

FRIENDS OF SAWBRIDGEWORTH NEURO CENTRES

England & Wales · Charity number 1167409

Details

Other names FSN

Status Registered

Legal form CIO

Registered 2016-06-01

Register [View on the Charity Commission register](#)

Contact

Address The Gardens and Jacobs Neuro centre
High Wych Road
Sawbridgeworth
Hertfordshire
CM21 0HH

Phone 07754 603494

Email f.sawboneuro@gmail.com

Activities

Objects: THE OBJECTS OF THE CIO SHALL BE TO RELIEVE THE NEEDS OF THE DISABLED RESIDENTS OF THE GARDENS AND JACOBS NEURO CENTRES, SAWBRIDGEWORTH, IN SUCH WAYS AS THE TRUSTEES SHALL THINK FIT WITH A VIEW TO IMPROVING THE SOCIAL AND EMOTIONAL LIVES OF THE RESIDENTS IN PARTICULAR BUT NOT EXCLUSIVELY BY: A) ORGANISING AND PROVIDING ACTIVITIES IN THE FORM OF THERAPY AND ENTERTAINMENT; B) THE IMPROVEMENT OF THE PHYSICAL ENVIRONMENT, BOTH INSIDE AND OUTSIDE OF THE CENTRES; C) THE RELIEF OF POVERTY OF ANY RESIDENT BY THE PROVISION OF CLOTHING, TOILETRIES OR OTHER PERSONAL ITEMS AS SHALL BE DEEMED APPROPRIATE; D) LIAISING WITH, AND UNDERTAKING PROJECTS JOINTLY OR ALONE PROVIDED THAT SUCH CONTRIBUTION WILL RESULT IN A PROPORTIONATE ENHANCEMENT FOR THE BENEFIT OF THE RESIDENTS WHICH WOULD NOT OTHERWISE OBTAINED OR THAT SUCH PROJECT WOULD NOT OTHERWISE HAVE BEEN UNDERTAKEN; E) SUPPORTING THE RECRUITMENT AND ORGANISATION OF VOLUNTEERS AS SHALL BE THOUGHT NECESSARY; AND F) CO-OPERATING WITH OTHER ASSOCIATIONS, CHARITIES, VOLUNTARY BODIES AND STATUTORY AUTHORITIES OPERATING IN FURTHERANCE OF THESE OBJECTIVES, AND TO EXCHANGE IDEAS AND EXPERIENCES WITH THEM.

Activities: The Friends of Sawbridgeworth Neuro Centres is a small charity dedicated to improving the lives of adults with severe brain injuries which lead to significant physical/ cognitive/communicative disability. We raise & disburse funds in order to provide therapeutic activities for residents and their families, to enhance their physical environment, and to relieve the poverty of those with no support.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Environment/conservation/heritage, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- Throughout London

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£22,380	£53,825	-	-
2024-03-31	£28,047	£5,592	-	-
2023-03-31	£8,879	£6,089	-	-
2022-03-31	£7,529	£11,979	-	-
2021-03-31	£22,897	£21,300	-	-

Trustees

Name	Role	Appointed
Professor Sheila Henderson Dr	Chair	2016-06-25
CELINE AUSTIN		2017-05-17
Diane Chaplin		2021-10-06
Eileen Clarice Griffiths		2025-05-15
Gillian Anne Weeks		2024-11-07
JERRY O'MAHONY		2019-06-25
Kevin Gleeson		2025-10-13
Marian O'Mahony		2020-09-05
Nicholas Jardine		2017-05-17
Sarah Jane Frances Ward		2024-11-07

FRIENDS OF SAWBRIDGEWORTH NEURO CENTRES

England & Wales - Charity number 1167409

Accounts



**Friends of
Sawbridgeworth Neuro Centres**
Registered Charity number 1167409

**Trustees' Annual Report
for the year ending 31st March, 2025.**

The following report adheres to the guidance given by the Charity Commission. Where a topic was not applicable, the heading is omitted.

I. Background and Summary of The Purposes of The Charity as Set Out in its Governing Document.

Registered as a CIO in 2016, the Friends of Sawbridgeworth Neuro Centres (FSN) is a small charity dedicated to enhancing the lives of adults and young persons with severe and complex neurological conditions. Our client group resides in the neuro-centres because they are unable to function independently at home. In most cases, brain/spinal injury arose either as a result of a traumatic event, such as a stroke, or a car accident or resulted from the onset of a degenerative neurological condition, such as Parkinson's Disease. In all cases, the injury has resulted in significant physical, cognitive, and/or communicative disability; some residents are also in states of low awareness. The centres provide rehabilitation, complex disability management, and/or end of life care as appropriate. We supplement what is provided by the professionals involved.

As formulated in our constitution, the specific, but not exclusive, objectives of the Charity are:

- a) To organize and provide activities in the form of therapy and entertainment
- b) To improve the physical environment, both inside and outside of the centres
- c) To help any resident who lacks funding for whatever reason, by providing clothing or other personal items as shall be deemed appropriate. This should include funding trips out when requested.
- d) To support the recruitment and organization of volunteers who will help to further our objectives
- e) To co-operate with other associations, charities, voluntary bodies, and statutory authorities who can help us to further our objectives in ways that would otherwise not be possible.

II. Summary of The Main Activities in Relation to Those Purposes.

In many ways, objectives a, d and e in our constitution are linked. To provide activities in the form of therapy and entertainment, we approach public and private bodies for support, both financial and in kind, recruit individual volunteers, and make links with other groups who can help us further our objectives. Examples include giving talks to local groups such as rotary clubs, applying for grants from Town Councils or supermarkets, working with school art and music departments for donations of work, as well as tapping into volunteer schemes run by private companies. All these activities allow us to assist the therapy and activities staff with regular sessions on music appreciation, craft, and gardening; to fund equipment for different therapies; to fund specific projects such as music therapy for residents in need; and to fund entertainment of various kinds (see item VI below for detail for the current financial year).

Improvement of the physical environment in which our residents live is a major feature of our work (objective b). Indoors, we provide a range of items, sometimes for public spaces, sometimes for the rooms of individual residents. Since we began, this has included funding a complete sensory room, funding mini-kitchens for staff and relatives, providing artwork, plants and comfortable chairs for public spaces as well as ensuring that residents without resources have attractive rooms. Outdoors, our woodland project continues to be the "jewel in the crown" of our larger scale projects. Having begun with an overgrown area, completely inaccessible to wheelchairs, we have created a woodland garden which extends to half an acre with hard paths through it, plus another half-acre with visual pathways leading to mature trees beyond. Over time, we have developed a maintenance plan involving coppicing where appropriate, clearing new land for replanting, replacing old trees with new native trees and planting ferns and bulbs to create color throughout the year. Picnic tables and benches have been installed along with bird feeders which are regularly stocked. We also continue to contribute to the development and maintenance of the gardens immediately surrounding each building, providing garden furniture as well as plants and assistance with maintenance. Other achievements include the

funding of a playhouse for the children of families and staff as well as a sports area for residents to play games such as boccia.

Since the Friends group was formed, we have helped a small number of residents who arrive at our centres without funds or families to provide the items they need (objective c). After an accident, they may arrive from an intensive care unit in a hospital gown without even a toothbrush. We supply clothes, hairdressing, nice-to-have items for their rooms, and pay for trips out when they are able. Other residents may have families who live a long distance from the centres and do not have the resources to visit.

III. Statement Confirming Whether the Trustees Have Had Regard to The Guidance Issued by The Charity Commission on Public Benefit.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing their aims and objectives, in planning future activities, and in developing their policy for the year.

IV. Policy on grant making and social investment.

Not applicable.

V. Contribution made by volunteers

The charity's volunteers divide into two groups: (i) those who work directly with our client group and are DBS checked and (ii) those who help with occasional fund-raising activities such as running raffles off site. All volunteers are crucial to the functioning of the charity and do a truly wonderful job. Like most other small charities, we are always in need of new volunteers.

VI. Summary of the main achievements of the charity during the current financial year, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society.

During the current financial year, the achievements that we judge to have enhanced the lives of our residents range from large scale projects requiring substantial fundraising to small acts of kindness costing nothing. Some examples include:

Resurfacing the paths in our woodland garden (£17,500). When the pathways through this woodland garden was first laid, environmental issues were given precedence over practicalities. The surface of the paths looked nice but were soon found to be unsatisfactory for large wheelchairs. This year we have resurfaced them with tarmac at a substantial cost but are already noticing the effect. Feedback from families and staff has been overwhelmingly positive and many more residents now have access.

Purchase of a Thera-trainer (£9999): This over-bed cycling machine is a major item which the physiotherapy team had wanted for a long time and was requested by several families. It allows residents who are unable to attend gym sessions to have physiotherapy in their rooms. The physiotherapy team are delighted, as are residents and their families.

Music therapy project (£1000): The grant funding this pilot project was awarded 2 years ago but was spent during the current financial year. A qualified music therapist has worked with the centre's speech and language team to provide group and individual therapy sessions to around 20 residents. It has been hugely successful and we plan to seek more funding.

Funding entertainment for residents (approximately £1000): This year we have funded 2 concerts internally and paid for taxis for residents to attend other events. These were funded by raffles held at two internal events and by a local company.

Helping the activities team and organising internal events (£500+): During the current year, we have purchased musical instruments for use by the residents (via a grant from the local town council), table-top easels, jigsaw puzzles, and other craft materials. In addition, the Friends have helped the activities team with craft groups, music groups, and one-off events. As many of our residents have restricted hand function, being able to provide a one-to-one helper for some makes a huge difference to what the activities team can achieve. We currently have 3 regular helpers with these groups.

Every year, we also recruit local volunteers to sing carols with the residents at Christmas. We also supply tea and mince pies as a social adjunct to the carol singing.

Helping residents who have no funds, family, or friends to support them (minimal cost). Many volunteers have helped with this scheme over the years. It involves collecting and organising donated clothes, monitoring the clothing of those residents on our list and ensuring additional items are purchased. During the year covered by this report, we have provided clothing, hairdressing, and trips out, for 10 residents. We currently have 2 regular volunteer visitors. They are much appreciated by the residents, staff and in one case by a family who live a long way from the centres.

Further development of the woodland garden and grounds. We have recently discovered that many large companies have volunteer schemes. In this year, we had 3 days each involving a different company with numbers ranging from 4 to 15. They have achieved in a day what it would take our own small team a month to achieve. Fences were painted, trees, bushes and bulbs were planted, and much tidying was done. We also have a gardener, paid by the landowner; he does an amazing job.

VII. Summary of fundraising activities

Grants: We received three grants from external sources this year: (i) £2000 from Groundwork UK for improvements in the woodland (ii) £860 from Benevity also for improvements in the woodland (iii) £500 from Sawbridgeworth Town Council for musical instruments for the residents.

Raffles and similar fundraising activities. Over the year, we have raised over £1000 by running raffles at events within the centres. In addition, a company whose employees are colleagues of one of our residents held a raffle on our behalf which raised over £200.

Restricted donations: We received three very generous donations this year, two in memory of residents who recently passed away. The first comprised two donations of £5000 and will fund a beautiful shelter in our woodland. The second, approaching £1000 will be restricted to craft materials. The third from Harlow Tye Rotary Club was to buy a picnic table in the woodland.

Other Donations: We receive a regular donation of £1000 from the Charity, Trees of Chaldean. In addition to the restricted donations listed above, we have received several smaller donations from friends and families of residents, past and present.

STRUCTURE, GOVERNANCE AND MANAGEMENT OF THE CHARITY.

(a) **Type of governing document:** Constitution

(b) **How the charity is constituted:** CIO.

(c) **Method of selecting Trustees:** New Trustees are proposed and appointed by the existing Trustees, following a written protocol based on the Charity Commission guidance and clauses 9 and 10 of our constitution. In particular, the “Fit and Proper persons help sheet and declaration” were incorporated

into our own guiding document. All actions are recorded in writing. In the last year, we have appointed three new Trustees, which has made a huge difference to the success of the charity.

(d) Policies and procedures adopted for the induction and training of trustees: Being a small charity our Trustees generally come from a pool of individuals who have worked with us as volunteers and know how the charity works. In addition, new trustees are provided with copies of all relevant information on the responsibilities of a Trustee provided by the Charity Commission. They also receive a copy of our charity’s constitution, along with all other policy documents and guidance.

(e) Organisational structure: The Trustees meet a minimum of 3 times per year. Extraordinary meetings may be called when required. All minutes are meticulously prepared, approved at the next meeting, signed, and filed. Our constitution provides for votes to be taken by email or phone where decisions on minor issues are required between meetings.

As noted above, we have a written policy for the appointment and induction of Trustees. We have developed a Privacy Policy in accordance with GDPR regulations. Permission forms for use of data on social media are in place. We have taken out the appropriate insurance cover and registered with HMRC to recoup Gift Aid.

We have a formal procedure for seeking funding suggestions from residents, staff, and other interested parties. Any proposal, with its justification, is considered at a Trustees meeting and a response sent to the applicant. We have a formal procedure for acknowledging donations and seeking Gift Aid Information.

(vi) Relationship with any related parties: Since the charity operates within the buildings and on land owned by Ramsay Healthcare and managed by Elysium Healthcare, where appropriate we adhere to the relevant policies and procedures set by the company. In turn, these regulations adhere to CQC requirements and any other legal bodies relevant to employer and service provider. We have a good working relationship with the management of the company, a representative (without voting rights) attends relevant Trustees meetings and our activities are generally viewed as being beneficial to both residents and staff. When we organise an activity, inside or outside of the buildings, proper risk assessments are undertaken and approved by the management. Regarding volunteers, the charity does not approve these without collaboration with the appropriate centre staff. All volunteers are interviewed, formally approved by the company with requisite DBS checks in place.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	Friends of Sawbridgeworth Neuro Centres
Other name the charity uses	FSN
Registered charity number	1167409
Charity’s principal address	Gardens and Jacobs Neuro Centres, High Wych Road, Sawbridgeworth, Hertfordshire, CM21 0HH.

Trustee name	Office (if any)
Sheila Henderson	Chair

Celine Austin	Vice Chair
Sue Gleeson	Treasurer
Nicholas Jardine	Minutes Secretary.
Dee Chaplin	
Eileen Griffiths	
Gill Weeks	
Jeremiah O'Mahony	
Marian O'Mahony	
Sarah Ward	Publicity officer

Financial Review

Review of the charity's financial position at the end of the end of March 2025: We ended the year with a healthy balance of £14,217. See financial and accountant report for further detail.

Policy for holding reserves: No applicable

Reasons for holding zero reserves: Being a small charity with no property or regular staff, there is no need to place substantial sums in reserve. As prudent forward planning, however, our committee never commits sums of money to projects which are not already fully funded.

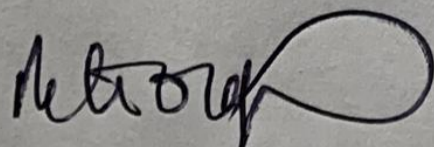
Any uncertainties about the charity continuing as a going concern: Financially, we have no uncertainty about the charity as a going concern. Our group has continued to gain recognition and finds it easier each year to raise funds. Although we have recently appointed 3 new Trustees, two existing members are now finding it difficult to contribute as they used to. Like all small charities, therefore, we continue to need new blood. Given the complex and demanding needs of our residents, the families of our residents often find it hard to take on bigger roles. This means we need to look outside of the centres for volunteers.

Friends of Sawbridgeworth Neuro Centres
Income and Expenditure Account
1 April 2024 - 31 March 2025
Registered Charity No: 1167409

	2024/25 Unrestricted Funds £	2024/25 Restricted Funds £	2024/25 Total Funds £
<u>Receipts</u>			
Donations	1,514.22	780.94	2,295.16
Fundraising Events	873.64		873.64
Gift Aid	2,691.96		2,691.96
Grants		16,418.62	16,418.62
Refunds	100.69		100.69
Total receipts	5,180.51	17,199.56	22,380.07
<u>Payments</u>			
Activities	346.26	483.42	829.68
Entertainment	908.30	18.98	927.28
Equipment	10,057.80		10,057.80
Garden Area	588.89	727.94	1,316.83
Governance costs	1,212.43		1,212.43
Residents Music Therapy		1,000.00	1,000.00
Residents personal care	51.00		51.00
Wildlife Project	148.48	577.55	726.03
Woodland Project	397.36	37,306.94	37,704.30
Opening balance rounding	0.47		0.47
Total payments	13,710.99	40,114.83	53,825.82
Opening balance	9,300.85	36,362.67	45,663.52
Receipts	5,180.51	17,199.56	22,380.07
Payments	13,710.99	40,114.83	53,825.82
Balance	770.37	13,447.40	14,217.77
Petty Cash	-	-	-
Total Assets	770.37	13,447.40	14,217.77

I have reviewed these accounts and confirm that the above Income and Expenditure Account represents a true and fair view of the financial position of the Charity.

I also confirm that FSN is a going concern.



Peter Oldfield BA(hons), ACMA

FRIENDS OF SAWBRIDGEWORTH NEURO CENTRES

England & Wales - Charity number 1167409

Accounts



**Friends of
Sawbridgeworth Neuro Centres**
Registered Charity number 1167409

Trustees' Annual Report
for the year April 1st 2022 to 31st March, 2023.

The following report adheres to the guidance given by the Charity Commission. Where a topic was not applicable, the heading is omitted.

I. Background and Summary of The Purposes of The Charity as Set Out in its Governing Document.

Registered as a CIO in 2016, the Friends of Sawbridgeworth Neuro Centres (FSN) is a small charity dedicated to improving the lives of adults and young persons with severe and complex neurological conditions. Our client group resides in the neuro centres because they are unable to function independently at home. In most cases, brain/spinal injury arose either as a result of a traumatic event, such as a stroke, or a car accident, or resulted from the onset of a degenerative neurological condition, such as Parkinson's Disease. In all cases, the injury has resulted in significant physical, cognitive, and/or communicative disability; some residents are also in states of low awareness. The centres provide rehabilitation, complex disability management and/or end of life care as appropriate. We supplement what is provided by the professionals involved.

As formulated in our constitution, the specific, but not exclusive, objectives of the Charity are:

- a) To organize and provide activities for the residents in the form of therapy and entertainment
- b) To improve the physical environment, both inside and outside of the centres
- c) To help any resident who lacks funding for whatever reason, by providing clothing, toiletries or other personal items as shall be deemed appropriate
- d) To support the recruitment and organization of volunteers who will help to further our objectives
- e) To co-operate with other associations, charities, voluntary bodies and statutory authorities who can help us to further our objectives in ways that would otherwise not be possible.

II. Summary of The Main Activities in Relation to Those Purposes.

Objective (a): The effect of COVID on care homes has been profound and continues to this day. The residents we help to care for are particularly vulnerable which means that visits by volunteers to undertake any of the regular or one-off activities we organize or participate in, can be cancelled at any time. However, in the year in question, our regular contributions to classical music and craft groups has stabilized somewhat.

We recently set up a scheme whereby one volunteer could be nominated as a primary visitor for any resident who had no family or friends to take on this role. This works well and is something that we wish to expand when time and resources permits.

Objective (b): Improvement of the physical environment in which our residents live is an important feature of our work. To date, it has ranged from the provision of art on the walls, through physiotherapy equipment to the donation of small sensory items for individual rooms. Indoors during 2022/2023, we were unable to do anything directly inside the buildings. However, we were able to donate a large amount of sensory equipment of various sorts to each centre.

Outdoors, our woodland project continues to be the “jewel in the crown” of our larger scale projects. We continued to work outside and have developed a maintenance plan involving coppicing where appropriate, clearing new land for replanting, replacing old trees with new native trees and planting ferns and bulbs to create color throughout the year. The developed area now extends to half an acre and we have created “visual pathways” to another half-acre. We continue to contribute to the development and maintenance of the gardens surrounding each centre, providing garden furniture as well as plants and assistance with maintenance.

Objective (c): For those residents without funds, we supply clothing and toiletries. We also pay for hairdressing and chiropody as appropriate and fund trips out of the centres. This scheme is now running well again.

Objectives (d and e): Recruitment of new volunteers and collaboration with other charities has largely been on hold. However, our recently appointed patron has become an active member of our group and has facilitated interactions with other voluntary groups as well as with the local community.

III. Statement Confirming Whether the Trustees Have Had Regard to The Guidance Issued by The Charity Commission on Public Benefit.

The trustees confirm that they have referred to the Charity Commission’s guidance on public benefit when reviewing their aims and objectives, in planning future activities, and in developing their policy for the year.

IV. Policy on grant making and social investment.

Not applicable.

V. Contribution made by volunteers.

The charity’s volunteers divide into two groups: (i) those who work directly with our client group and are DBS checked and (ii) those who help with occasional fund-raising activities such as running raffles off-site. All volunteers are crucial to the functioning of the charity and do a wonderful job. However, like most other small charities, we are always in need of new volunteers.

VI. Summary of the main achievements of the charity, identifying the difference the charity’s work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

In spite of the intermittent limitations on our activities imposed by COVID, our charity has continued to make some differences to the lives of our beneficiaries. In particular, the woodland area has provided an area of peacefulness that cannot be achieved elsewhere. Many of our residents and their families have suffered considerable traumas – visiting the woodland can help recovery in a small way. For the staff, this area has also been a sanctuary during the stressful times of the COVID restrictions. At other times, therapy staff and the activities team make use of the area as a sensory garden, with the attendant improvements in perceptual and

cognitive skills this can bring. The area also allows families to socialise away from the main buildings.

In our last report we mentioned the beginning of new project involving the development of a system whereby residents can observe wildlife activity in the woodland remotely in their rooms or on communal TVs. This has involved the purchase of bird feeders, nesting boxes, nesting box cameras, a trail camera and a solar panel to power the cameras. Unfortunately, progress on this project has only just begun again and is slow.

This year, we received funding for 2 music therapy projects. Plans for these are now in place, a music therapist with experience of neurological patients has been appointed, and support staff recruited. The first project will involve one-to-one session with residents who cannot leave their rooms for various reasons. This includes some in low awareness states as well as others whose physical disabilities restrict the time they can spend in a wheelchair. The second project involves a small group of younger individuals who we felt our charity had not offered anything specific in the past. Being together might not only help their movement skills but might also help them cognitively, socially and emotionally.

Since our residents fall into the very vulnerable category, most of our projects the Friends undertake are specific to that population and cannot be classified as bringing benefits to society at large. However, in a small way our woodland development can be viewed in this way. Having been completely neglected, we have now restored an area which contains many new trees and plants, which contains bird feeders and nesting boxes to attract wildlife and which might make a very, very small contribution to climate change and the lives of others. This is an ongoing project which we hope will attract funding for new developments such as additional pathways and a summer house.

VI. Summary of fundraising activities

Grants: During the financial year in question, we submitted 2 applications for funding for music therapy for selected residents. These were both successful (£2000 in total).

Fundraising campaigns: A fund raising campaign on our behalf, using Just Giving as our platform, raised a total of £1000 towards our woodland project. We are currently planning to undertake some major repairs to the wheelchair accessible paths through the woodland. This money will go towards this project.

Donations: During the financial year, we obtained 10 individual donations ranging from £50 to £1000. Some of these specified particular projects or items to be purchased and are listed under restricted funds. Others were open ended (unrestricted).

STRUCTURE, GOVERNANCE AND MANAGEMENT

(a) **Type of governing document:** Constitution

(b) **How the charity is constituted:** CIO.

(c) **Method of selecting Trustees:** New Trustees are proposed and appointed by the existing Trustees, following a written protocol based on the Charity Commission guidance and clauses 9 and 10 of our constitution. In particular, the “Fit and Proper persons help sheet and declaration” were incorporated into our own guiding document. All actions are recorded in writing (see below). We have appointed one new trustee during the year under review, bringing the total to 8.

(d) **Policies and procedures adopted for the induction and training of trustees:** Being a small charity our Trustees generally come from a pool of individuals who have worked with us as volunteers and know how the charity works. In addition, however, new trustees are provided with copies of all relevant information on the responsibilities of a Trustee provided by the Charity Commission. They also receive a copy of our charity’s constitution, along with all other policy documents and guidance. An experienced Trustee is assigned the role of mentor when necessary.

(e) **Organisational structure:** The Trustees normally meet a minimum of 3 times per year. Extraordinary meetings may be called when required. All minutes are meticulously prepared, approved at the next meeting, signed and filed. Our constitution provides for votes to be taken by email or phone where decisions on minor issues are required between meetings. During the period under review, we were able to meet only twice a whole committee, a few times in smaller groups, then communicated by email or phone when necessary.

As noted above, we have a written policy for the appointment and induction of Trustees. We have developed a Privacy Policy in accordance with GDPR regulations. Permission forms for use of data on social media are in place. We have taken out the appropriate insurance cover and registered with HMRC to recoup Gift Aid.

We have a formal procedure for seeking funding suggestions from residents, staff and other interested parties. Any proposal, with its justification, is considered at a Trustees meeting and a response sent to the applicant. We have a formal procedure for acknowledging donations and seeking Gift Aid Information.

(vi) **Relationship with any related parties:** Since the charity operates within the buildings and on land owned by Ramsay Healthcare and managed by Elysium Healthcare, where appropriate we adhere to the relevant policies and procedures set by the company. In turn, these regulations adhere to CQC requirements and any other legal bodies relevant to employer and service provider. We have a good working relationship with the management of the company, a representative (without voting rights) attends relevant Trustees meetings and our activities are generally viewed as being beneficial to both residents and staff. When we organise an activity, inside or outside of the buildings, proper risk assessments are undertaken and approved by the management. With regard to volunteers, the charity does not approve these without collaboration with the appropriate centre staff. All volunteers are interviewed, formally approved by the company with requisite DBS checks in place.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	Friends of Sawbridgeworth Neuro Centres
Other name the charity uses	FSN
Registered charity number	1167409
Charity's principal address	Gardens and Jacobs Neuro Centres, High Wych Road, Sawbridgeworth, Hertfordshire, CM21 0HH.

Trustee name	Office (if any)
Sheila Henderson	Chair
Celine Austin	Vice Chair
Sue Gleeson	Treasurer
Nicholas Jardine	Minutes Secretary.
Paul Benjafield	
Jeremiah O'Mahony	
Marian O'Mahony	
Dee Chaplin	
Pat Tiney	Co-opted non-voting member.

Financial Review

Review of the charity's financial position at the end of the end of March 2022: In spite of the lack of opportunity to raise funds during the year in question, our financial position was healthy. We ended the year with a balance of £23,216.

Policy for holding reserves: Not applicable

Reasons for holding zero reserves: Being a small charity with no property or regular staff, there is no need to place substantial sums in reserve. As prudent forward planning, however, our committee never commits sums of money to projects which are not already fully funded.

Any uncertainties about the charity continuing as a going concern: Financially, we have no uncertainty about the charity as a going concern. Our group has continued to gain recognition and finds it easier each year to raise funds (apart from during COVID 19).

Charity Number
1167409

Friends of Sawbridgeworth Neuro Centres

Financial Statements

For the Year Ended 31 March 2023

Gardens and Jacobs Neuro Centres
High Wych Road
Sawbridgeworth
Hertfordshire
CM21 0HH

**Friends of Sawbridgeworth Neuro Centres
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For the Year Ended 31 March 2023**

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Friends of Sawbridgeworth Neuro Centres
Contents of the Financial Statements
For the Year Ended 31 March 2023

	2022/2023	2022/2023	2022/2023
	Unrestricted	Restricted	Total
	Funds	Funds	Funds
	£	£	£
Receipts			
Donations & grants	3436	4106	7542
Fundraising Events	916	-	916
Gift Aid	421	-	421
Total Receipts	<u>4773</u>	<u>4106</u>	<u>8879</u>
Payments			
Cost of fundraising	70	-	70
Entertainment	13	-	13
Gardener	4350	-	4350
Governance costs	288	-	288
Wildlife	315	-	315
Woodland	108	-	108
Residents personal care	402	542	945
Total Payments	<u>5547</u>	<u>542</u>	<u>6089</u>
Opening balance			20419
Receipts			8879
Payments			6089
Balance			<u>23209</u>

Friends of Sawbridgeworth Neuro Centres
Contents of the Financial Statements
For the Year Ended 31 March 2023

	2022/2023 Unrestricted Funds £	2022/2023 Restricted Funds £	2022/2023 Total Funds £
Monetary Assets			
Bank and Cash Balances			
Bank Current Account	6653	16556	23209
Cash in Hand	8	-	8
Total Assets	6661	16556	23217

Approval Statement

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that no independent examination is needed as the gross income for the financial year is less than £25,000.

Approved by the Trustees on 22nd January 2024 and signed on their behalf by:

Sheila E. Henderson
Trustee

SHEILA E. HENDERSON
Print name

Susan H Gleeson
Trustee

SUSAN H GLEESON
Print name

FRIENDS OF SAWBRIDGEWORTH NEURO CENTRES

England & Wales - Charity number 1167409

Accounts



**Friends of
Sawbridgeworth Neuro Centres**
Registered Charity number 1167409

**Trustees' Annual Report
for the year ending 31st March, 2022.**

The following report adheres to the guidance given by the Charity Commission. Where a topic was not applicable, the heading is omitted.

I. Background and Summary of The Purposes of The Charity as Set Out in its Governing Document.

Registered as a CIO in 2016, the Friends of Sawbridgeworth Neuro Centres (FSN) is a small charity dedicated to improving the lives of adults and young persons with severe and complex neurological conditions. Our client group resides in the neuro centres because they are unable to function independently at home. In most cases, brain/spinal injury arose either as a result of a traumatic event, such as a stroke, or a car accident or resulted from the onset of a degenerative neurological condition, such as Parkinson's Disease. In all cases, the injury has resulted in significant physical, cognitive, and/or communicative disability; some residents are also in states of low awareness. The centres provide rehabilitation, complex disability management and/or end of life care as appropriate. We supplement what is provided by the professionals involved.

As formulated in our constitution, the specific, but not exclusive, objectives of the Charity are:

- a) To organize and provide activities in the form of therapy and entertainment
- b) To improve the physical environment, both inside and outside of the centres
- c) To help any resident who lacks funding for whatever reason, by providing clothing, toiletries or other personal items as shall be deemed appropriate
- d) To support the recruitment and organization of volunteers who will help to further our objectives
- e) To co-operate with other associations, charities, voluntary bodies and statutory authorities who can help us to further our objectives in ways that would otherwise not be possible.

II. Summary of The Main Activities in Relation to Those Purposes.

The effect of COVID 19 on care homes has been profound and continued much longer than for the general public. The residents that we help to care for are particularly vulnerable which has meant that volunteers have rarely been able to enter the buildings during the period covered by this report. This has made it impossible for us to undertake any of the regular activities we organize. We have, however, attempted to meet our objectives in other ways.

To contribute to the provision of therapy, activities, and entertainment for our residents during the pandemic, we communicated remotely with staff and responded to their requests (e.g., proving craft materials). When visiting was allowed we set up a scheme whereby one volunteer could be nominated as a primary visitor for any resident who had no family or friends to take on this role. For those residents without funds, we have continued to hand in toiletries and clothes. We also pay for hairdressing and chiropody as appropriate (objectives a & c).

Improvement of the physical environment in which our residents live is a major feature of our work (objective b). Indoors during 2021/2022, we were unable to do anything inside the

buildings. Outdoors, our woodland project continues to be the “jewel in the crown” of our larger scale projects. During lockdown, we continued to work outside and have developed a maintenance plan involving coppicing where appropriate, clearing new land for replanting, replacing old trees with new native trees and planting ferns and bulbs to create colour throughout the year. The developed area now extends to half an acre and we have created “visual pathways” to another half-acre. We continue to contribute to the development and maintenance of the gardens surrounding each centre, providing garden furniture as well as plants and assistance with maintenance. We now have enough funds to pay a gardener on a regular basis.

Recruitment of new volunteers and collaboration with other charities has largely been on hold. However, our recently appointed patron has become an active member of our group and has facilitated interactions with other voluntary groups as well as with the local community (objectives d & e).

III. Statement Confirming Whether the Trustees Have Had Regard to The Guidance Issued by The Charity Commission on Public Benefit.

The trustees confirm that they have referred to the Charity Commission’s guidance on public benefit when reviewing their aims and objectives, in planning future activities, and in developing their policy for the year.

IV. Policy on grant making and social investment.

Not applicable.

V. Contribution made by volunteers

The charity’s volunteers divide into two groups: (i) those who work directly with our client group and are DBS checked and (ii) those who help with occasional fund-raising activities such as running raffles off site. All volunteers are crucial to the functioning of the charity and do a truly wonderful job. However, like most other small charities, we are always in need of new volunteers.

VI. Summary of the main achievements of the charity, identifying the difference the charity’s work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

In spite of the limitations on our activities imposed by COVID 19, our charity has continued to make some differences to the lives of our beneficiaries. In particular, the woodland area has provided an area of peacefulness that cannot be achieved elsewhere. Many of our residents and their families have suffered unimaginable traumas – visiting the woodland can help recovery in a small way. For the staff, this area has also been a sanctuary during the stressful times of the COVID restrictions. At other times, therapy staff and the activities team make use of the area as a sensory garden, with the attendant improvements in perceptual and cognitive skills this can bring. The area also allows families to socialise away from the main buildings.

In our last report we mentioned the beginning of new project involving the development of a system whereby residents can observe wildlife activity in the woodland remotely and in their rooms or on communal TVs. This has involved the purchase of bird feeders, nesting boxes, nesting box cameras, a trail camera and a solar panel to power the cameras. Unfortunately, progress on this project has stalled due to Covid restrictions coupled with a change of management at the centres. We are hopeful that this project can be revived soon.

There have been a number of other events/projects that have made a difference to our beneficiaries. All residents have missed their families during lockdown, especially those who have children. When restrictions eased, the Friends upgraded the playhouse, donated by a family a few years ago. We repainted it, repaired the roof, built a beautiful toy storage box and bought many more toys for visiting children to play with. Our second project involved painting murals in a number of locations around the site. Many of our residents struggle to communicate. In addition to adding to the aesthetic elements of the gardens, discussing the content of the murals acts as a stimulus to the formulation and expression of ideas and observations for those with difficulties.

Since our residents fall into the very vulnerable category, most of our projects the Friends undertake are specific to that population and cannot be classified as bringing benefits to society at large. However, in a small way our woodland development can be viewed in this way. Having been completely neglected, we have now restored an area which contains many new trees and plants, which contains bird feeders and nesting boxes to attract wildlife and which might make a very, very small contribution to climate change and the lives of others. This is an ongoing project which we hope will attract funding for new developments such as additional pathways and a summer house.

VI. Summary of fundraising activities

Like all charities, we have been badly affected by COVID19 in that we have not been able to organise any fundraising events involving gatherings of families, friends or staff. Like others, however, we have found ways round this and have filled the gap to a limited extent.

Grants: During the financial year in question, we submitted 2 applications for funding for music therapy for a very disadvantaged group of residents who are unable to leave their rooms. Although outside the financial year covered by this report, we now know we have been successful in both cases (£2000 in total).

Fundraising campaigns: A fund raising campaigns on our behalf, using Virgin Money Giving as our platform raised a total of £2,500 towards our woodland project. We currently employ a gardener one day per week. This money will allow us to continue doing so for another year at least.

Donations: During the financial year under review, we obtained 15 individual donations both large and small. Some of these specified particular projects or items to be purchased and are listed under restricted funds. Others were open ended (unrestricted).

STRUCTURE, GOVERNANCE AND MANAGEMENT

(a) **Type of governing document:** Constitution

(b) **How the charity is constituted:** CIO.

(c) **Method of selecting Trustees:** New Trustees are proposed and appointed by the existing Trustees, following a written protocol based on the Charity Commission guidance and clauses 9 and 10 of our constitution. In particular, the “Fit and Proper persons help sheet and declaration” were incorporated into our own guiding document. All actions are recorded in writing (see below). We have appointed one new trustee during the year under review, bringing the total to 8.

(d) **Policies and procedures adopted for the induction and training of trustees:** Being a small charity our Trustees generally come from a pool of individuals who have worked with us as volunteers and know how the charity works. In addition, however, new trustees are provided with copies of all relevant information on the responsibilities of a Trustee provided by the Charity Commission. They also receive a copy of our charity’s constitution, along with all other policy documents and guidance. An experienced Trustee is assigned the role of mentor when necessary.

(e) **Organisational structure:** During normal times, the Trustees meet a minimum of 3 times per year. Extraordinary meetings may be called when required. All minutes are meticulously prepared, approved at the next meeting, signed and filed. Our constitution provides for votes to be taken by email or phone where decisions on minor issues are required between meetings. During the period under review, we were able to meet ??? as a whole committee, a few times in smaller groups, then communicated by email or phone when necessary.

As noted above, we have a written policy for the appointment and induction of Trustees. We have developed a Privacy Policy in accordance with GDPR regulations. Permission forms for use of data on social media are in place. We have taken out the appropriate insurance cover and registered with HMRC to recoup Gift Aid.

We have a formal procedure for seeking funding suggestions from residents, staff and other interested parties. Any proposal, with its justification, is considered at a Trustees meeting and a response sent to the applicant. We have a formal procedure for acknowledging donations and seeking Gift Aid Information.

(vi) **Relationship with any related parties:** Since the charity operates within the buildings and on land owned by Ramsay Healthcare and managed by Elysium Healthcare, where appropriate we adhere to the relevant policies and procedures set by the company. In turn, these regulations adhere to CQC requirements and any other legal bodies relevant to employer and service provider. We have a good working relationship with the management of the company, a representative (without voting rights) attends relevant Trustees meetings and our activities are generally viewed as being beneficial to both residents and staff. When we organise an activity, inside or outside of the buildings, proper risk assessments are undertaken and approved by the management. With regard to volunteers, the charity does not

approve these without collaboration with the appropriate centre staff. All volunteers are interviewed, formally approved by the company with requisite DBS checks in place.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	Friends of Sawbridgeworth Neuro Centres
Other name the charity uses	FSN
Registered charity number	1167409
Charity's principal address	Gardens and Jacobs Neuro Centres, High Wych Road, Sawbridgeworth, Hertfordshire, CM21 0HH.

Trustee name	Office (if any)
Sheila Henderson	Chair
Celine Austin	Vice Chair
Sue Gleeson	Treasurer
Nicholas Jardine	Minutes Secretary.
Paul Benjafield	
Jeremiah O'Mahony	
Marian O'Mahony	
Dee Chaplin	

Financial Review

Review of the charity's financial position at the end of the end of March 2022: In spite of the lack of opportunity to raise funds during the year in question, our financial position was healthy. We ended the year with a balance of £20,426.

Policy for holding reserves: No applicable

Reasons for holding zero reserves: Being a small charity with no property or regular staff, there is no need to place substantial sums in reserve. As prudent forward planning, however, our committee never commits sums of money to projects which are not already fully funded.

Any uncertainties about the charity continuing as a going concern: Financially, we have no uncertainty about the charity as a going concern. Our group has continued to gain recognition and finds it easier each year to raise funds (apart from during COVID 19). However, we do have concerns about the future regarding personnel. The current committee consists largely of persons over 60. We receive support from the families and friends of our residents but many have commitments which make it impossible for them to take on bigger roles. We do need new blood.

Charity Number
1167409

Friends of Sawbridgeworth Neuro Centres

Financial Statements

For the Year Ended 31 March 2022

Gardens and Jacobs Neuro Centres
High Wych Road
Sawbridgeworth
Hertfordshire
CM21 0HH

**Friends of Sawbridgeworth Neuro Centres
Contents of the Financial Statements
For the Year Ended 31 March 2022**

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Friends of Sawbridgeworth Neuro Centres
Contents of the Financial Statements
For the Year Ended 31 March 2022

	2021/2022 Unrestricted Funds £	2021/2022 Restricted Funds £	2021/2022 Total Funds £
Receipts			
Donations & grants	1740	5333	7073
Gift Aid	456	-	456
Total Receipts	<u>2196</u>	<u>5333</u>	<u>7529</u>
Payments			
Assistant Gardener	825	-	825
Garden Area	1742	794	2537
Gardener	1535	4320	5855
Governance Costs	315	-	315
Interior Décor	-	640	640
Residents personal care	180	1627	1807
Total Payments	<u>4598</u>	<u>7382</u>	<u>11979</u>
Net Receipts / (Payments) for the Year	(2401)	(2049)	(4450)
Bank and cash balances at prior year end	22453	2416	24869
Bank and cash balances at current year end	<u>11714</u>	<u>8704</u>	<u>20419</u>

Friends of Sawbridgeworth Neuro Centres
Contents of the Financial Statements
For the Year Ended 31 March 2022

	2021/2022 Unrestricted Funds £	2021/2022 Restricted Funds £	2021/2022 Total Funds £
Monetary Assets			
Bank and Cash Balances			
Bank Current Account	11714	8704	20419
Cash in Hand	8	-	8
Total Assets	11722	8704	20426

Approval Statement

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that no independent examination is needed as the gross income for the financial year is less than £25,000.

Approved by the Trustees on 27th December 2022 and signed on their behalf by:

Sheila E. Henderson
Trustee

SHEILA E. HENDERSON
Print name

Susan H Gleeson
Trustee

SUSAN H GLEESON
Print name

FRIENDS OF SAWBRIDGEWORTH NEURO CENTRES

England & Wales - Charity number 1167409

Accounts



**Friends of
Sawbridgeworth Neuro Centres**
Registered Charity number 1167409

**Trustees' Annual Report
for the year ending 31st March 2021.**

The following report adheres to the guidance given by the Charity Commission and uses the main headings provided in the TAR template. Where a topic was not applicable, the heading is omitted.

I. Background and Summary of The Purposes of The Charity as Set Out in its Governing Document.

Registered as a CIO in 2016, the Friends of Sawbridgeworth Neuro Centres (FSN) is a small charity dedicated to improving the lives of adults and young persons with severe and complex neurological conditions. Our client group resides in the neuro centres because they are unable to function independently at home. In most cases, brain/spinal injury arose either as a result of a traumatic event, such as a stroke, or a car accident or resulted from the onset of a degenerative neurological condition, such as Parkinson's Disease. In all cases, the injury has resulted in significant physical, cognitive, and/or communicative disability; some residents are also in states of low awareness. The centres provide rehabilitation, complex disability management and/or end of life care as appropriate. We supplement what is provided by the professionals involved.

As formulated in our constitution, the specific, but not exclusive, objectives of the Charity are:

- a) To organize and provide activities in the form of therapy and entertainment
- b) To improve the physical environment, both inside and outside of the centres
- c) To help any resident who lacks funding for whatever reason, by providing clothing, toiletries or other personal items as shall be deemed appropriate
- d) To support the recruitment and organization of volunteers who will help to further our objectives.
- e) To co-operate with other associations, charities, voluntary bodies and statutory authorities who can help us to further our objectives in ways that would otherwise not be possible.

II. Summary of The Main Activities in Relation to Those Purposes.

The effect of COVID 19 on care homes has been profound. The residents that we help to care for are particularly vulnerable which has meant that volunteers have rarely been able to enter the buildings during the period covered by this report. This has made it impossible for us to undertake any of the regular activities we organize. We have, however, attempted to meet our objectives in other ways.

To contribute to the provision of therapy, activities, and entertainment for our residents during lockdown, we communicated remotely with staff and

responded to their requests. For example, we helped several residents with visual impairments to sign up with the RNIB to receive talking books. We purchased colouring books and other craft materials for those who enjoy these activities. Recognising that it must be worse than ever for those residents who can't leave their rooms, we purchased four laser projectors which can be moved from room to room to provide some sensory input and entertainment for them. For those residents without funds, we have continued to hand in toiletries, clothes etc. When visiting was allowed, we have also begun a scheme whereby, one volunteer is nominated as the primary visitor for those with no family or friends to take this role (objectives a & c).

Improvement of the physical environment is a major feature of our work (objective b). Indoors during 2020/2021, our main contribution has been the provision of a series of light panels which have brightened up seating areas in both centres. Outdoors, our woodland project continues to be the "jewel in the crown" of our larger scale projects. During lockdown, we were able to work outside and have cleared more land for replanting, extended the pathways, planted several native trees and hundreds of bulbs. The developed area now extends to half an acre and we have created "visual pathways" to another half-acre. We continue to contribute to the development and maintenance of the gardens surrounding each centre, providing garden furniture as well as plants and assistance with maintenance. We now have enough funds to pay a gardener on a regular basis.

Recruitment of new volunteers and collaboration with other charities has largely been on hold. We have, however, appointed a new patron who is currently the local mayor and who is keen to help develop both of these strands of our work when circumstances permit (objectives d & e).

III. Statement Confirming Whether the Trustees Have Had Regard to The Guidance Issued by The Charity Commission on Public Benefit.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing their aims and objectives, in planning future activities, and in developing their policy for the year.

IV. Policy on grant making and social investment.

Not applicable.

V. Contribution made by volunteers

The charity's volunteers divide into two groups: (i) those who work directly with our client group and are DBS checked and (ii) those who help with occasional fund-raising activities such as running raffles off site. All volunteers are crucial to the functioning of the charity and do a truly wonderful job. However, like most other small charities, we are always in need of new volunteers.

VI. Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

In spite of the limitations on our activities imposed by COVID 19, our charity has continued to make some differences to the lives of our beneficiaries. In particular, the woodland area has provided an area of peacefulness that cannot be achieved elsewhere. Many of our residents and their families have suffered unimaginable traumas - visiting the woodland can help recovery in a small way. For the staff, this area has also been a sanctuary during the stressful times of the COVID restrictions. At other times, therapy staff and the activities team make use of the area as a sensory garden, with the attendant improvements in perceptual and cognitive skills this can bring. The area also allows families to socialise away from the main buildings.

A new component of this project, begun in summer of 2020, has been the development of a system whereby residents can observe wildlife activity in the woodland remotely and in their rooms or on communal TVs. This has involved the purchase of bird feeders, nesting boxes, nesting box cameras, a trail camera and a solar panel to power the cameras. We are also cooperating with the centre management to improve the WIFI signal away from the building which will benefit the residents in other ways too (e.g they can listen to music outside).

Since our residents fall into the very vulnerable category, most of our projects are specific to that population and cannot be classified as bringing benefits to society at large. However, in a small way our woodland development can be viewed in this way. Having been completely neglected, we have now restored an area which contains many new trees and plants, which contains bird feeders and nesting boxes to attract wildlife and which might make a very, very small contribution to climate change and the lives of others. This is an ongoing project which we hope will attract funding for new developments such as additional pathways and a summer house.

There have been a number of other events/projects that have made a difference to our beneficiaries. All residents have missed their families

during lockdown, especially those who have children. When restrictions eased, the Friends decided to upgrade the playhouse that was donated by a family a couple of years ago. We have repainted the outside, repaired the roof, built a beautiful toy storage box and bought many more toys for visiting children to play with. Our second project has involved painting murals in a number of locations around the site. Many of our residents struggle to communicate. In addition to adding to the aesthetic elements of the gardens, discussing the content of the murals acts as a stimulus to the formulation and expression of ideas and observations for those with difficulties.

VI. Summary of fundraising activities

Like all charities, we have been badly affected by COVID19 in that we have not been able to organise any fundraising events involving gatherings of families, friends or staff. Like others, however, we have found ways round this and have filled the gap to a limited extent..

Grants: All local councillors, district and county, are given a set amount of money each year to distribute to local charities. During the financial year in question, we were successful in obtaining 2 (restricted) grants of £750 and £500 respectively, which will go towards providing a fish tank for each centre when access becomes possible.

On-line fundraising campaigns: Two individuals set up fund raising campaigns on our behalf, using Virgin Money Giving as our platform. The first raised money to buy outdoor Christmas decorations for our woodland area. A total of £1000 was raised and the project was a huge success. The second campaign also focussed on the development of our woodland garden, a project which never stops. A total of £2,500 was raised. We currently employ a gardener one day per week. This money will allow us to continue doing so for a few more months at least.

Donations: During the financial year under review, we obtained many donations both large and small. Some of these specified particular projects or items to be purchased and are listed under restricted funds. Others were open ended (unrestricted).

STRUCTURE, GOVERNANCE AND MANAGEMENT

(a) **Type of governing document:** Constitution

(b) **How the charity is constituted:** CIO.

(c) **Method of selecting Trustees:** New Trustees are proposed and appointed by the existing Trustees, following a written protocol based on the Charity Commission guidance and clauses 9 and 10 of our constitution. In particular, the “Fit and Proper persons help sheet and declaration” were incorporated into our own guiding document. All actions are recorded in writing (see below). We have appointed one new trustee during the year under review.

(d) **Policies and procedures adopted for the induction and training of trustees:** Being a small charity our Trustees generally come from a pool of individuals who have worked with us as volunteers and know how the charity works. In addition, however, new trustees are provided with copies of all relevant information on the responsibilities of a Trustee provided by the Charity Commission. They also receive a copy of our charity’s constitution, along with all other policy documents and guidance. An experienced Trustee is assigned the role of mentor when necessary.

(e) **Organisational structure:** During normal times, the Trustees meet a minimum of 3 times per year and have an AGM in addition. Extraordinary meetings may be called when required. All minutes are meticulously prepared, approved at the next meeting, signed and filed. Our constitution provides for votes to be taken by email or phone where decisions on minor issues are required between meetings. During the period under review, we were able to meet once as a whole committee, a few times in smaller groups, then communicated by email or phone when necessary.

As noted above, we have a written policy for the appointment and induction of Trustees. We have developed a Privacy Policy in accordance with GDPR regulations. Permission forms for use of data on social media are in place. We have taken out the appropriate insurance cover and registered with HMRC to recoup Gift Aid.

We have a formal procedure for seeking funding suggestions from residents, staff and other interested parties. Any proposal, with its justification, is considered at a Trustees meeting and a response sent to the applicant. We have a formal procedure for acknowledging donations and seeking Gift Aid Information.

(vi) **Relationship with any related parties:** Since the charity operates within the buildings and on land owned by, and managed by Ramsay Healthcare, where appropriate we adhere to the relevant policies and procedures set by the company. In turn, these regulations adhere to CQC requirements and any other legal bodies relevant to employer and

service provider. We have a good working relationship with the management of the company, a representative (without voting rights) attends relevant Trustees meetings and our activities are generally viewed as being beneficial to both residents and staff. When we organise an activity, inside or outside of the buildings, proper risk assessments are undertaken and approved by the management. With regard to volunteers, the charity does not approve these without collaboration with the appropriate centre staff. All volunteers are interviewed, formally approved by the company with requisite DBS checks in place.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	Friends of Sawbridgeworth Neuro Centres
Other name the charity uses	FSN
Registered charity number	1167409
Charity's principal address	Gardens and Jacobs Neuro Centres, High Wych Road, Sawbridgeworth, Hertfordshire, CM21 0HH.

Trustee name	Office (if any)
Sheila Henderson	Chair
Celine Austin	Vice Chair
Sue Gleeson	Treasurer
Nicholas Jardine	Minutes Secretary.
Paul Benjafield	
Jeremiah O'Mahony	
Marian O'Mahony	
Dee Chaplin	

Financial Review

Review of the charity's financial position at the end of the end of March 2021: In spite of the lack of opportunity to raise funds during the year in question, our financial position remained healthy with a balance of £24,876 at the year end.

Policy for holding reserves: No applicable

Reasons for holding zero reserves: Being a small charity with no property or regular staff, there is no need to place substantial sums in reserve. As prudent forward planning, however, our committee never commits sums of money to projects which are not already fully funded.

Any uncertainties about the charity continuing as a going concern: Financially, we have no uncertainty about the charity as a going concern. Our group has continued to gain recognition and finds it easier each year to raise funds (apart from during COVID 19). However, we do have concerns about the future regarding personnel. The current committee consists largely of persons over 60. We receive support from the families and friends of our residents but many have commitments which make it impossible for them to take on bigger roles. We do need new blood.

Charity Number
1167409

Friends of Sawbridgeworth Neuro Centres
Financial Statements
For the Year Ended 31 March 2021

Jonathan Brayshaw
ICAEW Chartered Accountant

Gardens and Jacobs Neuro Centres
High Wych Road
Sawbridgeworth
Hertfordshire
CM21 0HH

**Friends of Sawbridgeworth Neuro Centres
Contents of the Financial Statements
For the Year Ended 31 March 2021**

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Friends of Sawbridgeworth Neuro Centres
Receipts and Payments Account
For the Year Ended 31 March 2021

	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Receipts				
Donations and grants	6,809	16,068	22,877	16,885
Fund raising events	-	-	-	4,917
Income from charitable activities	20	-	20	72
	<hr/>	<hr/>	<hr/>	<hr/>
	6,829	16,068	22,897	21,873
Investment income				
Bank interest	-	-	-	25
	<hr/>	<hr/>	<hr/>	<hr/>
Total receipts	6,829	16,068	22,897	21,898
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Payments				
Costs of fundraising activities	-	-	-	105
Garden area	1,149	4,667	5,816	2,946
Gardener	5,711	1,173	6,884	4,600
Activities, Occupational Health and Physiotherapy	407	-	407	586
Interior décor	175	1,825	2,000	2,415
Residents personal care	1,922	-	1,922	1,389
Events	875	2,864	3,739	-
Equipment	216	-	216	4,219
Governance costs	315	-	315	315
Miscellaneous	15	-	15	450
Accountancy	-	-	-	-
Bank charges and interest	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total payments	10,784	10,529	21,313	17,026
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Net Receipts / (Payments) for the Year	(3,955)	5,539	1,584	4,872
Transfers between funds	-	-	-	-
Bank and cash balances at prior year end	20,877	2,416	23,293	18,420
	<hr/>	<hr/>	<hr/>	<hr/>
Bank and cash balances at current year end	16,922	7,955	24,876	23,293
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Friends of Sawbridgeworth Neuro Centres
Statement of Assets and Liabilities
For the Year Ended 31 March 2021**

	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Monetary Assets				
Bank and cash balances				
Bank Current Account	16,914	7,955	24,869	23,275
Bank Project Account	-	-	-	-
Cash in Hand	8	-	8	18
Total Assets	16,922	7,955	24,876	23,293

Approval Statement

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that no independent examination is needed as the gross income for the financial year is less than £25,000.

Approved by the Trustees on 2020 and signed on their behalf by:

.....
Trustee

.....
Print name

.....
Trustee

.....
Print name