

# **The Trustees' Annual Report and Statement of Accounts**

1st August 2020 – 31st July 2021

(Registered Charity Number: 1163942)



Image above: Illumin8 members attending a COVID-19 safe BBQ in June 2021.

## **The Trustees' Annual Report and Statement of Accounts**

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# Overview

## Reference and administrative information

*Charity name:* Active8

*Registered number:* 1163942, first registered 12<sup>th</sup> October 2015.

*Registered Charity address & Office Address:* Active8, B108 Beacon Place, Station Approach, Victoria, St Austell, PL26 8LG

*Nature of governing document* Charitable Incorporated Organisation (CIO) - Foundation Trust Registered 12 October 2015 (a copy can be provided upon request). The objective of the charity is to support young people with physical disabilities in Cornwall to become autonomous individuals and have their voices heard.

*Trustees:*

*Current*

Mr Julian Tyson – Chair of Trustees  
Mrs Penny Monger – Deputy Chair of Trustees  
Mr Paul Staniland – Treasurer  
Mr Mark Stevens – safeguarding  
Mrs Anne Jeffery – leadership mentor  
Ms Felicity Gibbins – wellbeing  
Ms Lauren Woolsey – voice of member  
Ms Dawn Cook – voice of a parent  
Mr Alex Brewer – voice of member and IT  
Ms Cheryl Everitt – voice of a parent  
Ms Nicola Tomkinson – personal assistant (PA) & care lead

*Stepped down within the last 12 months*

Mr Nick Carr – voice of member (resigned July 2021)  
Mrs Heather Campbell – Secretary (resigned September 2021)

*Bankers:*

CAF Bank Limited, 25, Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ.

The Charity Bank Limited, Fosse House, 182 High Street, Tonbridge, TN9 1NE.

Shawbrook Bank Limited, Lutea House, Warley Hill Business Park, Great Warley, CM13 3BE.

*Independent Examiner:*

Francis Clark LLP, Lowin House, Tregolls Road, Truro, Cornwall TR1 2NA



# **Aims and Organisation**

Active8 is a Cornwall-based charity supporting young people with physical disabilities. Our aim is to empower and motivate young people to become more independent by enabling them to make decisions about their lives and to act for themselves.

We support Active8 members to challenge the status quo and be a catalyst for improvement in the quality of life of young individuals and our community. The Trustees have complied with their duty to have regard to the Charity Commissions's public benefit guidance when planning activities for the year.

## **Active8's Projects**

To meet our aims Active8 has three projects:

### **Acceler8**

A personal development programme for young people, aged 14-18 years. This is structured as a multi-activity programme delivered over one residential weekend every month for a two-year period, each with the same group of young people. Activities are challenging and fun and aim to develop the young peoples' skills and self-esteem.

### **Illumin8**

A personal development programme for members aged 18 -30 years, to develop their life skills so that they can move towards being autonomous individuals be it in a personal, employment or social capacity. Each year, the project delivers at least four residential sessions, eight day-long activities and peer mentoring. The peer mentoring scheme has been developed in 2019 and 2020 and will start to train mentors in 2021 (COVID-19 dependent) and the trained members will start to mentor others in 2022.

### **After8**

For members that are coming to the end of Illumin8 (29-year-olds) and those over the age of 30. We have identified that there is a lack of organisations for us to signpost members on to, so we are supporting members in their transition out of Illumin8. This work is mainly through one-to-one catch ups but, during the COVID-19 pandemic, members were invited to online activities with the Illumin8 group.

### **Advocacy**

Although this is no longer a standalone project, advocacy is a key element for ensuring lasting changes and improvements for young people with physical disabilities. Members constantly show an interest in raising awareness of disability



and support the charity in requests from other organisations for guidance, support and research. This is an area we will be looking at further over the next 12 months.

## **Organisation structure**

Active8 has been run by four paid members of staff, supported by four volunteers and a board of 13 trustees bringing a range of knowledge and skills to the charity. We have the ongoing support of many people within the local community who help and continue to spread the word about the work our organisation does.

### **Staffing**

At the beginning of the financial year, Active8 had four members of staff: John, the manager; Lindsey the Acceler8 and Illumin8 activities co-ordinator; Marika the Illumin8 mentoring lead; and Jane as fundraiser.

In November 2020 Jane resigned from her part time position due to a change in family circumstances during the pandemic.

Due to the strong position Jane left the charity in, and the multi-year funding she secured, Active8 trustees made the decision not to find a replacement immediately. The responsibilities of fundraising in the short term have been the responsibility of John and Marika.

Since then, John, Marika and Lindsey have worked well together to develop the projects and the charity and are looking at how to develop the charity in the future to meet the needs of our members.

### **Trustees**

Our trustee numbers have stayed the same for the majority of 2020-21. On the 1<sup>st</sup> March 2021 Anne Jeffery stepped down from her role as Chair of Trustees and Julian Tyson stepped into the role. Anne has continued as a trustee. In July 2021 Nick Carr took the decision to step down as a trustee, after nearly 20 years involvement with the charity; both as a member and trustee. He will be moving onto other adventures and personal challenges. In September 2021 Heather Campbell took the decision to step down as a trustee, after 16 years involvement with the charity.

The charity is in the process of looking for replacements for Nick and Heather. Trustees must be appointed by a resolution passed at a properly convened meeting of the charity trustees with 21 days' notice. In selecting individuals for appointment, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Our Board of Trustees includes members and members parents as well as qualified trustees with specialist skills e.g; Legal, HR and Finance.

# **Achievements and Performance**

## **Invitation to join the Cornwall Disability Alliance**

Active8 was approached by the Cornwall Voluntary Sector Forum to join the thematic alliances around disability. Along with nine other organisations, we discuss the issues we have in common, build partnerships, support each other, and look at how we can strengthen the sector and Cornwall's views on disability. To date, we have worked on bringing a Mobiloo to Cornwall, carried out various works with Treliske hospital, and on Cornwall Council's disabled passenger PA passes, amongst other things.

## **Digital structure**

Thanks to the work with the Disability Alliance, staff have been able to participate in digital skills workshops and one-to-one support by Cosmic; a Cornish organisation that supports charities to improve their digital awareness and usage. As a result, we have transferred our work to Microsoft Office 365. This has meant all staff are now working in one central place, collaborative working is easier, and file sharing is more secure. This has helped staff with the sharing of information internally and will simplify our work.

## **Logo / rebranding / website**

Over the last year we have been researching and developing our branding. After completing work with our members and trustees, we have created a draft logo which is being developed into the finished article by a graphics artist. This was completed in September 2021. Alongside this, we have been developing our website and have secured funds through the National Lottery to use a website developer to improve our website further. It is hoped this will draw more traffic to the web pages and raise awareness of the work of the charity.

## **Development of our support to members (support plans)**

The pandemic gave us the opportunity to revisit and evolve our services. One of the most important was the development of our provision for members. Firstly, to ensure all the details we have are correct and up to date but also to remind members of their responsibilities to inform us of any changes. We have created a new working document for each member to make things easier and using Docusign to help get signed forms back from members.

## **Funded new equipment**

Through funding from Children in Need and Screwfix we were able to replace our rusting container and get it insulated and ply lined. We were also able to fund a new battery powered mobile hoist, to support the needs of our Acceler8 group, and update our emergency wheelchair.

# Acceler8

## Overview

The Acceler8 group consists of 10 young people from all over the county. Due to the pandemic, and subsequent national lockdowns, planned residential weekends were not possible. Our activities were adapted for online delivery via Zoom. Many of our group have medical conditions which mean they are 'clinically extremely vulnerable' to COVID-19 and have been shielding at home for large portions of the year.

The team delivered: 28 online group activities; 2 parent's sessions; and 55 one-to-one catch ups. We have delivered over 150 hours of support for our Acceler8 members; online and face-to-face, when permissible.

Although the overall aim of the charity remains the same as ever, our primary goal this year has been to support the mental and emotional wellbeing of our members during this difficult time. Staff have been able to offer a diverse range of online activities to keep our members engaged and entertained while shielding. Activities have included (but have not been limited to): quizzes; virtual escape room experiences; online games; and workshops on fitness and wellbeing, beatboxing, British Sign Language, song writing, forensics, and palm reading.

As well as entertaining the group, these group sessions allowed members to chat and feel connected during lockdown and while shielding. Active8 has provided a platform for members to discuss how they are feeling and how they are coping with lockdown life in an informal and supportive setting. Throughout, we have been able to answer questions the group have had about lockdown restrictions, vaccinations, schooling, careers and higher education options.

## Evaluation and feedback

When asked if Active8 had helped develop their confidence this year, members said:

"Yes, I'm less shy to new people and I'm more confident to ask for help when I need it" member D, January 2021

"Yes, because I have done new things that I wouldn't usually do" member C, January 2021

When asked if Active8 had helped them become more independent this year, members said:

"Yes, I have started thinking about College and my driving licence and they have really helped me look into it for myself" member D, January 2021

"No, I see myself as fairly independent" member J, January 2021

"Not sure, nothing has really changed in my day-to-day life" member A, January 2021



"Yes, because it has helped me become more confident and do things that I wouldn't usually do" member C, January 2021

When asked if Active8 had helped them develop supportive relationships this year, members said:

"I feel that I have made friends who understand about having disability" member I, January 2021

"I met people like me, that I can identify with" member J, January 2021

"We all check up on each other and have really random conversations, but it's funny and keeps us all going. Some of us play together on PS4 so we tend to spend too much time together to be honest! But it's great." member F, January 2021



Image above left: Active8 staff supporting Acceler8 member with one-to-one visit.  
Image above right: Active8 staff supporting Acceler8 member with one-to-one visit.

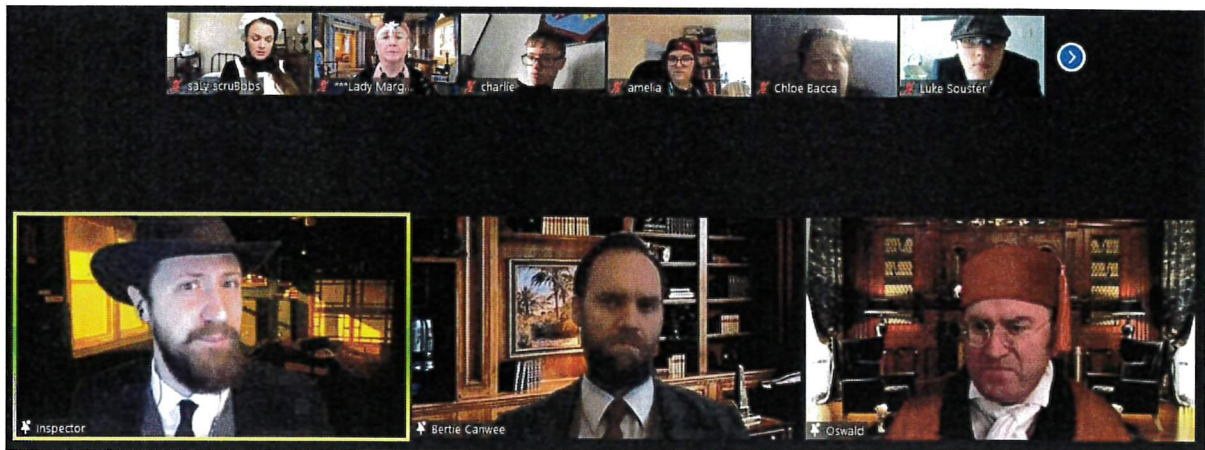


Image above: murder mystery actors in 1920s fancy dress.



Image above: Acceler8 members clapping in British Sign Language.



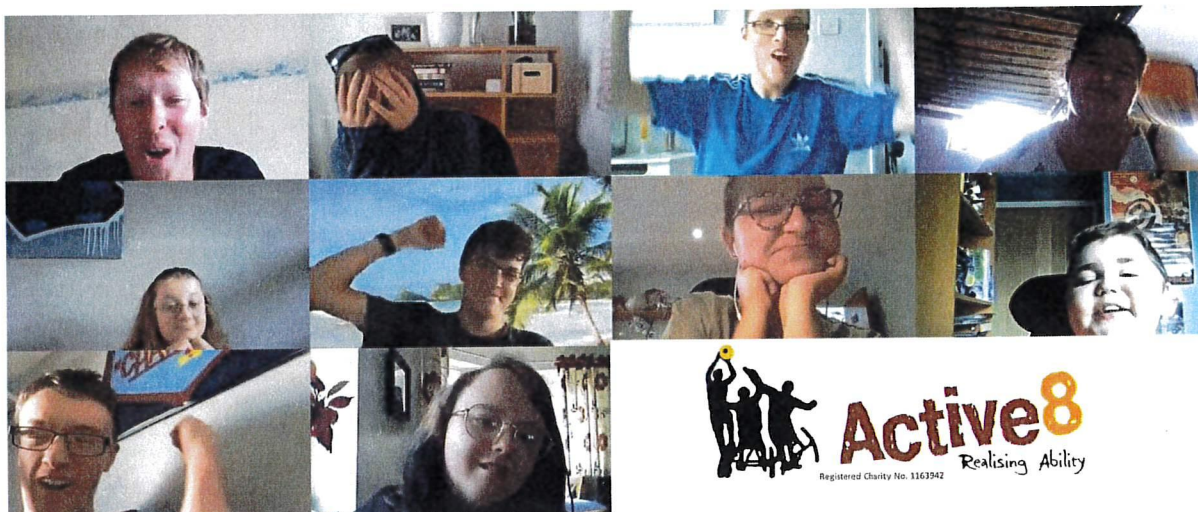


Image above: victory for the boys in our Acceler8 monthly quiz.

## Illumin8

### Overview

We have completed year two of the five year project.

In July 2021 staff were able to organise a long-awaited group BBQ event at the end of the national COVID-19 restrictions. With most of our members classed as 'clinically extremely vulnerable', staff have been offering more frequent one-to-one contact online and in person, when possible. Staff have supported members through a challenging year and helped them build resilience and care for their mental wellbeing. This included online social gatherings and fun online activity evenings to support and entertain members as they shielded at home.

In the past 12 months Active8 staff delivered: 65 online group activities and 100 one-to-one home visits (when permissible), phone calls or video calls.

Our weekly Monday coffee mornings were an informal way for staff to check-in with members (via video chat) to find out how everyone was coping with life in lockdown. These were well attended and became part of members weekly routine. We used these as an opportunity to allow members to talk openly about how they are feeling and to support each other when times are tough (staff then followed up any concerns with members on a one-to-one basis). We also found that many members used this opportunity to ask questions about lockdown restrictions and check with staff that they had interpreted guidance correctly.

In response to the pandemic, staff carefully chose online activities that facilitate conversation among the group, provide entertainment, and enabled our members to develop their wellbeing and resilience.



These have included (but not limited to):

- Wellbeing discussions led by a mental health practitioner
- Indoor workout fitness classes (including weightlifting with cans of beans!)
- Mindfulness and meditation workshops
- Home "spa" evenings
- Quizzes and games nights
- Bingo nights
- Murder mystery experiences
- Virtual escape rooms
- Arts and crafts' workshops
- A book club
- Movie nights



Image above: Illumin8 members taking part in a Zoom palm reading workshop.

In addition to group activities, working with members on a one-to-one basis has allowed staff to support our most vulnerable members who have struggled to manage their mental health and the impact of COVID-19 restrictions on family life, social opportunities, and education. In response to national lockdowns, staff have been offering more regular one-to-one catch ups with members resulting in stronger working relationships. Staff have also noticed that since the start of the COVID-19 restrictions, members are more often reaching out to staff when they need support, help or advice.



Image above left: Illumin8 members enjoying the sunshine at our COVID-19 safe BBQ in June 2021.

Image above right: staff with an Illumin8 member during a one-to-one visit.

## Peer mentoring

Alongside this, the peer mentoring project syllabus has been developed specifically to our members needs and has been fully accredited by AQA. We have created a four-day peer mentoring training programme for members using a combination of learning resources, group discussion, practical activity, and reflective practise. We have involved members at every stage while developing the peer mentoring project, including focus groups online and one-to-one work.

We have eight members involved in the first round of peer mentoring training and other members expressing an interest in taking part in the future. Through regular consultation with members, it is clear our service users want to wait until it is COVID-19 safe to meet as a group to complete the training over two full weekends. Unfortunately, we had to postpone this on two occasions because of the pandemic. We have now scheduled mentor training in October and November 2021, over two residential weekend trips.

## Evaluation and feedback

In a survey of members, completed in February 2021, 89% of members surveyed agreed that Active8 had helped them feel *less socially isolated* over the past 12 months.



Despite the constraints of working during the pandemic, 42% of members surveyed agreed that Active8 had helped them become *more independent* in the past 12 months.

"They've been doing a lot on zoom which has been brilliant for my mental health as I was worried that lockdown would make it really hard. But they really tried their best to find some really great activities that cater to all disabilities!"

Heather (Illumin8 member)

"During lockdown, having not been able to meet anybody has been isolating. However, the Active8 zoom sessions every week provide social events that have helped me to feel less lonely. The diverse range of activities, all carried out via zoom, have been engaging and fun - a chance to relax and socialise with like-minded people who understand the challenges of having a physical disability."

Fenella (Illumin8 member)

"What the hell would I be doing if I didn't have you lot? I'd have gone stir crazy! I feel for people who haven't got groups like you to lean on."

Chris (Illumin8 member)

"Active8 have run weekly activities which have been fun and engaging for both the participants and for myself as a volunteer. Active8 has played an important role for many of the young people over the last 12 months in terms of giving them a support network of mentors as well as friends to turn to when they're struggling at home. They've given them something to look forward to in a time when there was so much uncertainty."

Zoe (Volunteer)



## Review of Risks

The charity trustees have considered the major risks to the charity and are satisfied that the systems and procedures in place manage those risks.

## Finances

### Overview

Active8 are committed to providing a reliable and consistent provision to its members. Therefore, we aim to have secured funding for each of the project cycles. The table below shows the funding situation at the end of the financial year 2020/21:

	Restricted funding as at 1 August 2020	Restricted Funding as at 31 July 2021
Acceler8	£31,934	£27,516
Active8	£20,000	£20,000
Illumin8	£18,716	£32,878
<b>Total</b>	<b>£70,650</b>	<b>£80,394</b>

### Reserves

Active8 endeavours to secure sufficient funding to complete the current cycle of projects that it runs, allocating its reserves to meet any temporary shortfall. The charity ensures that £40,500 is held in reserve at all times. Any reserves held in excess of this minimum figure will be used to support the ongoing management of the charity and to support projects in future periods.

Julian Tyson  
(Chair of Trustees)



Report written by:  
John Sweeting  
(Active8 manager)



Finances completed by:  
Paul Staniland  
(Treasurer)



DATE: 17/11/21

## **Independent Examiner's Report to the Trustees of Active8**

I report to the trustees on my examination of the accounts of the Trust for the year ended 31 July 2021.

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust'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 can 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 Trust 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.



**Darren Perry BA (Hons) ACA DChA**  
**Independent Examiner**  
**Francis Clark LLP**  
**Lowin House**  
**Tregolls Road**  
**TRURO**  
**TR1 2NA**

**Date:** 23/11/21

## Active8

### Receipts and payments account for the year ended 31 July 2021

	2021			2020	
	£	£	£	£	
	Unrestricted	Restricted	Total		
Receipts					
Voluntary sources					
Grant from National Lottery Community Fund	-	74,148	74,148	66,139	
Grant from Children in Need	-	25,068	25,068	20,957	
Grants from other associations and trusts	13,000	2,508	15,508	71,876	
Fundraising	54	-	54	914	
Donations and Gift Aid	4,271	-	4,271	9,767	
Other Income	258	4,209	4,467	915	
	17,583	105,933	123,516	170,568	
Income from assets					
Bank deposit interest	946	-	946	611	
Total receipts	18,529	105,933	124,462	171,179	
Payments					
Direct charitable expenditure					
Youth delivery work	Activities	-	6,330	6,330	11,329
	Accommodation	-	(440)	(440)	849
	Equipment, food and transport	-	8,328	8,328	987
Staff wages & NI	Manager	11,050	10,000	21,050	21,957
	Fundraiser/Facilitator	672	1,243	1,915	6,944
	Youth Workers	-	60,358	60,358	50,984
Staff expenses		-	2,727	2,727	3,711
Volunteers' expenses		-	-	-	73
IT		24	1,789	1,813	3,504
Communications		-	722	722	1,352
Recruitment costs		-	-	-	243
		11,746	91,057	102,803	101,933
Other expenditure					
Professional fees		1,424	-	1,424	893
Independent examination fee		1,200	-	1,200	1,170
Consultants		-	-	-	1,833
Insurance		16	816	832	825
Office rent and utilities		299	3,157	3,456	3,816
Printing,postage and stationery		20	94	114	170
Training		-	850	850	457
General expenses		101	215	316	896
Bank charges		82	-	82	60
		3,142	5,132	8,274	10,120
		14,888	96,189	111,077	112,053
Surplus/(deficit) for the year					
		3,641	9,744	13,385	59,126
Balances brought forward					
		76,687	70,650	147,337	88,211
Balances in hand at 31 July 2020					
		80,328	80,394	160,722	147,337



## Active8

### Statement of assets and liabilities at 31 July 2021

#### Non monetary assets

Capital equipment additions totalling £8,081 were purchased during the year with funds from the Children in Need restricted fund.

	2021 £	2020 £
<b>Monetary assets</b>		
<b>Cash and bank balances</b>		
CAF bank	18,062	45,591
Charity bank	70,910	50,573
Shawbrook bank	70,000	50,000
Expense accounts	1,729	1,152
Cash in hand	21	21
	<u>160,722</u>	<u>147,337</u>

#### Liabilities

At the 31st July 2021, payments of £910 were outstanding for employee and employer pension contributions, together with an accrual for Independent Examination fees of £1,025+VAT in respect of the year.

#### Restricted fund balances (included above)

Children in Need	2,225	10,854
National Lottery Community Fund	32,878	16,436
Bruce Wake Trust	2,280	2,280
DM Thomas	4,105	4,105
Claire Milne Trust	10,000	10,000
E Goslin	5,000	5,000
John Casson Foundation	1,650	1,650
Pirate FM	-	325
Learning Partnerships	256	-
ScrewFix Partnerships	2,000	-
Liz Olive Fund	20,000	20,000
	<u>80,394</u>	<u>70,650</u>

The above statement of assets and liabilities and the attached receipts and payments account for the year ended 31 July 2021 are as approved by the Trustees



JULIAN TYSON  
On behalf of the Trustees

DATE: 17/11/21

Active8  
Restricted Funds

	Total	Children in Need	DM Thomas	Claire Milne Trust	E Goslin	John Casson Foundation	Pirate FM	Bruce Wake Trust	Learning Partnershi ps	ScrewFix Partnership s	National Lottery Community Fund	National Lottery Community Fund Covid Grant	Liz Olive Fund	Government Furlough
Bfwd	70,650	10,854	4,105	10,000	5,000	1,650	325	2,280	-	-	16,436	-	20,000	-
Introduced in the year	105,933	25,068	-	-	-	-	-	-	508	2,000	64,148	10,000	-	4,209
Spent in the year	(96,189)	(33,697)	-	-	-	-	(325)	-	(252)	-	(47,706)	(10,000)	-	(4,209)
Cfwd	80,394	2,225	4,105	10,000	5,000	1,650	-	2,280	256	2,000	32,878	-	20,000	-



Active8  
Restricted Funds

Breakdown

	Total	Children in Need	DM Thomas	Claire Milne Trust	E Goslin	John Casson Foundation	Pirate FM	Bruce Wake Trust	Learning Partnerships	ScrewFix Partnership s	National Lottery Community Fund	National Lottery Community Fund Covid Grant	Liz Olive Fund	Government Furlough
Spent in the period	96,189	33,697	-	-	-	-	325	-	252	-	47,706	10,000	-	4,209
Youth Work Delivery														
Activities	6,330	1,730	-	-	-	-	325	-	185	-	4,090	-	-	-
Accommodation	(440)	(440)	-	-	-	-	-	-	-	-	-	-	-	-
Equipment, food and transport	8,328	8,261	-	-	-	-	-	-	67	-	-	-	-	-
Manager	10,000	0	-	-	-	-	-	-	-	-	-	10,000	-	-
Fundraiser/Facilitator	1,243	0	-	-	-	-	-	-	-	-	-	-	-	-
Youth Workers	60,358	19,641	-	-	-	-	-	-	-	-	37,751	-	-	1,243
Staff expenses	2,727	1,017	-	-	-	-	-	-	-	-	1,710	-	-	2,966
Volunteers' expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IT	1,789	512	-	-	-	-	-	-	-	-	1,277	-	-	-
Communications	722	361	-	-	-	-	-	-	-	-	361	-	-	-
Recruitment costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Consultants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	816	400	-	-	-	-	-	-	-	-	-	-	-	-
Office rent and utilities	3,157	1,375	-	-	-	-	-	-	-	-	416	-	-	-
Printing, postage and stationery	94	12	-	-	-	-	-	-	-	-	1,782	-	-	-
Training	850	798	-	-	-	-	-	-	-	-	82	-	-	-
General expenses	215	30	-	-	-	-	-	-	-	-	52	-	-	-
											185	-	-	-
	96,189	33,697	-	-	-	-	325	-	252	-	47,706	10,000	-	4,209

Related Party Transactions

Owing to the nature of the charity's operations, and some members of the Board of Trustees being involved in the organisation's charitable activity, transactions may take place with organisations and individuals in which a member of the Board of Trustees may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the charity's financial regulations and normal procurement procedures.

Income Related Party Transactions

During the year the charity received unrestricted donations from one trustee to the value of £3,160 (200: £3,120)