



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From: **Period start date: 01.06.20** **To:** **Period end date: 31.05.21**

Charity name: SENSORY SOFT PLAY

Charity registration number: 1183273

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	To help relieve the need of children and their families (primarily but not exclusively) with additional needs, in Hastings and the surrounding areas.
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.	Through the provision of multi-sensory soft play activities and the running of a support group for parents and carers of children.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	

Achievements and Performance

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.

Activities

Throughout the Global Pandemic 2020-2021: Sensory Soft Play continued to support families. In fact, it was an extremely busy time for the Charity.

We were extremely fortunate to receive many COVID CRISIS grants through Sussex Community Foundation and East Sussex County Council. This enabled us to continue with our Saturday respite sessions.

We re-commenced our respite sessions in August- November 2020 at the Pocket Park (COVID friendly outdoor venue):

- Regular Saturday Clubs
- Two day Summer Club
- October Half Term
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14 sessions: 90 children (Aug-Nov 2020 @ Pocket Park)

To enable families through the lockdown we sent out 9 x Activity/Craft Packs provided by Out of the Box Creative Arts.

Food Hampers: Feb-July 2021: We received £1500 from the Food Crisis Fund and provided **90** lunch boxes to families - 15 families (44 children) received 6 monthly food parcels during this time. Funded by Sussex Community Foundation Coronavirus Food Security Fund.

Sat Respite Sessions: May-June 2021 We received £3300 from the Sussex Crisis Fund responding to the Covid Crisis. We provided 8 sessions from May-June 2021 with a total of 15 children over 8 weeks. **74** attendees providing a total of 296 hours of respite through this time.

Funding for this came from the Sussex Community Foundation Covid Crisis and other grants totalling £10,100. We used this money to continue to fund our Saturday Respite Sessions.

We also continued investing a lot of time and effort at Langham Road

to open up a Community Hub, unfortunately due to on-going issues out of our control this project has been delayed. I would personally like to thank Jamie and Alastair and Julia for all their help and assistance with this.

Lisa made an incredible push to raise funds to refurb the property from Feb 2020 to the current date. See below. These funds are still held in our Savings Account to be reserved until we have a moving in date confirmed.

Staffing: during this time we employed 5 sessional workers on a zero hours contract.

	Future Plans Sensory Soft Play are still awaiting contracts to be signed on Langham Road to build a Community Hub. We very much hope that this will be confirmed by April 2022 as we have received a Grant from the Holiday and Activity Fund to provide a four-day Easter Club 11-14 April: the last day being a funded trip out to a local farm. We have kept the money raised for the refurb and running costs in the separate savings account. This is so it is clear to all that this money is allocated to this end. We have been very fortunate with our funders and we are hoping once in the building that we can access more long-term funding for our running and other costs. We wish to recruit more trustees in very near future.		
Funding/Grants	Amount	Date	
LOCAL FUNDERS	£1000	24.09.20	Hastings Direct
	£50.00	21.10.20	Hastings Winkle Club
	£1,357.96	06.11.20	Coop Community Fund
		22.12.20	Crowd Funder Appeal
	£181.38	11.02.21	Cheque in
	£155.00	31.03.21	Pay Pal Fund
	£702.46	15.04.21	Screw Fix Foundation (refurb costs)
	£5,000.00	13.05.21	Hastings & St Leonards Muffin Club
		15.04.21	Albert Hunt Trust
	£300.00	14.05.21	Big Local 1066 (Sat Club)
	£1,000.00	19.05.21	Pay Pal
		27.05.21	Hastings Direct
	£1,066.00	28.05.21	Garfield and Weston Foundation
		17.06.21	Pay Pal
	£260.00	30.06.21	Pay Pal
	£2000.00		
	£7,500.00		

Total	£60.00 £19.52 £19,652.36		
GRANTS RECEIVED	£500.00 £500.00 £10,000.00	20.08.20 15.09.20 09.10.20	Local Giving Fund (Magic Little Grants) Groundworks (Tesco) NATIONAL LOTTERY COVID 19 RESPONSE -(FUNDING RETURNED 15/04/21*)
	£2,500.00 £1,500.00 £3,300.00	19.11.20 19.02.21 19.02.21	ESCC ECV-19 VCSE Emergency Grant Sussex Community Foundation Sussex Community Foundation: Covid Winter support fund (breakfast boxes) ESCC Crisis Fund (Sat Group)
	£2,800.00 £10,000.00 £21,100.00	22.04.21 23.06.21	Sussex Crisis Fund (Sat Group @ West Hill) NATIONAL LOTTERY MAIN GRANTS (Roof Costs)
Total			
TOTAL	£40,752.36		
Parental Contributions	£1,555.00		
GRAND TOTAL	£42,307.36		

Additional information (optional)

You may choose to include further statements where relevant about:

Other	*The National Lottery money was returned as it needed to be spent by 31/03/21. We were unable to extend this period due to the timelines given by the Government for this COVID Crisis Grant. The reason the grant was returned was because we were unable to move into Langham Road in the required period due to the on-going delays. A subsequent grant from the National Lottery from the Main Grants Award was received in June 2021. This grant is more flexible in terms of when it needs to be spent by – we will use this money to repair the roof at Langham Road. (listed above)
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Financial Review

Review of the charity's financial position at the end of the period	£10,147.05 current account @ 31.05.21 £21,395.55 savings account @ 31.05.21
Statement explaining the policy for holding reserves stating why they are held	We hold these reserves to keep the charity running for three months to pay our running costs if for any reason the charity closes. It means that our clients can access the service until they have access to an alternative provision.
Amount of reserves held	£3,500.00
Reasons for holding zero reserves	N/A
Details of fund materially in deficit	N/A
Explanation of any uncertainties about the charity continuing as a going concern	N/A

Treasurers Report	Audited accounts attached.

Structure, Governance and Management

Description of charity's trusts:	N/A
Type of governing document (trust deed, royal charter)	Governance Document
How is the charity constituted? (e.g unincorporated association, CIO)	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or	Please see policy attached below.

body entitled to appoint one or more trustees	
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Reference and Administrative details

Charity name	SENSORY SOFT PLAY
Other name the charity uses	N/A
Registered charity number	1183273
Charity's principal address	168 EDMUND ROAD HASTINGS EAST SUSSEX TN35 5LQ

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	Jamie Henderson			
2	Lisa Henderson			
3	Alastair Davey			
4	Julia Hurrell		Aug 2020-now	
5				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

JAMIE HENDERSON	ALASTAIR DAVEY
JULIA HURRELL	

**Position (eg
Secretary, Chair, etc)**

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Date

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APPOINTMENT OF TRUSTEES

SENSORY SOFT PLAY

The charity identifies the need for new trustees. This may be because vacancies have arisen through resignations, or it may be that existing trustees have decided that one or more new trustees with specific skills are needed to help run the charity more effectively.

The trustees agree what skills, experience and knowledge are needed, and write it down in the form of a short job description and person specification.

The trustees agree responsibilities and a process for recruitment; in doing this, they take care to comply with any specific requirements set out in the charity's governing document. Some of the work may be delegated to a sub-group of trustees, but the whole trustee board remains in full control of the process and decisions.

Finding potential trustees

The trustees agree what skills, experience and knowledge are needed, and write it down in the form of a short job description and person specification.

1. consider the best methods of attracting a diverse range of candidates with the skills the charity needs. This may include advertising in the local and/or specialist press and using trustee brokerage services.
2. These can be recruited through:
 - Recommendation
 - Referral from a recruiting organisation
 - Self-Referral
 - Advertisement
3. Short-listing and interviews take place against agreed criteria. Interviews are carried out by a small panel of trustees, and each candidate is asked similar questions to ensure a fair and objective approach. Notes are kept of each interview.
4. Preferred candidates are identified and invited to join the trustees, subject to references, formal vetting and approval by the full trustee board. Unsuccessful candidates are notified and thanked for their interest.

Vetting potential trustees

1. The trustees check that the candidates have not been disqualified from acting as trustees, and candidates are asked to confirm in writing that this is the case.

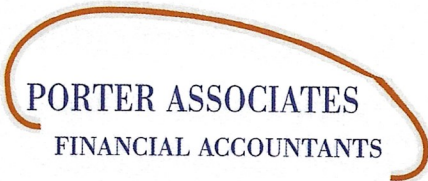
2. Candidates are asked to consider and declare any existing or potential conflicts of interest.
3. If the charity works with children or adults at risk, the trustees seek any appropriate checks from the Disclosure and Barring Service.
4. In the light of the checks and declarations, the trustees decide to go ahead and formalise the appointment of new trustees.

Making the appointment

1. The trustees check the charity's governing document to ensure that they appoint the new trustees in a proper and legal way.
2. The Chair of the charity writes to the prospective trustees, setting out their duties and the charity's expectations of them; they are asked to sign and return a copy of the letter.
3. An information pack about the charity is sent to new trustees, and a full induction process is arranged. New trustees meet existing trustees and others involved with the charity, such as members of staff, volunteers and beneficiaries.
4. The new trustees attend their first board meeting and are duly welcomed. All relevant parties, such as funders and the charity's solicitors and auditors, are notified of the new appointments.

Company number
CE017403
Charitable Incorporated Organisation Charity No 1183273

Sensory Soft Play
Report and Accounts
31 May 2021



PORTER ASSOCIATES
FINANCIAL ACCOUNTANTS

Craythorne House, Burnside Mews, London Road, BEXHILL-ON-SEA, TN39 3LE
Tel: 01424-214900 E-mail: tax@porterassociates.co.uk

Sensory Soft Play
Report and accounts
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**Sensory Soft Play
Charity Information**

Accountants

Porter Associates
Craythorne House
Burnside Mews
London Road
BEXHILL-ON-SEA
TN39 3LE

Registered office

168 Edmund Road
HASTINGS
TN35 5LQ

Company number

CE017403
Charitable Incorporated Organisation Charity No 1183273

Sensory Soft Play Accountants' Report

Accountants' report to Sensory Soft Play

You consider that the company is exempt from an audit for the year ended 31 May 2021. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet, the Statement of Changes in Equity and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

Porter Associates
Accountants

Craythorne House
Burnside Mews
London Road
BEXHILL-ON-SEA
TN39 3LE

2nd February, 2022

Sensory Soft Play
Profit and Loss Account
for the year ended 31 May 2021

	2021 £	2020 £
Turnover	42,291	12,785
Cost of sales	(10,303)	(4,140)
Gross profit	<u>31,988</u>	<u>8,645</u>
Administrative expenses	(4,360)	(8,541)
Operating profit	<u>27,628</u>	<u>4,224</u>
Profit for the financial year	<u>27,628</u>	<u>4,224</u>

Sensory Soft Play
Company number:
Balance Sheet
as at 31 May 2021

CE017403
Charitable Incorporated Organisation Charity No 1183273

	2020 £	2020 £
Fixed assets		
Tangible assets	1,355	1,423
	<u>1,355</u>	<u>1,423</u>
Current assets		
Debtors	-	-
Cash at bank and in hand	34,011	5,870
	<u>34,011</u>	<u>5,870</u>
Creditors: amounts falling due within one year	(1,868)	(1,423)
Net current assets	<u>32,143</u>	<u>4,447</u>
Total assets less current liabilities	<u>33,498</u>	<u>5,870</u>
Creditors: amounts falling due after more than one year	-	-
Net assets	<u>33,498</u>	<u>5,870</u>
Capital and reserves		
b/f	5,870	1,626
Profit and loss account	27,628	4,244
Shareholders' funds	<u>33,498</u>	<u>5,870</u>

The director is satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The director acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

.....
Lisa Henderson

Approved on:...../...../.....



Sensory Soft Play

Detailed profit and loss account for the year ended 31 May 2021

This schedule does not form part of the statutory accounts

	2021 £	2020 £
Income		
Sales	27,821	1,149
Donations	1,470	11,636
Grants	3,000	-
National Lottery grant	10,000	-
	42,291	12,785
Cost of sales		
Direct expenses	2,301	1,212
Direct labour	4,644	2,734
Equipment Hire	-	194
Other direct costs	3,358	-
	10,303	4,140
Administrative expenses		
Premises costs:		
Rent	120	956
Cleaning	110	26
Use of home	120	120
	350	1,102
General administrative expenses:		
Telephone and internet	60	86
Stationery and printing	189	73
Insurance	491	250
Equipment expensed	1,368	1,842
Depreciation	68	83
Subscriptions	96	-
Donations	60	-
Sundry expenses	298	148
	2,630	2,482
Legal and professional costs:		
Accountancy fees	434	-
Advertising and PR	299	314
CRB disclosures	104	503
Legal fees	543	-
	1,380	817
	14,663	8,541
Net profit	27,628	4,244

**Sensory Soft Play
Accountants' Report**

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