



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day1	Month4	Year2021		Day31	Month3	Year2022

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 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	Charlotte Gover	Vice Chairperson		
3	Heather Eves	Secretary	Until 21/02/22	
4	Janet Flanagan	Publicity		
5	Vee McMath	Operations	From 21/02/22	
6	Dave Padwick	Safeguarding		
7	Cathy Seiderer	Trustee/Founder		
8	Jessica Grant	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
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
Autism Specialist, Autism rights, School procedures.	David Burns MBE	No business premises
Autism Consultant/Specialist	Nicole Goodman	No business premises
Community Development Officer	John Dale	Crawley Borough Council, Town Hall, The Boulevard, Crawley, West Sussex , RH10 1UZ

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
Whistle-blower
Safeguarding

Existing policies

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

Autism Support Crawley organisational structure:.

Chair, Founder, Vice-chair, Secretary, Treasurer, Operations, Safeguarding, Officers.

Induction of New Trustees

New Trustees receive necessary training depending on their individual responsibilities. They are asked to undertake safeguarding training or provide evidence if they have had this training from another organisation.

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

Autism Support Crawley improves awareness and understanding of Autism by providing talks delivered by their Trustees to front line organisations. This started by us working with Doctors Surgeries for which we won the 'HealthWatch #ItStartsWithYou' national award in 2017. Since then, we have continued working with local doctors' surgeries and have also delivered talks to many other organisations including, staff and managers at Tilgate Nature Centre, local Job Centre

Plus, doctors and nurses at Crawley Urgent Treatment Centre, Leisure Centre staff/managers and staff at some children's nurseries. We had to stop delivering these during the Covid 19 Lockdown/restriction periods other than a few that we delivered remotely via Zoom. We have now restarted our talks with a refresher session at one of the doctors' surgeries we have previously visited. We hope to start booking other talks soon.

We also have close links with the Disability Engagement Officer for Crawley Police and Community Development Officer (John Dale) at Crawley Borough Council, who also chairs the Crawley Disability Forum.

Our Chairperson Maria Cook represents our charity at meetings run by Sussex Police Neurodiversity Team, Crawley Disability Forum and Gatwick Accessibility Forum.

We are part of the Crawley Pathfinder Local Planning Group, a forum dedicated to improving mental health in the area.

We continue to provide a free Welcome booklet which contains full information about our charity, Autism and other useful, reputable charities/organisations we recommend. These are distributed widely, and we currently give away around 500 a year.

We have a lending library of autism related books our members can borrow.

Autism Support Crawley continues to fulfil its public benefit statement by having a presence at events where members of the public can find out about our charity including Crawley Borough Council public town celebrations. During the covid 19 lockdowns/restrictions, some of these events had to be cancelled or were held remotely, but are now starting to return to face-to-face events. We have returned to face-to-face meetings for our members' monthly coffee mornings and have relevant speakers at some of these. We are hoping to resume our face-to-face evening meetings soon, these are currently still held monthly via Zoom. At some of our meetings and events, we will continue to offer participation by Zoom as well. This will make the meetings accessible to those parent/carers who are unable to attend in person due to their family/carer commitments and post covid social anxieties.

We continue to signpost our members to events and services, other appropriate charities/organisations provide, as well as providing information about Autism through our lived experiences.

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

We have a mailing list to inform members who are not on social media about the events and services we post on the Facebook page run by our charity and other charities/organisations.

We continue to work closely with other charities/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 Persons Directory and the West Sussex County Council Local Offer.

We have a website www.autismsupportcrawley.co.uk which is currently being redesigned.

We hope to return to working with The National Trust (Nymans and Sheffield Park), which again had to stop because of the covid restrictions, to improve their Autism Friendly provisions.

We have been working with local theatres with their relaxed pantomime and helped some of our members and their families attend by offering a free carers ticket to the performance.

We are still holding regular committee meetings via Zoom.

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 only one part-time employee; therefore, most of the work is undertaken by the trustees and a few volunteers.

A huge contribution is made every day by members offering peer 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 hope to resume meetings at the Broadfield Children and family centre (WSCC) in 2023 and is very grateful to these organisations for offering their premises at no cost.

Manor Green does not charge us for the use of their premises when we host public speaker events, but we make a donation to the school funds.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Autism Support Crawley changed to holding coffee mornings and evening meetings via Zoom during the Covid-19 restriction period, we have now returned to face-to-face coffee mornings and some events. We hope to return to holding our evening meetings face-to-face soon. We will still offer attendance via Zoom at some meetings.

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 803 followers. Our Instagram has 384 followers and our public Facebook page has 1600 followers.

Our charity has 131 full members, the remainder is associate members. Full members are members who attend events in person or via Zoom. We have 171 associate members on the mailing list who do not attend events.

All those on our closed Facebook page are automatically associate members, any of the full members on our Facebook page are added to our mailing list where we store the information required for full members.

There is some crossover with associate Facebook members who are also on our mailing list, these are stored in an area that is fully GDPR compliant.

The closed Facebook page has continued to grow in numbers, and we now have over 2,000, members as at January 2023.

Our closed Facebook 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, in the security of a closed page. 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."

Pre-pandemic we were resident supporters at London Gatwick Airport's twice yearly Accessibility Days, usually held in April and November. We regularly helped 40 plus families familiarise themselves with the Hidden Disability Programme by visiting check ins and security searches, meeting the police, border force & their dogs and the fire brigade. As well as this they provided rides on the assistance buggies, visits to the Sensory Room, access to an aircraft and talk to staff about how they can navigate the airport successfully when they go away. The airport staff have been concentrating on recovery after the pandemic, but we are hoping for the Accessibility days to resume later in 2023.

The Relaxed Panto which is held at our local theatre The Hawth in January 2022, was attended by some of our members, we offered free carer tickets to help them afford to attend and it was very successful.

The talks given by trustees have been very well received.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves Policy The charity'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.

The charity holds a Lloyds bank account.

Sources of income are donations from individuals
Other Charitable organisations and Waitrose green token schemes.
Golf Day in September 2019.
We did not hold a Golf Day in 2020, 2021 or 2022.

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, 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.

We had to stop these events and our face-to-face meetings from March 2020.

We are gradually going back to face-to-face and at some meetings/events are still offering remote attendance as well.

Our committee have decided to continue to hold holding committee meetings via Zoom, as our trustees with young children don't have to arrange child care to attend, this is more environmentally friendly than travelling to a venue for our meetings.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Maria Louise Cook

Position (eg Secretary, Chair)

Chairperson for Autism Support Crawley

Date 26/01/2023

Autism Support Crawley
01/04/21 - 31/03/22

bank balance

lloyds

restricted

petty cash

balance brought forward

£ 13,441.66

£ 6,979.16

£ 70.96

income

£ 2,341.10

£ -

expenditure

£ 1,655.73

£ -

current balance

£ 14,127.03

£ 6,979.16

£ 70.96

Date	Income	General	Restricted	
###	Donation	£ 399.81		
###	Amazon Smile	£ 33.15		
###	Arnold Donation	£ 500.00		
###	Amazon Smile	£ 26.87		
###	Paypal Donation	£ 7.50		
###	Amazon Smile	£ 23.93		
###	Christmas lights donation	£ 885.73		
###	Amazon Smile	£ 40.11		
###	Donation	£ 424.00		
	TOTAL INCOME	£2,341.10	£ -	£2,341.10
	Expenditure			
	TOTAL EXPENDITURE		£ -	
	Excess Of Income over Expenditure			£ 2,341.10

Autism Support Crawley
1st April 2019 to 31st March 2020
Lloyds Payments

Date	Details	Payment Type/Cheque Number	Total	total expenses	Advertising, Promo & Welcome B	Books	Gifts	Golf	Day	Group Meetings	Party/ Social Events	Dads Evening	Travel	Speakers & Conferences	Donations	Panto	Insurance	Members Meal	Training	Committee Meeting & Events	Refunds	Misc	transfer to restricted funds	expenses form	invoice
total			£ 1,655.73	£ 1,655.73	£ 548.05	£ -	£ 109.90	£	-	£ 5.00	£ -	£ -	£ -	£ -	£ -	£ 130.00	£ 287.40	£ 500.00	£ -	£ 75.38	£ -	£ -	£ -	£ -	
04/14/2021	food vouchers - jane		£ 500.00															£ 500.00							
11/11/2021	Zurich insurance		£ 287.40														£ 287.40								
11/11/2021	Charlotte expenses		£ 34.90				£ 34.90																		
11/22/2021	Charlotte expenses		£ 75.00				£ 75.00																		
12/13/2021	Creative pod		£ 537.00		£ 537.00																				
01/04/2022	Panto ticket - SC		£ 26.00													£ 26.00									
01/10/2022	Panto ticket - MF		£ 26.00													£ 26.00									
01/12/2022	Panto Ticket - MB		£ 26.00													£ 26.00									
01/18/2022	Heather expenses		£ 12.90																	£ 12.90					
01/31/2022	Charlotte expenses		£ 62.48																	£ 62.48					
01/31/2022	Panto Ticket - MC		£ 26.00													£ 26.00									
02/16/2022	Panto Ticket - GJ		£ 26.00													£ 26.00									
03/21/2022	Revenue Guru		£ 11.05		£ 11.05																				
03/28/2022	Lee Cook		£ 5.00							£ 5.00															
			£ 1,655.73		£ 1,096.10	£ -	£ 219.80	£ -	£ 10.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 260.00	£ 287.40	£ 1,000.00	£ -	£ 150.76	£ -	£ -			

Date	Details	Total	Golf Day (Restricted Funds)	Group Meetings	Stationary Printing & Posting	Misc
TOTALS		£ 70.96	£ -	£ -	£ -	