

TIME OUT GROUP (STRATFORD-UPON-AVON) LIMITED

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2024**

Legal and Administrative Information

Constitution

Time Out Group (Stratford-upon-Avon) Limited is a company limited by guarantee registered in England and Wales on 11 July 2011 and a registered charity governed by its Memorandum and Articles of Association.

Company No. 7717324

Charity No. 1144226

Directors and Trustees

The Directors of the Company, whose names are set out below, are its trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees, who (except as stated otherwise) have served throughout the period and since the period end, are as follows:

Joanne Bradley (Chairman)

Amanda Lewis (Vice-Chair)

Alison Gilbert (Secretary) (*retired 7 February 2025*)

Nicholas Keegan (Treasurer)

Susie Drummond (*appointed 7 February 2025*)

Ian Roberts (*appointed 7 February 2025*)

Helen Leighton (*appointed 7 February 2025*)

Group Leader

Lynn Hill

Management Committee

Joanne Bradley*

Alison Gilbert* (*retired 7 February 2025*)

Nicholas Keegan*

Ian Roberts*

Amanda Lewis*

Sally Keegan*

Jane May (*retired 3 February 2024*)

Jill Dyer (*retired 31 December 2024*)

Susie Drummond*

Helen Leighton

* denotes an independent member of the Management Committee

Registered Office

Alderminster Lodge

Alderminster

Stratford-upon-Avon

Warwickshire CV37 8NY

Report of the Trustees

Introduction

The Trustees have pleasure in presenting their report together with the financial statements of the Charity for the year ended 31 December 2024.

The Charity was incorporated on 25 July 2011 and was admitted to the Register of Charities on 11 October 2011.

The legal and administrative information on page 2 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of the Company and with the Statement of Recommended Practice – Accounting and Reporting by Charities 2015 (SORP 2015).

Objects of the Charity

The objects of the Charity, as set out in article 4 of its Articles of Association, are to relieve the needs of children and young people with physical and learning difficulties living in Stratford-upon-Avon and the surrounding area and their families and carers through the provision of care and recreational activities in a safe and secure environment in the interests of social welfare and with the object of improving their conditions of life.

Organisation

The Trustees are responsible for the administration of the Charity. The Trustees have appointed a Group Leader, Lynn Hill, to manage the day-to-day operations of the Charity. Management oversight of the charity is exercised through a management committee comprised partly of parents of children who currently benefit from the charity. The long-term aim has been to achieve a broadly even split between parents and independent members of the committee, and currently there are six independent members and one parent. The names of the members of the management committee who served during the period up to date are given on page 2 above.

Jane May and Jill Dyer both retired from the management committee during the year. We thank them both for their valuable contribution and wish them well for the future.

Alison Gilbert, who was one of the original founders of the current Time Out entity in 2011 and has been a Trustee and Hon. Secretary since that time, retired from the Board and the management committee in February 2025. We thank Alison for her commitment and for her experience and expertise in managing and overseeing our human resources function over the past 13 years.

At the same time are delighted to welcome three new Trustees; Susie Drummond, Ian Roberts and Helen Leighton, all of whom continue as members of the management committee. Susie has valuable HR and general management experience, while Ian has contributed to the committee and fundraised over many years. Helen is the mother of a young person who comes to Time Out regularly and is well qualified to take over some of the admin and Secretarial duties previously covered by Alison.

Review of activities and future developments

The Charity was set up in July 2011 by a group of parents to carry on the Time Out service for disabled children in the Stratford-upon-Avon area previously run for over 10 years by Warwickshire County Council's Integrated Disability Service (IDS) and finally took over responsibility for providing the Time Out service on 10 March 2012.

The children continued to meet on alternate Saturdays to access community leisure activities with the support of our team of skilled and experienced care workers. The group is split into two peer groups to help staff to organise age-appropriate activities. Most of the children who join stay with us until they reach adulthood, and as a result places in the Group continued to be extremely limited but we do endeavour to find places for children who are referred to the Group whenever possible.

Typically, children who access the group:

- are aged between 4 and 18 years
- have complex behavioural and/or communication needs
- have families in need of respite support
- struggle to access other local groups
- need support with social interactions

In addition, thanks to the dedication of our Group Leader and staff, and to very generous funding, we have been able to increase the scope of our activities during 2024. Parents and families often find it difficult to keep their children, especially those with learning and other disabilities, occupied during holiday periods, and to address this we have been able to offer a new Holiday Club programme which has proved highly successful and very popular. In 2024 we organised a total of five such outings, including to Cadbury World, Cotswold Wildlife Park and Twycross Zoo, and the programme has continued into 2025. A small charge is made, however as with our traditional Saturday Club activities, which are free, we still have to limit places on these trips.

In terms of fundraising, we were fortunate enough to receive a substantial grant from the Stratford Town Trust (2nd tranche), as well as two generous bequests – see under Donors below. These among many other gifts, both regular and one-off, have helped enormously to secure our immediate future and give us the confidence to expand further.

We are very grateful to all our officers and committee members for giving up their precious time to administer the charity and for agreeing to take on this important and demanding role. We must also pay tribute to our wonderful staff, who continue to give the children the benefit of their skilled and caring attention at all times.

Financial results for 2023

The financial results for the year show a healthy surplus of £10,612 (2023: £6,905) on substantially higher income of £33,446 (2023: £28,449). Costs increased more modestly to £22,834 (2023: £21,544). This has resulted in an increase in the Charity's funds at 31 December 2024 to £41,789 (31 December 2023: £31,178).

Donors

The Trustees are grateful to the following for their very kind donations, both regular and one-off, which have been received during the period:

Alison Gilbert
Elizabeth Wood
Judi & Chris Delaney
Diana Smith
Ian & Kim Roberts
Peter & Scarlet Buckle
Nick & Sally Keegan
Joanne Harris
Louise Sandford
Amanda Lewis
Renee Harris
Patrick Nealon
Jane May
Lisa Doherty
Urszula Trojak
Jayne Savage
Nicola Copas
Leighton Hamilton
S & E Briody

We are also immensely grateful to the following for their generous support and donations during 2022:-

- Stratford Town Trust
- The Rowe Will Trust
- The Diana Startin Foundation

Our thanks go to Tempo Events for their generous donation and sponsorship, when we once again provided marshals for the Compton Verney 10K and Stratford's Big 10k and half marathon.

Reserves policy and risk management

The Trustees have again examined the charity's requirement for reserves in the light of the principal risks faced by the organisation and have reviewed the reserves policy accordingly. The Trustees continue to believe that the Charity should aim to maintain an appropriate level of reserves to allow for an orderly run-down of activities and to pay any contractual liabilities if lack of funds were to force closure of the Charity. The Trustees consider that a reserve representing at least twelve months' operating costs is prudent. Accordingly, the Trustees think it prudent to maintain total reserves of around £23,000.

At 31 December 2024, the Charity had total reserves of over £41,000. These reserves, together with our regular donations, should be sufficient to enable the Group to continue operating for at least the next three years.

Trustees' responsibilities in relation to the financial statements

Company law requires that the Trustees prepare financial statements that give a true and fair view of the state of affairs of the Charity at the end of the financial period and of its surplus or deficit for the period. In doing so, the Trustees are required to:

- select suitable accounting policies and apply them consistently,
- make judgements and estimates that are reasonable and prudent, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By Order of the Trustees

A handwritten signature in blue ink, appearing to read 'N Keegan', followed by a long horizontal line extending to the right.

Nicholas Keegan
Trustee/Director

24 March 2025

TIME OUT GROUP (STRATFORD-UPON-AVON) LIMITED**Income and Expenditure
for the year ended 31 December 2024**

	2024	2023
	£	£
Donations	30,539	24,765
Income from Charitable activities	2,375	3,450
Interest receivable and other income	532	234
Total income	33,446	28,449
Staff costs	(19,229)	(17,356)
Depreciation and other amounts written off assets	(2)	(2)
Other charges	(3,604)	(4,186)
Total expenses	(22,834)	(21,544)
Surplus/(deficit)	10,612	6,905

TIME OUT GROUP (STRATFORD-UPON-AVON) LIMITED

Balance Sheet as at 31 December 2024

	2024		2023	
	£	£	£	£
Fixed assets		5		7
Prepayments and accrued income	82		77	
Other current assets	200		200	
Liquid funds	41,502		31,794	
Net current assets		41,784		32,071
Creditors payable within one year		0		(900)
Total assets less current liabilities		41,789		31,178
Net assets		41,789		31,178
Capital and reserves		41,789		31,178

The Company is a private company limited by guarantee and incorporated in England. Its registered office is Alderminster Lodge, Alderminster, Stratford-upon-Avon, Warwickshire CV37 8NY.

Registered in England & Wales No 7717324. Charity No. 1144226.

The Directors are satisfied that the Company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 (the Act).

No member has required the Company to obtain an audit in accordance with section 476 of the Act.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the micro-entity provisions of the Act and with FRS 105 (the Financial Reporting Standard applicable to the micro-entities regime), and have been delivered in accordance with the provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.



Nicholas Keegan
Director

Approved by the Board on 24 March 2025