

Trustees' Annual Report for the period

From: **Period start date: 01.7.23** **To:** **Period end date: 30.06.24**

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 Week Days: 1. Monday Drop In continued with an average of 10 families attending weekly. 2. August 2023 – Trial of Art Club around 4/5 children attended weekly. 3. November 2023 – Trial of Baby Group Weds this was hit and miss with a few mums and babies attending. 4. December 2023 – Santa Grotto big success – will repeat 5. May 2024- Trial Tuesday Sewing Group (Mandie Stone) Weekends Sensory Soft Play continued to run their weekly Saturday sessions (two sessions a week one 9 to 12pm and one 12.30-4.30pm.
---	--

	from 1 July 2023-30 June 2024. = 39 sessions. This was funded by a grant supplied by Short Breaks (East Sussex County Council). We also collected attendance fees during this time. The numbers of children increased during this time. 7 new referrals Parents Contributions received averaged £200 a week (10/12 children weekly) We also provided HAF Holiday Clubs as follows: July 2023 – Summer Club (5 days) + Funded trip to Blackberry Farm - SUMMER HAF 2023 - 129 children in total December 2023 – HAF Christmas Club 62 places+ Trip to Panto 41 places CHRISTMAS HAF 2023 – 103 children in total April 2024 – 4 days Easter Club – 76 places + Trip to Zoo –33 places filled. EASTER HAF 2024 – 109 children in total Easter was busy with private bookings at the Centre. May 2024 – funding from Ernest Kleinwort ensured that 6 members of staff completed First Aid Training (Paediatric and Emergency First Aid) over two days. June 2024 – funding from Life More Ordinary provide Parental Workshops with Trust Therapy – a group of 5 parent/carers attended 5 sessions and the feedback for this was really good. June 2024 – trialled Teen Group (once a month on a Friday). This didn't really fly, we will try again in 2025
	Fund Raising Events: Santa Grotto – December 2023 Easter Egg Hunt/Friends of Ore Station – April 2024 Sponsored Walk – children's parent raised a few hundred pounds by doing a Virtual Walk.

	The Building: 1. Unfortunately in June 2023 due to the poor weather and lack of maintenance on the roof the ceiling beneath it collapsed. This was a huge problem obviously. We spent many months talking to the landlord regarding insurance and eventually he stated that the Charity had to fulfill all the costs. The PM managed to raise £17,000 and then a further £3,000 to fix the ceiling of the letting room. This took several months and then McShane Roofing were contracted to redo the flat roof including replacing all the £15,690.00 for install. Removed flat roof covering approximately 125 meters removed timber boarding beneath and disposed of. Supplied and installed new 18mm OSB boarding to flat roof joists. Supplied and installed new Resitrix (finish colour is black) epdm system to OSB boarding including associated trims etc. The fix started in January 2024 and took 2 weeks. 2. August 2023 – it was discussed and agreed with the Trustees that we should apply for an extension of the opening hours to extend our session into the evening and in the weekends. There was a lot of local support for this but also many neighbours in the surrounding areas were not in agreement. 3. February 2024 the planning was heard at the Planning Council and Sensory Soft Play were approved to extend the hours as follows:
	Funding/Connections: 1. Barbara Ward Foundation visited in July 2023 to see progress and committed to donating £10,000 over two years. 2. Linked up with National Literacy Trust 3. Interview and photo shoot with Mile 91/HVA Big Local – article to be published soon.

	Projects 1. January 2024: Design and Implementation of Sensory Garden, refit of roof and internal works. 2. February 2024 – Jemma (Out of School SEN team) using space once a week. 3. March 2024: Linked up with East Sussex Parent Carer Forum 4. Easter Egg Hunt took place with Friends of Ore Station – Monday 1st April 2024
	Volunteers May 2024 – Volunteer Hilde started

	Future Plans 1. To increase income via room bookings/private parties. 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 use the Centre for more weekend activities – ie birthday parties, etc. 13. To source more trustees and volunteers.	
GRANTS/DONATIONS RECEIVED	6 July 2023	PCC £500
	7 July 2023	Ernest Kleinwort £4500
	26 Jul 2023	Barbara Ward Charity - Barbara ward grant - £5,000.00 (cheque)
	18 Aug 2023	Cheque in £1000
	11 Oct 2023	HAF Winter Provision - £5,089.50
	13 Oct 2023	Cheque in £200
	15 Nov 2023	East Sussex LMO - £1,814.00
	17 Nov 2023	Ernest Kleinwort - £1,800.00 (roof fund and inside ceiling making good)
	17 Nov 2023	Charities Trust - £1,000 (roof fix)
	22 Nov 2023	Crowdfunder (fixing roof) - £699.55
	23 Nov 2023	£500 cheque in
	15 Dec 2023	National Lottery Funding - £30,120.00
	12 Jan 2024	HAF Winter Provision (monitoring) £1,696.50
	12 March 2024	Cheque in £50
	13 Mar 2024	HAF Easter Provision - £6,255.00

	16 Apr 2024	HAF Easter Provision (monitoring) £2,085.00
	23 Apr 2024	
	26 Apr 2024	Short Breaks Monitoring - £1,000
	30 Apr 2024	Magdalen and Lasher £1,380
		ClothWorkers Foundation (roof repairs) £6,800
	23 May 2024	HAF Summer Provision - £12,501.00
	29 May 2024	Tesco Stronger Starts Grant (instore) £1,000.00
	14 Jun 2024	National Lottery Funding £30,270.00
	27 Jun 2024	Short Breaks Funding - £9,000.00
	Total Grants	£116,130.55
	Attendance/session Fees	£6,017.71
	Cash into Bank	07.07.23 £130.00 16.08.23 £150.00 04.09.23 £100.00 12.10.23 £100.00 15.10.23 £100.00 05.02.24 £ 90.00 19.02.24 £110.00 12.04.24 £270.00 29.05.24 £100.00 TOTAL £1,150.00

Additional information (optional)

You may choose to include further statements where relevant about:

Other	
--------------	--

16.

Financial Review

Review of the charity's financial position at the end of the period	Balance in bank as at 30/06/24: Current Account: £72,869.18 Savings Account: £2.94
---	--

Statement explaining the policy for holding reserves stating why they are held	We hold these reserves to keep the charity running for six 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	£12,000.00
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.

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	Olivia Hurrell			
2	James Lawton			
3	Jamie Henderson			
4	Lisa Henderson		Resigned – Jan 2022	
5	Alastair Davey		Resigned – June 2023	
6	Julia Hurrell		Aug 2020-now	
7	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)		JAMIE HENDERSON (Treasurer)
		JAMES LAWTON (Chair)
		OLIVIA HURRELL (Secretary)
		JULIA HURRELL (CHAIR)
Date	25.02.2025	

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

30 June 2024

Sensory Soft Play
Report and accounts
Contents

	Page
Company information	1
Accountants' report	2
Profit and loss account	3
Balance sheet	4
Detailed profit and loss account	5

**Sensory Soft Play
Charity Information**

Accountants

Porter Associates
92b 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 June 2024. 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 and opinion on these accounts.



Porter Associates
Accountants

92b London Road
BEXHILL-ON-SEA
TN39 3LE

3rd October, 2024

Sensory Soft Play
Profit and Loss Account
for the year ended 30 June 2024

	2024	2023
	£	£
Turnover	151,632	123,984
Cost of sales	(85,473)	(51,038)
Gross profit	<u>66,159</u>	<u>72,946</u>
Administrative expenses	(60,402)	(82,915)
Operating profit/(loss)	<u>5,757</u>	<u>(9,969)</u>
Profit/(loss) for the financial year	<u>5,757</u>	<u>(9,969)</u>

Sensory Soft Play
Company number:
Balance Sheet
as at 30 June 2024

CE017403
Charitable Incorporated Organisation Charity No 1183273

	2024 £	2023 £
Fixed assets		
Tangible assets	747	911
	<u>747</u>	<u>911</u>
Current assets		
Debtors	505	1,332
Cash at bank and in hand	42,791	52,760
	<u>43,296</u>	<u>54,092</u>
Creditors: amounts falling due within one year	(5,581)	(22,298)
Net current assets	<u>37,715</u>	<u>31,794</u>
Total assets less current liabilities	<u>38,462</u>	<u>32,705</u>
Creditors: amounts falling due after more than one year	-	-
Net assets	<u>38,462</u>	<u>32,705</u>
Capital and reserves		
b/f	32,705	42,674
Profit and loss account	5,757	(9,969)
Shareholders' funds	<u>38,462</u>	<u>32,705</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 30 June 2024***This schedule does not form part of the statutory accounts*

	2024 £	2023 £
Income		
Sales	14,949	14,351
Donations	15,918	12,096
Grants	55,740	67,417
National Lottery grants	60,390	30,120
Hire charges	4,635	-
	<u>151,632</u>	<u>123,984</u>
Cost of sales		
Direct expenses	11,368	11,876
Direct labour	43,910	31,015
Equipment Hire	1,642	-
Other direct costs	320	225
Repairs and renewals	28,233	7,922
	<u>85,473</u>	<u>51,038</u>
Administrative expenses		
Premises costs:		
Rent	50,430	65,600
Rates	2,715	4,508
Light & Heat	1,203	6,472
Cleaning	1,763	443
Use of home	520	520
	<u>56,631</u>	<u>77,543</u>
General administrative expenses:		
Telephone and internet	178	299
Stationery and printing	1,024	323
Insurance	509	1,531
Equipment expensed	168	-
Depreciation	164	201
Subscriptions	213	176
Motor and travel	380	309
Donations	-	-
Sundry expenses	120	120
	<u>2,756</u>	<u>2,959</u>
Legal and professional costs:		
Accountancy fees	322	357
Software	510	-
Advertising and PR	50	37
CRB disclosures	57	64
Bank charges	76	70
Legal fees	-	1,885
	<u>1,015</u>	<u>2,413</u>
	<u>145,875</u>	<u>133,953</u>
Net profit	<u>5,757</u>	<u>(9,969)</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Sensory Soft Play

On accounts for the year ended

30th June 2024

Charity no
(if any)

1183273

Set out on pages

N/A

I report to the trustees on my examination of the accounts of the above charity for the year ended 30th June, 2024.

Responsibilities and basis of report

As the charity's trustees, 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 Sensory Soft Play accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

18th October, 2024

Name:

Richard Porter

Relevant professional qualification(s) or body (if any):

FFA, FTA

Address:

Porter Associates

92b London Road, BEXHILL-ON-SEA

TN39 3LE

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Sensory Soft Play

On accounts for the year ended

30th June 2023

Charity no
(if any) 1183273

Set out on pages

I report to the trustees on my examination of the accounts of the above charity for the year ended 30th June, 2023.

Responsibilities and basis of report

As the charity's trustees, 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 Sensory Soft Play accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date: 3RD May, 2024

Name:

Richard Porter

Relevant professional
qualification(s) or body
(if any):

FFA, FTA

Address:

Porter Associates

92b London Road, BEXHILL-ON-SEA

TN39 3LE