

Trustee Annual Report 2021



Opportunities

Empowering

Supporting

Nurturing

Registered Charity No. 1182187

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The Trustees confirm that they have complied with their duty to have regard to the public benefit guidance issued by the Charity Commission when exercising any powers or duties to which the guidance is relevant.

VISION

To advance the social inclusion of people with learning disabilities.

SOCIAL

Everyone needs friends and through all our social activities we aim to support our young members in maintaining friendships that they have developed and to build some new ones in a safe, supportive environment. Social activities all support the development of confidence and self-esteem as well as helping to reduce potential anxieties.

A learning disability should not stop anyone from leading an active and enjoyable life or from being supported to get out and about in their local community. The larger groups provide a familiar place to meet up with friends and enjoy a variety of activities together whilst our small groups and holiday breaks enable the young people to access leisure activities in the wider community.

WORK SKILLS

Our supported voluntary employment opportunities provide a wide range of work skills training (catering, horticultural and retail) inclusive for people with a range of disabilities.

In Dorking we run a charity shop (Re-Use It), a café in partnership with a church (Open Doors) and from 2022 a coffee shop (Cups & Co). In Leatherhead we have a gardening project managing a large allotment producing flowers and vegetables as well as some paid work in the community.

Being a visible part of the local business community supports inclusion and demonstrates that a learning disability need not be a barrier to work.

Executive Summary

2021 had its challenges due to the continuing pandemic and had a significant impact on our social activities due to the vulnerability of our young people. Activities needed to take place largely outside and at times there was a restriction on the number of people at any one event. Everyone was encouraged to join in activities to keep those friendships going, although at times we had to rely on zoom meetings.

Our voluntary employment opportunities were less affected by the pandemic and we provided thirty work experience placements over the year. We developed our partnership working with F.E. colleges as well as Surrey Choices and have welcomed trainees on different pathways. There were unexpected changes in our café provision but other opportunities took their place as you can see in the following report.

2021 was also a time for planning for our next venture Cups & Co, a coffee shop in Dorking High Street. We were successful in acquiring a shop property in a great central location as well as grants to support the set up of the project from the Lottery Community Fund, the Garfield and Weston Foundation and Mole Valley District Council. We have had lots of interest from potential trainees and from the local community.

More about this exciting provision in next year's report!

As always, we thank our managers and volunteers for all their ingenuity and support over another unusual year.

Pam Walden, Chair of Trustees

Reference and Administration

Charity Commission number: 1182187

Charity's registered office: Greendene, Glebe Road, Ashted, Surrey KT21 2NT

Trustee name	Office	Dates	Election due		Structure and Governance	
Pamela Walden	Chair	Elected, October 2020	May 2023		Governing document	Constitution
Tony Leach	Vice Chair	Elected, October 2020	May 2023		How the charity is constituted	Charitable Incorporated Organisation (CIO)
David Phibbs	Treasurer	Elected, October 2020	May 2023		Trustee selection methods	Elected by members in line with constitution
Val Pomroy	Secretary	Elected, October 2020	May 2023			
Hazel Gibson		Elected, October 2020	May 2023		Bankers	Lloyds Bank plc VICTORIA (309897)
Jennie Blackburn		Elected, October 2020	May 2023		Independent Examiners	HM Day BSc (Hons) FCA DChA ICAEW Tudor John Limited, Nightingale House, 46-48 East Street, Epsom, Surrey, KT17 IHQ
Vacancy						

Social Opportunities

Conquerors

Small groups

Short breaks

Craft workshop

Supported Employment

Open Doors cafe

Gardening

Re-Use It shop

Cups & Co



Social Opportunities

Aim: social activities that promote well being

How?

- Facilitating friendships that contribute to people feeling happier, included and valued
- Extending social opportunities for members who may live isolated lives in the community
- Small friendship activities based on choices
- Maintaining long term friendship groups
- Enjoyable large and small group activities

Aim: short breaks supporting independence

How?

- Experience of living away from home
- Going on holiday with friends
- Team working - sharing and negotiating skills with peers
- Developing life skills and decision making
- Inclusion in the wider community





Social Groups



In April we had our first meeting in person for a while, with a small, restricted number walking on Ashted Common. We ensured our regular zoom meetings kept us in contact with each other. Covid guidelines meant that we met outside as much as possible, for example, Crazy Golf at Horton Park and a Big Pub get together in the garden. Over the summer and autumn we were back at the Dell Centre again. Yay!!! Operating with slightly shorter hours, being inside with the doors open when the weather continued to be unstable. We had activities based on not moving around too much, but sitting at tables in smaller groups, and outdoor activities as and when the weather permitted. We also managed to squeeze in a trip to Guildford and some 10pin bowling, something that the members had been wanting to do for so long!



Short Breaks

Camping at Etherley Farm



Before we left for Etherley Farm we met at the allotments, decided as a group what we wanted to eat, and wrote a shopping list. We picked onions, potatoes, tomatoes, beans, squash and rhubarb from the allotment and then went shopping at Tesco's for the rest. When we arrived at the farm it was time to put up the tents working together followed by getting our evening meal ready – everyone had a task to do, preparing vegetables or cooking the sausages on our fire. Rhubarb from our allotment and custard for pudding! The next day we went for a walk to Leith Hill and made it to the tower at the top. It was very steep coming down and was a 5 mile round trip, so we rewarded ourselves with a drink at the pub before returning to the farm for an enormous dinner of spaghetti bolognese and blackberry & apple pie. The next morning, we enjoyed breakfast in the sun before taking down the tents. We all had a great time together!



Craft Workshop Phoenix House



We managed to open our craft workshop for a few months between lockdowns and rises in number of Covid cases, however as the premises are small and ventilation is restricted we decided to close in the autumn as our members are potentially vulnerable.

Whilst we were open we ran some art and craft activities that focused on upcycling, e.g. decorating picture frames, using materials to make new objects such as making pin boards, decoupage, collage, painting and even knitting! There were opportunities to use different materials, concentrate, maybe problem solve and most importantly have time with friends, chatting whilst crafting. Everyone who came along enjoyed the activities and we look forward to opening up again in the spring.

Twenty five young people
have enjoyed group
activities.

My favourite activity is
playing games, crafts and
talking.

Three new members
joined our social groups
this year.

Do you meet old
friends at Conquerors?
I certainly do.
Have you made new
friends at Conquerors?
Yes I have.

We think that the pub
night is great, would like
to do it more often!

What I like about being
at Conquerors is meeting
up with friends and
learning to do different
activities.



We believe that the
crazy golf was an
excellent event and
would appreciate if
we could do that
again.

I liked going camping
with all my friends.
Climbing the big hill, it
was hard! I liked making
the bonfire.

Supported Employment

Aim: opportunities for both paid and voluntary employment for people with a learning disability.

How?

- Create an employment pathway including both generic and work specific skills
- Induction during which targets are identified
- Develop apprenticeships
- Part of the local community
- Interview experience, support job applications
- Work with local employers

Aim: an inclusive workplace for people with a learning disability where our team can develop their independence, self esteem, social communication, self-confidence and interactive social skills

How?

- Positive reinforcement
- Positive team relationships
- Respecting everyone's views
- Providing time for 1:1s
- Setting own achievable goals





Gardening

Barnett Wood Lane Allotments



We have had another successful year at the allotment. The group have learnt many skills and now can work mainly independently. The beginning of the year was spent organising the new top area of the allotment, marking out the beds and laying paths. We grew about 17 different vegetables this year including potatoes, onions, sweetcorn, beans, swede, radishes, cabbage, leeks, sprouts, calabrese, tomatoes, rhubarb, runner/broad and green beans, carrots, courgettes, pumpkins and squash. We entered produce in 7 classes in Ashted's 2021 Horticultural Show and were extremely pleased to win first prize for the biggest onion! In addition we received prizes in 5 other classes. We had a barbeque in the summer which was enjoyed by all. Joseph and Mark continue to go, once a month, to the Clear Up Sundays. They are now happy to independently go down by themselves and join the other allotment holders for a morning's work and a cup of tea – real inclusion in the community.

Travel independence has been achieved by two trainees.

The gardening team are fully integrated into their allotment community.

I like the clear up Sundays, making friends.

A customer paid £7 for our prize winning onion!

J enjoys gardening so much he has also joined another allotment group and has quickly become a valued member of their group too.

I like digging up the potatoes the best.

Our vegetables are taken to the shop each week by Mt who enjoys telling the customers how he helped to grow them.



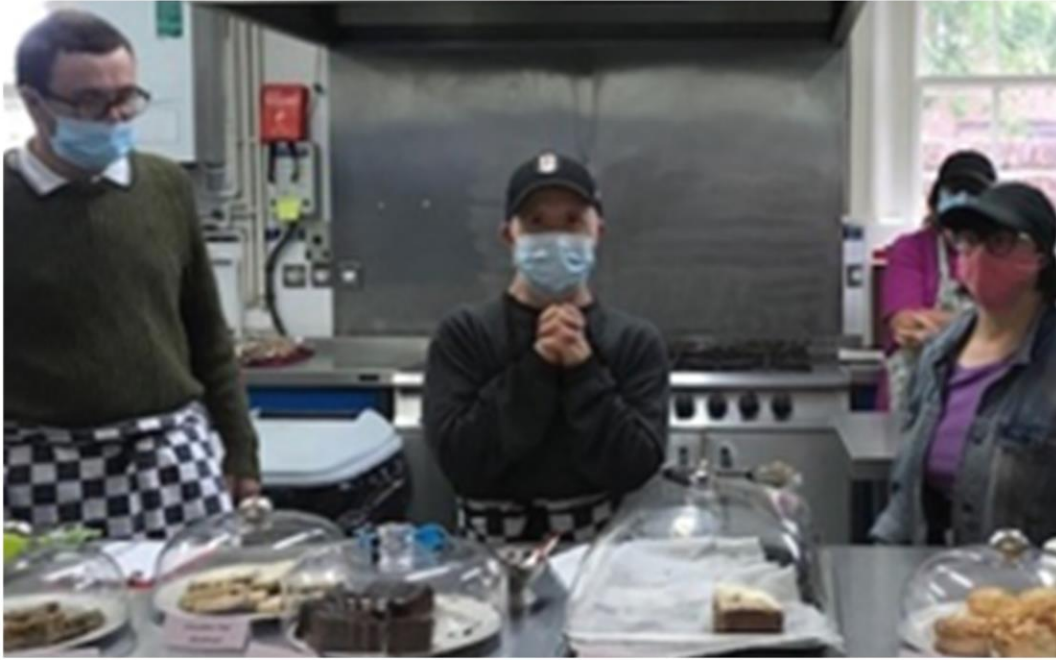
M walked down to the allotments ON HIS OWN. He worked with the group and one of the people down there who he knows gave him a lift home. His mum phoned me today to tell me. He is so proud of himself. The whole family were really pleased.



Afternoon Tea Cafe



The church decided to run their café on Mondays and Tuesdays, so unfortunately Café ALDAG has permanently closed, and instead we ran an Afternoon Tea Café over the summer holidays – the weather was good, so we were able to use the outside space as well as the café area. Some new people joined our café team and everyone was enabled to work independently using the many skills that they had developed. On Tuesdays we ran baking classes at The Dell and produced delicious cakes for sale in the Afternoon Tea Café. Our bakers each focused on one special recipe so that they could remember the order to allow them to work as independently as possible. Everyone enjoyed the baking as well as being back in the café. There was excellent teamwork and we all had a brilliant time.



Dorking
United Reformed Church



Open Doors Café with ALDAG

Here Term-time Thursdays - 10.00 - 2.00pm

Drinks, light lunches, snacks and home-made cakes.

Gluten-free and vegan options available

www.dorkingurc.org.uk



www.aldag.org.uk

Following a visit to the Afternoon Tea Café the church community worker from the United Reformed Church in Dorking asked if we could run their café on Thursdays – and we said yes please! The church is in West Street just a few doors down from our Re-Use It shop – parking behind the church in Church Street or the nearby Waitrose. The main goals of the Open Doors Café partnership are to: fulfil the church's mission of building community by providing a welcoming and friendly café environment open to all; provide our trainees with experience of a working café; provide a long term voluntary job; build associated skills as a stepping stone towards working in Cups & Co; create a happy working environment in which trainees develop social skills and grow in confidence.

"I just wanted to drop you a line to thank you for giving W the opportunity to work in the cafe. She is thoroughly enjoying it and it is surely boosting her confidence and ability no end."

"I like the café it is very important in my life."

"In the café I have learnt to order food, drinks for people and then take their food to them and when I am waiting for people to pay I will work on the till for the customers to pay."

The café team have been able to transfer their skills to different environments.

"Her pride and self esteem in being a valued member of the team was an enormous boost to her mental well-being."



"K's time at the café has given her many new skills both social and practical."

"I like meeting and chatting to all the customers and working with different teams."



Late spring saw the gradual re-opening of Dorking town centre, with its many and varied individual shops all contributing to a market town with a busy footfall. The young trainees have embraced their positive work experience in this thriving shop with commitment and enthusiasm. One young man has successfully completed his retail apprenticeship, and has grown in confidence acquiring numerous skills such as serving customers in a polite and helpful manner, working on the till and card independently and displaying goods that will appeal to customers. Over the past year there have been 16 trainees including a young lady working on her Duke of Edinburgh award. New trainees complete their induction programme supported through SMART or SCRUFFY targets to demonstrate their achievements and provide next steps. Partnerships include Surrey Choices, NESOT and East Surrey College.

Very capable on the till with great customer service skills. She has a great sense of humour, has helped to dress a window and table, researched the cost of antiques etc. She gets on well with everyone and is a helpful member of the team.

"Brilliant shop. I've got so many cool things from Re-Use It and the staff are super friendly."

"I can write price labels. I am working on deciding what is the best price."

Our first apprentice achieved his Retail Award with flying colours.

Sorting clothes "I really enjoyed doing it. I checked for rips, stains, holes, broken zips and buttons."

"Excellent shop
Lovely people
Great atmosphere"

"I can serve customers in a professional and friendly manner."

"Love your shop – hidden treasures...."



Financial Review

This is the second full year of the Charitable Incorporated Organisation ALDAG (Always Learning Developing And Growing).

Statement of Risks and Safeguarding

The Trustees regularly review their safeguarding policies and procedures to ensure that 'protecting people and safeguarding responsibilities is a governance priority...and all reasonable steps are taken to protect people who come into contact with the charity from harm' (Charity Commission October 2018). All volunteers and trustees are subject to a DBS check and a code of conduct is included in induction. All trustees report on the risks associated with their remit to the full Trustee Board.

Statement of Responsibilities

Trustees of the Association are required to prepare Financial Statements for each financial period that provide a true and fair view of the state of affairs of ALDAG and of its incoming resources and the application of the resources for that period. In preparing these Financial Statements the trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements

Trustees of the CIO are responsible for keeping proper accounting records which disclose at any time the financial position of ALDAG and to enable them to ensure that the Financial Statements are correctly prepared. They are also responsible for safeguarding the assets of ALDAG and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reserves Policy

Charity law requires any income received by a charity to be spent within a reasonable period of receipt. Trustees should be able to justify the holding of income as reserves. The trustees have decided that 12 months funding should be held in reserves to manage unforeseen financial difficulties, i.e. £109,500 which includes the £50,000 designated funds for Cups & Co carried forward from 2020 into 2021 plus £59,500 to meet 2022's legal liabilities for one year.

Independent examiner's report to the trustees of ALDAG (Always, Learning, Developing And Growing)

I report to the charity trustees on my examination of the accounts of ALDAG for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;

or 2. the accounts do not accord with those records;

or 3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

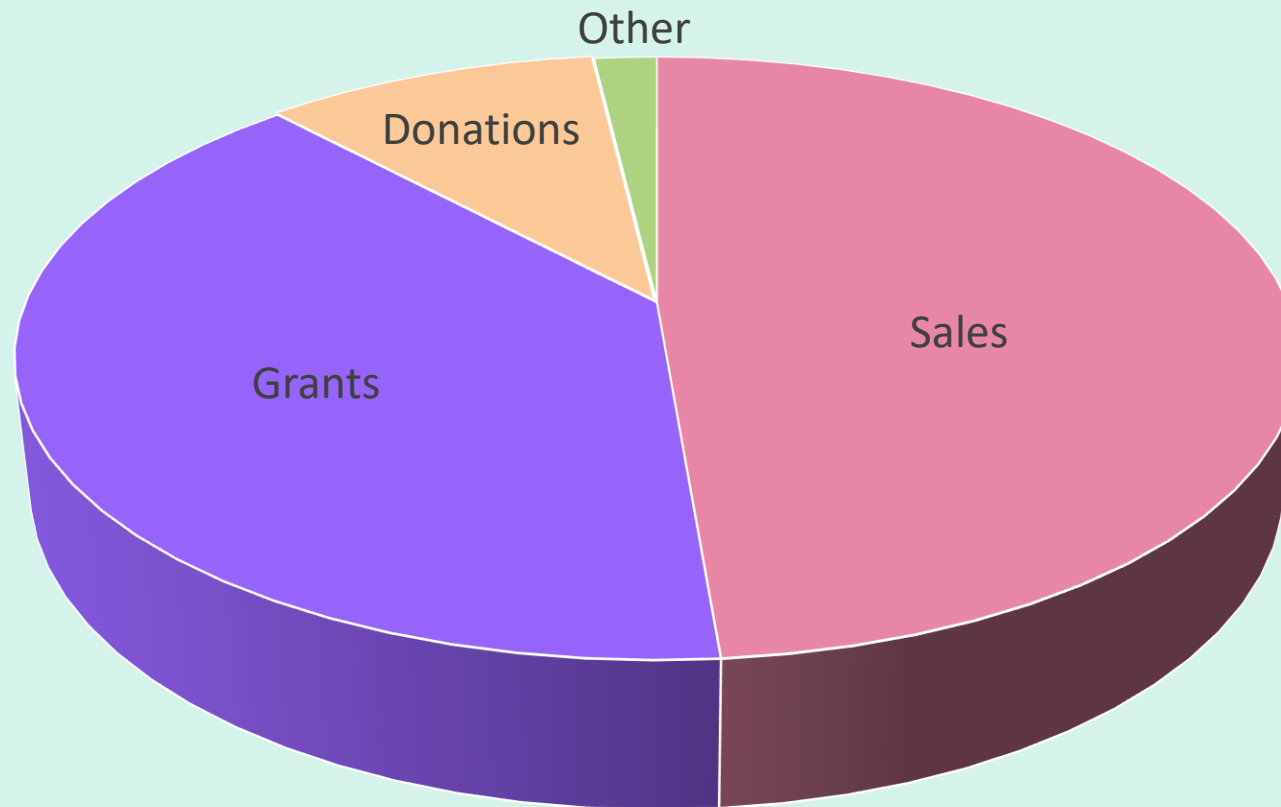


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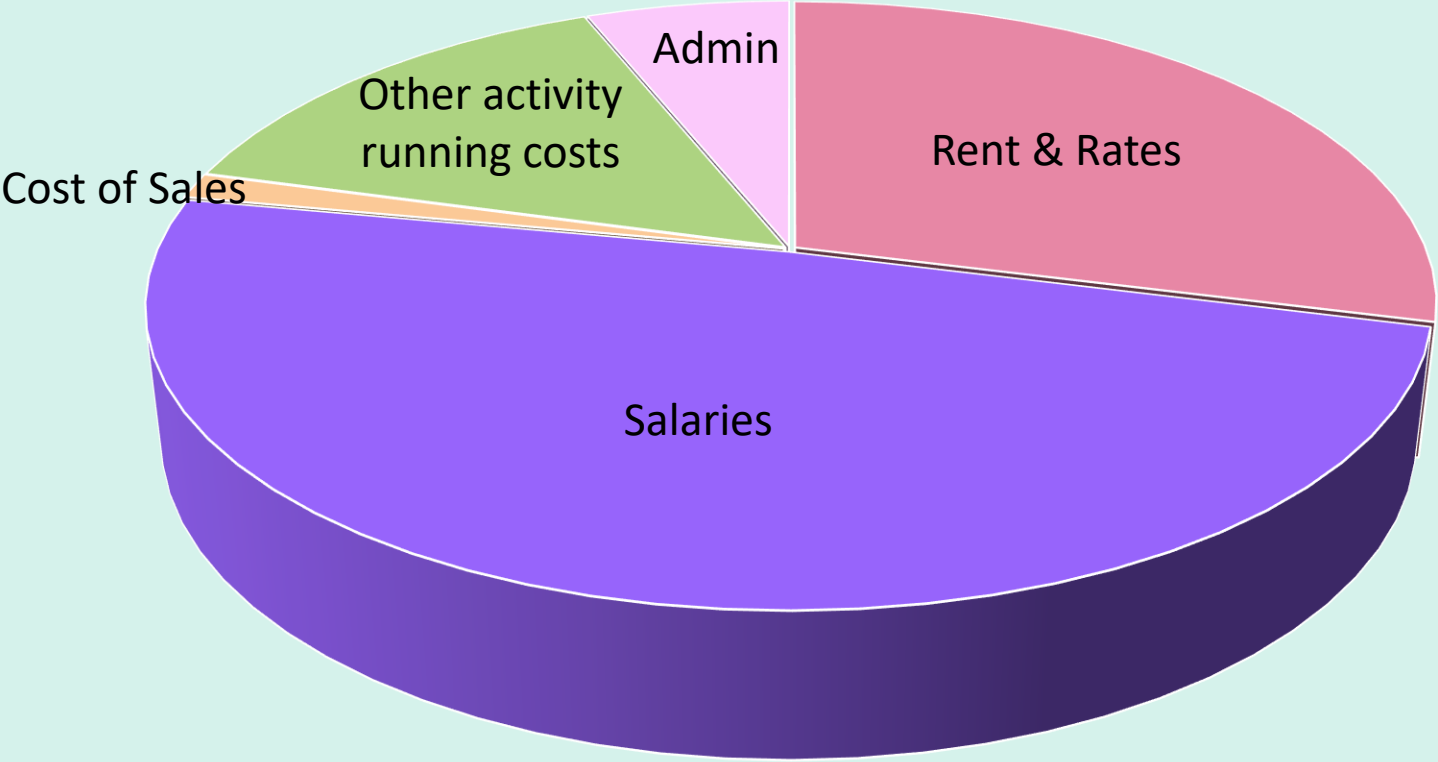
Date: 23rd March 2022

2021 Income - total £74,346



Sales	36,193
Grants	29,274
Donations	7,479
Other	1,400
	74,346

2021 Expenditure - total £69,259



Rent & Rates	20,043
Salaries	33,931
Cost of Sales	930
Other activity running costs	10,123
Admin & insurance	4,231
	69,259

Transactions & Financial Position

The accompanying Financial Statements have been prepared in accordance with The Charities Statement of Recommended Practice published in March 2005, applicable Accounting Standards and the Charities Act 2011 and are presented on a Receipts and Payments basis. As stated in the introduction to this report, the Trustees consider the financial performance by the charity during the year to be satisfactory.

Financial Statements

Receipts and Payments Account for the year ending 31st December 2021

		Total	Unrestricted Funds	Restricted Funds
Receipts		£	£	£
	Donations	7,479	5,279	2,200
	Grants	29,274	0	29,274
	Social Groups	40	0	40
	Fundraising	1,355	0	1,355
	Sale of goods	36,193	36,193	0
	Other income	5	5	0
Total Receipts		74,346	41,477	32,869

Receipts and Payments Account for the year ending 31st December 2021 continued

		Total	Unrestricted Funds	Restricted Funds
Payments		£	£	£
	Fundraising expenses	0	0	0
	Gardening	3,456	3,256	200
	Café ALDAG	1,524	1,524	0
	Open Doors Café	586	586	0
	Re-Use It Shop	55,160	0	55,160
	Social Groups	927	87	840
	Short Breaks	268	268	0
	Craft Workshop	2,118	618	1,500
	Cups & Co	990	0	990
	Administration	2,850	2,644	206
	Insurance	1,380	1,380	0
Total Payments		69,259	10,363	58,896

Receipts and Payments Account for the year ending 31st December 2021 continued

		Total	Unrestricted Funds	Restricted Funds
Receipts minus payments		£	£	£
	Receipts	74,346	41,477	32,869
	Payments	69,259	10,363	58,896
Surplus/deficit		5,087	31,114	(26,027)

		Total	Unrestricted Funds	Restricted Funds
Net movement in funds		£	£	£
	Retained funds	146,019	110,394	35,625
	Current year surplus	5,087	31,114	(26,027)
Treasurer's account		151,106	141,508	9,598

Balance sheet for the year ending 31st December 2021

	Total	Unrestricted Funds	Restricted Funds
Assets	£	£	£
Lloyds Business Current Account	137,356	141,508	(4,152)
Cups & Co Rent Deposit	13,750	0	13,750
Total Assets	151,106	141,508	9,598

	Total	Unrestricted Funds	Designated Funds	Restricted Funds
Reserves	£	£	£	£
Retained Funds	146,019	60,394	50,000	35,625
Current Year Fund Tfr	0	(28,386)	28,386	0
Current Year Funds	5,087	0	31,114	(26,027)
Total Reserves	151,106	32,008	109,500	9,598

	Total	Rent	Building maintenance
Designated funds		£	£
Liabilities per annum	£59,500	51,500	8,000

The above Statement of Assets and Liabilities and associated Receipts and Payments Account were approved by the Board of Trustees on 24.03.22, approved by the Members on 30.03.22 and are signed on their behalf by:

 Pamela Walden (Chair of trustees)



David Phibbs (Treasurer)