

TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS

For the year ended 30 April 2021



Supporting Families who experience Neonatal Care in Greater Manchester

Charity Registration Number: 1167043



Administrative Information

Trustees:

Lee Garner

Sarah Moxon

Caroline Looby

Tracey Rawlinson

Pamela Ashcroft

Appointed July 2020

Khadijah Nazir Salim

Appointed August 2020

Kirsten Mitchell

Resigned November 2020

Charity Address:

Spoons Charity
Albany Mill
Old Hall Street Middleton
Manchester
M24 1AG

Bankers:

Lloyds Bank
21 Cardiff Road
CF38 1WD

Accountant:

Beyond Profit Ltd
G104 Bolton Arena
Arena Approach
Horwich
Bolton
BL6 6LB

Independent Examiner:

It Doesn't Have to Cost the
Earth Ltd
47 St Dunstons Close
Worcester
WR5 2AJ

TRUSTEES ANNUAL REPORT

Structure, governance and management

Spoons is a Charitable Incorporated Organisation with the Charity Registration Number 1167043. The governing document of Spoons is a constitution dated 11 May 2016.

Trustees are appointed for a 3-year period by resolution passed at a Trustee meeting. Trustees meet at least 3 times per year.

Objectives and Activities for the Public Benefit

The object of the charity is to relieve the needs of parents and families of babies who experience neonatal care in Greater Manchester by the provision of support, information and to advance the awareness and education of neonatal care and the implications for the family to health professionals and the general public.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities and setting the grant making policy for the period.



REVIEW OF ACTIVITIES AND ACHIEVEMENTS

5890



parents have engaged with a peer support volunteer on the neonatal unit



£282,828

raised to support families in neonatal care in Greater Manchester



4258

parents have received our Spoons Welcome Packs

570



community sessions and groups have been held



276



trauma therapy sessions have been funded

A message from our chair, Sarah Moxon

The coronavirus pandemic continues to have a huge impact on families experiencing neonatal care. While parental access on neonatal units in Greater Manchester has (at the time of publishing) returned to a pre-pandemic state, allowing both parents to visit their child/children at the same time, siblings, grandparents, the wider family and members of the parental support system are still unable to spend time with babies on the units. The implications of this on the mental health of families cannot be underestimated and our charity remains committed to supporting family units through the challenges of the neonatal care experience. We continue to work alongside our NHS and third sector colleagues to ensure families have access to appropriate support such as peer support, trauma counselling and community support and activities. Over the past 12 months, our peer support volunteers have provided families on neonatal units with over 400 hours of support and we fear this is the tip of the iceberg of what is needed.

At a time when families have needed us most, but resource has been scarce, I am incredibly proud to say that Spoons has achieved significant growth over the past 12 months. In April 2020 we were awarded a development grant from The National Lottery to fund our Strong Foundations Programme. Before this grant, Spoons had been entirely reliant on volunteers to operate and the grant has enabled us to:

- recruit a full-time Operations Manager who strategically leads our service provision
- further digitalise; ensuring we have effective logistics and robust data processes to support the growth of our service
- secure specialist support from consultants working in HR and employment law, accounting and finance, charity governance and health and safety

On behalf of everyone involved in Spoons, I would like to thank The National Lottery for the opportunity to develop and grow our service provision in a sustainable way through what has been, and continues to be, an incredibly challenging period.

Another great source of pride for Spoons this year was the outcome of an external evaluation of our service carried out by Greater Manchester and Eastern Cheshire Maternity Voices. Our purpose in commissioning the evaluation was to truly understand the experience of our service users, ensuring support we offered was aligned to what they were telling us was needed.

The quote below is taken from the summary of our external evaluation;

Spoons has evolved organically from the experiences of a small group of parents into a charity which engages effectively with a wide client group. The charity provides a voice for parents and families but also works closely with services and health professionals. The charity has adopted a trauma-informed approach which acknowledges how neonatal health problems can challenge the whole family as a unit, not just mums or dads.

There is a high degree of trust and commitment from families, many of whom have developed a deep bond and loyalty to the charity and its aims. Multiple beneficiaries have spoken emotively about the support that the charity has provided, and it was not unusual for the charity and its wider support network to be talked of in terms of a 'family'.

On behalf of everyone involved in Spoons, I would like to offer heartfelt thanks to all the individuals, businesses and organisations that have chosen to support us with donations over the past 12 months. Your donation has helped us to support families through what is, very often, the most traumatic and stressful period of their lives and to look to the future.

PROVISION OF PACKS AND PHYSICAL RESOURCES

NEONATAL WELCOME PACKS

- The packs are provided to all families on neonatal units at the Royal Oldham Hospital, North Manchester Hospital and Tameside Hospital and will be rolled out to neonatal units at St Mary's and Wythenshawe Hospital later this year.
- Packs include neonatal milestone cards, notebook and pen, water bottle, an inkless footprint kit and hand sanitiser. Also included in the pack is a neonatal journal, designed by one of our peer support volunteers, to help parents record, and reflect on how they are feeling throughout the neonatal journey.

"Spoons has genuinely been a life saver for me. I remember getting the lovely family pack when we were first in NICU, it was so touching and made everything a little bit easier. I could not wait to do the footprint kit and the little touches made a horrible experience a little happier. I didn't reach out to spoons during our NICU stay. However, I really began to struggle further down the line, and I didn't know where to turn. I saw my Spoons water bottle and remembered there was someone I could contact. I reached out and immediately I felt less alone. After a chat I was sent a referral form for Trauma therapy and this helped me so much! It turned my whole life around and if it weren't for Spoons, I don't know what I would have done"

SPOONS KIDS CLUB SIBLING PACKS

- Our original sibling packs were aimed at encouraging brothers and sisters to get involved with neonatal care within a hospital setting, however, coronavirus restrictions mean they are no longer able to meet or spend any time with their new sibling at any point on the neonatal unit.
- Our sibling packs have been updated to focus on helping children understand why restrictions are in place and they also include a special footprint kit for parents to create a gift from the baby to their older siblings.



GOING HOME PACKS



- Our parents tell us that going home, where there is no specialist medical support on hand, is perhaps one of the scariest moments in the neonatal journey. Our 'Going Home' packs signpost parents to the support we offer in the community and encourage them to reach out to us at any point.
- Packs are provided to all eight neonatal units across Greater Manchester.



PEER SUPPORT ON THE NEONATAL UNIT

- Our face-to-face peer support, in the hospital environment, was paused at the start of the pandemic in line with national restrictions. Prior to this we had a total of seven peer support volunteers offering their time at neonatal units at the Royal Oldham Hospital and North Manchester Hospital.
- We immediately moved to a remote peer support service, staffed by three volunteers. Not having a physical presence on units did impact the number of families we saw reaching out to us and neonatal staff reported that both parents and staff teams were missing the support peer support volunteers provided.
- By July 2020 we were able to reintroduce peer support on neonatal units and are hugely grateful to the NHS for the time they invested in helping us resume this service.
- In October 2020 we recruited and trained a further nine peer support volunteers and these are now supporting families on neonatal units at in St Mary's Hospital and Wythenshawe Hospital, as well as the Royal Oldham Hospital and North Manchester Hospital.
- Over the past 12 months, our volunteers have provided families with over 400 hours of neonatal peer support.

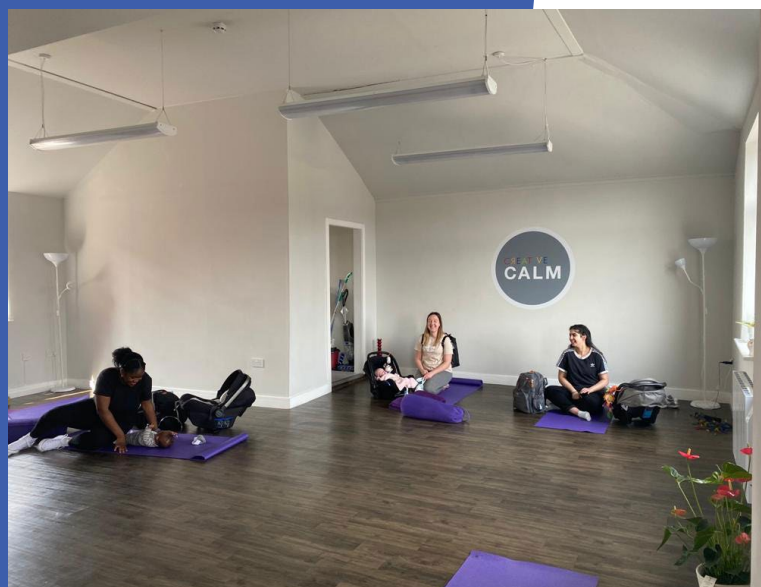


The quote below has been provided by a senior nurse in one of our partnering NHS trusts:

"Parents of babies admitted to neonatal units often experience a long and emotional journey. As a Neonatal Nurse Manager, I believe that the support given by parent peer support volunteers is unique and the value of peer support via lived experience provides early intervention and this positive impact on parents experience cannot be underestimated. Spoons parent volunteers are parents who have had first-hand experience which means they are able to empathise with problems and challenges faced by parents and help them to navigate the neonatal journey".

COMMUNITY SUPPORT GROUPS

- The pandemic also temporarily closed our community groups and sessions
- We introduced a range of remote community groups to provide families with opportunities to connect with others in similar circumstances, access peer support and enjoy activities that would support their health and wellbeing
- Our online provision included:
 - Baby massage
 - Sibling yoga
 - Mindfulness sessions
 - Bingo and family quiz night
 - Community group meetings
- Online activities were well attended but families told us they were feeling isolated and so, in September 2020 we were able resume our face-to-face community groups, and we are now offering



The quote below has been provided by one of the parents who recently attended our baby massage session:

"I have attended the session in Prestwich today and would just like to send my thanks to Spoons and Janine who runs the sessions. I don't know if you realise the positive impact the sessions have on parents but today has been a breakthrough for me".



EMDR AND TRAUMA THERAPY

- The number of parents accessing our EMDR (Eye Movement Desensitisation Reprogramming) and trauma therapy service is three times higher than it was prior to the pandemic and, as with all our services, the vast majority of this has been provided remotely.
- Access to remote therapy has made it easier for many families across Greater Manchester to access as distance is no longer a barrier.
- We have, however, invested in the rental of a dedicated therapy space which has enabled us to return to face-to-face trauma therapy services (should parents prefer) in a COVID secure location



276 

**trauma therapy sessions
have been funded this year**

VOLUNTEERS

Our service continues to be volunteer-led and we are grateful to all the wonderful people who give up their time and used their lived experience of neonatal care to support other families. Their compassion and commitment is truly humbling and Spoons would not be able to operate without them. We aim to invest as much as possible in our volunteers and this year our volunteers have had access to Spoons Neonatal Peer Support training, COVID training, Mental Health First Aid training, and Sensory Beginnings – Neonatal Nurture with Knowledge training.



CELEBRATIONS, GIFTS, EVENTS, AND AWARENESS

As with last year, COVID restrictions has meant that our usual events and celebrations have been done differently. However, with the help of our volunteers, trustees, and staff on the neonatal unit we have continued to celebrate occasions and mark awareness days and events.

In April this year we celebrated our fifth birthday with "Spoons Family Takeovers" across social media. This involved a number of the families that Spoons has engaged with over five years sharing what a day in their child's life looks like now. This was a huge success and we saw a significant increase in our digital footprint. More social campaigns are planned for the coming year to continue to drive awareness of our charity and the support we offer.



Our 'Spoons Family Takeover' social media campaign

We would like to thank those who have been involved in or supported any of our campaigns this year.

Dear Spoons,

I wanted to give some feedback on the trauma therapy I have accessed. Janine has been amazing, from the initial zoom meeting to the face to face appointments. She is so approachable and understanding I honestly feel if it wasn't for her I wouldn't have been able to open up or move on from how I was feeling.

I cannot thank you all enough, you've all been wonderful and have helped more than I could ever explain.

Love Laura x





FUTURE PLANS

This has been another incredibly challenging year for the third sector. For charities working in health and social care, where the need for support is greater than ever, competition for resource is fierce and we truly appreciate the support from our generous donors and funders (at a time when many have experienced personal financial hardship) which has allowed us to sustain our service.

Just before the end of the year we secured funding via the Greater Manchester Centre for Voluntary Organisations Grants to Grow – Supporting VCSE groups in Greater Manchester who support parents facing maternity mental health challenges. This grant will support the recruitment of staff to ensure we continue to meet the needs of neonatal families across Manchester. Particularly in removing barriers to supporting those from marginalised groups

Spoons is the only charity in Greater Manchester dedicated to supporting families who experience neonatal care and this exciting investment into the organisation will enable us to reach out to our wider regional neonatal community.

Spoons is recognised nationally as a model of best practice in neonatal family support, and we are hugely proud of this. We will continue to work to ensure that the families of Greater Manchester have access to the support that meets their needs throughout their neonatal journey and beyond.



Financial review

During this financial year we have received £170,978 from a variety of sources. This represents an increase of £48,846 against the total monies received last year. Most of this income has been gratefully received via grant applications made to a wide range of funders. This has come during a time where we were unable to proceed with our calendar of fundraising events and has supported us during the Covid lockdowns.

Due to the increase in grant funding we were able to expand our operations to deliver projects as mentioned above. This impacted our costs and we saw an increase in expenditure of £80,457.

The total funds at the end of this financial year were £137,641 comprising of £44,532 of unrestricted funds and £93,109 of restricted funds.

Reserves Policy

The reserves policy is to be finalised as part of the 2021/2022 reviews.

The calculations around monthly liabilities have been made and there are currently no financial obligations that require payback should operations cease meaning the reserves will be relatively low. The Trustee's will agree a time period of reserves to hold in the bank in the next financial year.

As at 30/04/2021, our unrestricted free reserves were £44,532, this being the total of our unrestricted funds less our assets retained for the charity's own use.



Trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the trustees on 23/02/2022 and signed on their behalf by:

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Sarah Moxon
Chair of Trustees



Independent examiner's report to the trustees of Spoons

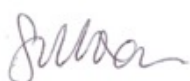
		30 April 2021			30 April 2020		
	Notes	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Receipts:							
Donations and legacies	2	58,382	112,596	170,978	24,826	95,731	120,557
Charitable Activities		-	-	-	1,575	-	1,575
Total:		58,382	112,596	170,978	26,401	95,731	122,132
Raising Funds		-	-	-	10,285	-	10,285
Charitable Activities	3	31,477	61,304	92,781	12,176	24,418	36,594
Support, administration and governance	4	7,134	36,248	43,382	7,704	1,123	8,827
Total		38,611	97,552	136,163	30,165	25,541	55,707
Net receipts/ (payments)		19,771	15,044	34,815	(3,764)	70,190	66,978
Cash funds at 30 April 2020	6	24,761	78,065	102,826	28,375	7,875	36,250
<i>Transfers between funds</i>				-			-
Cash funds at 30 April 2021	6	44,532	93,109	137,641	24,761	78,065	103,228

Balance Sheet as at 30 April 2020

	30 April 2021			30 April 2020		
	Unrestricted funds £	Restricted funds £	Total £	Unrestricted funds £	Restricted funds £	Total £
Cash Funds:						
Cash at bank & in hand	44,533	93,108	137,641	23,212	78,065	101,276
	44,533	93,108	137,641	23,212	78,065	101,276
Assets retained for the charity's own use						
Office equipment and computers	1,550	-	1,550	1,550	-	1,550
	1,550	-	1,550	1,550	-	1,550
Liabilities						
Creditors: amounts due within 12 months	1,164	-	1,164	-	-	-
	1,164	-	1,164	-	-	-

Signed on behalf of the Trustees of Spoons on 23/02/2022

Sarah Moxon
Chairperson



Notes to the Accounts

1) Receipts and Payment accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context “cash” includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2) Donations, grants and legacies

	Unrestricted funds £	Restricted funds £	2021 Total funds £	Unrestricted funds £	Restricted funds £	2020 Total funds £
Donations and gifts	38,657	-	38,657	21,817	-	21,817
Gift Aid	1,142	-	1,142	1,009	-	1,009
Action Together	-	996	996	-	1,281	1,281
Ecclesiastical Movement for Good	-	-	-	2,000	-	2,000
Royal London Grant	-	-	-	-	5,000	5,000
Tameside Metropolitan Borough Council	-	-	-	-	20,050	20,050
Tampon Tax Fund	-	-	-	-	9,450	9,450
The National Lottery Main Grants: Awards for All	-	-	-	-	9,950	9,950
The National Lottery Main Grants: Development fund	-	-	-	-	50,000	50,000
Comic Relief - Covid	-	2,000	2,000	-	-	-
Forever Manchester - Covid	-	5,100	5,100	-	-	-
Groundworks - Covid	-	2,000	2,000	-	-	-
MSV Housing	-	1,000	1,000	-	-	-
NWODN Project	-	85,000	85,000	-	-	-
Oldham NHS CCG Grant	-	16,500	16,500	-	-	-

Miscellaneous Income	583	-	583	-	-	-
Tesco Bags of Help	4,500	-	4,500	-	-	-
The Grand Trust	10,000	-	10,000	-	-	-
Duchy Benevolent Fund	500	-	500	-	-	-
Albert Hunt Trust	3,000	-	3,000	-	-	-
	58,382	112,596	170,978	24,826	95,731	120,557

3) Direct Charitable Expenditure

	Unrestricted funds £	Restricted funds £	2021 Total funds £	Unrestricted funds £	Restricted funds £	2020 Total funds £
Charitable Activities	31,477	61,304	92,781	12,176	24,418	36,594
	31,477	61,304	92,781	12,176	24,418	36,594

4) Charity Management and Administration

	Unrestricted funds £	Restricted funds £	2021 Total funds £	Unrestricted funds £	Restricted funds £	2020 Total funds £
Administration Costs	5,072	15,824	20,896	6,132	339	6,471
Staffing Costs	1,363	15,483	16,846	-	-	-
Governance Costs	-	421	421	337	-	337
Volunteer Costs	699	4,520	5,219	1,236	784	2,020
	7,134	36,248	43,382	7,704	1,123	8,827

5) Current Liabilities - Creditors

	30 June 21	30 June 20
HMRC	1,086	-
Pension	77	-
	<hr/>	
	1,163	-
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Payments to HMRC were misallocated by HMRC from Dec to April 20/21 - a catch up payment of £1,086 was made during 2021 to clear the account.

The pension liability was current to April and was paid 09/05/2021 to clear to April.

6) Funds

	Balance at 1 May 2020 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 30 April 2021 £
Restricted Funds:					
Postcode Lottery	2,875	-	-	-	2,875
Action Together	(516)	996	(894)	-	(414)
Ecclesiastical Movement for Good	-	-	-	-	0
Royal London Grant	127	-	(1,232)	-	(1,105)
MSV Housing	(1,042)	1,000	-	-	(42)
Tameside MBC - Neonatal Family Support	14,469	-	(11,341)	-	3,128
Tampon Tax Fund	8,175	-	(2,683)	-	5,492
The National Lottery Main Grants: Awards for All	9,862	-	(2,018)	-	7,844
The National Lottery Main Grants: Development fund	44,115	-	(21,455)	-	22,660
Comic Relief - Covid	-	2,000	-	-	2,000
Forever Manchester - Covid	-	5,100	(5,020)	-	80
Groundworks - Covid	-	2,000	-	-	2,000
NWODN Project	-	85,000	(45,079)	-	39,921
Oldham Community Recovery Fund	-	-	250	-	250
Oldham NHS CCG Grant	-	16,500	(8,081)	-	8,419
Total Restricted Funds	78,065	112,596	(97,553)	-	93,108
Unrestricted funds	24,761	58,382	(38,610)		44,533
Total Funds	102,826	170,978	(136,163)	-	137,641

Prior year comparison

	Balance at 1 May 2019 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 30 April 2020 £ 36,400
Restricted Funds:					
Postcode Lottery	2,875	-	-	-	2,875
Action Together	-	1,281	(1,797)	-	(516)
Ecclesiastical Movement for Good	-	-	-	-	0
Royal London Grant	-	5,000	(4,873)	-	127
MSV Housing	-	-	(1,042)	-	(1,042)
Tameside MBC - Neonatal Family Support	-	20,050	(5,581)	-	14,469
Tampon Tax Fund	-	9,450	(1,275)	-	8,175
The National Lottery Main Grants: Awards for All	5,000	9,950	(5,088)	-	9,862
The National Lottery Main Grants: Development fund	-	50,000	(5,885)	-	44,115
Total Restricted Funds	7,875	95,731	(25,541)	-	78,065
Unrestricted funds	28,525	26,401	(30,165)	-	24,761
Total Funds	36,400	122,132	(55,706)	-	102,826

7)) Related party transactions and Trustees' expenses and remuneration

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2020: £nil).

Kirsten Mitchell resigned as a Trustee on 1st November 2020 and was employed to the role of Operations Manager on 1st December via an open recruitment process.

The job role was added to Indeed.co.uk as per recruitment process.

No Trustees, or person related or connected by business to them has received any payments or other benefits from the charity during the year.

Independent examiner's report to the trustees of Spoons Charity

I report to the trustees on my examination of the accounts of Spoons (the Charity) for the year ended 30 April 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 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.



Teresa Fennell, ACMA

It Doesn't Have to Cost the Earth Ltd

47 St Dunstons Close, Worcester, WR5 2AJ

Date:

24/2/2022



@spoonscharity



Contact Us:

phone: 0300 365 0363

email: care@spoons.org.uk

www.spoons.org.uk

Charity Registration Number: 1167043

