



Trustees' Annual Report for the period

From

Period start date

1st April 2022

To

Period end date

31 March 2023

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	Janet Flanagan	Vice Chairperson		
3	Vee McMath	Trustee Operations		
4	Dave Padwick	Trustee Safeguarding		
5	Jessica Grant	Trustee of the Secretariat		
6	Georgina James	Trustee Fundraising/Marketing		

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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution
How the charity is constituted (e.g. trust, association, company)	CIO (Charitable incorporated Organisation)
Trustee selection methods (e.g. 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

Updated 2021 and reviewed 2023

Financial Controls
Whistleblowing
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, Vice chair, Secretary, Treasurer, Operations, Safeguarding, Officers.

Induction of New Trustees

New Trustees receive necessary training depending on their individual responsibilities. They are required 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

Autism Support Crawley is a parent/carer peer support charity for parents, grandparents and other family members over the age of 18, who help support someone with autism or other social communication difficulties. Our main support platform is our closed Facebook page, which is an invaluable source of carer peer support, where members can receive support, ask questions, share information and make friends in a

had regard to the guidance issued by the Charity Commission on public benefit)

relaxed understanding environment. We also add to the group page events, courses and services run by our charity and other relevant charities/organisations. We have over 2k members on our closed charity page. We also have a mailing list which we use to send all events, courses and services organised by our charity and other relevant charities/organisations to our members who do not use social media or don't want to miss the information added to our page. We also have a professionals email list where we circulate events and services run by our charity that may be of interest to them or to share. For anyone who does not fit the criteria for our closed Facebook page we have the following platforms where anyone can follow our charity. Our public Facebook page has over 1.5K followers, we also have public accounts on X, Instagram and LinkedIn.

We hold regular monthly meetings for our members. These are - coffee mornings, often with relevant speakers invited. Evening social face to face support meetings. Some of our members find it difficult to attend face to face support meetings because of their family/caring roles, therefore, we also hold a monthly evening online support meeting via Zoom. This year we have added a new face to face evening meeting, which is currently held every three months for our male carers. We introduced these because we had noticed not many male carers were attending our main face to face or online meetings. These peer support meetings are proving to be very popular. Our meetings are held at The Coaching Halt in Crawley, who also organise fun events for our members and their families, so they can relax and enjoy events in an inclusive environment.

Last summer we returned to holding our annual family picnic for our members at Kilnarnock Horse Rescue where again our members can relax in a supportive friendly environment.

Autism Support Crawley improves awareness and understanding of Autism by providing talks by its 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, Crawley Police Station, local Job Centre Plus, doctors and nurses at Crawley Urgent Treatment Centre, Leisure Centre staff/managers and staff at some children's nurseries. These had to stop during the Covid 19 Lockdown/restriction periods other than a few we delivered remotely. We have now restarted our talks with more detailed content based on a new set of slides written by one of our trustees Vee McMath. We have delivered a refresher talk at a doctor's surgery. We have received other enquiries for talks and are in the process of confirming dates for these.

We also have close links with the Disability Engagement Officer for Crawley Police and Disability Liaison Officer at Crawley Borough Council. Our Chairperson Maria Cook represents our charity at meetings with Crawley Ambassadors Forum, Crawley Disability Forum and Sussex Police. She has advised Sussex Police on autism acceptance and inclusion. We are part of the Crawley Pathfinder Local Planning Group, a forum dedicated to improving mental health in the area.

Autism Support Crawley continues to fulfil its public benefit statement and raise acceptance and awareness of autism, by having a presence at events where members of the public can find out about our charity and autism. These include Crawley Borough Council public celebration events in the town centre. We have attended disability events throughout

the year with our information stand to provide parents and other family members with information of how our charity can support them and their families.

We hold an annual event that is open to anyone who is interested in attending, not just our members, with a relevant speaker at Manor Green College Crawley. During the covid restrictions this was held online and since resuming after the restrictions were lifted, we made these talks even more accessible by continuing to offer a hybrid option. This has also enabled people to attend from all over the UK.

We continue to work closely with other organisations to improve Autism Acceptance. We continue to liaise regularly with Crawley Community Action, including being part of their social prescribing scheme. We also feature in the West Sussex Local Offer, Crawley Older Persons Directory and CCA's Volunteer Directory.

We have been working with local theatres with their relaxed performances and helped some of our members and their families attend by offering a free carers ticket to the performance. We produced a guide to help people attending the relaxed performances.

We are still holding regular monthly committee meetings via Zoom.

For the last few Christmases one of our trustees decorates their house and front garden with an amazing lights display to raise funds for our charity, we are so grateful to them for putting in so much time with this display to help our funds.

Additional details of objectives and activities (Optional information)

The charity has one part time employee, which is a secretarial position, to assist the trustees, committee members and volunteers.

A huge contribution is made every day by members offering support and answering queries from other members on our closed charity 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).

We would like to thank the following organisations for their support with awarding our charity with much needed grants.

Crawley Borough Council Small Grants Scheme
Sussex Community Foundation

We would also like to thank the following organisations for their support.

The Coaching Halt, Crawley for letting us use their premises for our support meetings and for all the other help and support they give our members with their events.

Kilmarnock Horse Rescue for letting us use one of their fields to host our members picnic, showing our members and their children the animals and for making us very welcome.

Manor Green College for the use of their premises for public speaker events and for other help throughout the year. We chose to give them a

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

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

donation for the use of their premises for our public talk, but they do not charge us directly for this.

Tesco Hazelwick for donating food and drinks for our events throughout the year.

Our Trustee of Fundraising/Marketing, Gina James and her Partner David for their Christmas lights display to raise funds for us.

Fred and Rosemary Lane for their kind donation towards our next members meal and social evening.

Stockwell Lodge Masons for their kind donation.

Plus, a huge thank you to everyone else who has supported us with volunteering their time and donated to our funds. We are so grateful for the help and support we have received.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We have increased our support meetings and introduced an online support meeting. We send out regular emails with information about our and other charities/organisations events, training courses and services. 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 popular public accounts on X, Instagram and our public Facebook page which has over 1500 followers. We also have a LinkedIn page. Our membership continues to increase. We have over 2K members on our closed Facebook page and mailing list. We have over 150 full members and the rest are associate members. Full members are members who attend events in person or via Zoom list who do not attend events. 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 have restarted our information talks and stands that were halted by the pandemic.

Pre-pandemic we were resident supporters at London Gatwick Airport 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. The airport staff have been concentrating on recovery after the pandemic.

Section E

Financial review

Brief statement of the charity's policy on reserves

Autism Support Crawley always ensures that a full year running costs for the charity remains in the bank account.

Details of any funds materially in deficit

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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 key objective of our charity is to support our parent/carers and their families to help them feel connected and not alone. We organise events to help prevent feelings of isolation for our families and therefore they can feel relaxed in a non-judgemental and supportive environment.

Our funds have enabled us to achieve this, and we have plans to expand our events and services to benefit our members by bringing back some of our popular events that we held before the pandemic e.g. Golf Day / Evening Fundraiser and applying for grants to fund the provision of some informative and invaluable workshops.


Section F Other optional information

We are looking to redesign our website www.autismsupportcrawley.co.uk The new website will be an invaluable resource for information, signposting and will be celebrating our members events. To make the website accessible, it will be disability friendly and available in other languages and is dependent upon a successful funding application to The National Lottery Community Fund.

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)	Janet	Flanagan
Position (e.g. Secretary, Chair, etc)	Vice Chairperson	
Date	22/01/24	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Autism Support Crawley

1179383

Receipts and payments accounts

CC16a

For the period
from

4/1/2022


To

3/31/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Crawley BC Grant	-	1,500	-	1,500	-
Amazon	169	-	-	169	124
donations	943	-	-	943	1,331
longley trust	700	-	-	700	-
Sussex Community	-	5,000	-	5,000	-
christmas lights	1,364	-	-	1,364	886
caridon	300	-	-	300	-
	-	-	-	-	-
Sub total(Gross income for AR)	3,476	6,500	-	9,976	2,341
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,476	6,500	-	9,976	2,341
A3 Payments					
meetings	889	-	-	889	580
office supplies	2,004	1,500	-	3,504	-
wages and HMRC	-	4,091	-	4,091	-
Advertising and marketing	-	-	-	-	548
Changing Places project/installation	-	6,567	-	6,567	-
Gifts	220	-	-	220	110
travel	27	-	-	27	-
speakers	185	-	-	185	-
panto	192	-	-	192	130
insurance	339	-	-	339	287
Sub total	3,856	12,158	-	16,014	1,655
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,856	12,158	-	16,014	1,655
Net of receipts/(payments)	- 380	- 5,658	-	- 6,038	686
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,198	6,979	-	21,177	20,491
Cash funds this year end	13,818	1,321	-	15,139	21,177

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	13,747	1,321	-
	petty cash	71	-	-
		-	-	-
	Total cash funds	13,818	1,321	-
	(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	10/19/2023	