

HEATHROW SPECIAL NEEDS CENTRE

REGISTERED CHARITY NUMBER 1155421

TRUSTEE'S ANNUAL REPORT

FOR THE PERIOD

1ST JANUARY 2024

TO

31ST DECEMBER 2024

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Trustees' Annual Report for the period

	Period start date			Period end date		
	1 st	January	2024	31 st	December	2024
From				To		

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	Safeguarding		
6	Basil Miles			
7	Bernie Stacey	Safeguarding		
8				
9				
10				
11				
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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 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 Adult 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

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 Assisted Activities 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 animal assisted activities 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 visitors enter the workplace. The benefits are tangible and measurable including increased confidence, social interaction and 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 which continues with many enquiries being received from organisations and individual visitors and their carers.

'Walkabout Wednesday' takes place every Wednesday including during school holidays. It gives potential visitors 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 visitor 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 visitors.

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 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.

Basil Miles, Charities Aid Foundation, City Bridge Foundation, David North Royal Hanover Lodge 1777, DHL, Electronic Handling, Enterprise Holdings Foundation, Enterprise Mobility, Enterprise Staff Giving, Freemasons Grand Charity, Geoff & Fiona Squire Ch. Trust, Jenny Birks, Kayhough Lodge LL3576, Kimberly Hulse, Lightning Dog Agility, Lodge of Mark Master Masons, Lord Barnby Foundation, Mr and Mrs Markham, Ralph Marsh, Masonic Grand Charity, Neil Leighton, Royal Antediluvian Order of Buffaloes, , Royal Thames Lodge, Sales Force, St. Giles Lodge of Master Masons, Staines Round Table, Stephen Armstrong & Co, Wraysbury Jazz Club

Section F

Other optional information

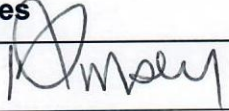
The charity was founded in 1986 and formerly known as Spelthorne farm project for the handicapped. It became Charitable Incorporated Organisation in 2015 with the new name: Heathrow Special Needs Centre. Charity Registration Number 1155421. The new charitable status enables the charity to broaden the 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)		
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Full name(s)	Kenneth Tinslay	
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Position (eg Secretary, Chair, etc)	Secretary and Trustee	
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Date	Wednesday 15 th May 2025
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Chairman's Report 2024

I am very pleased to report that Heathrow Special Needs Centre has continued to provide all its core services to our visitors throughout this year. Although 2024 has seen a few undulations in income we have managed to maintain our structured delivery of activities for all attending.

It is noticeable that external factors relating to funding in the social care sector are having a profoundly detrimental effect on the more vulnerable in society. Often the loss of community transport, care support staff reductions or "streamlining" has meant groups and individuals have their previously regular diaries changed at short notice which can be so detrimental to their health and well-being.

The sincere thanks from all the Trustees go to our incredible staff and volunteers who really are the beating heart of this organisation as they maintain a safe and friendly environment for our visitors. Without their smile it would be a dull day and the benefits gained from each visit would be depleted.

This year has seen the return of a number of company staff volunteering days whereby a business gives practical support to the Centre. My personal highlight is always the Centrica group who have been coming for several consecutive days each Spring for over a decade. Having 70+ pairs of practical hands on site means a huge clean & tidy happens which is the kickstart to the best part of the year.

As the year comes to a close we have finally sourced five Alpacas who will be joining the Centre animal roster in the New Year. Extensive fundraising has taken place purely to fund these wonderful additions and special thanks goes to Wraysbury Jazz Club and Staines Round Table for their substantial grants in support of this project.

I conclude by confirming the appreciation of the Board of Trustees to all those without whom this Centre could not continue to deliver an amazing facility that remains free at the point of use. We are particularly grateful to Heathrow Airport Ltd who, via many of its various elements, support us on a daily basis. It really is appreciated and particularly by our visitors who are at the heart of everything we do and whose happy faces make any trials and tribulations worthwhile.

Dorian Mead
Chair of Trustees

Treasurer's Report

The Charity Accounts for the year ended 31 December 2024 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 2024 were significantly less than 2023 and less than outgoings with the charity drawing down reserves to cover the shortfall.

Government support in 2024 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 substantially less than a very positive 2023 and dropping to the lowest level in many years, though generous corporate donations through the prior year allowed the centre to start 2024 with a strong cash balance which was used to continue operations through 2024. 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 similar to the prior year. 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.

The centre generated a small amount of Trading Income in the year, mainly from the sale of farm produce.

Overall costs in 2024 were similar to 2023 despite continued inflationary pressures on all costs. The Trustees continue to 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 2024 with reduced cash reserves but remain 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
03rd May 2025

HEATHROW SPECIAL NEEDS CENTRE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

HEATHROW SPECIAL NEEDS CENTRE

Statement of Income and Expenditure for the Year ended 31 December 2024

	<u>Note</u>	<u>2024</u> £	<u>2023</u> £
<u>Income</u>			
Donations receivable	2		
Trading Income	3	40,222	120,686
Other income (bank interest)		3,286	1,797
		<u>1,034</u>	<u>292</u>
Total Income		<u><u>44,542</u></u>	<u><u>122,775</u></u>
<u>Expenditure</u>			
Charitable activities	4	77,050	69,586
Administration	5	1,828	2,449
Depreciation of assets		1,224	1,224
Total Expenditure		<u><u>80,102</u></u>	<u><u>73,259</u></u>
Excess(Deficit) of Income over Expenditure for the year		-35,560	49,516
Endowment Fund Balance b/f		76,459	26,943
Endowment Fund Balance c/f		<u><u>40,899</u></u>	<u><u>76,459</u></u>

HEATHROW SPECIAL NEEDS CENTRE

Balance Sheet as at 31 December 2024

	Note	<u>2024</u> £	<u>2023</u> £
<u>ASSETS</u>			
<u>Fixed Assets</u>			
Centre assets at Net book value		3,671	4,895
Leasehold property and improvements thereto at cost and value at time of donation	6	104,273	104,273
		<u>107,944</u>	<u>109,168</u>
<u>Amortisation</u>			
Calculated to write off the cost etc over the 5-year term of the lease		104,272	103,174
Net Book Value at 31 December 2024		<u>3,672</u>	<u>5,994</u>
<u>Current Assets</u>			
Debtors	7	0	756
Cash at Bank	8	52,050	90,275
Cash in Hand		<u>0</u>	<u>0</u>
		<u>52,050</u>	<u>91,031</u>
<u>TOTAL ASSETS</u>		<u>55,722</u>	<u>97,025</u>
<u>LIABILITIES</u>			
Creditors and Accrued charges	9	14,823	20,566
Endowment Fund at 31 December 2024		<u><u>40,899</u></u>	<u><u>76,459</u></u>

The Accounts were approved by the Board on

May 2025 and signed on its behalf.



Dorian G Mead
Chairman



Ken Tinslay
Secretary

**Notes forming part of the Financial Statements
For the Year ended 31 December 2024**

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 2024 (cont'd)

	<u>2024</u>	<u>2023</u>
	£	£
2. <u>Donations receivable</u>		
Corporate Donations/Grants	24,103	117,402
Other Donations/Grants	14,286	12,348
Donated Items	<u>1,833</u>	<u>2,040</u>
	<u>40,222</u>	<u>131,790</u>
3. <u>Trading Income</u>		
Farm and produce sales	1,746	1,557
Misc trading income	<u>1,540</u>	<u>240</u>
	<u>3,286</u>	<u>1,797</u>
4. <u>Charitable activities</u>		
Training and CRB staff costs	734	248
Supplies	19,142	11,761
Staff costs	36,087	34,568
Honoraria	3,000	3,000
Fund raising	216	468
Utilities	4,495	7,148
Insurances	9,262	8,510
Memberships	646	0
Telecommunications	693	1,060
Property maintenance and renewals	1,187	429
Motor and travelling	490	110
Amortise - Leasehold improvements	1,098	1,784
Horse & Riding Equipment	0	500
	<u>77,050</u>	<u>69,586</u>
5. <u>Administration</u>		
Payroll and administration fees	877	1,281
Accountancy/review fee	840	840
Postage, stationery and sundries	<u>111</u>	<u>328</u>
	<u>1,828</u>	<u>2,449</u>

Notes forming part of the Financial Statements
For the Year ended 31 December 2024 (cont'd)

	2024	2023
	£	£
6. <u>Leasehold property and improvements</u>		
Balance b/f	104,273	104,273
Additions	0	0
	<u>104,273</u>	<u>104,273</u>
Balance at 31 December 2024		
	<u>104,273</u>	<u>104,273</u>
7. <u>Debtors</u>		
Gift Aid	0	756
	<u>0</u>	<u>756</u>
8. <u>Cash at Bank</u>		
Current Account	10,725	49,984
Deposit Account	41,325	40,291
	<u>52,050</u>	<u>90,275</u>
9. <u>Creditors and Accrued charges</u>		
Sinking Fund Reserve	5,000	5,000
Accountancy/review fee	840	840
Honoraria	500	500
Payroll costs	3,191	3,195
Restricted Income(Note 10)	4,592	11,031
Utilities	700	0
	<u>14,823</u>	<u>20,566</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	11,031	7,007
Grants received in 2024 (page 6)	6,962	20,596
Applied in year (page 6)	<u>(-13,401)</u>	<u>(-16,572)</u>
Balance c/f to 2025 (note 9)	<u>4,592</u>	<u>11,031</u>

HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements for the year ended 31st December 2024

Balance of Restricted Grants received in 2023 and prior and applied in 2024

Donor of Funds	Restricted Purpose	Month Donated	Bal B/F to 2024	Applied in 2024	Bal C/F to 2025
Staines Round Table	Improving facilities or providing materials to deliver client activities	Jan-21	£ 7,006.77	£ 7,006.77	£ -
Surrey Community Foundation	Staff costs	Aug-23	£ 2,228.00	£ 2,228.00	£ -
Co-Op	Garden Materials	Nov-23	£ 1,796.30	£ -	£ 1,796.30

Schedule of Restricted Grants received in 2024 and applied in the year.

Donor of Funds	Restricted Purpose	Month Donated	Bal received in 2024	Applied in 2024	Bal C/F to 2025
Centrica	Site improvement works	Oct-24	£ 1,961.70	£ -	£ 1,961.70
City Bridge Foundation	Staff costs	Dec-24	£ 5,000.00	£ 4,166.70	£ 833.30

Donor of Funds	Restricted Purpose	Month Donated	Bal B/F to 2024	Applied in 2024	Bal C/F to 2025
Total for the year 2024			£ 6,961.70	£ 4,166.70	£ 2,795.00
Total for the year 2023 and prior years B/F			£ 11,031.07	£ 9,234.77	£ 1,796.30
At 31st December 2024			<u>£ 17,992.77</u>	<u>£ 13,401.47</u>	<u>£ 4,591.30</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 2024, 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**

2 May 2025