

# Counselling and Support Services Southend

## Annual Report

2022 - 2023



**Counselling and Support Services**  
**Southend Annual Review**  
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### **Introduction and Acknowledgments**

Welcome to the latest Counselling and Support Services Southend Annual Report, for the year 2022-2023. The report presents various information on how the charity has progressed, over the last year. It aims to highlight some of the successes and challenges experienced by the charity. It also sets out some future aims for the charity.

The report discusses progress for the financial year, 2022-2023. It firstly sets out the charity's objects stated on its constitution, along with its aims, organisational objectives and values and who is involved in its running. There is a breakdown of who contributes to the charity and in what role. The Nominated Therapeutic Services Coordinator Report goes into more detail, regarding the work completed over the year. There is a Financial Report and summary of the Finances, for the last financial year, with comparison to the previous year. Finally, there is a summary of plans for the next year and thanks to various local agencies.

I would like to take this opportunity to acknowledge and thank all the trustees and volunteers who have continued to provide their time and skills, to keep the charity running. I would also like to thank all the organisations who have continued to attend our activities and support CASSS.

We hope you find this document to be useful and informative. If you have any questions, please contact us on [info@casss.co.uk](mailto:info@casss.co.uk).

Nick Chard

Nominated Therapeutic Services Coordinator

## **Objects, Aims, Objectives, Values**

### **Charitable Objective**

Counselling and Support Services Southend is a Registered Charity, number 1184892.

Its charitable objective as stated on the charity's constitution is to:

1. For the public benefit the promotion and protection of good mental health of people living in Essex in particular but not exclusively through improving and developing the delivery of mental health services by:
  - Training mental health professionals and counsellors by providing or assisting in the provision of workshops, conferences and accredited courses.
  - Promoting communication, collaboration and networking within the sector between therapy organisations, voluntary groups and statutory bodies to promote a coordinated response to local service strategies.
2. To relieve the needs of people in Essex experiencing mental illness by raising general awareness and understanding in the community about mental health wellbeing and mental health treatments and services to reduce stigma, discrimination and social isolation.'

### **Main Aims**

To achieve the above objectives CASSS aims to:

- improve communication within and between the counselling sector and related services, its partners and service users.
- improve Continuing Professional Development opportunities, for counsellors and workers providing similar support.
- improve the quality and range of counselling provision and related services and encourage collaborative working between agencies, in Essex.

## Organisational Objectives

The objectives of Counselling and Support Services Southend are to:

- Develop a secure funding and income generation base from which to develop a sustainable and high-quality service, for agencies and the public.
- Ensure our services are delivered to a consistently high quality, which meets the targets set by funders and the needs of agencies and the public, within the diverse communities of Southend and surrounding areas.
- Continue develop the board of trustees and volunteers for recruitment and training, to build a team best placed to deliver our services.
- Continue develop and assess the range of support the charity provides, to ensure it continues to evolve and develop in line with changing needs of the community's mental health.
- Identify and understand the needs, concerns and mental health problems of the community, by annual consultation and ongoing contact with clients, organisations, individual practitioners and relevant local organisations.

## Our Values

**Accessible:** Work to ensure counselling and associated therapies are accessible to the community, regardless of an individual's financial situation, age, gender or ethnicity.

**Partnership:** we will work in partnership with other agencies, to ensure that services are connected to meet the full range of client needs.

**Communication and Networking:** To improve communication within the sector, and between the sector and the public and statutory services.

**Equality, Independent and Impartial:** To work equally with all individuals, professionals, partners and stakeholders, without prioritising any person, agency or professional above others.

**High Standards:** To work with partners and stakeholders to achieve high standards of delivery, in the sector.

**Responsive:** To be responsive and receptive to the needs of the sector and public.

## **Who's Who at Counselling and Support Services Southend**

### **Board of Trustees**

Angela Dress - Chair

Karen Sutton - Secretary

Donna Kilday – Treasurer

Lauren Draycott

### **Senior Management Team**

Nick Chard - Nominated Therapeutic Services Coordinator

### **Volunteer**

Rebekka Chambers Ward – Minute taker

### **Chair of Trustees Report**

I was delighted to take over the Chair of the CASSS Board of Trustees from Lyn Lynne at the AGM in November 2022.

Early on, we decided it was time to take another look at our strategic and business plans. Nick and myself worked on updating and streamlining our strategy, looking to work towards the goals of (re) positioning CASSS as a trusted source of knowledge amongst its peers.

We tidied up the plan, retained the basic structure and kept the final section of ideas for the future. We gave ourselves quarterly goals to keep things manageable and realistic. These included working on our marketing and communications, aiming for more social media exposure and some quick wins such as producing guidance and support for student counsellor placements.

We have continued our events such as the stall at Victoria Shopping Centre for Mental Health Awareness week in May, and the stall at the Feel Good festival event run at Garons Park in July.

In addition to these events in future years we will look to plan in more opportunities for continuous professional development (CPD)

We have welcomed a new trustee to the board, Lauren Draycott, who comes to us with highly valued, extensive experience in the field. We continue to work to attract more trustees with some options in the pipeline. Existing and new trustee attended the Trustee Training session organised by CASSS which took place at the Leigh Community Centre in May 2022.

All in all, a productive and positive year for CASSS. This coming year we will embark on an upgrade to our website and continue to work for the furtherance of our over-arching aim, which of course will keep Nick as busy as ever, not least in submitting funding applications. I would like to thank you all for your work and continuing presence this year and look forward to continuing to work together with you all.

Angela Dress.  
Chairperson.

### **Nominated Therapeutic Services Coordinator Report**

The period covering April 2022 to March 2023 covers a period where the country had mostly emerged from the pandemic, so most activities could be run again. However, there were some adaptations and amendments, as a result of the pandemic.

Network meetings continued to be organised. The alternating format of virtual and face to face meetings was kept, to allow more agencies to attend. This has helped to increase attendance to meetings, as virtual meetings are generally more convenient to attend. Also, some workers may not be local to Southend, so face to face meetings are less practical.

The public mental health event previously was restarted in 2022, this time running at The Vactoria Shopping Centre in Southend, rather than the Royals Shopping Centre. This event was a great success, with over 10 agencies attending, having contact with roughly 125 members of the public. This event is a highly important opportunity for services to connect to possible clients and offer greatly needed support.

As well as CASSS organising its own event, it also attended the Wellbeing Festival at Garon's Park in the summer. This again gave CASSS the chance to connect to the public and advise on talking therapies and signpost to relevant agencies.

Monthly newsletters continued to be produced and sent out to the network and other organisations. However, these are now done every 2 months rather than monthly, to allow for more information to build up and make it more worthwhile. Other information was forwarded on a regular basis, regarding other updates relevant to the sector.

Financially, CASSS has managed to increase its savings, due to minimal spending of services delivered.

The website continued to be a resource of information and promotion. Funding will be sought to pay for the site to be redesigned and updated.

In summary the period in question involves the charity reestablishing its services after the pandemic and continuing to engage with the public and offer support.



### **Partnership Working and Promoting Community Talking Therapies**

CASSS has links to a broad number of organisations, in and around Southend. Some are counselling and therapy organisations; others are more broadly related to the therapy sector.

Agencies who have attended the Network meetings or contributed to CASSS's output in the last year include:

Havens Hospices

Relate London North East and Essex

Southend Carers

Victoria Counselling and Training Services

South Essex College

Netpark Wellbeing Project

Olive Tree Centre

Abacus Counselling and Support

ASC Wellbeing Clinic

Samaritans Southend

Atrium Clinic and Therapy Centre

NHS Therapy for You

The Anxiety Society

South East and Central Essex Mind

Healthwatch Essex

Southend on sea Rape Crisis

### Financial Summary Balance Sheet

Below are summaries of finances for April 2021 to March 2022 and April 2022 to March 2023, as comparison.

2021-22	<b>Total Funds</b>	2599.8 <u>8</u>
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#### **Current Assets**

##### **Cash and Bank**

	2599.8
Bank Account	8
Petty Cash	

<b>Total Current Assets</b>	<b>2599.8</b> <b>8</b>
-----------------------------	---------------------------

<b>Net Assets</b>	<b>2599.8</b> <b>8</b>
-------------------	---------------------------

#### **Funds Position**

##### **Restricted**

Project1	
Project2	
Project3	
Project4	

<b>Unrestricted</b>	<b>2599.8</b> <b>8</b>
---------------------	---------------------------

2022-23

#### **Current Assets**

##### **Cash and Bank**

	2991.2
Bank Account	5
Petty Cash	

<b>Total Current Assets</b>	<b>2991.2</b> <b>5</b>
-----------------------------	---------------------------

<b>Net Assets</b>	<b>2991.2</b> <b>5</b>
-------------------	---------------------------

#### **Funds Position**

##### **Restricted**

Project1	
Project2	
Project3	
Project4	

<b>Unrestricted</b>	2991.2 5
<b>Total Funds</b>	<b>2991.2</b> <b>5</b>

### **Financial Report**

Financial Report for the Financial Year 2022-23.

Donna Kilday (Treasurer) and Nick Chard (Nominated Therapeutic Services Coordinator) are in the process of setting up a new bank account with Natwest Bankline Business Account. This will allow for greater accessibility and services, than currently offered from our current bank account with Barclays.

CASSS is looking to arrange walk and Talk Therapy CPD for counsellors, which will help to raise further income for the charity, whilst keeping the CPD cost effective for attendees. This will be taking place later this year (hopefully the summer) and will be advertised through CASSS and Eventbrite.

The main income in the account (over £2000) was unrestricted funding, from donations. This meant the money did not have any restrictions or conditions placed upon it, regards when or how it is spent. Gift aid was also claimed at 25% of the donation giving a further £500, itself a significant sum. This further helps to increase the overall balance.

We also have a grant from Leigh Town Council, which will be used to pay for the network meetings and the AGM this year. Liberty Talking Therapy in Rochford also very generously allowed CASSS to use their rooms free of charge, for Trustees meetings.

Nick Chard will aim to apply to the Inter Church Caring Trust (ICCT), for funding to pay for increased marketing and a new website. The funding will also be used to get someone to run the social media and the charities online presence.

CASSS has its finances examined by Dave Robb, who is an Associate of the Chartered Institute of Secretaries and Administrators and an Affiliate Member of the Association of the Charity Independent Examiners. We thank Dave completing our accounts, in a timely and professional manner.

### **Future Plans**

The aims for 2023-2024 are:

- Continue mental health events, helping therapy agencies to connect to the public.
- Attend other Mental Health Events run by other agencies, to raise the profile of CASSS with the public, gather feedback on local services and advise on services available.
- Recruit more volunteers and trustees, to be able to run the above activities and develop the team.
- Continue consultation with agencies, practitioners and the public, to make the charity more responsive to the needs of the public and sector.
- Run CPD events for counsellors, to help develop skills in the sector.
- Update the Best Practise guidance, previously developed.
- Obtain funding to professionally redesign the website, so it provides more information to the public and can act as an income generator. This will rely on further feedback from the public and network.

**Thanks to:**



OACS Counselling



Version 3



Update on October 2024





Havens  
Hospices

Making every day count.

# Therapy For You



# **Counselling and Support Services Southend**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023**

# **Counselling and Support Services Southend**

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## Counselling and Support Services Southend

### LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31ST MARCH 2023

#### Trustees:

Angela Dress

(Appointed 091121)

Donna Kilday

(Appointed 171122)

Karen Sutton

(Appointed 091121)

**Registered Charity Number:** 1184892

**Registered Office:** 135 Norwich Avenue  
Southend on sea  
SS2 4DH

**Independent Examiner:** David Andrew Robb

Associate of the Chartered Governance Institute

Affiliate of the Association of Charity Independent

Examiners

MBA

**Banker:** National Westminster Bank plc

250 Bishopsgate

London

EC2M 4AA

# Counselling and Support Services Southend

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b>Receipts</b>					
Donations and Gifts	4	2,233	-	2,233	2,562
Grants Receivable	5	-	0	0	-
Fundraising and gift aid		-	-	0	-
Client session fees		-	-	0	-
Interest Received		-	-	0	0
<b>Total Receipts</b>		<b>2,233</b>	<b>0</b>	<b>2,233</b>	<b>2,562</b>
<b>Payments</b>					
Fundraising Activities		-	-	-	-
Session and Charitable Activities Costs	6	1,792	0	1,792	492
Governance Costs	7	50	-	50	75
<b>Total Payments</b>		<b>1,842</b>	<b>0</b>	<b>1,842</b>	<b>567</b>
<b>Net Receipts/(Payments)</b>		<b>391</b>	<b>-</b>	<b>391</b>	<b>1,995</b>
<b>Net Receipts/(Payments) after Transfers</b>		<b>391</b>	<b>-</b>	<b>391</b>	<b>1,995</b>
		<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>	
<b>Cash Funds at 31st March 2023</b>		<b>2,991</b>	<b>0</b>	<b>2,991</b>	
<b>Cash Funds at 31st March 2022</b>		<b>2,600</b>	<b>0</b>	<b>2,600</b>	

Notes on pages 4 to 6 form part of these accounts

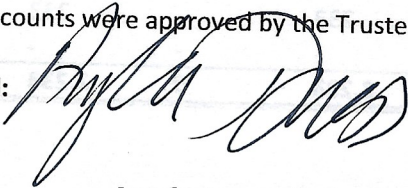
## Counselling and Support Services Southend

### ASSETS AND LIABILITIES ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	2023 £	2022 £
<b>Monetary Assets</b>			
Cash at Bank and in Hand	3	2,991	2,600
		<u>2,991</u>	<u>2,600</u>
<b>Represented by Funds</b>			
	Restricted	0	0
	Restricted	0	0
Unrestricted Funds		2,991	2,600
		<u>2,991</u>	<u>2,600</u>

The accounts were approved by the Trustees and signed on their behalf by:

Signed:



Name:

Date:

ANGELA DRESS  
5/10/23

Angela Dress - Chair of Counselling and Support Services Southend



## Counselling and Support Services

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023

#### 1. Basis of Preparation

These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in October 2005, with all revenue and expenses shown on a cash basis.

#### 2. Independent Examination

The cost of the Independent Examination was

#### 3. Bank Accounts

NatWest current account  
Barclays current account  
Deposit account

2023	2022
£	£
2,991	2,600
<b>2,991</b>	<b>2,600</b>

#### 4. Donations and Gifts

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Michael Chard	2,000	-	2,000	2,502
Deposit/HMRC	233	-	233	60
Donations below £250	-	-	-	-
	<b>2,233</b>	<b>0</b>	<b>2,233</b>	<b>2,562</b>

## Counselling and Support Services

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023

#### 5. Grants Receivable

Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
-	-	0	-
-	-	0	-
-	-	0	-
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 6. Session and Charitable Activities Cost

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
CPD/training	970	-	970	-
Telephone Internet	292	-	292	148
Expenses mileage	30	-	30	28
Refreshments	12	-	12	8
Publicity/marketing	-	-	0	17
Office/overheads	16	-	16	9
Venue hire	253	-	253	85
Insurance	218	-	218	197
	<b>1,792</b>	<b>0</b>	<b>1,792</b>	<b>492</b>

## Southend

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023

#### 7. Governance Costs

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Independent Examination	50	0	50	60
	-	-	0	-
	<b>50</b>	<b>0</b>	<b>50</b>	<b>60</b>

#### 8. Trustees' Remuneration

There was no trustee remuneration paid by the charity