



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		31	03	2021

Section A Reference and administration details

Charity name	Autism Support Crawley
Other names charity is known by	
Registered charity number (if any)	1179383
Charity's principal address	C/O Richard Place Dobson
	1-7 Station Road
	Crawley West Sussex
Postcode	RH10 1HT

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	Maria Cook	Chairperson		
2	Heather Eves	Secretary Trustee without a specific role	Until 21 st October 2021 From 22 nd October 2021	
3	Janet Flanagan	Publicity Officer		
4	Catherine Seiderer	Vice Chairperson and safeguarding officer	Until 30/05/2020 Trustee without a specific role from 01/06/2020	
5	David Padwick	Safeguarding Officer	Safeguarding Officer from 01/01/2020	
6	Kirsty Miles	Officer	Until 31 st March 2021	
7	Charlotte Gover	Officer Vice Chair	From 31/05/2020	
8	Donna Balkaya	Officer	Until 31 st August 2020	
9	Jessica Brand	Officer	From 22 nd October 2020	
10				

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
Groups Adviser	Karl Parks	Crawley Community & Voluntary Service, The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, RH10 6AD
Richard Place Dobson Accountants	Darren Harding	1-7 Station Road, Crawley, West Sussex, RH10 1HT

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

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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 (Charitable incorporated Organisation)
Trustee selection methods (eg. appointed by, elected by)	Elected at Annual General Meeting and up to two trustees can be co-opted during the year by the existing trustees. All positions are advertised on our closed Facebook page and by email.

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.

Policies

Reviewed 2021

- Financial Controls
- Whistleblower
- Safeguarding

Existing policies

- Social Media
- Code of Conduct for Trustees
- Conflict of Interest for Trustees
- Environmental Policy
- Confidentiality
- Equality & Diversity
- Health & Safety
- Skills Audit
- Induction for New Trustees
- Fundraising Policy

Induction of New Trustees

New Trustees are asked to undertake safeguarding training or provide evidence if they have had this training from another organisation.

Autism Support Crawley organisational structure

The charity's organisational structure is as follows...

Chair, Founder, Vice chair, Secretary, Librarian, Treasurer, Publicity Officer, Meetings secretary, Membership secretary, Safeguarding Officer, Officers.

Section C Objectives and activities

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

The objects of the CIO are for the public benefit to promote and protect the good health and relieve the needs of people and their families/carers affected by Autistic Spectrum Condition or social communication and interaction difficulties (with or without a diagnosis) living within the counties of Surrey, Sussex, Kent and Brighton and Hove by the provision of support, information and activities and such other means as the trustees deem fit.

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)

Autism Support Crawley has in the past improved awareness and understanding of Autism by providing talks by its Trustees to front line organisations, including Doctors' Surgeries, Tilgate Nature Centre and staff and managers from the local Job Centre Plus Cluster. However, no face to face talks have taken place since March 2020.

We also have close links with the Disability Engagement Officer for Crawley Police. Dave Padwick has attended meetings run by Sussex Police and given advice about Autism to them. We are part of the Crawley Pathfinder Local Planning Group, a forum dedicated to improving mental health in the area.

Our chair, Maria Cook, has been attending meetings for the Crawley Disability Forum, Gatwick Access Forum and the Crawley Community Ambassador Forum.

No talks took place in the year 2020/2021, but we have provided talks by Zoom later in 2021.

Our work with Doctors' Surgeries continues since receiving our HealthWatch #ItStartsWithYou national award in 2017, but again these are waiting for us to be able to provide face to face talks. However, as a charity we have been in contact with the NHS enabling our members to access priority carer and quiet vaccination sessions through networking with professionals and publicising these on our closed Facebook page.

We continue to provide a free 'Welcome Pack'. This is a short booklet full of information about our group, Autism and other useful, reputable charitable organisations we recommend. These are distributed widely, and we currently give away around 500 a year. We also give out supportive bookmarks covering various topics, such as transition between primary and secondary education. In March 2020 we had a large number of books, but with the ceasing of face to face opportunities directly, we posted these to organisations and services who would be able to distribute them to relevant families.

Autism Support Crawley continues to fulfil its public benefit statement by having a presence at events where member of the public can find out about our charity, such as WSPCF Coffee and Networking mornings. We have continued to do this where there is an opportunity via Zoom. (For example, the WSPCF virtual pop-up, a replacement for their Coffee and Cake Networking event).

A smaller proportion of the budget is not only used for workshops given by professionals for the parents and carers, but also for family inclusive events and parties together with the annual members meal, all of which are in addition to the monthly coffee mornings and evening meetings. These events have not been possible in the year 2020/2021, but we did offer members a virtual meal out by way of takeaway vouchers and a virtual pamper evening.

We continued with meetings up until the middle of March, but unfortunately since then we have not been able to meet in person.

Having paid for a Zoom Client subscription we have been able to provide virtual coffee mornings with guest speakers.

We held our very first Webinar in February 2021 when we invited Jo Luck to speak about her dual diagnosis of Autism and ADHD, this was attended by over 100 people.

We have also been able to signpost our members to events provided by

other organisations.

Autism Support Crawley has a very informative web page autismsupportcrawley.co.uk where anyone can access information about Autism. This includes information about other local services and organisations as well as more general information about Autism and when and where to find our meetings. Joining information for Autism Support Crawley is on our web site.

Our closed Facebook page continues to be a source of peer to peer help, advice and celebration for our members. A pinned post at the top of the Facebook page states our guidelines for the page.

We continue to work closely with other organisations to improve Autism Awareness.. We continue to liaise regularly with Crawley Community Action, including being part of their social prescribing scheme. We also feature in Crawley Older Person's Directory.

We hope to return to working with The National Trust (Nymans and Sheffield Park) to improve their Autism Friendly provision.

Short weekly committee meetings were held at the beginning of the pandemic to keep in touch with each other and the changing situation.

These are now held less regularly now that we are holding coffee mornings and other meetings.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Contributions Made By Volunteers

The charity has no employees; therefore, all the work is undertaken by the trustees and a few other volunteers. A huge contribution is made every day by members offering support and answering queries from other members on our closed Facebook page.

Autism Support Crawley is very grateful for the time taken and advice given without charge by Crawley Community Action and Richard Place Dobson (accountants).

Autism Support Crawley has had no face to face meetings in the year 2020/2021, but we hope to resume meetings at the premises at the family centre (WSCC) in 2022 and are very grateful to these organisations for offering their premises in the past to us at no cost. We give Manor Green a donation when we use their premises, but they do not charge us directly for use of their premises.

Summary of the main achievements of the charity during the year

Autism Support Crawley began holding coffee mornings via Zoom this year. We send out emails with information about our events and also about other organisations. There is also an email list for professionals, this is so that we can send information out to those interested in our charity, but do not qualify to be members.

We have a popular Twitter page with 764 followers. Our Instagram has 256 followers and our public Facebook page has 1,247 followers.

There are 121 full members, the remainder are associate members. Full members are members who attend events in person or via Zoom. We have 167 associate members on the mailing list who do not attend events. All those on our closed Facebook page are automatically associate members, there is some cross over with some, but not all on the email lists also being on Facebook.

The closed Facebook page has continued to grow in numbers, and we are now have over 1,800, members as at January 2022. Of these, 1,124 were active in the week to 11th January 2022.

Our closed page is a lifeline for so many, a perfect social media platform to ask questions, share information and help with the isolation that is experienced by so many parent carers. We have strict guidelines in place to protect ourselves and the individuals that have posts approved on the page. We asked members for feedback and received the following quotes.

I have been to evening meetings, coffee mornings and as a family we have attended parties @ The Knight Pub. Everyone is so helpful and understanding, it has helped our family through difficult times just having other people to talk to. The parties have been great for my son as he doesn't get invited to school children's parties and there is no judgement when we've had to leave early as it's been too much for him. X

Every day reading through posts from Autism Support Crawley members gives me inspiration, compassion and understanding. I feel inspired from the love and support of everyone's posts. When people are having a difficult time, I wish I could step into the post and give them a hug!

Thank you everyone for every scrap of advice, for sharing the ups and downs and for just being there

Some of our usual methods of receiving money were not available this year. However, we were still able to receive money from the Waitrose and Sainsbury token schemes. We had a successful application to the Arthur Clark Foundation and received £500. Therefore, although we had a significant drop in income, equally we did not spend as much as usual during the year and therefore our bank balance remains healthy.

Pre-pandemic we were resident supporters at London Gatwick Airports twice yearly Accessibility Days, usually held in April and November, regularly helping 40 plus families familiarise themselves with the Hidden Disability Programme by visiting check ins and security searches, meeting the police, border force and their dogs and the fire brigade as well as a ride on the assistance buggies, visit the Sensory Room, access an aircraft and talk to staff about how they can navigate the airport successfully when they go away. There have been no accessibility sessions this year, but our chair, Maria Cook, continues to liaise with staff at Gatwick Airport. There have been multiple staff changes during this time, but we are hopeful that the assistance for Hidden Disabilities will continue to improve.

The Hawth was due to host a Relaxed Panto in January 2021, but unfortunately, this had to be cancelled as we went into our third lockdown before it had taken place. The Relaxed Panto was held at The Hawth in January 2022.

Impact of Talks and Events

The talks given by trustees have been very well received and the recipients have been able to put the information to good use following the talks.

We received the following feedback from our first virtual talk.

Just wanted to say a huge thank you for attending our meeting on Wednesday, I had some lovely feedback afterwards and you gave us some great techniques for questioning and working smarter with those who have been diagnosed autistic.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves Policy The charity aims to keep one year's running costs in the bank account (around £2,000).

Details of any funds materially in deficit

Further financial review details (Optional information)

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Financial Position

The charity holds a Lloyds bank account. Sources of income are individuals, Waitrose green token schemes and from our Golf Day in September 2019. We did not hold a Golf Day in 2020 or 2021, however the supermarket token schemes are still running, and we will be receiving money from them. Although our income has been and will be severely depleted this year, we also have not had as many outgoings as usual, therefore the charity remains financially healthy. Online banking has been invaluable in 2020/2021, helping us to make payments in a virtual setting. The charity has no assets.

Section F Other optional information

Autism Support Crawley continue to have a good relationship with Manor Green Primary and Manor Green College, the local schools for children with Special Needs. We have been able to use their buildings when we need more space for evening meetings, conferences or other events we hold, although this has not happened since the start of the pandemic.

COVID-19 has had a huge impact on our events this year. We have had no face to face events since March 2020. However, our closed Facebook page has remained active and our chairperson has regularly delivered a message to our members. The committee has met most weeks via Zoom and Skype, this has been more often than usual and has helped the trustees keep in touch with each other and respond quickly to any issues that arise.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

~~Heather Evee~~



Full name(s)

Maria Louise Cook

Position (eg Secretary, Chair, etc)

Chairperson

Date

28/01/2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Autism Support Crawley

1179383

Receipts and payments accounts

CC16a

For the period
from

01/04/2020

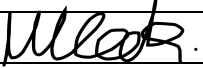
To

30/03/2021

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 £
A1 Receipts					
amazon	96	-	-	96	-
gym group	1,950	-	-	1,950	-
donations	1,747	-	-	1,747	6,542
paypal	168	-	-	168	-
waitrose	333	-	-	333	-
crawley community action	15	-	-	15	-
fundraising events	-	-	-	-	5,948
Miscellaneous	-	-	-	-	277
Sub total (Gross income for AR)	4,309	-	-	4,309	12,767
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,309	-	-	4,309	12,767
A3 Payments					
other expenses	530	-	-	530	3,413
advertising, promo and welcome books	189	-	-	189	1,585
panto	25	-	-	25	270
insurance	287	-	-	287	287
gifts	200	-	-	200	128
transfer to restricted funds	-	-	-	-	12,600
speakers and conferences	-	-	-	-	2,410
	-	-	-	-	-
	-	-	-	-	-
Sub total	1,231	-	-	1,231	20,693
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,231	-	-	1,231	20,693
Net of receipts/(payments)	3,078	-	-	3,078	- 7,926
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	10,434	6,979	-	17,413	25,339
Cash funds this year end	13,512	6,979	-	20,491	17,413

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 £
B1 Cash funds	bank account	13,441	6,979	-
	petty cash	71	-	-
		-	-	-
	Total cash funds	13,512	6,979	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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
			Maria Cook	28/01/2022