

**Dance Hastings CIO**  
**Registered Charity Number 1177657**

**Annual Accounts**

**for the period**

**22 March 2020 - 21 March 2021**

Contents:

Organisational information  
Trustees Annual Report  
Receipts & Payments account  
Statement of Assets & Liabilities  
Notes  
Independent Examiner's report

Hastings Voluntary Action  
Jackson Hall  
Portland Place  
Hastings  
East Sussex  
TN34 1QN

## **Organisational information for Dance Hastings CIO**

**for the year ended 21 March 2021**

<b>Name of charity:</b>	Dance Hastings CIO
<b>Registered charity number:</b>	1177657
<b>Legal form:</b>	Charitable Incorporated Organisation
<b>Governing document:</b>	Constitution
<b>Address:</b>	C/o Jackson Hall Portland Place Hastings TN34 1QN
<b>Committee members:</b>	Caitlyn Byrne (Chair) Philippa Beagley (Treasurer) Philippa Crosby (Secretary) Ruby Cox (Trustee)
<b>Bankers:</b>	Lloyds Bank, Blackheath London Branch
<b>Independent Examiner:</b>	Keith Miller, Independent Examiner HVA, Jackson Hall, Portland Place, Hastings, TN34 1QN
<b>Objects:</b>	The provision of facilities for recreation and other leisure time occupation in the interests of social welfare with the object of improving the conditions of life for the persons for whom they are intended by providing dance activities and events which are accessible to all.

## **Report of the Trustees of Dance Hastings CIO**

### **for the year ended 21 March 2021**

This year has been a difficult year for everyone, and we have all had to explore new ways of working and playing.

At the beginning of March 2020 our three community classes for adults with learning and physical disabilities were regularly attended by 8 to 18 participants and their carers, and supported by up to 4 volunteer dance buddies on a weekly basis. Our weekly class for the elderly in a day care centre was attended by 8 to 12 participants, and our monthly social dance session at Southlands care home was attended by 12 residents, up to 3 carers and supported by 5 volunteer dance buddies. We were in the process of engaging two more care homes for similar activities.

All of our participants are in the extremely vulnerable group and had to shield from Covid from 16<sup>th</sup> March 2020, so all our face to face sessions came to an abrupt halt. In April the three dance facilitators and two trustees began to set up online provision. We obtained permission from Sport England and The Sussex Community Foundation to use some of our funding to pay for a Zoom licence and web development so that we could offer community and bespoke sessions via Zoom, Facebook live or You-tube.

During April and May our admin officer created a new website [www.dancehastings.co.uk](http://www.dancehastings.co.uk). We offered online dance sessions via Zoom and Facebook Live, and created some You-tube videos that were linked to our Facebook page and new website. We promoted these sessions via social media and emails to our contacts. We also created postcards offering bespoke online or outside sessions, which we sent to many local care homes and the organisations that had attended our community classes. There was absolutely no take-up for our online or bespoke offer at that time [early summer 2020].

From 23<sup>rd</sup> July to 4<sup>th</sup> November, following emails and phone calls with Eastview Housing, we delivered bespoke weekly sessions to residents in the gardens of 3 residential houses, when the weather permitted. These residents had been the most regular attenders of our community classes and their mental and physical health was beginning to suffer from the lockdown – increased anxiety, bedwetting, onset of dementia, less physical fitness – and the dance sessions offered an opportunity for socialisation, stimulation and activity. The garden sessions ended at the end of October due to the weather changing. On November 10<sup>th</sup> we began to offer a weekly zoom dance session which was attended by all three houses. There were many difficulties with IT during the first few weeks, but we persevered and have continued these sessions until the time of this report. The participants have enjoyed communicating with their friends in the other houses as well as personal interactions with the dance facilitator from the security of their own home. Some of them have gained confidence and taken ownership of routines.

We also offered the Roebuck Centre six Zoom sessions in November and December, while participants were still attending the centre. Two or three participants attended each session as capacity was limited in the centre, and participants had IT difficulties when trying to access sessions from home. In January the trustees agreed to continue these sessions as we felt that two people dancing was better than no people dancing. The sessions are reviewed every six weeks, and will return to face to face delivery in April 2021, when numbers of participants will increase to five.

We have offered online sessions for free as we do not have any venue costs. We have also paid the dance facilitators £30 per session rather than £50, as no time or cost is required for travel, set up or tidy up. Two facilitators who are also trustees have delivered ten sessions at no cost, volunteering their time.

## **Report of the Trustees of Dance Hastings CIO**

### **for the year ended 21 March 2021**

**(continued)**

In July 2020 we were approached by Active Sussex to apply for a Sport England Return to Play grant. We were allocated £1066 for ten free taster sessions for independent wheelchair users. Half of the money has been paid into our bank account. This fund includes the purchase of a dance wheelchair. Having reached out to a number of people who have expressed an interest in the past, we felt that it was not safe to run these sessions until restrictions are lifted and participants feel safe to come inside. We offered to return the funds as we were not sure when we would be able to start, but have been allowed to hold onto the money until we are able to use it.

In November the three dance facilitators attended a one day course on seated exercise, funded by Active Hastings. The trustees agreed that we could buy five dance facilitator hoodies for outside delivery – this money came from the Sussex Community Fund [teacher resources].

In March 2021 we decided to have another attempt at offering weekly online community classes – a seated class for those with mobility issues, and an inclusive class for those with learning disabilities. We had no registrations for the inclusive class, but we have 4 registrations for the seated class, which is going ahead for six weeks and then it will be reviewed.

During April and May 2020 our admin officer developed our website, but after that there was little work for her. She eventually found another job. In March 2021 we have recruited an additional dance facilitator, who also delivers sessions for Mencap, and she is also taking the admin role. It has been agreed that she will work with the chair of trustees to research and develop a Return to Play Strategy, and to develop our marketing capacity.

Our dance facilitators continue to maintain membership of People Dancing, Paradance UK and Active Hastings. We are also linked to EMD UK and Sussex Learning Disability network. The Dance facilitators have their own insurance through EMD UK or People Dancing. We cancelled the charity insurance while delivery was online as individual insurance covered all eventualities. As we return to play we will reinstate the charity insurance.

What we have learnt during this year:

- > Our participant group [those with learning and physical disabilities] find it difficult to relate to online delivery. It can be successful if they already have a positive relationship with the person delivering the sessions AND if they have active support and participation from a carer who is digitally literate
- > Most people in our participant group have very little access to IT equipment, even a phone. Online access is extremely limited.
- > Regular online sessions from a secure place of safety, with a facilitator who they trust has been beneficial for some participants who have benefitted from the repetition of activities, which have been designed specifically for their needs and interests. This has been particularly true for one household of residents who have dementia and learning disabilities – they have engaged more fully in the online sessions than the large group face to face sessions, but it has taken months to develop their confidence.
- > We need to do a great deal of research and development for our Return to Play strategy
- > We need to consider additional ways of engaging participants and their carers when considering our marketing campaign.
- > Our dance facilitators have had to explore different ways of ensuring that their music and voice can be heard by online participants. We need to check in regarding sound at each session.

# Dance Hastings CIO

Receipts & Payments accounts

for the period

**22 March 2020** to **21 March 2021**

Previous Year			Current Year		
		Notes	Restricted funds	Unrestricted funds	Total funds
	<b><u>Receipts</u></b>				
15,740.00	Grants	1	533.50		533.50
1,695.00	Other income			-	-
	Bank Interest		-	-	-
<u>17,435.00</u>			<u>533.50</u>	<u>-</u>	<u>533.50</u>
	<b><u>Expenditure</u></b>				
3,775.60	Dance leaders/volunteers		2,023.50	-	2,023.50
1,222.50	Venue hire		153.23	-	153.23
206.40	Marketing		262.80	-	262.80
144.36	Training		-	-	-
390.35	Equipment		-	-	-
-	Teacher Resources		214.00	-	214.00
-	Project Management		-	-	-
-	Admin		146.01	-	146.01
-	Office Expenses		-	-	-
233.58	Insurance/PAT testing		-	-	-
132.49	Accounting/post box		190.00	-	190.00
180.00	Misc Expenses		-	-	-
<u>6,285.28</u>	<b>TOTAL PAYMENTS</b>		<u>2,989.54</u>	<u>-</u>	<u>2,989.54</u>
11,149.72	Net surplus/-deficit		(2,456.04)	-	(2,456.04)
	Movement in funds		-	-	-
<u>2,177.08</u>	Fund balances b/f	22/3/20	<u>12,621.54</u>	<u>705.26</u>	<u>13,326.80</u>
<u>13,326.80</u>	Fund balances c/f	21/3/21	<u>10,165.50</u>	<u>705.26</u>	<u>10,870.76</u>

**21 March 2021**

-	-	-
10,165.50	705.26	10,870.76

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 1993. The trust have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments account and Statement of Assets and Liabilities.

Approved by the Trustees on \_\_\_\_\_ and signed on their behalf by \_\_\_\_\_

Caitlyn Byrne (Chair)

Philippa Beagley (Treasurer)

# Dance Hastings CIO

## Notes to the Accounts

for the period ending 21 March 2021

### 1 Restricted Funds

		Income	Spent	Left
<b>Chalk Cliff Trust</b>				
	b/fwd	£ 1,026.14		
Grant received		£ -		
Spending			£ -	
Amount carried forward				<u>£ 1,026.14</u>
<b>Sport England</b>	b/fwd	£ 7,025.00		
Grant received		£ 533.50		
Spending			£ 2,566.73	
Amount carried forward				<u>£ 4,991.77</u>
<b>Hastings Borough Cour</b>	b/fwd	£ 50.00		
Grant received		£ -		
Spending			£ -	
Amount carried forward				<u>£ 50.00</u>
<b>Magic Little Grants (201</b>	b/fwd	£ 102.00		
Grant received		£ -		
Spending			£ 96.00	
Amount carried forward				<u>£ 6.00</u>
<b>Sussex Community Fun</b>	b/fwd	£ 4,418.40		
Grant received		£ -		
Spending			£ 326.81	
Amount carried forward				<u>£ 4,091.59</u>
<b>Total Restricted Funds</b>				<u><b>£ 10,165.50</b></u>

## **Independent Examiner's Report to the Committee of Dance Hastings CIO**

I report on the accounts of Dance Hastings CIO  
for the twelve month period ended 21 March 2021 which are set out on the previous pages.

### **Respective responsibilities of committee & examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the supporting documentation presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
Keith Miller  
Accounts Support Worker  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: