



TRUSTEES ANNUAL REPORT

2021-2022

Registered Charitable Incorporated Organisation (CIO)
No 1179806

The Courthouse • Mill Road • Oundle • Peterborough • PE8 4BW
Tel: 01832 274422 • info@chatyouthcounselling.org.uk • Registered Charity No:1179806

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TRUSTEES ANNUAL REPORT 6th April 2020 - 5th April 2021

Names of the charity trustees who manage the charity:

Chair:	Christine Marsters	
Vice Chair:	Val Chesser	
Secretary:	Jane Welman	
Treasurer:	Gwen Radcliffe	
	Roy Sparkes	appointed by Oundle Town Council
	Diane Boyd	appointed by Thrapston Town Council
	Penny Hipwell	GP Oundle Surgery

Names of advisors

Name of chief executive and names of staff members:

Manager and Therapeutic Mentor:	Denise Slater
Professional Counsellors:	Elizabeth Bond, Pauline Maxwell, Michelle Walpole, Carly Guppy
Volunteer Counsellor:	Mark Hamilton

Structure, Governance and Management

Charity is constituted as:

Charitable Incorporated Organisation

Summary of objects:

CHAT exists for: The preservation and protection of the emotional and mental health of young people, aged 9-25 years old in Oundle, Thrapston and surrounding villages of North East of North Northamptonshire by:

1. Offering free information, counselling and mentoring services
2. Providing early support to individuals, as an alternative to or prior to NHS clinical intervention work, reducing the cases seeking access to NHS clinical services
3. Providing, maintaining and developing up-to-date quality information resources for young people
4. Working with other organisations, in order to strengthen the support available to young people.

Trustee selection methods:

The Trustees are local people with an interest and experience in counselling, youth work, local government or other relevant leadership and management experience. They are appointed at the AGM, which reviews the appointments annually.

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Management:

Trustees work closely with the charity Manager to ensure the smooth running of the charity and service delivery. Together, they are responsible for the strategic planning to ensure the delivery of the client services in accordance with the Charity's objectives and for completing funding applications to ensure the financial security and future of CHAT.

They liaise with other professional and attend meetings, lifting CHAT's profile, which has increased awareness of our presence in the community and earned us recognition and respect. Trustees provide support to the employed staff and administrative aid, for example personnel processes, financial management and health and safety advice, to ensure that CHAT is run in a professional and legal manner.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit in all their decision making.

The part-time employed Manager supports Trustees, undertaking the key administrative tasks and client management. She maintains a close working relationship with the staff on operational and procedural issues. The Manager represents the Charity at the Reach Youth Support CEO meetings and other local community meetings.

Summary of Main Activities:

CHAT Youth Counselling employs two part-time counsellor and a part-time therapeutic mentor, working at our offices in the Courthouse, Oundle and also at the following schools;

Prince William School, Oundle
Oundle Primary
Thrapston Primary
Kings Cliffe Endowed Primary
Nassington Primary
Titchmarsh Primary
Warmington Primary
Glapthorne Primary
Polebrook Primary
Trinity Primary

In addition, occasional work is undertaken at other local primary schools in the North East of North Northamptonshire. The majority of sessions are individual face-to-face with a professional. In response to the COVID-19 pandemic, telephone and online approaches were utilised.

Our counsellors are professionally qualified and undergo regular clinical supervision and participate in ongoing professional development activities.

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The counsellors' hours are supplemented when needed, by the use of self-employed professionals. CHAT Youth Counselling has benefitted from the support of trainee counsellors.

Referrals are taken through the CAMHS Referral Management Centre, directly from GPs and other medical professionals, schools, parents and the young people themselves. Following an initial assessment, professionals provide a six-session course of either counselling or therapeutic mentoring, as appropriate. At this point, there is a review resulting in one of the following outcomes:- case closure, a referral onto other support agency, or an extended counselling agreement, as required.

Achievements and Performance this year (in terms of Objects):

1. Offering free information, counselling and mentoring services.
2. Providing early support to individuals, as an alternative to or prior to NHS clinical intervention.
3. Providing, maintaining and developing up-to-date quality information resources for young people
4. Working with other organisations in order to strengthen the support available to young people.
5. Other Achievements.

This year has been significantly impacted by the restrictions imposed by the Government in response to the COVID-19 pandemic. Lockdown, closure of schools and homeworking limited the access to the clients and service delivery as CHAT Youth Counselling protected its clients and staff from the transmission of the virus. Funding from a county-wide NHS 'Reducing Waiting Lists' project has enabled CHAT Youth Counselling to develop and deliver a secure online and telephone approach, in accordance with BACP online guidance, improving access to clients during this period.

CHAT Youth Counselling provides a part-time service of at least 34 hours a week. A number of clients exhibited high needs and had a lack of access to alternative support during the lockdown periods, so Trustees agreed a good use of the counsellors, during this time of national crisis, was to provide a higher than average number of sessions per client. CHAT staff were also able to support a small number of the clients on the waiting list of Lowdown, a member of the Reach partnership, using the online and telephone capabilities.

CHAT Youth Counselling is commissioned by the NHS to provide a service for 11-18 year olds. 760 hours of support was provided to the 11-18 year old age group. An additional 182 hours were provided to support 9-10 year old group and 49 hours for disabled or vulnerable young people aged 19-25, funded through donations and grants obtained from the local community.

Client evaluative feedback remains 100% positive, with no complains being received.

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Service Data	Counselling		Mentoring	
	2019-20	2020-2021	2019-20	2020-2021
Continuation Clients	31	17	3	2
New Clients	-	61	-	4
Closed Clients	59	48	4	5
Waiting List	14*	20	0	0
Average sessions per client	5.7	-	6.1	6

The details of clients on the waiting list are not included in the tables below. Only information provided by clients is reported.

Sources of Referral	2019-2020	2020-2021
Education	31	13
Self	66	53
RMC	11	8
Others	12	11
Hospital Emergency	9	2

Presenting Issues	2019-2020	2020-2021
Self Harm	5	12
Anger Management/ Behaviour	2	4
Eating Disorders	2	0
Bereavement/Loss	7	1
Relationships	4	4
Self Esteem/Mood	16	9
Family/Home	20	27
Anxiety	34	48
Substance Issues	14	1
Suicidal Thoughts	4	4
Others	10	13

Other issues are often identified throughout the course of support. These are not captured here.

Client Characteristics	2019-2020	2020-2021
aged 9-10	15	13
aged 10-18	107	63
aged 19-25	0	4
Full-time Education	118	84
NEET/ Home schooling/ Work	2	5
Female	86	29
Male	33	63
Not disclosed /Other	2	2
With Disabilities	0	3
Without Disabilities	87	87
Dual Heritage	2	2
British	106	80
BAME	6	4

STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 5TH APR 2021

	Note	Restricted Funds £	Unrestricted Funds £	Total 2020/21 £	Total 2019/20 £
Incoming Resources					
NHS Contract	2	78,618.00	0.00	78,618.00	41,248.00
Project Funding	3	19,839.50	0.00	19,839.50	37,293.00
Grants		0.00	0.00	0.00	9900.00
Donations	3	0.00	1,333.00	1,333.00	2,340.00
Investment Income		0	504.41	504.41	596.34
Other		0	49.06	49.06	10.09
Total		98,457.50	1,886.47	100,343.97	91,387.43
Direct 'Charitable' Expenditure					
Salaries, Pensions & NIC	4	47,978.55	0.00	47,978.55	39,149.27
Travel costs - Staff		134.55	0.00	134.55	979.40
Travel costs - Volunteers		0.00	0.00	0.00	0.00
		48,113.10	0.00	48,113.10	40,128.67
Support Costs					
Supervision & Training		2,685.00	0.00	2,685.00	3,338.50
Telephone & Postage		1,901.98	0.00	1,901.98	808.16
Stationery and photocopying		0.00	0.00	0.00	50.00
Accommodation		720.00	0.00	720.00	720.00
Advertising/Recruitment		550.80	0.00	550.80	74.00
		5,857.78	0.00	5,857.78	4,990.66
Management and Administration					
Governance		2,058.29	0.00	2,058.29	1,572.57
Collaboration		287.76	0.00	287.76	453.35
IT Equipment		1,149.97	0.00	1,149.97	2,289.36
Sundry Office Costs		1,656.42	0.00	1,656.42	109.37
		5,152.44	0.00	5,152.44	4,424.65
Total Resources expended		59,123.32	0.00	59,123.32	49,543.98
Net incoming resources		39,334.18	1,886.47	41,220.65	41,843.45
Transfer between funds		0.00	0.00	0.00	0.00
Total funds brought forward		£74,351.39	19,193.38	93,544.77	51,701.32
Total Funds carried forward		113,685.57	21,079.85	134,765.42	93,544.77

BALANCE SHEET AT 5TH APR 2021

	April 5th 2021	April 5th 2020
Current Assets		
Debtors	£0.00	£0.00
Cash at bank	£73,128.82	£47,418.55
Cash on deposit	£61,889.90	£46,407.46
Cash in Hand	£1.50	£3.00
	<u>£135,020.22</u>	<u>£93,829.01</u>
Less current liabilities		
Creditors (uncleared cheques)	£254.80	£284.24
	<u>£134,765.42</u>	<u>£93,544.77</u>
Net current assets		
	<u>£134,765.42</u>	<u>£93,544.77</u>
Represented by		
Restricted funds	£113,685.57	£74,351.39
Unrestricted funds	21,079.85	£19,193.38
	<u>£134,765.42</u>	<u>£93,544.77</u>
Fixed Assets	£2,639.99	£240.68
	<u>£137,405.41</u>	<u>£93,785.45</u>
Total Assets		
	<u>£137,405.41</u>	<u>£93,785.45</u>

Statement of Independent Examiner

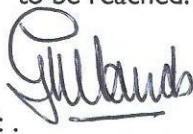
Basis of the Independent Examiner's Report:

This examination includes a review of the accounting records kept by the organisation and a comparison of the accounts presented with those records. It also includes consideration of any unusual items disclosed in the accounts, and seeking explanations from you as the Management Committee concerning such matters. I undertook a sample review of all the expenditure items and am happy with the records/information provided.

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 any material requirements have 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.

Signed: 

Dated: 12 July 2021

CLERK TO THE TRUSTEES
PARSON LATHAM TRUST

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NOTES TO THE FINANCIAL STATEMENT FOR YEAR ENDED 5TH APR 2021

1. Project Funding.

The majority of the 2019/20 project funding was payment in advance for work in 2020/21. Further sums received this year are now held for when the project work can be delivered fully.

		2019/20	2020/21	Used to 5.4.21	Remaining
SHAPE	Public Health Northamptonshire	£3,890	£0	£571.15	£3818.85
	East Northamptonshire Council	£500			
Waiting List Initiative	Nene Clinical Commissioning	£15,555	0	£7964.77	£7590.23
Happier Families	VCSE	£17,348	£19,013.00	£1099.30	£35261.70
See, Hear, respond	Barnados		£826.50	£826.50	£0

2. Staffing

CHAT Youth Counselling applies for, and receives, the NIC Employer's Allowance.

Staff Costs	2020/21	2019/20
Wages	£46624.03	£38,170.44
Social Security Costs	£0.00	£0.00
Pension Cost	£1354.52	£978.83
	£47978.55	£39,149.27

3. IT Equipment

Depreciation of computer hardware is calculated using the double depreciation method based on their residual values at the end of a 4 year period.

Tangible Fixed Assets	Purchased	Original Cost	Value April 20	Value April 21
Laptop Treasurer	Jan 19	£431.60	£240.68	£145.34
Laptop Manager	March 21	£1,149.97		£1,149.97
4 l pads *	April 20	£2289.36		£1,344.68
			£240.68	£2,639.99

* l pads arrived shortly after April 6th, 2020 so not included on 2019/20 balance sheet, but first year depreciation calculated here.

ACCOUNTING POLICIES

- Income is recognised as received or when receipt is certain.
- Direct charitable expenditure represents the salaries and expenses reimbursements for staff and volunteers.
- Support costs represent the accommodation and communication infrastructure required to support the staff and volunteers.
- Management and administration costs represent expenditure not connected with the costs of the staff and volunteers.

Management Account Summary 2020-2021

SLAs	INCOME			EXPENDITURE		
	FROM 6.4.20	TO 6.4.21		FROM 6.4.20	TO 6.4.21	
	NHS Nene CG	£72,066.50 6,551.50	Direct	net SALARY	£36,899.92	
				INCOME TAX	£4,446.80	
				NAT INSUR employee	£1,996.45	
				NEST employee	£1,806.02	
				Self employed staff	£1,474.84	£46,624.03
GRANTS	Oundle TC			NAT INSUR employer	£0.00	
	Thrapston TC			NEST employer	£1,354.52	
GRANTS	Augean/NCC			EXPENSES/staff	£134.55	
PROJECT	SHAPE			EXPENSES/vol	£0.00	£1,489.07
	NHS Nene CG		Support	Supervision	£2,456.00	
	VCSE	19,013.00		Training	£229.00	
	Waiting List			Accommodation	£720.00	
	Barnados	826.5		Telephone	£1,891.36	
DONAT	Private			Postage	£10.62	
	Care Committee	£1,000.00		Stationery/photocopying	£0.00	
	Waitrose	£333.00		Advertising	£550.80	£5,857.78
INVEST	CAF 12month	£393.01				
	CAF 60 day	£89.43	Management Sundry Office Costs	Governance	£2,058.29	
	CAF Gold	£21.97		Miscellaneous	£1,656.42	
OTHER	Gift Aid			Collaboration Projects	£1,437.73	£5,152.44
	BT	£49.06				
INCOME		£100,343.97	EXPENDITURE		£59,123.32	
OPENING BALANCE			CURRENT BALANCE			
CAF Cash		£1,745.68	CAF Cash		3154.93	
CAF Gold		£45,472.87	CAF Gold		69,973.89	
CAF 60day		£10,282.63	CAF 60day		£10,372.06	
CAF 12 month fixed		£36,124.83	CAF 12 month fixed		£51,517.84	
Nat West		£200.00	Nat West		£0.00	
Petty Cash		£3.00	Petty Cash		£1.50	
uncleared cheques/creditors		-£284.24	uncleared cheques/creditors		-£254.80	
Total		£93,544.77	Total		£134,765.42	