

Trustees' Annual Report for the period

From: Period start date: 01.7.21 **To:** Period end date: 30.06.22

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	N/A

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 Sensory Soft Play continued to run their weekly Saturday sessions from 1 July 2021-30 June 2022. = 38 sessions. We ran these sessions originally at the West Hill Community Centre and then in the Summer we switched to the Salvation Army Portacabin which was a little cheaper to hire. These sessions were funded by Sussex Community Foundation and topped up by parents' contributions. The numbers of children increased during this time. After Christmas Club it became apparent that we need to split the groups into two so we went from running a 4 hour mixed session to
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	a 7 hour session (1 group in the morning and 1 group in the afternoon). This meant a quieter session for the morning group. Parents Contributions received 1.7.21-30.6.22 = £3,135.00 We also provided 4 Holiday Clubs funded by Hastings Activity Fund as follows: 23-26 August 2021 – 4 day Summer Club included a day trip out. 20-22 December 2021 – 4 day Christmas Club included a trip out to the Pantomime. February Half Term 2022 – 3 day Holiday Club – 27 places were taken up. 4 Day Easter Club 2022 – included a trip out to Rare Breeds Centre. Langham Road; during this year we were still trying to complete the lease on Langham Road, there were constant delays/frustrations. In January-April 2022 the building redecoration commenced at Langham Road, this included fixing of the flat roof, total redecoration of all rooms, re-structure of toilets and installation of disabled toilet, installation of boilers. Sensory Soft Play moved into the premises in April 2022.
	Future Plans 1. To increase income via room bookings. 2. Increase Sensory Room Bookings Monday-Friday 9-5pm. 3. Home Education Group. 4. Toddler Group 5. After School Club. 6. To invite Occupational Therapists to hire the large studio space. 7. To access long-term funding to provide sustainability for the project. 8. To continue to network with other organisations. 9. To introduce a database and booking system to streamline services. 10. To undertake more fund-raising activities – Fun Days etc. 11. Access funding for office salaries including Project Worker/Admin 12. To source more trustees and volunteers.



Sensory Soft Play



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

DONATIONS FROM LOCAL FUNDERS	Amount	Date	
	58.75	05.07.21	Paypal
	578.88	07.07.21	Local Giving
	1,000.00	16.07.21	Ground Works Tesco
	148.18	22.07.21	Local Giving
	250.00	09.08.21	Jempsons Donation
	5,000.00	11.08.21	Magdalen & Lasher
	173.75	01.09.21	Paypal
	34.47	13.12.21	Amazon Europe Core
	200.00	10.01.22	Asda Donation
	24.93	23.02.22	Amazon Europe Core
	1,500.00	02.03.22	Chalk Cliff Trust
	35.62	09.03.22	Local Giving Ltd
	1,000.00	22.04.22	Arnold Clark Foundation
	19.46	09.05.22	Amazon Europe Core
	500.00	31.05.22	Rye Rotary Club
	4,000.00	21.06.22	Cheque (Barbara Ward Foundation)
TOTAL	14,524.04		
GRANTS RECEIVED			
	3,960.00	02.08.21	Sussex community Foundation
	2,000.00	17.09.21	Sussex community Foundation
	2,362.00	17.11.21	ESCC
	629.64	17.12.21	ESCC
	7,337.25	26.01.22	ESCC (XMAS CLUB)
	786.50	20.01.22	ESCC (XMAS CLUB)
	7,128.00	07.03.22	ESCC
	3,883.00	18.03.22	ESCC
	1,290.00	25.04.22	ESCC
	2,445.75	29.04.22	ESCC
	2,200.00	20.05.22	ESCC
	700.78	12.06.22	ESCC
Total	34,722.92		
CASH INTO BANK			
	90.00	07.10.21	
	80.00	02.12.21	
	170.00		
Attendance/session Fees	3,135.00		
Room Hire	1,200.00		



Sensory Soft Play



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Additional information (optional)

You may choose to include further statements where relevant about:

Other	
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Financial Review

Review of the charity's financial position at the end of the period	Balance in bank as at 30/06/23: Current Account: £15,388.77 Savings Account: £29,150.36
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	Accounts attached.
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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 body entitled to appoint one or more trustees	Please see policy attached below.

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		Resigned – Jan 2022	
3	Alastair Davey			
4	Julia Hurrell		Aug 2020-now	
5	Suzanne Horgan		Resigned	

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	

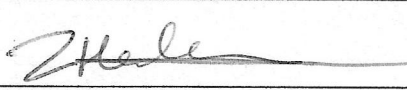
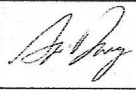
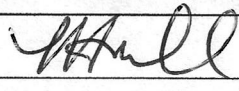
Funds held as custodian trustees on behalf of others

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 (Treasurer)	ALASTAIR DAVEY (Acting Chair)
	JULIA HURRELL (Secretary)	
		
Position (eg Secretary, Chair, etc)		

Date 08.03.23

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.

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Report and accounts
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CE017403

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Report and Accounts

30 June 2022

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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
Profit and Loss Account
for the year ended 30 June 2022**

	2022 £	2021 £
Turnover	60,759	42,291
Cost of sales	(34,864)	(10,303)
Gross profit	<u>25,895</u>	<u>31,988</u>
Administrative expenses	(16,719)	(4,360)
Operating profit	<u>9,176</u>	<u>27,628</u>
Profit for the financial year	<u>9,176</u>	<u>27,628</u>

Sensory Soft Play**Detailed profit and loss account
for the year ended 30 June 2022***This schedule does not form part of the statutory accounts*

	2022	2021
	£	£
Income		
Sales	9,981	27,821
Donations	14,234	1,470
Grants	36,544	3,000
National Lottery grant	-	10,000
	60,759	42,291
Cost of sales		
Direct expenses	5,595	2,301
Direct labour	24,974	4,644
Equipment Hire	1,315	-
Other direct costs	887	3,358
Repairs and renewals	2,093	-
	34,864	10,303
Administrative expenses		
Premises costs:		
Rent	330	120
Cleaning	145	110
Use of home	120	120
	595	350
General administrative expenses:		
Telephone and internet	195	60
Stationery and printing	321	189
Insurance	486	491
Equipment expensed	10,088	1,368
Depreciation	243	68
Subscriptions	80	96
Motor and travel	700	-
Donations	5	60
Sundry expenses	-	298
	12,118	2,630
Legal and professional costs:		
Accountancy fees	454	434
Advertising and PR	79	299
CRB disclosures	231	104
Bank charges	42	-
Legal fees	3,200	543
	4,006	1,380
	51,583	14,663
Net profit	9,176	27,628

Sensory Soft Play
Company number:
Balance Sheet
as at 30 June 2022

CE017403
Charitable Incorporated Organisation Charity No 1183273

	2022 £	2021 £
Fixed assets		
Tangible assets	1,112	1,355
	1,112	1,355
Current assets		
Debtors	792	-
Cash at bank and in hand	47,009	34,011
	47,801	34,011
Creditors: amounts falling due within one year	(6,239)	(1,868)
Net current assets	41,562	32,143
Total assets less current liabilities	42,674	33,498
Creditors: amounts falling due after more than one year	-	-
Net assets	42,674	33,498
Capital and reserves		
b/f	33,498	5,870
Profit and loss account	9,176	27,628
Shareholders' funds	42,674	33,498

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.


J. HENDERSON - TREASURER

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 Lisa Henderson

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





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