



MID SURREY MENCAP TRUSTEES REPORT - 31 March 2025

Reference and Administration Details

Charity name	Mid Surrey Mencap
Registered Charity Number	1160493 (Registered in England and Wales)
Charity's Principal Address	Fortyfoot Hall Fortyfoot Road Leatherhead Surrey KT22 8RY
Telephone	01372 374555
Email	info@midsurreymencap.org.uk
Website	www.midsurreymencap.org

Names of the charity trustees who manage the charity

Sharon Lukey	Chair	
Richard Black	Treasurer	appointed 26/09/24
Gill Keens	Secretary	
Barbara May		
Dan Maybury		appointed 26/09/24

Names of the charity committee members who attend monthly meetings with the trustees

Catherine Shrimpton	Manager, Leatherhead Link Day Service
Gaynor Gibbins	
Caroline Black	
Carol Maybury	
Jan Maybury	
Phillip Harris	joined September 2024

Structure, Governance and Management

Type of governing document	The Constitution was adopted on 22/04/2015
How the Charity is constituted	Mid Surrey Mencap is a Charitable Incorporated Organisation with voting members comprising its Trustees and Management Committee. Its registration as a Charity was effective from 1 st April 2016
Trustee selection method	Trustees are appointed by vote at the Charity's Annual General Meeting. Vacancies or new appointments may be filled by the Trustees and must be confirmed at the next Annual General Meeting.
Decision making	Proposals are discussed at our monthly meetings. Decisions are made by the Trustees by a simple vote, taking into account the Committee's views. In the event of a matter being raised to the members for a decision then a simple majority is required from the voting members.

Other relevant governance matters

Mid Surrey Mencap has policies and procedures in place covering the operation of the charity and what is expected of our volunteers. We also have policies for equal opportunities, health and safety, safeguarding for vulnerable adults and children and how to manage our income and expenditure. These policies are reviewed on a regular basis.

The trustees give their time voluntarily and receive no remuneration or other benefits. The charity is run by a dedicated group of volunteers who give freely of their time and many skills.

Objectives and activities

The objectives of Mid Surrey Mencap are:

- The promotion and dedication to improving the lives of adults and children with learning disabilities living in Banstead, Epsom & Ewell and Mole Valley.
- To provide support and information to parents and carers of children and adults with learning disabilities.
- To provide social inclusion and meaningful activities by means of evening clubs for adults, social events and a day centre for adults.
- To reduce the social stigma associated with physical and learning disabilities for all age groups by creating a safe environment where the contribution of each person is equally acknowledged.
- The promotion of volunteering to increase engagement within the community, enhancing the use of community resources and raising confidence and self-esteem of our members.

Activities and Achievements

Our day service, Leatherhead Link, continues to be held in high regard with service users, parents, carers and social workers. We continue to receive requests for placements which are kept on a waiting list until a place becomes available.

60% of attendees continue to be funded by Surrey County Council and the remaining 40% paying with direct payments on a reduced rate. We have several free placements for people who do not have sufficient funds to access our service. Leatherhead Link remains one of the lowest priced services in Surrey providing full day care and the only day centre in Mid Surrey to integrate people with profound and complex needs within a mixed ability day service.

Our Wednesday group, for people with more profound and complex needs, is now running at full capacity. Numbers are limited for this day due to the cohort requiring a higher ratio of staff to support their needs and more available floor space for wheelchair users. The day continues to be heavily subsidised to make the fees more affordable to service users.

The Leatherhead Link day service supported 48 people who attended 105 sessions per week. Many of the attendees require enhanced care due to the nature of their disabilities. Attendance remains high with an average of 22 people attending Monday to Friday. To meet the safety of individuals, our service is manned with 7 members of staff plus several personal assistants who attend with their charges.

Over the past year we increased the number of social events for members and the wider community. Events included Summer BBQs, live band evenings, quiz nights, discos, Wednesday Social Club for adults and our 'Open House' tea parties. These events continue to prove popular with our members and their families and leave the hall with standing room only.

We continued to arrange seasonal day trips throughout the year with the objective of enriching the lives of our members, especially for those who no longer have family members to support them. We arranged several trips to the theatre for over 40 people and several days out at the seaside. These trips help create magical memories for our members.

Reaching out in our community

For the 2nd year running we entered the Ashted Village Day, a well-attended local event. We had several pitches selling home grown plants and a fun tombola stall. Bottles and plants were donated by our members and plants were also grown in our day service gardening club. The day was a resounding success in not only raising awareness of our charity in our local community but also raised more than £1,200.

Volunteers and Support

Mid Surrey Mencap promotes and encourages volunteers to support our charity.

Bytes software company based in Leatherhead, and the Police Confederation are both organisations where we have forged good relations. They continue to provide volunteer working parties offering practical help and hands-on support.

We are also extremely fortunate to have the support of many members who continue to volunteer for our charity, and without whom, we would not exist. Parents, carers and friends form the basis of our charity and many of the operational roles are carried out by volunteers who give their time freely. Our volunteers enables the charity to plough all its fundraising efforts back into our members, saving us the expense of employing operational staff.

We have recruited five people with learning disabilities to volunteer in our day service. Feedback to date has been very positive with beneficial attributes to both parties.

All help from volunteer groups and donations were very gratefully received.

Plans for the future

Mid Surrey Mencap has been working towards the goal of enlarging our premises to provide improved facilities. The new space will enable better use of the building, improve the ability to teach life skills and will meet the needs for personal care in a more dignified manner.

Plans were submitted to Mole Valley District Council in November 2024, and we received confirmation of approval in February 2025.

A Surrey-based firm has been commissioned to provide full construction detailed plans with working drawings to enable the build works to go to tender. We are currently in the process of interviewing local building companies.

Financial Review

Commentary on the accounts

Summary £000	This Year	Last Year	Change	Comment on changes
Services income	390	414	(24)	Reduction in service user numbers. Increased staff/users ratio and 5% payrise from Jan 2025 for staff
Staff costs	(233)	(214)	(19)	
Activity costs	(17)	(19)	2	
Gross surplus	140	182	(42)	
Administration	(41)	(38)	(3)	
Other income	46	39	4	
Operating result	146	183	(41)	
Refurbishment costs	(10)	(14)	4	
Covid Grant repaid	0	(6)	6	
Result before investment	136	162	(31)	
Equipment cost	(4)	(2)	(2)	
Minibus cost	0	(46)	46	
Surplus	131	114	17	

Reserves

Our balance sheet shows unrestricted funds of £577,483 an increase of £131,413. Our reserves are held in bank accounts at the financial institutions listed on Page 7.

Current Year Outlook

Our financial position has remained strong. We monitor closely our monthly management accounts together with both service user numbers and our staff and other running costs. Our investment plans outlined earlier in the report are significant and will be subject to a rigorous review process to ensure they are both appropriate and affordable.

Reserves Policy

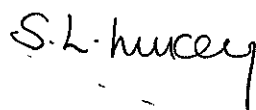
The Trustees consider the increased level of reserves as appropriate. We will always maintain higher levels of reserves to cover our operating costs if our income reduces, or we experience delays in receiving that income. Our redevelopment plans, once underway, will present additional risks to our financial position and we will maintain contingency funds to cover such uncertainties.

Declaration


The trustees declare that they have approved the trustee's report above.
Signed on behalf of the charity's trustees:

Signatures

Full Name



Sharon Lukey
Chair



Richard Black
Honorary Treasurer

Independent examiner's report to the trustees of Mid Surrey Mencap

I report to the trustees on my examination of the accounts of the Mid Surrey Mencap ("the Charity") for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

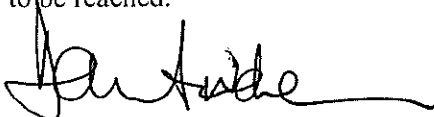
Independent examiner's statement

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed:



Name: Dan Andrew CA

Address: South Terrace, Dorking

Date: 11 September 2025

Mid Surrey Mencap	1160493			
For the year from	01-Apr-24	To	31-Mar-25	CC16a

Section A - Receipts and payments

	Unrestricted funds	Restricted funds	Total funds	Last year
	£	£	£	£
A1 Receipts				
Income from Service Users	390,109	-	390,109	414,363
Legacy Income	5,256	-	5,256	17,112
Hall Lettings	3,150	-	3,150	2,645
Fund raising	3,148	-	3,148	4,446
Donations	17,961	-	17,961	6,058
Supporters Subscriptions	2,672	-	2,672	2,603
Bank Interest	14,198	-	14,198	5,811
Total receipts	436,494	-	436,494	453,038
A3 Payments				
Staff Costs	232,858	-	232,858	214,519
Activity Running Costs	16,990	-	16,990	18,020
Grant Refund Made	-	-	-	6,363
Equipment	4,273	-	4,273	2,480
Repairs and Maintenance	5,090	-	5,090	4,463
Premises	11,014	-	11,014	15,218
Insurance	3,844	-	3,844	3,355
Motor Expenses	6,881	-	6,881	4,853
Purchase of MiniBus	-	-	-	46,276
Staff Training and Development	2,175	-	2,175	691
Administration	11,544	-	11,544	9,098
Refurbishment Project	10,412	-	10,412	14,121
Total payments	305,081	-	305,081	339,460
Net of receipts and payments	131,413	-	131,413	113,578
A6 Opening Balance	446,070	-	446,070	332,492
Transfers between funds	-	-	-	-
Cash funds this year-end	577,483	-	577,483	446,070

Section B - Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Total
		£	£	£
B1 Cash funds				
Barclays - Current and Instant Access Savings		193,272	-	193,272
Bath Building Society - Instant Access		51,450	-	51,450
Cambridge and Counties - 95 day Notice Account		84,817	-	84,817
Redwood Bank - 95 Day Notice Account		80,100	-	80,100
United Trust Bank - Bond Matures 20/9/25		67,845	-	67,845
United Trust Bank - Bond Mature 22/9/25		100,000	-	100,000
Total cash funds		577,483	-	577,483

B4 Assets retained for the charity's own use

Details	Fund	Cost (optional)	Current value (optional)
Freehold of land at Forty Foot Road, Leatherhead - KT22 8RY	Unrestricted	-	-
Leasehold improvements at Forty Foot Road - KT22 8RY	Unrestricted	-	-
Minibus - purchased 2023	Unrestricted	-	-
Invoices outstanding for day services at 31 March 2025	Unrestricted	26,366	26,366

B5 Liabilities

Details	Fund	Amount due	When due
Other liabilities for Barclaycard and Payroll Liabilities	Unrestricted	4,450	April 2025

Signed by on behalf of all the trustees

Date	Name
11-Sep-25	S.L. Lukey
11-Sep-25	R.H. Black