

Annual Trustee Report 2022

ALDAG

Always Learning Developing And Growing



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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.

Our Vision

To advance the social inclusion of people with learning disabilities.

2022 has been a year of challenges and opportunities! Although the year started with another bout of Covid causing the shop to close for January, by March we were on track again and received some great donations over the year being very well supported by the local community. Unfortunately for us, in the spring our Social Groups Leader decided on a career change but Hazel and our wonderful volunteers have kept Conquerors going until we can recruit a new leader in 2023.

This year we have seen our vision of social inclusion grow as we continue to develop our provision providing more opportunities for young people with a learning disability to be a visible part of their local community. The Gardening Services team started work in private gardens and this has been welcomed by a number of people who needed their gardens kept in order! The craft workshop opened in March with a focus on carpentry and included some paid work for the Dorking URC. Our biggest project came to fruition this year with the fitting out of our new coffee shop, Cups & Co, opening to the public in October and opened officially by the Chair of Mole Valley during Dorking's Christmas Gala night. A busy year!



Our mission

Develop an employment pathway by providing:

- a broad range of work experience placements
- opportunities for paid employment through apprenticeships in retail and hospitality
- long term voluntary job placements
- visibility in the local community

Develop social opportunities through the provision of:

- social groups
- team activities
- short breaks

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
Amanda Finch	Secretary	Elected, March 2022	March 2025		
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					

Making a difference in 2022

29,590 hours of
voluntary employment
and skills training

2 trainees moved
onto paid employment

Social activities for
32 young people

Partnerships with 2 F.E. colleges, 2 special schools, Surrey
Choices, 2 similar charities, 2 residential settings and 50 families

1,937 accessed
information on our
website up 36% from
2021
1,095 new visitors

Supporting and training
36 young people with a
learning disability in
work skills

Cups & Co opened
in Dorking, High
Street providing
work experience
for 15 people

Work
experience

Gardening Services

Retail

Hospitality

Gardening Services

We have two teams providing gardening services to the general public on Mondays and Fridays each week. Our gardeners have learnt many skills working on our allotment and can now put those skills into practice in private gardens. Some comments from satisfied customers –

“...the team did a great job working on my front garden, weeding, trimming and tidying all the edges on the beds and drive, it looks so much better, when are you coming again?”

“...good work clearing all the leaves, cutting the grass and planting up my spring bulbs.”

“...a friendly team of gardeners who worked hard.”





ReUse It shop

“Re-Use it” continues to open for six days a week with Monday covered by volunteers and the rest of the week run by two shop managers.

During 2022 Re-Use It had thirteen shop assistants who worked between four and sixteen hours per week. In addition, we supported a young lady from a special school in completing her Duke of Edinburgh award. We continue to write end of placement reports as well as regularly updating targets for all our trainees.

Trainees develop confidence and competence in using different methods for customers to purchase products, practising numeracy skills when giving change and selecting categories and payments using the card reader. Following direction is another work skill as is the ability to ask for advice. Using initiative to identify tasks is encouraged and this can include anticipating customers’ needs, offering direction to the changing room and bringing products from the window displays for customers. Developing customer service skills involves communicating with people to establish a friendly shop that customers will come back to, e.g. by greeting customers as they enter the shop and listening to customers who may engage in conversation.

ReUse It shop

We are very proud of all our shop assistants. RG graduated from his college course and successfully moved on to a paid job in a local shop and a few months later JV also moved onto a paid job in a nearby supermarket.

HK started her retail apprenticeship in July, working for two full days per week for two years. We promoted the achievements of young people with learning disabilities using one of our shop windows to demonstrate personal achievements, this included medals from our Paralympian, examples from the craft workshop and some lovely prints and paintings supplied by Art Rabble and The Grange – several were sold.

Window displays created by our young people are used to promote products and the trainees work on identifying key areas to achieve the maximum visual impact and create a display that is eye catching.





Cups & Co

Aim (1) Develop opportunities for work experience for people with a learning disability by opening a coffee shop run by a team of young people with a learning disability supported by a manager.

Aim (2) Provide an inclusive workplace for people with a learning disability where our team can develop self- confidence, social communication and interactive social skills

Aim (3) Be an integral part of the local business community as evidenced by a successful coffee shop demonstrating that a learning disability doesn't need to be a barrier to work.



Cups & Co

‘Great to see a new business open up in Dorking, fabulous coffee shop, all new, very clean, friendly staff and great management. Recommend’

‘Recommend Cups & Co! A community coffee shop thar offers training and employment to adults with learning disabilities. VSP (Very Special Place)’

‘This is a charity that does wonderful things to offer training and employment to adults with learning difficulties, so that should already be the draw to spending your money, especially over tax evading megacorp S*****ks.’

‘Irrespective of the excellent credentials, this brand new cafe is bright, airy and inviting. It’s cleaner and more hygienic than chain competitors. Prices are fair and very competitive with the large chains, a great selection of freshly made drinks and baked goods are on offer, and the coffee is really delicious. But the best thing about this café is the service, I was left smiling and happy with the cheerfulness and camaraderie behind the counter, and that’s something money can’t buy.’

‘Hello , we were in your Dorking coffee shop it was a delight , the welcome, the food and the amazing design of the space was wonderful I hope you open many more.’



Cups & Co - Trainees

- Trainees have been referred from Surrey Choices, schools, NESOT, other charities (The Grange, Sunnybank Trust, Halow) and families.
- All trainees are given a 2-week trial before their placement is confirmed, 2 trainees were redirected to the Re-Use It shop and the Open Doors Café.
- 16 trainees work across the week.
- Two trainees are on a year long internship programme from NESOT and work for 20 hours per week.
- We aim to start a trainee apprenticeship in 2023.
- Trainees work across the week ranging from one shift up to 2 days per week.
- The training programme before opening to the public:
 - keeping the coffee shop clean and hygienic
 - following the opening and closing schedules
 - labelling food
 - how to make coffee (we started with a small home barista coffee machine and a separate milk frother as this was less intimidating before moving onto the commercial coffee machine)
 - how to use the Point of Sale
 - how to make the different menu items (using photographs of ingredients and how the items should be presented to ensure consistency)



Voluntary employment

Craft Workshop

Allotment

Open Doors Cafe



Craft Workshop

Our craft team were commissioned to replace some wooden gates and fencing at the Dorking United Reformed Church, this took several weeks but the result was well worth waiting for –



In the workshop the team are busy making wooden items for sale and developing their concentration, dexterity and use of tools in the process. The items are all for sale in our two Dorking shops – ReUselt in West Street and Cups & Co in the High Street.





Allotment

We started the New Year with a lovely new shed, MUCH bigger than the last one and we can all fit in comfortably on a cold day! ALDAG supplied a big skip which was much appreciated and quickly filled by us and the other allotment holders, JE and ML went to the 'Clear Up Sunday' to help everyone fill it. Being part of the wider community is part of ALDAG's ethos and as well as working on our allotment, our keen gardener JE, has joined the community allotment group on a Monday. Everyone worked hard to get the allotment ready and we planted a wide range of vegetables this year hoping for a bumper crop. The hot weather in the summer caused some problems with it being just too hot to work in the afternoons on several occasions. However both teams managed to go to the allotment in the cooler mornings, keeping it watered and cared for.

We were very sad to lose our long term volunteer and gardening mentor in October. Colin is going to be missed by so many people, he was a real supporter of ALDAG's aims and worked alongside our gardeners for many years. We will miss his gardening wisdom and his positive, friendly manner whilst always expecting the very best from everyone.

Open Doors Café

The Open Doors Café is a partnership between the United Reformed Church in Dorking and ALDAG. The café is run by a small team of volunteers offering tea, coffee and delicious cakes, with soup or paninis for lunch every Thursday during term time.

The Open Doors Café provides an excellent training ground for our members, some of whom move onto the more pressured environment of our commercial coffee shop, Cups & Co. Freshly baked cakes - most mornings the trainees bake some small cakes or flapjacks before the customers arrive ready for sale that day.

The four trainees enjoy their work and continue to make progress being more independent in the tasks they do each week. The confidence of the trainees has grown dramatically since we started in September and they have built up a strong rapport with each other and the two volunteer managers. We are really feeling at home at the church now and getting to know our regular customers as well as seeing some new faces.

   <p>Open Doors Café with ALDAG</p>	<p>Thursdays 10.30am-1.00pm</p>	<p>Warm Welcome</p>
	<p>Hot Drinks, Cakes, Light Lunches.</p>	<p>01306 886644 hellodurc@outlook.com</p>

Social Opportunities

Conquerors

Holidays

Small groups



Conquerors

The first part of 2022 was overseen by our very capable leader and ran in its usual smooth way with members attending twice a month. Other opportunities meant that she left us at Easter and it proved difficult to replace the position.

With the support and enthusiasm of our volunteers we ran twice monthly until the summer break and resumed in September running once a month.

Conquerors club members ended the summer term with a pub night at The Brewery Inn in Ashted, attended by 30 members and volunteers we enjoyed an excellent evening of good company and delicious food. We were all made very welcome by the new manager and his staff and the food, which was pre ordered, arrived on time and was very good. A most enjoyable evening was made extra special when a generous man in the other bar settled our food bill.

During the evenings we enjoyed our familiar inside activities with a different focus each session. We had fun with a special Guy Fawkes event outside and were fortunate that the weather was good. We were able to use the fire pit producing cheesy chips and toasted marshmallows- all very popular - along with the obligatory sparklers! Other evenings included making 'mocktails', a dinner at the local pub and in December our Christmas party with good party music overseen by one of our members and excellent food which was organised by our volunteers. We are now looking forward to the panto in January. My thanks to all who volunteer at Conquerors for your support and encouragement whilst we wait for a new manager.

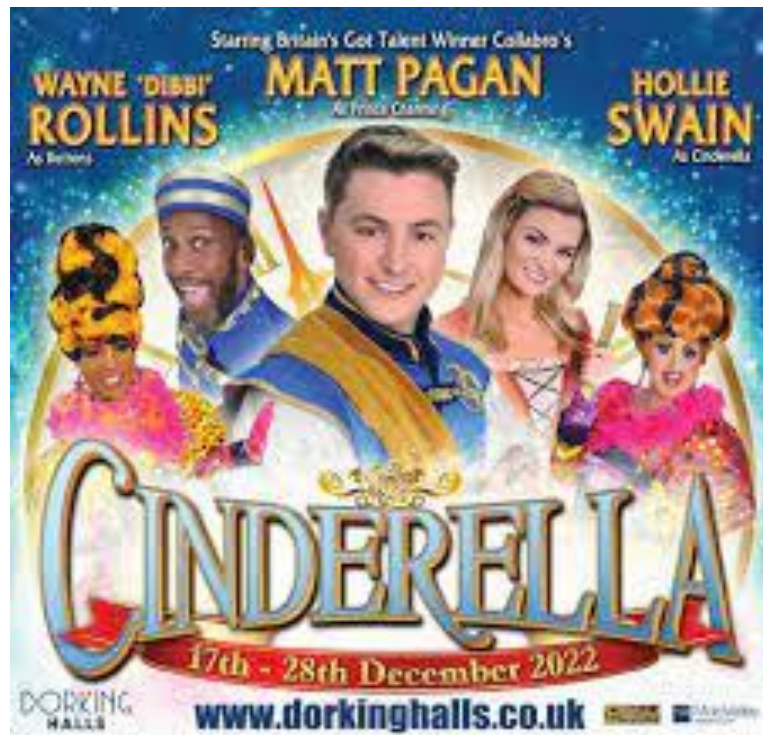


Short breaks

After two long years the day finally arrived, and we met at St George's Church ready to spend some quality time with our friends at Butlins. During the week we enjoyed numerous shows - musical rocks, Ultimate Coldplay, roller boys and animals versus dinosaurs. We visited the funfair and Clare was definitely the most adventurous going on every ride! We enjoyed the new swimming pool with the outdoor rapids experience and the slides.

Our usual trip to the shops in Bognor did not disappoint, everyone found something to buy and we enjoyed a coffee stop at our favourite independent shop. It was here the decision was made to go along to the jubilee beach party on the last night; we listened to a local choir, watched the beacon being lit and enjoyed the fireworks that were set off from the pier. We took our own little afternoon tea with us and sang some patriotic songs whilst we waited to wave our flags. Whilst on the beach our young people asked, 'can we come back next year?' The answer was 'yes of course we can', We decided to take the break during August next year.





Small groups
Having fun with friends



Goals for 2023

Gardening Services

Advertise services more widely to break even

Craft Workshop

Market products online as well as in the two shops

Conquerors

Employ new leader and new programme

Open Doors Cafe

Review focus of cafe

Financial Review

This is the third 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. £63,000 to meet 2023'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 2022.

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.

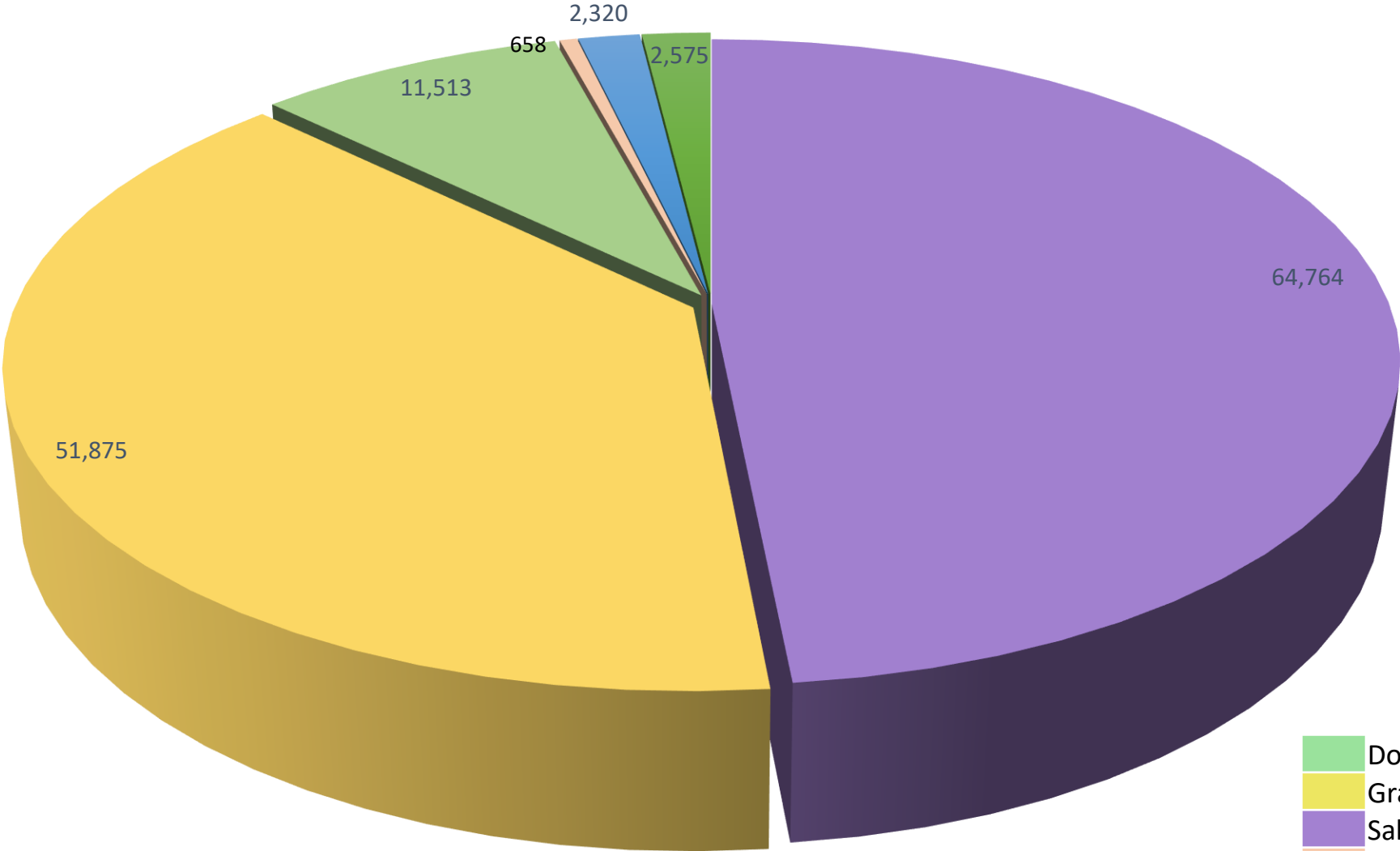
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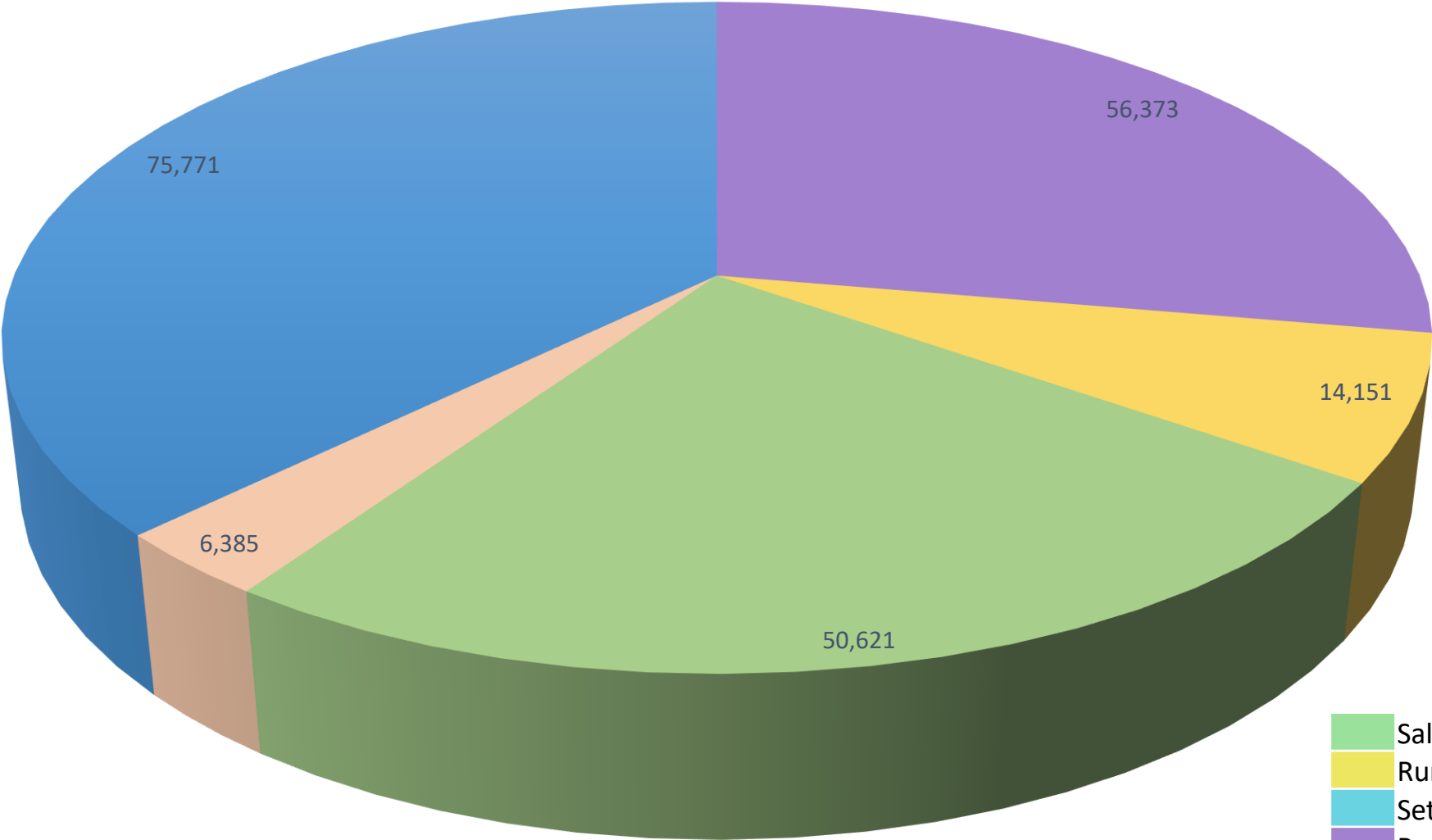
Date: 31/5/2023

2022 income – total £133,704



Donations	11,513
Grants	51,875
Sales & services	64,764
Other	658
Short breaks	2,320
Fundraising	2,575

2022 expenditure – total £203,301



Salaries	50,621
Running cost	14,151
Set up	75,771
Rent & rates	56,373
Central costs	6,385

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

		Total	Unrestricted Funds	Restricted Funds
Receipts		£	£	£
	Donations	11,513	5,938	5,575
	Grants	51,875	-	51,875
	Social Groups	2,320	-	2,320
	Fundraising	2,574	548	2,026
	Sale of goods & services	64,764	64,764	-
	Other income	658	18	640
Total Receipts		133,704	71,268	62,436

Receipts and Payments Account for the year ending 31st December 2022 continued

		Total	Unrestricted Funds	Restricted Funds
Payments		£	£	£
	Gardening	9,086	8,616	470
	Open Doors Café	2,254	2,254	-
	Re-Use It Shop	47,185	45,452	1,733
	Social Groups	2,395	2,395	-
	Short Breaks	3,838	1,518	2,320
	Craft Workshop	9,910	7,735	2,175
	Cups & Co	122,248	7,906	114,342
	Administration	6,385	6,385	-
Total Payments		203,301	82,261	121,040

Receipts and Payments Account for the year ending 31st December 2022 continued

Payments	Gardening		Workshop		Social & Short Breaks		ReUselt		Open Doors		Cups & Co		Central costs	
Salaries	7,637		3,616		5,088		22,501				11,779			
Runnig costs	549		625		1,145		4,342		1,054		6,436		6,385	
Set up	900		1,169						1,200		72,502			
Rent & rates			4,500				20,342				31,531			
TOTAL payments 203,301	9,086		9,910		6,233		47,185		2,254		122,248		6,385	
Income	Gardening		Workshop		Social & Short Breaks		ReUselt		Open Doors		Cups & Co		Central costs	
Donations	500				2,320						5,075		5,938	
Sales & services	594		1,552				44,698		2,492		15,428			
Grants											51,875			
Other					640						2,026		566	
TOTAL income 133,704	1,094		1,552		2,960		44,698		2,492		74,404		6,504	
Designated											50,000			
Surplus/Deficit	(7,992)		(8,358)		(3,273)		(2,487)		238		2,156		119	

Receipts and Payments Account for the year ending 31st December 2022 continued

		Total	Unrestricted Funds	Restricted Funds
Receipts minus payments		£	£	£
	Receipts	133,704	71,268	62,436
	Payments	203,301	82,261	121,040
Surplus/(Deficit)		(69,597)	(10,993)	(58,604)

T		Total	Unrestricted Funds	Restricted Funds
Net movement in funds		£	£	£
	Retained funds b/fwd	151,106	141,508	9,598
	Transfer to Cups & Co	-	(50,000)	50,000
	Current year deficit	(69,597)	(10,993)	(58,604)
Treasurer's account		81,509	80,515	994

Balance sheet for the year ending 31st December 2022

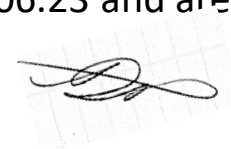
	Total	Unrestricted Funds	Restricted Funds
Assets	£	£	£
Lloyds Business Current Account	67,759	66,765	994
Cups & Co Rent Deposit	13,750	-	13,750
Total Assets	81,509	66,765	14,744

	Total	Unrestricted Funds	Restricted Funds
Reserves	£	£	£
Retained Funds b/fwd	151,106	141,508	9,598
Designated transfer to Cups&Co	-	(50,000)	50,000
Current Year Funds	(69,597)	(10,993)	(58,604)
Total Reserves	81,509	80,515	994

	Total	Rent	Building maintenance
Liabilities per annum	£63,000	55,000	8,000

The above Statement of Assets and Liabilities and associated Receipts and Payments Account were approved by the Board of Trustees on 18.04.23, approved by the Members on 15.06.23 and are signed on their behalf by:

 Pamela Walden (Chair of trustees)



David Phibbs (Treasurer)