



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	January	2023		31 st	December	2023

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				
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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 th 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

Insurance cover for 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, 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.

Anton Jurgens CH Trust, Ashford Rotary Club, Ashley Ironmonger, Basil Miles, Cardinal Global Logistics, Charities Aid Foundation, City Bridge Foundation, Coca Cola, Co-op, Courier Facilities Ltd, Denholm Logistics, DHL, Drayonian Chapter C3980, Edward Gostling Foundation, Enterprise Holdings Foundation, Enterprise Staff Giving, Egham Churches, Firmenich Ltd, Freemasons Grand Charity, Freemasons Middlesex Provincial Relief Fund, John and Susan Bowers Charitable Trust, Jon Boyton, Kimberly Hulse, Mr and Mrs Jenner, Mr and Mrs Markham, Mrs Da Keen, Mrs Ragavan, Quadratic Lodge of Master Masons, Record Financial Group, Roger Laing, David North Royal Hanover Lodge 1777, Sangeet Chonan, Scarlett Stephens, Sir Jules Thorn Charitable Trust, Staines Round Table, Stephen Armstrong. Surrey Community Foundation

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)

K Tinsley

Full name(s)

Kenneth Tinslay

Position (eg Secretary, Chair,
etc)

Secretary and Trustee

Date

Monday 16th September 2024

HSNC Chairman's Report 2023

At the close of 2023 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.

The pre-booking system for most of our opening days ensures meaningful activities are available to visitors and tailored to their needs and aspirations. WalkAbout Wednesdays continue to be popular with an average 70 beneficiaries on that day and although no guarantee of related tasks this unbooked attendance day often acts as a lead to returning in a more structured manner on other days by appointment. Wednesdays are hectic but always engaging and fun.

Continued stresses on the nation's finances have been reflected in our donation levels. Although our position has improved over the past twelve months our fixed expenses erode those numbers quickly. 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 2023 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 2024 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 like once again to 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 Sent from my iPad

Treasurer's Report

The Charity Accounts for the year ended 31 December 2023 follow and include details of restricted grants. The Accounts have been independently examined by S M Armstrong and his report is also attached.

Overall Donations and Grants in 2023 were improved compared to 2022, stabilising the financial position of the charity following a number of challenging years.

Government support in 2023 was again minimal, restricted to a small amount of gift aid, despite the widespread benefits provided by the centre to many disadvantaged residents that travel locally, from neighbouring boroughs and beyond on a regular basis.

Donations from Corporate and other organisations were very positive in 2023, allowing the centre to replenish reserves and securing the viability of the charity in the medium term. It is encouraging to note both the continued support received from key organisations and donations from new sources during the year. The Trustees are extremely grateful to organisations that regularly provide funds for running costs and take a further active interest through volunteer groups helping to keep the site fit to welcome our beneficiaries throughout the year.

Other donations received from individuals were in line with 2022. It is hoped that with increasing visitor numbers, 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 was reduced in 2023 following the end of a facility share with another local charity during 2022.

Overall costs in 2023 were similar to 2022 though digging deeper this is the combination of continued significant cost inflation pressures, alongside an ongoing focus on running the centre in the most financially efficient way to operate within available resources. 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.

The charity ended 2023 with stronger cash reserves and are within the long running goal of retaining 6 months of running costs in unrestricted cash reserves, providing 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

09th September 2024

HEATHROW SPECIAL NEEDS CENTRE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

HEATHROW SPECIAL NEEDS CENTRE

Statement of Income and Expenditure for the Year ended 31 December 2023

	<u>Note</u>	<u>2023</u> £	<u>2022</u> £
<u>Income</u>			
Donations receivable	2	120,686	74,185
Trading Income	3	1,797	11,961
Other income (bank interest)		292	0
Total Income		<u>122,775</u>	<u>86,146</u>
<u>Expenditure</u>			
Charitable activities	4	69,586	75,979
Administration	5	2,449	1,825
Depreciation of assets		1,224	0
Total Expenditure		<u>73,259</u>	<u>77,804</u>
Excess(Deficit) of Income over Expenditure for the year		49,516	8,342
Endowment Fund Balance b/f		26,943	18,601
Endowment Fund Balance c/f		<u>76,459</u>	<u>26,943</u>

HEATHROW SPECIAL NEEDS CENTRE

Balance Sheet as at 31 December 2023

	Note	<u>2023</u> £	<u>2022</u> £
<u>ASSETS</u>			
<u>Fixed Assets</u>			
Centre assets at Net book value		4,895	1
Leasehold property and improvements thereto at cost and value at time of donation	6	<u>104,273</u> 109,168	<u>104,273</u> 104,274
<u>Amortisation</u>			
Calculated to write off the cost etc over the 5-year term of the lease		103,174	101,390
Net Book Value at 31 December 2023		<u>5,994</u>	<u>4,668</u>
<u>Current Assets</u>			
Horse & riding equipment at value		0	500
Debtors	7	756	6,000
Cash at Bank	8	90,275	33,999
Cash in Hand		<u>0</u>	<u>323</u>
		<u>91,031</u>	<u>40,822</u>
<u>TOTAL ASSETS</u>		97,025	43,706
<u>LIABILITIES</u>			
Creditors and Accrued charges	9	<u>20,566</u>	<u>16,691</u>
Endowment Fund at 31 December 2023		<u><u>76,459</u></u>	<u><u>26,943</u></u>

The Accounts were approved by the Board on September 2024 and signed on its behalf.

D. Mead

Dorian G Mead
Chairman

Ken Tinslay

Ken Tinslay
Secretary

HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements For the Year ended 31 December 2023

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 2023 (cont'd)

	<u>2023</u>	<u>2022</u>
	£	£
2. <u>Donations receivable</u>		
HMRC CJRS/Government Grants	0	2,677
Corporate Donations/Grants	117,402	57,520
Other Donations/Grants	12,348	11,958
Donated Items	2,040	2,040
	<u>131,790</u>	<u>74,195</u>
3. <u>Trading Income</u>		
Farm and produce sales	1,557	1,057
Misc trading income	240	10,904
	<u>1,797</u>	<u>11,961</u>
4. <u>Charitable activities</u>		
Training and CRB staff costs	248	700
Supplies	11,761	15,353
Staff costs	34,568	42,029
Honoraria	3000	3000
Fund raising	468	678
Utilities	7,148	3,484
Insurances	8,510	8,010
Memberships	0	156
Telecommunications	1,060	614
Property maintenance and renewals	429	171
Motor and travelling	110	0
Amortise - Leasehold improvements	1,784	1784
Horse & Riding Equipment	500	0
	<u>69,586</u>	<u>75,979</u>
5. <u>Administration</u>		
Payroll and administration fees	1,281	759
Accountancy/review fee	840	840
Postage, stationery and sundries	328	226
	<u>2,449</u>	<u>1,825</u>

HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements For the Year ended 31 December 2023 (cont'd)

	<u>2023</u> £	<u>2022</u> £
6. <u>Leasehold property and improvements</u>		
Balance b/f	104,273	104,273
Additions	<u>0</u>	<u>0</u>
Balance at 31 December 2023	<u><u>104,273</u></u>	<u><u>104,273</u></u>
7. <u>Debtors</u>		
Cheques in hand	0	6,000
Gift Aid	<u>756</u>	<u>0</u>
	<u><u>756</u></u>	<u><u>6,000</u></u>
8. <u>Cash at Bank</u>		
Current Account	49,984	33,999
Deposit Account	<u>40,291</u>	<u>0</u>
	<u><u>90,275</u></u>	<u><u>33,999</u></u>
9. <u>Creditors and Accrued charges</u>		
Sinking Fund Reserve	5,000	5,000
Accountancy/review fee	840	816
Honoraria	500	500
Payroll costs	3,195	3,440
Restricted Income(Note 10)	11,031	7,007
	<u>20,566</u>	<u>16,763</u>
10. <u>Restricted Income</u>		
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	7,007	12,623
Grants received in 2023 (page 6)	20,596	13,249
Applied in year (page 6)	<u>(-16,572)</u>	<u>(-18,865)</u>
Balance c/f to 2024 (note 9)	<u><u>11,031</u></u>	<u><u>7,007</u></u>

HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements for the year ended 31st December 2023

Balance of Restricted Grants received in 2020 and prior and applied in 2021

Donor of Funds	Restricted Purpose	Month Donated	Bal B/F to 2023	Applied in 2023	Bal C/F to 2024
Staines Round Table	Improving or providing materials to deliver client activities	Jan-21	£ 7,006.77	£ -	£7,006.77

Schedule of Restrictred Grants received in 2023 and applied in the year.

Donor of Funds	Restricted Purpose	Month Donated	Bal B/F to 2023	Applied in 2023	Bal C/F to 2024
Staines Round Table	Operating costs	Jan-23	£ 12,000.00	£ 12,000.00	£0.00
Cardinal Global Logistics	Animal Health	Mar-23	£ 500.00	£ 500.00	£0.00
Record Financial Group	Railway sleepers repairs to raised beds	May-23	£ 1,000.00	£ 1,000.00	£0.00
Surrey Community Foundation	Staff Costs	Aug-23	£ 5,300.00	£ 3,072.00	£2,228.00
Co-Op	Garden Materials	Nov-23	£ 1,796.30	£ -	£1,796.30
Donor of Funds	Restricted Purpose	Month Donated	Bal B/F to 2023	Applied in 2023	Bal C/F to 2024
Total for the year 2023			£ 20,596.30	£ 16,572.00	£ 4,024.30
Total for the year 2022 And prior years B/F			£ 7,006.77	£ -	£ 7,006.77
At 31st December 2023			<u>£27,603.07</u>	<u>£16,572.00</u>	<u>£11,031.07</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 2023, 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 :

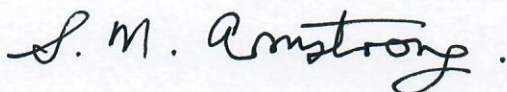
- examine the accounts (under ss132-166, Charities Act 2011 (CA2011)).
- to follow the procedures laid down in the General Directions given by the Charity Commissioners and
- to state whether particular matters have come to my attention.

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,
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TW18 4EN**

September 2024