



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 06	Month 04	Year 2022		Day 05	Month 04	Year 2023

## Section A Reference and Administration Details

**Charity name** Norwich and Norfolk OCD Voluntary Support Group

**Other names charity is known by**

**Registered charity number (if any)** 1176907

**Charity's principal address** 2 St Peter's Drive

Easton

Norwich

**Postcode** NR9 5HF

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susanne Lee	Chair		
2	Linda Brown	Treasurer		
3	Geraldine Scott	Trustee		
4	Maureen Stone	Trustee		

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
<b>Executive Advisor</b>	Nesta Reeve	
<b>BABCP Supervisor</b>	Russell Wharton	

### Name of chief executive or names of senior staff members (Optional information)


## Section B Structure, Governance and Management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Election

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity Trustees will make available to each new Charity Trustee, on or before his or her first appointment:

- a) a copy of the current version of our Constitution
- b) a copy of the latest Trustees' Annual Report and Statement of Accounts

The induction and training of the Trustees is carried out by regular psychoeducation relating to OCD, anxiety and depression at our weekly afternoon online OCD Therapy and Training Groups.

Training is provided by a UK Registered, fully qualified Senior Psychotherapist and Counsellor specialising in OCD, anxiety and depression. Independent professional advice and support is available to our Trustees, volunteers and beneficiaries, if and when required.

#### Trustees' Duties

Our Trustees carry out their legal duties by ensuring that everything our charity does helps to achieve the purposes for which it is set up and no other purpose, as set out in our governing document. They plan what our charity does, what they want it to achieve and are able to explain and understand how the charity benefits the public by carrying out its purpose. They act in our charity's best interests, deal with conflicts of interest, manage our charity's resources responsibly, implement appropriate financial controls, manage risks, act with reasonable care and skill and take appropriate advice when needed. They also ensure the spending of charity funds is solely for the benefit of the charity and the charity's beneficiaries.

As well as the above, two of our Trustees are active in the running of the charity's training services. Our main activities are psychoeducation, therapy, training and support of our beneficiaries. Two of our Trustees are fully able to step into the role of group facilitator at any of our meetings. Our Trustees understand the complexities of OCD and we all work as an enthusiastic and completely focused team providing a solution to aiding mental health and wellbeing for our community.

In addition, we run a 24 hour enquiries and helpline, all calls are promptly responded to by either telephone or email. Two Trustees run an 'Invitation Only' (for confidentiality) private Facebook page for the charity.

## **Trustee Resignation**

Georgia Ollett resigned as a Trustee on 7 April 2022 to seek out additional work opportunities to further her career. We are very grateful to Georgia for all the help and support she gave the charity during her time with us.

## **Existing Relationships**

This year we were very grateful to receive grants from the Community Lottery, Postcode Places Trust, Love Norfolk via the Norfolk Community Foundation, the Paul Bassham Charitable Trust and the Fitzmaurice Trust. These grants were used to provide two weekly online OCD Therapy and Training Groups along with running costs for the charity.

## **NHS**

We receive numerous referrals from the NHS Wellbeing Services and GP Surgeries to access our two weekly charitable therapy and training support groups for their patients.

## **Norwich City Council and Norfolk County Council**

We have assisted the Norwich City Council and Norfolk County Council by replying to enquiries from their Housing Officers and Managers regarding their tenants that have severe issues with OCD Hoarding in our community, as well as those working in Social Services needing to refer clients to us with mental health issues. We are able to provide our voluntary therapy and training to their tenants and clients whenever they are willing to attend our weekly afternoon online groups.

We adhere to the following policies that can be found on our website [www.norwichandnorfolkocdsupport.org.uk](http://www.norwichandnorfolkocdsupport.org.uk) :

- 1) Safeguarding and Vulnerable Persons Policy
- 2) Equal Opportunities Policy
- 3) Group Rules for Confidentiality

We also hold a Group Insurance for our Charity.

## **Section C**

## **Objectives and Activities**

**Summary of the objects of the charity set out in its governing document**

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

THE RELIEF OF SICKNESS AND PRESERVATION OF GOOD HEALTH BY THE PROVISION OF ONE-TO-ONE AND/OR GROUP COUNSELLING OF COGNITIVE BEHAVIOURAL THERAPY (CBT), MINDFULNESS, TRAINING AND CONSTRUCTIVE SUPPORT TO THOSE WITH OBSESSIVE COMPULSIVE DISORDER (OCD), THEIR CARERS, FAMILY MEMBERS AND THOSE WHO WANT TO GAIN A BETTER UNDERSTANDING OF THIS ANXIETY DISORDER

We declare that our Charity Trustees 'have regard' to the Charity Commission's Public Benefit Guidance 'when exercising any powers or duties to which the Guidance is relevant'. Our Charity Trustees have complied with this duty and are aware of the Guidance.

### **COVID-19**

Since Covid-19 at the beginning of 2020, we have continued to run our

weekly classroom groups online for OCD therapy, training and support. The online groups proved to be more successful than we could have anticipated for our beneficiaries. It has meant that our beneficiaries have been able to attend our therapy and training sessions online from the safety of their homes. Most importantly, including those beneficiaries that are especially vulnerable to illness and those that are house bound.

Operating as voluntary online therapy and training, we have found that we can offer our services to a much wider audience. Our beneficiaries join us from East Anglia but also now from London, Europe and Japan.

### **AIDING MENTAL HEALTH**

With the grants from the Community Lottery, Postcode Places Trust and Love Norfolk via the Norfolk Community Foundation, we were able to continue with our twice weekly afternoon online therapy and training groups. Both of these groups have been extremely popular and our number of beneficiaries always consistent. We also ensure that our groups are open-ended, rather than restricting beneficiaries to the usual allotted six or ten sessions, if and whenever they are available.

We understand the complexities and multi-facets of OCD. Our online OCD Therapy and Training Groups are professionally run by a UK Registered, fully qualified Senior Psychotherapist and Counsellor specialising in OCD, anxiety and depression.

Below is a summary setting out the main activities undertaken by our charity to carry out its charitable purpose for the public benefit:

We offer psychoeducation, therapy, training and support and our services are open-ended which we believe is vital for mental health issues, rather than sessions being time limited. We provide Cognitive Behavioural Therapy (CBT), Rational Emotive Behavioural Therapy (REBT), Mindfulness, Acceptance and Commitment Therapy (ACT) and we also incorporate the following related subjects:

- All Categories of OCD inc. mental, physical and avoidance behaviours
- Unwanted, Intrusive Thoughts (sometimes referred to as Pure O)
- The Conscious versus the Sub-conscious Mind
- Advanced Mindfulness including the study of nonjudgment
- Examining Automatic Negative Thoughts and Cognitive Distortions
- Coping with Anxiety and Depression
- Examining Resources and Skill Sets

These training sessions always include open debate followed by questions and answers with professional advice and if necessary, sign-posting beneficiaries to other relevant areas and forms of help.

### **Social Activities**

During this year we arranged the following social activities for our beneficiaries: 28 August 2022 - A Day Trip to Cambridge, 28 October 2022 - Donnelli's Pizzeria and 7 January 2023 - Hotel Chocolat Café Social Meet-Up. These events proved to be popular and enjoyable and we are hoping to organise similar types of events next year.

We also run a 24 hour, daily enquiries and helpline. All calls are promptly responded to by either telephone or email. For our organisation to be and operate as a charity, it means we provide the relief of mental illness and the preservation of good mental health by the above wide-ranging and comprehensive services and we are delighted to report again on our

charity's pioneering work and success.

In addition to the above psychoeducational modules, we are willing to cover anything relevant that the beneficiaries bring to the training groups. The aim of these meetings is to encourage people with supported steps to move forward with their lives and to look for employment and/or volunteering opportunities in the community. These twice weekly sessions have a two hour duration each with two short breaks and accommodate up to 22 people. We also include mental health trainees and carers and family members to sit in on any of our groups. These training courses have proven to be very successful by also:

- supporting people with mental health problems remain in work.
- giving course attendees the confidence to begin looking for work and successfully commence employment.
- helping those that want to look for volunteering opportunities in our community.

We hold adhoc meetings for our Trustees and volunteers to discuss activities and, any issues they may have in a confidential setting also giving our volunteers the opportunity to meet other volunteers.

## Section D

## Achievements and Performance

### Summary of the main achievements of the charity during the year

We are the largest and longest existing OCD Voluntary Support Group in the UK by running weekly online OCD Therapy and Training Groups. The key to our success is by offering psychoeducation, therapy, training, empathy and support and we have had no break in our services for the last 19 years. We are giving our beneficiaries the tools and support to help themselves with OCD, anxiety and depression and we welcome carers, family members and mental health trainees, to learn more about this complex, debilitating and often very misunderstood mental health disorder. We have witnessed many beneficiaries returning to work after long-term sickness due to the therapy, training and support we have been able to offer them.

### Volunteers' Roles

We have four volunteers and two of these volunteers are able to co-facilitate and run our groups. Two Trustees and one volunteer run our 'Invitation Only' (for confidentiality) private Facebook page.

Two volunteers organise leisure outings. Our Trustees have decided moving forward that we will run face-to-face leisure groups as often as we can which will also give our beneficiaries the opportunity to meet up, socialise and to help reduce any loneliness and isolation they may be experiencing. Our volunteers and Trustees are always investing time in learning more about OCD, anxiety and depression which is passed on, under supervision, during our weekly online OCD Therapy and Training Support Groups.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We operate on a small budget which is nearly always allocated to specific running costs, therapy and training. If we have funds remaining then we discuss and decide what to do with this at our Annual General Meeting (AGM) held in December each year.

**Details of any funds materially in deficit**

N/A

**Further financial review details (Optional information)**

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;

Our principal source of funds is by grant applications and donations from companies. These funds are used for essential running costs such as the professional psychoeducation and training to aid recovery, which does make us unique for a Charity supporting those with OCD, anxiety and depression. Our beneficiaries always include carers, family members and is also a training ground for mental health trainees to learn how to combat this complex and debilitating anxiety disorder.

**Section F****Other optional information**

The year of 2022 to 2023 was another successful year. We have aided the recovery of a vast number of beneficiaries and have also provided continual therapy, psychoeducation, training and open-ended support. We have entered our 19th year for providing our charitable services, we are well established, popular, experience high volumes of attendance and our beneficiaries are able to attend from all areas of East Anglia, surrounding counties, London and overseas. We have never asked our beneficiaries for payment or contributions, our services have always been free of charge.

Our charity understands the complexities of OCD and we are able to arm our beneficiaries with the tools to manage and fight OCD, anxiety and depression. We are constantly being told that our training and support groups have made a huge difference to peoples' lives, some say 'life changing' and we have helped many gain the confidence to link back into the workplace. We teach our beneficiaries about worry addiction, rumination and catastrophising, enabling them to recover and live a more harmonious life. It has been our focus since 2004 to offer a solution to mental health problems and as a charity our objective is to provide the aid and relief of mental health illness which we have evidence of doing successfully.

We currently have a turnover of approximately 480 beneficiaries per year this does not include the amount of weekly enquiries we receive. This is a turnover figure, as it is very difficult to provide exact numbers as some of our beneficiaries attend regularly and others may weave in and out of our groups attending when they need to.

We are a small charity with a huge heart and our therapy and training groups have proved to have a very positive and inspirational impact on our beneficiaries of East Anglia, London and overseas.

**Our Vision :**

"Recovery from OCD is possible"!

"We provide psychoeducation, therapy, training and constructive support to those with OCD to aid their recovery, also welcoming their carers and family members".

"Our pioneering approach means we are able to offer the relief of mental illness and the preservation of good mental health by the wide-ranging and comprehensive services we deliver".

**Section G****Declaration**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)** *Geraldine Scott*

**Full name(s)** Geraldine Scott

**Position (eg Secretary, Chair)** Trustee

**Date** 04 February 2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Norwich and Norfolk OCD Voluntary Support Group

No (if any)  
1176907

CC16a

## Receipts and Payments Accounts

For the period  
from

Period start date  
06/04/2022

To

Period end date  
05/04/2023

### Section A Receipts and Payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Community Lottery		9,950	-	9,950	9,950
Postcode Places Trust		11,030	-	11,030	18,440
Fitzmaurice Trust	1,000	-	-	1,000	-
Paul Bassham Charitable Trust	2,000	-	-	2,000	-
Norfolk Community Foundation		4,940	-	4,940	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	3,000	25,920	-	28,920	28,390
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	3,000	25,920	-	28,920	28,390
<b>A3 Payments</b>					
Running Costs	1,332	-	-	1,332	1,340
Specialist Services	24,870	-	-	24,870	23,940
Sundries	80	-	-	80	120
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	26,282	-	-	26,282	25,400
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	26,282	-	-	26,282	25,400
<b>Net of receipts/(payments)</b>	- 23,282	25,920	-	2,638	2,990
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	10,669	-
<b>Cash funds this year end</b>	- 23,282	25,920	-	13,307	2,990

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		-	13,307	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	13,307	-
(agree balances with receipts and payments account(s))				
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
	Signature	Print Name	Date of approval	
	Geraldine Scott	Geraldine Scott	01/02/2024	





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
**Norwich and Norfolk OCD Voluntary Support Group**

**On accounts for the year  
ended**

05/04/2023

**Charity no  
(if any)**

1176907

**Set out on pages**

Trustees' Annual Report and Accounts for Tax Year 2022 to 2023

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 05/04/2023.

**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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:** *Karen Flinn*

**Date:** 04/02/2024

**Name:** Karen Flinn

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:** 31 Carlton Gardens

Norwich

NR1 3LF

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A