured offering including drop ins and support groups and access to one-to-one support for more families. We aimed to continue to do this across all 3 districts in which we operate, and in particular to develop our presence in Tunbridge Wells.
- We also aimed to develop our training offer, including but not limited to Cygnet and webinars. Space 2 Be Me works hard to reach parents and carers, and professionals where appropriate, in each district, strengthening presence in less traditional strongholds such as Tunbridge Wells.
- To continue to explore widely partnership opportunities with other charities and community groups exploring opportunities which fit with mutual objectives.
- To seek feedback from parents and children on our work to ensure we are delivering the most relevant activities to them. One such area was outdoor activities and forest schools which had been trialled in 2022-23 which we aimed to further pursue in 2023-4.
- To continue to develop a framework within which we can measure our impact.
- To improve our profile, particularly in West Kent, exploring opportunities to build on the foundations laid for clubs and other activities in Tunbridge Wells in particular. We aimed to develop our activities in Tunbridge Wells and sought to replicate the structure in place in the other two districts.
- To continue to pursue financial stability, regularly review the fundraising landscape, seek new funding opportunities and implement our fundraising strategy, central to which is diversification. We continued to seek medium to long term trust funding and explore alternative avenues of opportunity such as digital or virtual fundraising, secure more regular donations, and to enhance our community fundraising engagement. We planned to mobilise fundraising volunteers from among membership and others in our local communities to help raise funds.
- To continue to embrace hybrid delivery and remain agile enough to respond to changing scenarios, while listening closely to feedback from our beneficiaries.
- To continue to develop a framework within which we can measure our impact across the organisation.
- To raise our profile, particularly in West Kent, and grow our membership base as we reach more families.
- To develop and enhance our volunteer strategy in all areas of our activities and in relation to specific projects.

Public Benefit

The Trustees have given due regard to the Charity Commission's guidance on public benefit. The objectives of the charitable company are the support and provision of services for disabled and special needs children. The level of public benefit is demonstrated by the support provided and the positive feedback we receive from those accessing our services.

Volunteers

Over the 2023-4 financial year the organisation has benefitted from volunteer support from many of our members at particular events, and in particular from 10 regular volunteers, in addition to our Trustees (who also act as volunteers). Volunteers are now helping to support parents with drop ins,

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at children's clubs and family events and we have particularly strengthened our relationship with key fundraising volunteers who have really been amazing during 2023-24.

Space 2 Be Me continues to actively look for new volunteers, and develop its volunteer base, including actively seeking parent Trustees. We continue to seek to engage members and other volunteers to help fundraise and deliver services in 2024-25 and have been delighted to welcome several new volunteers to our fold since the end of March 2024.

Achievements and Performance

Review of activities

Family Events



- 20 Family Events with 277 children with additional needs attending and 567 individuals in total benefitting from the trips
- Across our family events, 81% of families feel less isolated and 74% felt more supported as a result of attending the events

In 2023-24 our short break grant from Kent County Council was extended for another year, enabling the delivery of 18 events, 6 in each of our districts – Maidstone, Tonbridge & Malling and Tunbridge Wells. In total, however, Space 2 Be Me delivered 20 family events during the year with 277 individual children and young adults with additional needs attending.

Our family events offer families an opportunity to access activities that they might not otherwise be able to, to have a chance to meet other families and have a break from caring and normal routines. Most of our events are offered during the school holidays with occasional ones at weekends.

"So grateful for this charity and opportunity to bring our kids to such a safe space knowing that here there's no judgement and other parents can relate"

Parent Carer 2023-24

The range of family events in 2023-24 was varied and included family bowling, mini golf, exclusive hire of indoor play and swimming facilities, a London theatre trip, outings to Castles and gardens, ever popular Christmas at Bedgebury trip, two pantos and two Christmas parties. We tried to cater for all abilities, ages and interests in line with member requests. In 2024-5 Space 2 Be Me has been successful in securing two more years of short break funding for its family events.

"Really positive watching one of the boys feel brave enough to enter the water after initially saying he didn't want to swim. he has a real fear of the water and doesn't enjoy getting wet. but watching everyone having fun gave him the confidence to give it go."

Parent Carer, Family Events 2023-24

"So many lovely parents with similar experiences to talk with and our children played so well with other like-minded children. My son was so relaxed in this atmosphere where he could be himself."

Parent Carer 2023-24

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Family Support



- Supported 218 families in 2023-24
- 22 families benefiting from intensive support under the Family Support Partnership up to August
- Restructuring in November, including a pilot of 15 Family Support Clinics offering half hour appointments and wrap around / follow up support for 54 people
- 75% reporting reduced isolation and 85% increased knowledge and skills & confidence to support their child

"Space 2 Be Me offered good practical advice and information. I felt reassured and less alone."

Parent Carer 2023-24

We entered 2023-24 with a few months left to go of the third and final year of our partnership with two other parent driven charities funded by the National Lottery Reaching Communities Partnership Fund. We then set about putting into place a new family support service which included the launch of regular enquiry "clinics" offering one-to-one appointments in person, via telephone or online to parents carers to discuss pertinent issues and help families, with follow up support where required.

"Navigating the system feels complicated and Space 2 Be Me helped to make things clearer as well as gave support and guidance"

Parent Carer 2023-24

We started the year with a team of four Family Support officers; we were sad to say goodbye to Sam and Natalie at the end of 2023. We had two family support staff by March 2024. Having conducted a clinic pilot, supported by Involve Kent, we rolled out the programme for a further year thanks to funding from the National Lottery Awards for All funding from March 2024.



- 32 in person and virtual drop ins and peer support groups in all three districts
- The introduction of popular topic-focused discussion groups covering Understanding Sensory Issues, Reducing Demand, Emotional Regulation, Building Self Esteem and Anxiety.
- The design and launch of Space 2 Be Me's popular "Understanding Autism" workshops which were rolled out to professionals, parent carers and to extended families

During 2023-24, our Family Support Officers not only offered more appointments to families more regularly, they continued to support families through support groups and drop ins, both online and in person in Maidstone, Tonbridge & Malling and Tunbridge Wells. Often there were guests from other charities supporting families locally or our staff facilitated discussions around a topic requested by parents.

"Thank you for your wisdom and down to earth approach, which has helped me understand and appreciate my daughter's needs more."

Parent Carer 2023-24

The team also developed and delivered four "Understanding Autism" in-house workshops. These were designed for different audiences including parents and carers, extended families and professionals attended by 72 individuals. This has proved popular and we have continued to liaise with organisations and run regular parent carer courses in 2024-5.

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Youth Activities

- 12 regular youth groups including the splitting of our teen clubs in Tonbridge to create a new offer, Asteroid Club, for younger teens
- 203 club sessions with 196 children and young people between 0 and 25 attending
- 89% club attendees are less isolated and 87% have increased confidence
- 53 families attending our SAMs stay and play groups in Maidstone and Tonbridge for ages 6 and under and Twinkling Stars baby group which alternates between Tunbridge Wells and Maidstone
- Two thriving Young Adult Groups with 42 young people
- Popular Dance Stars classes, split to two age groups this year and participation in U Dance Inclusive Arts Festival



"It has been truly amazing to see how much Space 2 Be Me clubs have grown and developed. My son has made friends at the club ... I really don't know what his life would be like if he didn't have club to look forward to - much lonelier for sure." **Parent Member 2023-24**

In 2023-24, Space 2 Be Me continued to deliver clubs in all three districts, despite significant changes in staffing, funding and we even introduced a new club. Attendance grew across the board. During 2023-24, Space 2 Be Me clubs received funding from Children in Need, the 3H Foundation, Tonbridge and Malling Borough Council, Maidstone Lions and the Maidstone Dawn Patrol Rotary Club, and have been supported by the fundraising efforts of our member parent carers as well.

Space 2 Be Me delivered the following clubs in 2023-24 headed up by a team of part time Children and Young People Coordinators and a team of volunteers and sessional workers:

"This service has been life changing for us and our son. Community is so important"
Parent Carer 2023-24

- Twinkling Stars (under 3s, monthly alternating between Maidstone and Tunbridge Wells)
- Dance Stars in Maidstone (weekly in term time, all ages)
- Rockets Maidstone (for children aged 6-10 and siblings, fortnightly in term time)
- Comets Maidstone (for 10-12s, fortnightly in term time)
- Galaxy Maidstone (for 13-17s, fortnightly in term time)
- Universe Maidstone and Universe Tonbridge (for 18-25s, fortnightly in each location)
- Starships Tonbridge (for 6-11s, fortnightly in term time)
- Asteroid Club Tonbridge (for 11-14s, fortnightly in term time)
- Cosmic Club Tonbridge (for 14-17s, fortnightly in term time)
- Lunar Club Tunbridge Wells (for 6-11s, fortnightly in term time)
- Nebula Tunbridge Wells (for 11-17s, fortnightly in term time)
- SAMs Maidstone and SAMs Tonbridge (a stay and play session for pre-school children and their parents, weekly locations in term time)

"Clubs have helped my daughter develop in her confidence. It gives me a little respite and she enjoys going" **Parent Member 2023-24**

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- 16 Space 2 Be Me Time holiday clubs benefitting 154 young people attending ; in 97% of cases families report feel less isolated as a result of attending.

"My child has come home and told me that today was the best day ever! I've been able to put him in an activity where I've not been nervous about picking him up fearing he's been excluded, judged or picked on." **Parent Carer 2023-24**

Our "Space 2 Be Me Time" holiday sessions for children and young people during school holidays have continued to run alongside our family events, delivered by the Clubs team. These were for across various age groups and included Sports Days, Dinosaur Day, Sports, Arts and Crafts, Dance and Afternoon Tea prepared by the children and served to their families. We continued to offer outdoor based sessions in partnership with Communigrow and Ambleford Farm and we also visited the Kent Scout activity base at Lower Grange Farm. Parents are able to leave their children with us for a few hours, offering structure to school holidays, an opportunity to make friends and try new things and offer a break from caring for families.

In 2023-24 Space 2 Be Me enjoyed support from Whitehead Monckton Foundation, from Tesco Bags of Help and from the Cooperative, UK Youth via Lower Grange Farm, Communigrow and Maidstone Lions for our Space 2 Be Me Time activities.

Marketing and Memberships

We had a busy year; membership continued to grow from 237 in 2022-23 to an all time high of 458 by the end of the financial year. During the year we maintained the membership costs at £5 per family per year but we have subsequently increased this in 2024-5.

We were fortunate in 2023-24 to increase capacity and expertise in marketing and we increased our efforts in the support of fundraising through corporate sponsors and networking in the community significantly.

Our social media reach continued to grow. During 2023-24, we created and developed our presence on LinkedIn and on Instagram although the greatest social tool we have success with is Facebook.

"Space 2 Be Me offers a supportive community where I have learnt more about my child's disability and how to better support them at home and advice regarding school as well as friendship opportunities for my son where he feels he can better connect to people."

Parent Carer 2023-24

Fundraising

While the majority of our funds come from Trusts and Foundations, what was remarkable in 2023-24 was the increase in Community Fundraising and support. Going hand in hand with our marketing and outreach efforts we launched a fundraising campaign in 2023-24 which resulted in such an enormous amount of support from among our members in order to help us raise funds. Our members were really motivated and as a result we worked with them on a number of fundraising events.

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In 2023-24 our key fundraising activities included:

- An auction for three Easter Egg Hampers - made up of eggs donated by the staff at local company Arton Plumbing and Heating.
- Two online raffles – one in the Summer and Christmas 2023 – together raising just under £2,200 with prizes donated from local and national companies and supermarkets as well as vouchers for gifts, trips and experiences.
- We ran our first Hadlow Fun Day in August 2023 hosted by member family to raise money for our family support service, bringing something totally different to our summer for our families to enjoy and introducing us to fresh concepts to boost our fundraising. Space 2 Be Me would like to extend a thank you to Allison, Mark and Alex who also alongside other members, volunteers and staff also organised and delivered a fantastically popular Lego Day, which raised more than £2,000 towards our Universe young adults group.
- We had three quizzes – one in Tonbridge, one in Paddock Wood and one in High Brooms raising over £1,200. We are grateful to the Universe, Starships, Nebula and Lunar parents and staff for rallying around to help run these events and to our quiz masters.
- We ran Halloween events for the first time, including a party in Tonbridge and a decorated “Halloween House” fundraiser at one member’s house in Tonbridge, together raising over £400. We are grateful to our member Karen and her family who put so much effort into running the popular event.
- Two runners took on the Vitality 10k in London, between them raising more than £900.
- Our club members and one sibling got involved in a Rotary-led sponsored walk and a sponsored swim event, together raising more than £2,000 alongside staff.
- We had a number of nominations to employers and other organisations by members which has resulted in donations towards Space 2 Be Me.

Thanks to the hard work and expertise of Sarah and then Lottie who took over the role of marketing and supporting these community fundraising initiatives alongside our Manager during 2023-24, our community and corporate fundraising stepped up a gear in 2023-24. We have managed to secure corporate sponsorship for a number of our fundraising events – these have included Firefly Properties, KCM Building, Healing Through Horses and Somerhill Independent School. We are grateful to the Maidstone Riverside Rotary and Rotary of the Weald of Kent for the opportunity to take part in their events. We are very grateful for every sponsor, every donation, every fundraiser – we have really felt the support of our members and community during 2023-24 and beyond.

Team Development

Space 2 Be Me has grown its team significantly since 2021, and although there have been some staff changes during 2023-24, we continued to develop our clubs, grow our team of sessional workers and volunteers, support families and deliver family events. From April 2024 more funding was secured in all three areas and we have been able to build and expand capacity once more to cater for growing demand.

We remain committed to being agile and flexible, able to respond to opportunities and funding, listening to members and reading the landscape as far as we can. We consult with our members in everything we do so that they feel included and valued by us as an organisation. Most of our staff and Trustees have lived experience of additional needs, as a parent, sibling, extended family member etc and so bring many valuable ideas to the table.

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Financial review

The Statement of Financial Position "SOFA" shows the Charity's total incoming resources for the year was £158,680 (2023: £162,196). Total resources expended amounted to £160,053 (2023: £158,058). The SOFA therefore reveals net expenditure of £1,373 (2023 net income: £4,138).

Financial position

The Charity held fund balances at 31st March 2024 of £55,754 (2023 - £57,127). These funds included restricted funds of £12,353 (2023 - £37,480) and unrestricted funds of £43,401 (2023 - £19,647).

As detailed in note 11, funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes total a £22,508 surplus. Included within this amount is a separate fixed asset fund, which represents the fixed assets of the Charity totalling £893, matching the net book value of fixed assets in the balance sheet.

The designated fund of £20,000 is a contingency fund to cover expected employment related costs upon any decision to wind up the Charity.

Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees are seeking a strategy of diversifying income streams and reviewing costs, and endeavour to undertake regular assessments of the financial stability of the Charity which is currently largely dependent on fundraising and grants for its income. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Principal risks and uncertainties

The Trustees conduct regular assessments of the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity and are satisfied that appropriate controls are in place to mitigate our exposure to major risks. These include a Financial Controls Policy and a designated financial reserve which is reviewed annually and monitored at regular board meetings.

Staff work a hybrid model of part home working, supporting families both remotely and in person, alongside face-to-face delivery for clubs, family events and holiday sessions. Space 2 Be Me staff produce risk assessments for its activities and events and staff are in regular contact with the Manager who relays any issues to the Board as soon as they arise, as well as having a detailed organisational risk assessment.

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Reserves policy

The Directors have agreed to designate funds to cover staff costs in case the Charity needs to be closed. Based on average staff expenditure over the last financial year this means that £20,000 was designated as a contingency fund.

Principal funding sources

The funding landscape changed quite significantly for Space 2 Be Me in 2023-24. One constant that remained was an extended short break funding grant for our family events based on that awarded in 2022-23 to deliver 18 family events in all three districts.

Space 2 Be Me's Maidstone youth groups - Rockets, Comets and Galaxy – have been supported during 2023-24 by the final year of a three-year grant from Children in Need, Maidstone Lions and Maidstone Dawn Patrol Rotary. Our new Tunbridge Wells clubs had funding from Souter Charitable Trust which was carried over from the previous financial year; and our West Kent teenage clubs had funding from 3H Foundation and in Tonbridge our primary-age Starships club was funded by the Albert Hunt Trust. A community grant from the Tonbridge & Malling Borough Council enabled us to develop a new club for younger teens in Tonbridge called Asteroid Club. Our Universe Clubs for young adults were supported by Cobtree Charity Trust and Involve Kent and we were grateful to Maidstone Leisure Trust and Kent Sport who helped fund Dance Stars.

Our final of three years of National Lottery funding for the Family Support Partnership project ran with a funding extension to September 2023. Once this had finished, we started restructuring and developing our family support activities thanks to support from the Philip and Connie Phillips Foundation. We secured a grant from Involve Kent to trial a new system of weekly clinics to see if this enabled us to help more families. This proved to work well and we have since gained funding from the National Lottery – this time via Awards for All – to cover our family support offer including clinics, drops ins and workshops in all three areas for a year, starting from April 2024. We have had some funding from the Malling Lions for holding support clinics locally and from the KCC Local Members Grant Scheme for parent training in Maidstone, thanks to Cllr Ian Chittenden.

Our Space 2 Be Me times were part funded by Whitehead Monckton Charitable Foundation, Tesco Bags for Help and the Coop Community Foundation grant.

We have also been excited to benefit from a grant from Screwfix Foundation for the final completion of our sensory room at our Maidstone base.

Space 2 Be Me received several core grants in 2023-4 including Edward Gosling, Garfield Weston and Colyer Fergusson as well as through the Kent Community Foundation via its Annual Route for Applications from Gatwick Foundation, Charles Burnett III Memorial Fund and Polebrook Fund. We had unrestricted funding awarded by the Philip and Connie Phillips Foundation (which we used for our family support project) and a significant boost from the Postcode Society Trust.

Other notable donations from organisations came in during 2024-5, including South Park Women's Institute, Cameron McKenna, Ridge Crest, Young Carers Together, Bennet Pain Trust, Tonbridge Lions and Malling District Lions. We are grateful for this support.

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We wish to thank Cllr Derek Mortimer, acting as Mayor of Maidstone in 2022-23, for his support for Space 2 Be Me which came through to us in 2023-24.

Structure, Governance and Management

Space 2 Be Me Ltd is registered as a charity with the Charity Commission in England and Wales (Charity Registration No. 1140764) and as a company limited by guarantee (Company Registration No. 07324545) and is governed by its Memorandum and Articles of Association.

Space 2 Be Me Ltd was incorporated as a company limited by guarantee on 23 July 2010 and was registered as a charity on 10 March 2011. It is a parent driven members' organisation that recognises that the experiences and knowledge parents bring should be valued and used as the building block for service development and provision for disabled children and their families in Maidstone.

Appointment of Trustees

The Board of Trustees must comprise between at least 50% and 70% of parents of disabled children and young people. Trustees are nominated and selected at the Annual General Meeting. A third of the Trustees retire in rotation at the Annual General Meeting but can stand for re-election. The last AGM of the charitable company was on 19th March 2024. The articles of Association require a minimum of 3 Trustees and a maximum of 12. Space 2 Be Me currently has 4 Trustees.

Structure and Decision-making

Staff in the Charity report to the Manager who is responsible for the day-to-day operation of the organisation. The Board meet typically bi-monthly with individual Trustees in addition to the appointed officer positions of Chair and Treasurer leading on specific areas of work. These include having a named Safeguarding Lead for children and vulnerable adults. Existing Policies and Procedures of the Charity are reviewed regularly and amended to reflect current best practice with additional policies added as required to reflect the growing operations of the Charity.

At the end of March 2024, Space 2 Be Me employed a Manager (30 hours a week), a Finance and Operations Coordinator (15 hours a week), Marketing and Communications Coordinator (16 hours a week), a Children and Young People Coordinator for Tonbridge (10 hours a week), a Children and Young People Coordinator for SAMs (6 hours a week); and two Family Support Workers (both 15 hours in term time). In addition to these salaried staff, a growing team of sessional staff and volunteers help to run clubs and events for children and young people, support parents and help in the office.

Plans for future periods

Having undergone the strategic review in 2021-22, many of the plans and ideas identified as part of that process were put into practice in 2022-23 and continued into 2023-24. We knew that many of our multi-year grants that had provided a degree of stability were coming to an end and we endeavoured to fill those gaps. We were hugely successful in securing core cost or unrestricted funding and by the end of March 2024 we had managed to secure funding stability for a majority of our projects in 2024-25, having had confirmation of two-year short break funding for seven youth

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clubs and family events as well as a significant injection of funds from St James Place for under 6s activities and the National Lottery Awards for All for Family Support.

The top priorities for 2024-25 identified are:

- Space 2 Be Me aim to continue to deliver all our established activities including clubs, family support work, family events and training for parents, planning flexible delivery and reviewing activities regularly. We will aim to continue to develop our activities in Tunbridge Wells and seek to replicate the structure in place in the other two districts.
- To maintain financial stability, keep reviewing the fundraising landscape, seek new funding and revenue opportunities and partnerships with likeminded organisations; to implement our fundraising strategy. We continue to seek medium to long term trust funding, explore alternative avenues of opportunity such as digital or virtual fundraising, seek regular donations, and to enhance our community fundraising engagement. We aim to continue to build on the success with our fundraising volunteers from among membership and others in our local communities to help raise funds.
- To embrace hybrid delivery and remain agile enough to respond to changing scenarios, while listening closely to feedback from our beneficiaries.
- To continue to develop and secure a family support service integrating one-to-one support, drop ins and support groups and to seek training offers, including but not limited to Cygnet, webinars and our popular workshops we introduced in 2023-24. Space 2 Be Me will work hard to reach parents, extended families and professionals in each district.
- To seek feedback from parents and children on our work to ensure we are delivering the most relevant activities to them. We continue to seek outdoor activity opportunities, as requested by our members into 2024-5.
- To continue to develop a framework within which we can measure our impact across the organisation, building in the requirements of our new short break funding and employing extra resource to enable and manage the process.
- To raise our profile across all areas and particularly in West Kent, exploring opportunities to expand clubs and other activities in Tunbridge Wells in particular.
- To continue to grow our membership base as we reach more families, welcome new members, look after those we have, ensuring regular communication and answering their queries.
- To develop and enhance our volunteer base in all areas of our activities and in relation to specific projects and fundraising.
- To continue to review and adapt back office and reporting functions within the Charity with an agile hybrid working structure for staff and delivery for projects where possible.

By continuing to deliver in these priority areas the Board of Trustees is confident that Space 2 Be Me will continue to provide services for families of disabled children and young people that offer public benefit and meet our charitable objectives and vision.

Trustees' Responsibilities Statement

The Trustees (who are also directors of Space 2 Be Me Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with

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applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

In preparing this report, the Trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 27/12/2024 and signed on their behalf by:



M. Tatton
Chair



M. L. Pember
Treasurer

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF SPACE 2 BE ME LIMITED FOR THE YEAR ENDED 31 MARCH 2024

I report to the charity's trustees on my examination of the accounts of Space 2 Be Me Limited for the year ended 31 March 2024, which comprise the Statement of Financial Activities (including Income and Expenditure Account), the Balance Sheet and the related Notes.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145(5) (b) of the 2011 Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Lindeyer Francis Ferguson Ltd

Jonathan Healey FCA
Lindeyer Francis Ferguson Limited
North House
198 High Street
Tonbridge
Kent TN9 1BE

Date: 30 December 2024

SPACE 2 BE ME LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024	Restricted funds 2024	Total funds 2024	Total funds 2023
	Note	£	£	£	£
Income from:					
Donations and legacies	3	82,900	47,335	130,235	131,571
Charitable activities	4	15,926	-	15,926	17,931
Other trading activities		12,247	-	12,247	12,627
Investments		272	-	272	67
Total income		111,345	47,335	158,680	162,196
Expenditure on:					
Raising funds		666	-	666	285
Charitable activities	5	86,925	72,462	159,387	157,773
Total expenditure		87,591	72,462	160,053	158,058
Net income / (expenditure)		23,754	(25,127)	(1,373)	4,138
Transfers between funds		-	-	-	-
Net movement in funds		23,754	(25,127)	(1,373)	4,138
Reconciliation of funds:					
Total funds brought forward		19,647	37,480	57,127	52,989
Total funds carried forward		43,401	12,353	55,754	57,127

SPACE 2 BE ME LIMITED
(A company limited by guarantee)

BALANCE SHEET
AS AT 31 MARCH 2024


			2024		2023
	Note	£	£	£	£
Fixed assets					
Tangible assets	8		893		2,464
Current assets					
Debtors	9	*		625	
Cash at bank and in hand		57,185		57,846	
		<u>57,185</u>		<u>58,471</u>	
Creditors: amounts falling due within one year	10	(2,324)		(3,808)	
Net current assets			54,861		54,663
Total net assets			<u>55,754</u>		<u>57,127</u>
Represented by the funds of the charity:					
Unrestricted funds			43,401		19,647
Restricted funds			12,353		37,480
			<u>55,754</u>		<u>57,127</u>


The charity's financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the trustees on 27th December 2024 and signed on their behalf by:


M. Tatton
Chair


M. L. Pember
Treasurer

Company number: 07324545

SPACE 2 BE ME LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1 Status

The charity is a private company limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is Howard de Walden Youth Centre, Bluett Street, Maidstone, Kent ME14 2UG.

2 Accounting policies

Basis of preparation of the financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Space 2 Be Me Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are prepared in pounds sterling, which is the functional currency of the charity, and rounded to the nearest £1.

The Trustees have assessed that there are no significant doubts over the charity's ability to continue as a going concern. As a result, the financial statements have been prepared on a going concern basis.

Income

Income from grants and donations is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Income from charitable activities is recognised over the period to which the income relates. For contracts, income is recognised to the extent that the contractual services have been supplied. For performance-related grants, income is recognised to the extent that performance-related criteria have been met.

SPACE 2 BE ME LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

2 Accounting policies continued

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. All expenditure is inclusive of irrecoverable VAT.

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures, fittings and equipment	10% on cost
Computer equipment	33.3% on cost

Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

SPACE 2 BE ME LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

2 Accounting policies continued

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

3 Income from donations and legacies

	2024	2023
	£	£
Donations	23,374	30,303
Grants	106,861	101,268
	<hr/> 130,235	<hr/> 131,571

The comparative figures include £105,158 of restricted income.

4 Income from charitable activities

	2024	2023
	£	£
<i>Activity: Provision of services for disabled children and their families in Maidstone or surrounding areas</i>		
Contractual income	3,916	8,852
Performance-related grants		1,250
Clubs and events	10,052	6,279
Other income	1,958	1,550
	<hr/> 15,926	<hr/> 17,931

In the preceding period, restricted income from charitable activities was £1,250.

SPACE 2 BE ME LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

5 Expenditure on charitable activities

	2024	2023
	£	£
<i>Activity: Provision of services for disabled children and their families in Maidstone or surrounding areas</i>		
Direct costs:		
Staff costs	65,184	57,946
Recruitment, travel and agency costs	2,340	3,177
Clubs and events costs	16,851	18,120
Other direct costs	7,887	8,873
Support costs:		
Staff costs	45,564	44,487
Premises and general office costs	13,362	14,082
Insurance	1,166	1,751
IT costs	1,767	1,954
Accountancy and payroll	791	501
Other support costs	1,465	3,029
Depreciation	1,570	2,353
Governance costs:		
Independent examination	1,440	1,500
	<u>159,387</u>	<u>157,773</u>

In the preceding period, expenditure on charitable activities from restricted funds was £102,648.

6 Net income / (expenditure)

	2024	2023
	£	£
This is stated after charging:		
Depreciation	1,570	2,353
Independent examination	1,440	1,500
	<u>2,010</u>	<u>3,853</u>

7 Staff costs

	2024	2023
	£	£
Wages and salaries (incl social security costs)	106,028	97,946
Pension costs	4,720	4,487
	<u>110,748</u>	<u>102,433</u>

The average number of persons employed by the charity was 23 (2023: 21).

No employee received remuneration amounting to more than £60,000 in either year.

SPACE 2 BE ME LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

8 Tangible fixed assets

	Fixtures, fittings & equipment £	Computer equipment £	Total £
Cost			
Brought forward	402	7,523	7,925
Additions	-	-	-
Carried forward	402	7,523	7,925
Depreciation			
Brought forward	162	5,299	5,461
Charge for the year	40	1,531	1,571
Carried forward	202	6,830	7,032
Net book value			
At 31 March 2024	200	693	893
At 31 March 2023	240	2,224	2,464

9 Debtors

	2024 £	2023 £
Accrued income	-	625
Prepayments	-	-
	-	625

10 Creditors: amounts falling due within one year

	2024 £	2023 £
Other creditors	-	173
Other tax and social security	824	406
Accruals	1,500	3,229
	2,324	3,808

SPACE 2 BE ME LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

11 Statement of movements on funds - current year

	1 April 2023 £	Income £	Expenditure £	Transfers £	31 March 2024 £
General fund	(2,817)	111,345	(86,020)	-	22,508
Designated funds:					
Contingency fund	20,000	-	-	-	20,000
Fixed asset fund	2,464	-	(1,571)	-	893
Total unrestricted funds	19,647	111,345	(87,591)	-	43,401
BBC Children in Need	2,931	-	(2,931)	-	-
KCC Early Help	6,078	-	(6,078)	-	-
KCC Short Breaks	537	18,106	(18,643)	-	-
KCF Hardship Fund	-	708	(698)	-	10
Kent Sport	-	625	(625)	-	-
National Lottery RC	14,670	-	(14,670)	-	-
MBC Resilience Fund	1,198	-	(1,198)	-	-
Tesco - Groundwork	(370)	370	-	-	-
Souter Charitable Trust	2,000	-	(2,000)	-	-
National Lottery A4A	6,366	-	(6,366)	-	-
Cobtree Charitable Trust	4,070	-	(4,070)	-	-
3H Foundation	-	2,000	(2,000)	-	-
Albert Hunt Trust	-	2,000	(2,000)	-	-
TMBC Comm Dev Fund	-	2,000	(1,908)	-	92
Involve West Kent	-	2,500	(2,500)	-	-
Involve Kent Soc Presc	-	500	(214)	-	286
Whitehead Monkton	-	1,500	(1,500)	-	-
Maidstone Leisure Trust	-	1,000	(1,000)	-	-
St James Place Foundation	-	9,626	(902)	-	8,724
Screwfix Foundation	-	1,680	-	-	1,680
KCC Local Mem Grant	-	1,000	(185)	-	815
Coop Community Fund	-	1,121	-	-	1,121
Maidstone Lions	-	1,547	(1,922)	-	(375)
Malling District Lions	-	552	(552)	-	-
Maidstone Dawn Patrol Rotary	-	500	(500)	-	-
Total restricted funds	37,480	47,335	(72,462)	-	12,353
Total funds	57,127	158,680	(160,053)	-	55,754

SPACE 2 BE ME LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

11 Statement of movements on funds - current year (cont)

The designated contingency fund is to cover expected employment related costs upon winding up.

Restricted funds: activity grants are received for the charity's work, including youth groups, events and holiday activities, family support work, workshops, training and miscellaneous support for parents and children.

Space 2 B Me benefitted through various funders via the Kent Community Foundation Annual Route for core funding during 2023-24 including Gatwick Foundation, Charles Burnett III Memorial Fund, Polebrook Fund and KCF Uplift Fund. Other core cost or unrestricted funders including Colier Ferguson, Philip and Connie Philips Foundation, Garfield Weston, The Grace Trust and Postcode Society Trust.

12 Statement of movements on funds - prior year

	1 April 2022 £	Income £	Expenditure £	Transfers £	31 March 2023 £
General fund	(4,173)	55,788	(53,058)	(1,374)	(2,817)
Designated funds:					
Contingency fund	20,000	-	-	-	20,000
Fixed asset fund	3,437	-	(2,352)	1,379	2,464
Total unrestricted funds	19,264	55,788	(55,410)	5	19,647
BBC Children in Need	3,098	9,984	(10,151)	-	2,931
KCC Early Help	5,909	14,083	(13,914)	-	6,078
KCC Covid Recovery	932	-	(932)	-	-
KCC Reconnect	2,718	6,716	(9,434)	-	-
KCC Short Breaks	-	18,106	(17,569)	-	537
KCF Hardship Fund	3,559	1,295	(4,849)	(5)	-
Kent Sport	541	1,250	(1,791)	-	-
National Lottery RC	16,968	26,890	(29,188)	-	14,670
MBC Resilience Fund	-	5,000	(3,802)	-	1,198
Tesco - Groundwork	-	1,110	(1,480)	-	(370)
Places Foundation	-	5,000	(5,000)	-	-
Souter Charitable Trust	-	2,000	-	-	2,000
National Lottery A4A	-	9,974	(3,608)	-	6,366
Cobtree Charitable Trust	-	5,000	(930)	-	4,070
Total restricted funds	33,725	106,408	(102,648)	(5)	37,480
Total funds	52,989	162,196	(158,058)	-	57,127

SPACE 2 BE ME LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

12 Statement of movements on funds - prior year (cont)

Space 2 Be Me benefitted from various funders via Kent Community Foundation during 2022-23 including Wards Charitable Fund, Glenn & Phyllida Earle Fund Charitable Fund, Frank Brake Community Fund, Polebrook Fund and Charles Burnett III Memorial Fund.

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Current year:			
Tangible fixed assets	893	-	893
Net current assets	42,508	12,353	54,861
	<u>43,401</u>	<u>12,353</u>	<u>55,754</u>
Prior year:			
Tangible fixed assets	2,464	-	2,464
Net current assets	17,183	37,480	54,663
	<u>19,647</u>	<u>37,480</u>	<u>57,127</u>

14 Related party transactions

The key management personnel are considered to be the Board of Trustees and the Manager of the Charity.

During the year, no Trustees received any remuneration, reimbursed expenses or other benefits (2023: None).

The total employee benefits paid in respect of the key management personnel was £37,867 (2023: £31,788).