



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

**Trustees' Annual Report  
for the year ending 31<sup>st</sup> 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.

<b>Trustee name</b>	<b>Office (if any)</b>
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**

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Jonathan Brayshaw  
ICAEW Chartered Accountant

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

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**Friends of Sawbridgeworth Neuro Centres**  
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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 £
<b>Receipts</b>				
Donations and grants	6,809	16,068	22,877	16,885
Fund raising events	-	-	-	4,917
Income from charitable activities	20	-	20	72
	<hr/> 6,829	<hr/> 16,068	<hr/> 22,897	<hr/> 21,873
<b>Investment income</b>				
Bank interest	-	-	-	25
	<hr/> 6,829	<hr/> 16,068	<hr/> 22,897	<hr/> 21,898
<b>Total receipts</b>	<hr/> <hr/> 6,829	<hr/> <hr/> 16,068	<hr/> <hr/> 22,897	<hr/> <hr/> 21,898
<b>Payments</b>				
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/> 10,784	<hr/> 10,529	<hr/> 21,313	<hr/> 17,026
<b>Total payments</b>	<hr/> <hr/> 10,784	<hr/> <hr/> 10,529	<hr/> <hr/> 21,313	<hr/> <hr/> 17,026
<b>Net Receipts / (Payments) for the Year</b>	(3,955)	5,539	1,584	4,872
<b>Transfers between funds</b>	-	-	-	-
<b>Bank and cash balances at prior year end</b>	20,877	2,416	23,293	18,420
	<hr/> 16,922	<hr/> 7,955	<hr/> 24,876	<hr/> 23,293
<b>Bank and cash balances at current year end</b>	<hr/> <hr/> 16,922	<hr/> <hr/> 7,955	<hr/> <hr/> 24,876	<hr/> <hr/> 23,293

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

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

**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