

HEATHROW SPECIAL NEEDS CENTRE

REGISTERED CHARITY NUMBER 1155421

TRUSTEE'S ANNUAL REPORT

FOR THE PERIOD

1<sup>ST</sup> JANUARY 2022

TO

31<sup>ST</sup> DECEMBER 2022

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# Trustees' Annual Report for the period

		Period start date			Period end date			
	From	1st	January	2022	To	31st	December	2022

## Section A

## Reference and administration details

Charity name	Heathrow Special Needs Centre		
Other names charity is known by			
Registered charity number (if any)	1155421		
Charity's principal address	Bath Road		
	Longford		
	Middlesex		
	Postcode	UB7 0EF	

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dorian Mead	Chair		
2	Damian Pearson	Treasurer		
3	Kenneth Tinslay	Secretary		
4	Andrew Huxsted			
5	Verity Jones			
6	Basil Miles			
7	Bernie Stacey			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year



## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Lloyds	73-75 High Street, Staines, TW18 4PP

## Name of chief executive or names of senior staff members (Optional information)

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## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution of a Charitable Incorporated Organisation dated 26<sup>th</sup> May 2015

How the charity is constituted  
(eg. trust, association, company)

Maximum number of Trustees: 12  
Minimum number of Trustees: 3

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Child and vulnerable protection policies are in place.  
Health and Safety policies and procedures are in place.

Enhanced Data Barring Checks are carried out prior to employment and volunteering and renewed every three years and comply with the Disclosure and Barring Service under the provisions of The Protection of Freedom Act 2013.

The Trustees meet at least twice per year and has overall responsibility for the management and administration of the funds and for the attainment of the charity's aims

The Trustees have delegated the following responsibilities to the Council of Management.

To endorse budgets and accounts

To examine the financial aspects of major projects

The employment of staff

Health and Safety review

The general administration of the charity's affairs on a day-to-day basis in line with the budget requirements set by the Trustees

All aspects of fundraising

Cash accounting and sales review

The committee will include a Chair nominated by the Trustees



The charity is associated with The Riding For The Disabled Association

Insurance cover for Third Party and Personal Accident claims in respect of horse riding is provided by the Riding For The Disabled Association.

Insurance cover for other Third Party and Personal Accident claims is provided by The National farmers Union.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

To relieve the needs of those with disabilities and special needs in particular and young offenders, those recovering from alcohol or substance abuse and those suffering conditions such as dementia or stroke by the provision of facilities, activities and educational training in London and the home counties.

To provide disabled people with the opportunity of horse riding to benefit their health and well-being.

In planning our activities for the year, the Trustees had regard to the guidance issued by the Charity Commission on public benefit.

The focus for the year is to enable people with disabilities and special needs including those with profound and multiple disabilities and special needs to enjoy the proven and measurable benefits of farm, animal and horticulture related activities.

Our activities provide outcomes of improved physical and mental wellbeing, improved self- confidence and self-esteem, education, learn new skills and happiness.

To foster a sense of personal achievement which is so important to people with disabilities and special needs. To help enable them participate more fully in society which reduces social isolation and improves community cohesion.

Activities comprise informal training and education in Animal care and management, horse riding, horticulture.

Structured work experience placements for people with disabilities and special needs to help them enter the workplace.

Not for profit tea room/community hub managed by disadvantaged people. We provide a professional bistro style setting where disadvantaged people can socialise and enjoy refreshments in a non-judgemental environment.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)



## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Trustees are very grateful for the enormous contribution made by our member volunteers.

We appreciate the many hours spent by our volunteers working with and encouraging our beneficiaries.

Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

## Section D

## Achievements and performance



**Summary of the main achievements of the charity during the year**

Entry to the charity is free.

No charge for taking part in activities of animal care and management, horticulture and gardening, being involved with the running of our not-for-profit café/community hub.

No charge for taking part in our structured work placements tailored to individual needs and abilities. The aim is to help is to help beneficiaries enter the workplace. The benefits are tangible and measurable including increased confidence, social interaction something interesting to talk about at job interviews.

Participation in activities is pre-booked and extremely popular. The Covid-19 lockdowns and rules created a pent-up demand for the charity services with many enquiries being received from organisations and individual beneficiaries and their carers.

'Walkabout Wednesday' takes place every Wednesday including during school holidays. It gives potential beneficiaries the opportunity to visit the Centre without pre-booking to visit the animals and gardens and to discuss future visits and planned participation in our activities.

Our not for profit tea room/community hub managed by disadvantaged people is open Wednesdays and a popular venue where people with disabilities and special needs enjoy food and drink in a non-judgemental environment and professional bistro style setting.

Newly designed rebuilt small animal enclosures and well-maintained buildings and grounds presents a modern facility which enhances and encourages beneficiary interaction and benefit.

The Trustees have agreed to suspend horse riding for the time being due to financial pressures caused by the Covid-19 pandemic. They will review this activity as the financial climate improves and, in the meantime, concentrate on our other activities for the majority of our beneficiaries.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have determined a need to maintain six months running costs in reserves.

Expenses support the aims and objectives of the charity with less than 3% spent on administration. Surplus funds are held in reserve to support running costs.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trustees are very grateful to the many donors both large and small for their support and although we would like to mention them all, space is restricted to those who have given a minimum £100.

If we have left anyone out, please accept our apologies.

Air Menzies, John and Susan Bowers Ch. Trust, Chertsey Rotary Club Coca Cola, Courier Facilities, Denholm Global Logistics, Draytonian Lodge Ladies Festival, Edward Gostling Foundation, Enterprise Holdings, Firmenech, Mrs Godfrey, Heathrow Community Trust, Inner Wheel of Walton, Lindt, Lisa Yianni, Masons Grand Charity, Masonic Relief Chest Scheme, National Lottery, Prince Michael of Kent Lodge, Sales Force, Scottish Widows, S.M Armstrong, South Bucks Running Club, St. Giles Lodge, Sunbury Conservative Association,

## Section F

## Other optional information

The charity was founded in 1986 and formerly known as Spelthorne farm project for the handicapped. It became Charitable Incorporated Organisation in 2015 with the new name: Heathrow Special Needs Centre. Charity Registration Number 1155421. The new charitable status enables the charity to broaden the opportunities it can provide to people with disabilities and special needs and also make Trusteeship an attractive opportunity.

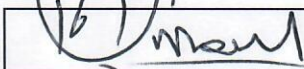
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Kenneth Tinslay

Position (eg Secretary, Chair, etc)

Secretary and Trustee

Date

3<sup>rd</sup> May 2023



## Chairman's Report

At the close of 2022 the Heathrow Special Needs Centre continues to provide its core services to clients with varying degrees of special needs who attend our safe, secure and friendly environment here in Longford.

This year has seen an end to Covid-19 restrictions that have proven to be such a challenge to all over such a long time. We have maintained the strict signing in procedure for all visitors and improved hand cleansing options as these are beneficial together with the need for advance booking of clients on four days of the week. This ensures meaningful activities are assured for specific users and staffing levels match daily requirements.

WalkAbout Wednesdays continue to be popular with an average 70 beneficiaries on that day and although no guarantee of related tasks this unbooked attendance often acts as a lead to returning in a more structured manner on other days by appointment. Wednesdays are hectic always engaging and fun.

It had been hoped that the financial situation in the country would improve post pandemic leading to better levels of funding for the Centre however global issues have prevented that recovery and combined with increased costs we end the year in a difficult place. Your Board of Trustees, to whom I am grateful for their fortitude, have continued to provide support and assistance to the Centre in so many ways as we guide ourselves through these times.

Both myself and the Trustees wish to formally thank our staff and volunteers for ensuring the Centre both delivers a unique experience for our clients as well as caring for our animals who create that interaction that is the highlight of any visit.

At the end of 2022 there are signs of improvement in businesses wishing to reconnect with us as the airport and associated companies start to recover confidence. Funding from grant providers is reduced as these organisations have so many additional requests due to the cost of living crisis. It is hoped that 2023 will see the fruits of our proactive efforts to reach out to likeminded supporters will help put the Centre on a more sustained path regards funding.

We receive many kind words and testimonials from clients, carers and parents that show why the Centre is such a valued resource to those who benefit from attending and, although for confidentiality reasons we cannot make many of these publicly available, it is knowing the tangible difference the Centre makes to the lives of disadvantaged people that drives us to continue our work.

To close I would once again thank all who support the aims of Heathrow Special Needs Centre and allow us to create happy moments for all our visitors and we look forward to continuing this for many years to come.

Dorian Mead

Chair of Trustees



## Treasurer's Report

The Charity Accounts for the year ended 31 December 2022 follow and include details of restricted grants. The Accounts have been independently examined by S M Armstrong and his report is also attached.

At the start of 2022 a positive trend continued for the centre to receive increased numbers of visitors to site, while also experiencing an ongoing challenge to fundraising amidst increased costs across the board.

Overall Donations and Grants in 2022 were improved compared to 2021, reflecting increased donations from organisations that support us in particular. Whilst this is the most positive post covid result experienced, it is important to note that everyday operating costs have also increased rapidly, continuing to put pressure on finances and maintaining a difficult environment in which to balance the books while maintaining services for our visitors.

Government support in 2022 returned to a more typical level, being very minimal funding from local or central government which is disappointing, given the benefits provided by the centre to many disadvantaged residents of the area.

Donations from Corporate and other organisations substantially increased in 2022 versus 2021, to the point that this income covered the above mentioned reduction in government support. The Trustees recognise the difficult environment that companies in the local area have experienced in recent years and it is very positive to see the return of funding from local businesses and charitable organisations. While funding for regular running costs is absolutely key to the success of the centre, it has also been encouraging to see the groups that support us also return with donations of time, skills and materials toward the upkeep of site and provision of services to our beneficiaries.

Other donations received from individuals was broadly in line with 2021. It is hoped that with increasing visitor numbers that this area of fundraising will also improve, noting that as services are free to visitors at the point of delivery, the centre is grateful for all individuals that choose to make donations to the centre.

Trading income remained broadly flat in 2022 versus 2021.

Regarding costs, the Trustees have maintained a strong focus on efficiency and minimising cost to allow us to operate within available resources. Inflationary pressures have had an acute impact in this area, making it unviable to operate a budget in the same way as 2021. The centre expected to need £7,500 per month to cover core running costs in 2022 but as this funding was not secured, the Trustees instead continued to focus on delivering the maximum client benefit for a reduced income. Looking toward 2023 and a known high inflation environment, like for like running costs are increased by over 10% year on year. Hence, to maintain existing core offerings to our visitors, the centre is targeting a regular income in excess of £7,500 per month to cover basic employees' wages, utilities, animal feed & husbandry and repairs & maintenance.

In terms of overall available resources, the charity ended 2022 with slightly improved cash reserves and undeposited late donations totalling £40,000, though as in my last report this is significantly less than available prior to the pandemic. The Trustees seek to retain 6 months of running costs in unrestricted cash reserves to provide security of service provision. Raising sources of regular unrestricted funds remains a priority for the centre.

For those individual donors who can make and sign a Gift Aid Declaration, the charity can



reclaim the Income Tax content of the donation from HM Revenue and Customs.

Damian Pearson ACMA CGMA

Treasurer

30<sup>th</sup> April 2022



**HEATHROW SPECIAL NEEDS CENTRE**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**



# HEATHROW SPECIAL NEEDS CENTRE

## Statement of Income and Expenditure for the Year ended 31 December 2022

	<u>Note</u>	<u>2022</u> £	<u>2021</u> £
<b><u>Income</u></b>			
Donations receivable	2	74,185	58569
Trading Income	3	11,961	11126
		<hr/>	<hr/>
<b>Total Income</b>		<b><u>86,146</u></b>	<b><u>69,695</u></b>
<b><u>Expenditure</u></b>			
Charitable activities	4	75,979	68695
Administration	5	1,825	2083
Depreciation of assets		0	0
		<hr/>	<hr/>
<b>Total Expenditure</b>		<b><u>77,804</u></b>	<b><u>70,778</u></b>
<b>Excess( Deficit ) of Income over Expenditure for the year</b>		<b>8,342</b>	<b>-1083</b>
<b>Endowment Fund Balance b/f</b>		<b>18,601</b>	<b>19684</b>
		<hr/>	<hr/>
<b>Endowment Fund Balance c/f</b>		<b><u>26,943</u></b>	<b><u>18,601</u></b>

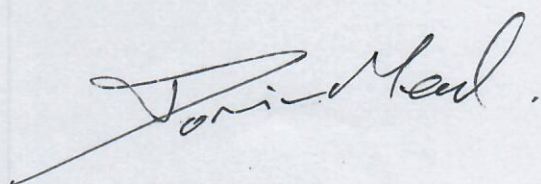


# HEATHROW SPECIAL NEEDS CENTRE

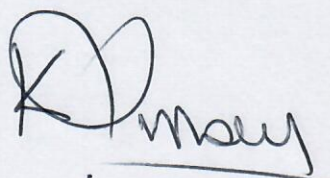
## Balance Sheet as at 31 December 2022

	Note	<u>2022</u> £	<u>2021</u> £
<b><u>ASSETS</u></b>			
<b><u>Fixed Assets</u></b>			
Centre assets at Net book value		1	1
Leasehold property and improvements thereto at cost and value at time of donation	6	<u>104,273</u> 104,274	<u>104,273</u> 104,274
<b><u>Amortisation</u></b>			
Calculated to write off the cost etc over the 5-year term of the lease		101,390	99,606
Net Book Value at 31 December 2022		<u>2,884</u>	<u>4,668</u>
<b><u>Current Assets</u></b>			
Horse & riding equipment at value		500	500
Debtors	7	6,000	2,600
Cash at Bank	8	33,999	33,323
Cash in Hand		<u>323</u>	<u>201</u>
		<u>40,822</u>	<u>36,624</u>
<b><u>TOTAL ASSETS</u></b>		43,706	41,292
<b><u>LIABILITIES</u></b>			
Creditors and Accrued charges	9	<u>16,763</u>	<u>22,691</u>
<b>Endowment Fund at 31 December 2022</b>		<u><u>26,943</u></u>	<u><u>18,601</u></u>

The Accounts were approved by the Board on April 2023 and signed on its behalf.



Dorian G Mead  
Chairman



Ken Tinslay  
Secretary



## HEATHROW SPECIAL NEEDS CENTRE

### Notes forming part of the Financial Statements For the Year ended 31 December 2022

#### 1. Accounting Policies

There has been no change to the accounting policies during the year.

The financial statements have been prepared under the historic cost convention using the following accounting policies.

##### Basis of Accounting

These Accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, not as cash received and paid.

##### Fund raising

The charity's endowment funds include all funds of the charity, which it may use for its purposes at its discretion. All the assets are vested in the trustees.

##### Income

All voluntary income is included in income on receipt. Donations under the gift aid scheme plus the associated income tax recovery are recognised as income when the donation is received. Specific donations are applied according to the requirements of the donor and are accounted for in accordance with the Charities SORP. Donations of items other than cash are included in income at market value on receipt.

##### Fixed assets and depreciation

Fixed assets are included in the accounts at the historical cost and in the case of donated assets, at fair value at the date of acquisition.

Depreciation is provided to write off the cost less estimated residual value of all fixed assets over their expected useful lives. It is calculated on the original cost of the assets at the following rates :

Leasehold buildings	20% on cost per annum
Centre & Office equipment	20% on cost per annum

The leasehold property and improvements thereto are amortised over the term of the lease.

##### Administration expenditure

Administration expenditure comprises all costs incurred in running the charity, which cannot be directly related to the charity's project.



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2022 (cont'd)

	<u>2022</u>	<u>2021</u>
	£	£
<b>2. <u>Donations receivable</u></b>		
HMRC CJRS/Government Grants	2677	19769
Corporate Donations/Grants	57520	26577
Other Donations/Grants	11958	11723
Donated Items	2,040	500
	<u>74,195</u>	<u>58,569</u>
<b>3. <u>Trading Income</u></b>		
Farm and produce sales	1057	1533
Riding fees	0	923
Misc trading income	10,904	8,670
	<u>11,961</u>	<u>11,126</u>
<b>4. <u>Charitable activities</u></b>		
Training and CRB staff costs	700	727
Supplies	15353	10789
Staff costs	42029	40492
Honoraria	3000	3000
Fund raising	678	452
Utilities	3,484	2,963
Insurances	8,010	7675
Memberships	156	0
Telecommunications	614	572
Property maintenance and renewals	171	210
Motor and travelling	0	31
Amortise - Leasehold improvements	1784	1784
	<u>75,979</u>	<u>68,695</u>
<b>5. <u>Administration</u></b>		
Payroll and administration fees	759	1031
Accountancy/review fee	840	840
Postage, stationery and sundries	226	212
	<u>1,825</u>	<u>2,083</u>



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2022 (cont'd )

	<u>2022</u> £	<u>2021</u> £
<b>6. <u>Leasehold property and improvements</u></b>		
Balance b/f	104273	104273
Additions	<u>0</u>	<u>0</u>
Balance at 31 December 2022	<u>104,273</u>	<u>104,273</u>
<b>7. <u>Debtors</u></b>		
Cheques in hand	6,000	0
Green Corridor	<u>0</u>	<u>2600</u>
	<u>6,000</u>	<u>2,600</u>
<b>8. <u>Cash at Bank</u></b>		
Current Account	<u>33,999</u>	<u>33,323</u>
<b>9. <u>Creditors and Accrued charges</u></b>		
Sinking Fund Reserve	5000	5000
Accountancy/review fee	816	816
Honoraria	500	500
Payroll costs	3440	3752
Restricted Income(Note 10)	7007	12623
	<u>16,763</u>	<u>22,691</u>
<b>10. <u>Restricted Income</u></b>		
During the Year, Grants were received from various organisations for specific purposes. The Grants have been accounted for in accordance with the Charities SORP as follows :		
	£	£
Balance b/f	12623	9647
Grants received in 2022 (page 6)	13249	8400
Applied in year (page 6)	<u>(-18865)</u>	<u>(-5424)</u>
Balance c/f to 2023 (note 9 )	<u>7,007</u>	<u>12,623</u>



# HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements for the year ended 31st December 2022

## Balance of Restricted Grants received in 2021 and prior and applied in 2022

Donor of Funds	Restricted Purpose	Month Donated	Bal B/F to 2022	Applied in 2022	Bal C/F to 2023
UPS Foundation	Farmhouse, New Path, Riding Arena	Oct-18	£ 3,587.24	£ 3,587.24	£ -
COOP	Horse riding	Apr-20	£ 577.72	£ 577.72	£ -
		Nov-20	£ 1,450.99	£ 1,450.99	£ -
Staines Round Table	Improving facilities or providing materials to deliver client activities	Jan-21	£ 7,006.77	£ -	£ 7,006.77

## Schedule of Restrcted Grants received in 2022 and applied in the year.

Donor of Funds	Restricted Purpose	Month Donated	Bal received in 2022	Applied in 2022	Bal C/F to 2023
Hillingdon Council	Operating costs	Feb-22	£ 2,667.00	£ 2,667.00	£ -
National Lottery	Operating costs	Feb-22	£ 5,000.00	£ 5,000.00	£ -
Various	Horse operation appeal	Feb-22	£ 1,581.50	£ 1,581.50	£ -
Heathrow Community Trust	Operating costs	Apr-22	£ 2,500.00	£ 2,500.00	£ -
Tesco Community Grant	Animal care and client liaison	Dec-22	£ 1,500.00	£ 1,500.00	£ -

Donor of Funds	Restricted Purpose	Month Donated	Bal B/F to 2022	Applied in 2022	Bal C/F to 2023
Total for the year 2022			£ 13,248.50	£ 13,248.50	£ -
Total for the year 2021 and prior years B/F			£ 12,622.72	£ 5,615.95	£ 7,006.77
At 31st December 2022			<u>£ 25,871.22</u>	<u>£ 18,864.45</u>	<u>£ 7,006.77</u>



## **Independent Examiner's Report to the Trustees of the ' HEATHROW SPECIAL NEEDS CENTRE '.**

I report on the accounts of the charity for the year ended 31 December 2022, which are set out on pages 1 - 6.

### **Respective responsibilities of trustees and examiner.**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year.

It is my responsibility to :

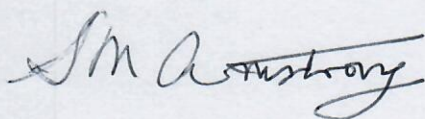
- examine the accounts (under ss132-166, Charities Act 2011 (CA2011)).
- to follow the procedures laid down in the General Directions given by the Charity Commissioners and
- to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination no matter has come to my attention.



**S M Armstrong FMAAT FMATT**

**S M Armstrong & Co  
15-17 Church Street,  
Goring Square,  
Staines-upon-Thames  
Middlesex  
TW18 4EN**

**28 April 2023**