



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 5/4/2020 **Period start date**
To 4/4/2021 **Period end date**

Charity name: Autism Bucks

Charity registration number: 1182603

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To relieve the needs of people who are on the autistic spectrum, their parents, families and carers in Buckinghamshire: |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | 1. The provision and management of a website to provide advice, guidance, support and information to those affected by autism 2. Providing support, education and practical advice and recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life and which develop their skills, capacities and capabilities 3. Advancing the education of the public in autistic spectrum conditions, in particular among those who work with people who have autistic spectrum conditions. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | Through its activity the charity aims to make a positive difference for its members and to increase awareness of autism within the community of Buckinghamshire. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|-----|
| Policy on grant making | Para 1.38 | N/a |
| Policy on social investment including program related investment | Para 1.38 | N/a |

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| Contribution made by volunteers | Para 1.38 | Autism Bucks benefits greatly from its committed volunteers who are essential in supporting the trustees in the delivery of our main objectives. Our volunteers provide support for the delivery of the member social groups, in fundraising and in managing some of our social media platforms. |
| Other | | N/a |

Achievements and Performance

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|---|----------------|--|
| | SORP reference | |
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>Provision of hosted member social groups</p> <p>Meetings generally twice per month.</p> <p>Under Covid lockdown the ability for social connection has been invaluable to many of the members but has also made it difficult to continue engagement with other partner organisations for themed visits etc., Despite this our relationships with local facilities (for example the Discovery Museum,) have continued to thrive</p> <p>Members have reported that opportunities to meet virtually and to stay in touch with others have helped to maintain emotional wellbeing, by supporting one another when feeling anxious, worried and lonely at this time.</p> <p>Some have found accessing the online group meetings easier to navigate and participate in. Interactions with others have been managed at an individual's own pace and people have felt able to connect with other group members more readily.</p> <p>Furthermore, members have been able to better maintain and control the environment they are in</p> <p>Provision of Autism Bucks website and social media accounts</p> <p>The website provides a valuable hub of links to autism related material for the</p> |

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| | | <p>members and the wider community. Our Facebook channel provides a means for communicating with members and followers with current topics for discussion, news and details of upcoming events. Following growth from 715 to 915.</p> <p>Our YouTube channel provides the means for us to share our awareness sessions on a variety of autism related topics which collectively have had over 800 views this period.</p> <p>Our Twitter channel, operated by one of our members on our behalf has grown from 300 to over 1,300 followers this period.</p> <p>Autism Awareness Programme Development and delivery of an educational programme with several noted Autism Earned Experience Speakers giving talks on a variety of autism related topics.</p> <p>Part-way through, the programme has delivered six sessions so far, with a further six planned.</p> <p>These have been attended by a mix of care professionals and autistic people, and most are also available to view after the event via our YouTube channel.</p> <p>It is estimated that collectively these initial sessions have been very well received and have been viewed over 1,000 times between initial delivery and YouTube views.</p> <p>Support of Autism Awareness Week with a poster campaign using content created by our members that was sent to over 80 supermarkets in Buckinghamshire to help them provide a better environment for autistic shoppers</p> |
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Additional information (optional)

You may choose to include further statements where relevant about:

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| Achievements against objectives set | Para 1.41 | N/a |
| | | N/a |

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| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | N/a |
| Other | | N/a |

Financial Review

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| Review of the charity's financial position at the end of the period | Para 1.21 | <p>Our financial position at the end of the period demonstrates that we have been able to understand the operational challenges experienced as a result of Covid and are able to adapt our operations in challenging circumstances.</p> <p>We have reduced our operating overheads with both one-off and ongoing savings that will help to ensure our operations in future years.</p> <p>Our financial procedures have been improved with the use of restricted funds to separate grant funded projects from our general operations, and the use of accruals and prepayments to give a better understanding of our current financial standing.</p> <p>The impact of Covid has impacted our own operations as well as those of some of our regular sponsors and this in turn has had a consequential effect on both our income and expenditure.</p> <p>We have seen a reduction in income from our sponsors because their own fundraising activities, from which we have in the past been a beneficiary, have been hampered as much as our own fundraising efforts.</p> <p>Unforeseen cost savings have arisen from having to suspend our face to face member meetings and the investment in Zoom has meant these activities have been able to continue to</p> |
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| | | <p>bring some benefit to our members. This shift has led to overall savings in the hiring of venues.</p> <p>We have also achieved significant savings on the previous year as a result of changes in our website operation.</p> <p>Our grant funded Awareness project has been able to make good progress through adopting Zoom and YouTube as delivery vehicles, and savings on venues here were redirected to engaging additional speakers that we wouldn't otherwise have been able to afford.</p> <p>Our grant funded project to open further member groups in new locations or as special interest groups has been delayed by Covid.</p> <p>Financial reporting continues with monthly reporting to all trustees in a monthly basis and to all members via the quarterly bulletin.</p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>It is the practice of the charity to hold sufficient reserves to cover operational costs for a minimum of 6 months. This is to provide a level of resilience against the possibility of unforeseen expense, to protect against loss of external sponsorship, and to provide funds to enable us to take advantage of opportunities that might arise.</p> |
| Amount of reserves held | Para 1.22 | £2,000 |
| Reasons for holding zero reserves | Para 1.22 | N/a |
| Details of fund materially in deficit | Para 1.24 | N/a |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/a |

Additional information (optional)

You may choose to include further statements where relevant about:

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| The charity's principal sources of funds (including any fundraising) | Para 1.47 | <p>Bucks County Council Community Prevention Grant 37%</p> <p>Waitrose green tokens scheme 31%</p> <p>Donations 18%</p> <p>Other fundraising 14%</p> |
| | | N/a |

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| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | <ol style="list-style-type: none"> 1. Loss of the key trustees that are important to our ability to deliver the core charity operation (Chair, Treasurer) and its key operational activities (Member social groups). 2. Loss of main sponsorship funding sources. 3. Loss of support from volunteers. 4. Loss or corruption of IT such as our website. 5. Major hit on reputation for whatever reason. 6. Competition from other autism charities in Buckinghamshire, who might compete for funding, members etc. 7. Competition from larger autism charities in neighbouring counties that are well established and might chose to expand their territory. |
| Other | | N/a |

Structure, Governance and Management

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| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | CIO Association model, and currently in the process of adopting the Charity Governance Code for smaller charities. |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Autism Bucks is a Charitable Incorporated Organisation (CIO) under the association model and registered on 22 March 2019. It is governed by a constitution that establishes its objects and powers and member voting rights. In the event of the CIO being wound up members have no liability. |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <p>Candidate Trustees are subject to interview by one, preferably two existing trustees in the first instance and appointment on their recommendation subsequently ratified by vote by all trustees at a board meeting.</p> <p>Applicants are also required to provide two character references.</p> <p>Confirmation of appointment made when the candidate attends their first board meeting.</p> <p>All trustees subject to a current DBS check being established.</p> <p>Appointment to key role such as treasurer or secretary by similar voting process.</p> <p>Board meetings are held at least once a month throughout the year.</p> <p>All trustees invited to stand for a further year at the AGM and these appointments confirmed by vote that includes voting by the members.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

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| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | <p>Recruitment policy and procedure established.</p> <p>Trustee on-boarding pack and supporting induction procedure established</p> |
| The charity's | | N/a |

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|---|--------------|---|
| organisational structure and any wider network with which the charity works | Para 1.51N/a | |
| Relationship with any related parties | Para 1.51 | Partnership with the following bodies <ul style="list-style-type: none"> • Bucks MIND, • Bucks Museum and Discovery Centre • Community Impact Bucks, • Heart of Bucks, • National Autism Society (Aylesbury) • National Paralympic Heritage Trust • NDSA (Neural Diverse Self Advocacy). Sponsorship from <ul style="list-style-type: none"> • Bucks County Council, • Heart of Bucks, • Waitrose, • Bucks Freemasons, • Amersham Round Table |
| Other | | N/a |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | Autism Bucks |
| Other name the charity uses | |
| Registered charity number | 1182603 |
| Charity's principal address | 50 Somerset Way Richings Park Iver, Bucks SLO 9AF |
| | |

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 | Martin Hillier | Chair & Trustee | 5/4/2020 to 27/7/2020 | |
| 2 | Zita Calkin | Chair & Trustee | 27/7/2020 on | |
| 3 | Zita Calkin | Secretary & Trustee | 5/4/2020 to 7/9/2020 | |
| 4 | Sue Keating | Secretary & Trustee | 7/9/2020 on | |
| 5 | Martin Hollett | Treasurer & Trustee | | |

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|---|-------------------|---------|----------------------|--|
| 6 | Paulette Hunn | Trustee | | |
| 7 | Paula Strawbridge | Trustee | | |
| 8 | Pippa Richardson | Trustee | 7/9/2020 to 8/2/2021 | |
| 9 | | | | |

Corporate trustees - names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
| N/a | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
| N/a | | |
| | | |

Funds held as custodian trustees on behalf of others

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| Description of the assets held in this capacity | N/a |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/a |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | N/a |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | N/a | |

Name of chief executive or names of senior staff members (Optional information)

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| N/a |
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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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| N/a |
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Other optional information



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| N/a |
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

| | |
|-------------|----------------|
| Zita Calkin | Martin Hollett |
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Position (eg
Secretary, Chair, etc)

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| Chair (during reporting period) | |
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Date

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|----------|
| 4/2/2020 |
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