



# SociABLEs Hub & C.R.E.W.S.

Registered Charity  
1185428

01/04/2022 –  
31/03/2023

# Annual Report & Accounts

Unaudited Annual Report & Financial Statements of

SociABLEs Hub & C.R.E.W.S.

Longbank, BEWDLEY, Worcestershire DY12 2QW Tel 01299 400655

Email [office@sociableshub.org.uk](mailto:office@sociableshub.org.uk)

Prepared on a Receipts & Payments basis

**SociABLEs Hub & C.R.E.W.S.**

**Annual Report, Unaudited Accounts Report & Financial Statements  
For the Year Ended 31st March 2023**

**General Information**

Trustees:

Rebecca Lathe  
Kim Cooper - Secretary  
Sue Breakwell  
Vincent Breakwell  
Carole Horton  
Patrick Warrington  
Shirley Hughes  
Deborah Millington  
Anita Pickering  
Nicholas Lathe – Treasurer

**(NB: SociABLEs currently operate a rotating Chair arrangement with Carole Horton  
being Chair at time of AGM)**

Administrative Office:

Longbank Centre  
Longbank  
BEWDLEY  
Worcestershire  
DY12 2QW

Management/Admin Contact:

Sharon Ann Fairfax - CEO

Accounts Prepared F.O.C. By:

Rice & Co  
14A Market Place  
Uttoxeter  
Staffordshire  
ST14 8HP

Bankers:

Barclays Bank Plc  
66 Oxford Street  
Kidderminster  
DY10 1BL

Status:

The Organisation gained Registered Charity (CIO) Status in September 2019 following an Application to Charity Commission of England & Wales. Our Registered Charity Number is 1185428.

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The Trustees present their annual report with the financial statements of the organisation for the year ended 31st March 2023.

**Trustees**

The Trustees have overall responsibility and provide the legal framework to ensure that the Organisation is managed in an exclusively charitable manner, and to drive provision within the established Objects. Trustees meet on a quarterly basis.

Trustees serving during the year and their positions held were as follows:

|                                |  |
|--------------------------------|--|
| Kim Cooper – Charity Secretary |  |
| Nicholas Lathe – Treasurer     | (Special Responsibilities Health & Safety)         |
| Carole Horton –                | (Special Responsibilities Staff/Vols Support)      |
| Shirley Hughes                 | (Special Responsibilities Monitoring & Evaluation) |
| Deborah Millington             | (Special Responsibilities Monitoring & Evaluation) |
| Patrick Warrington             | (Special Responsibilities Health & Safety)         |
| Susan Breakwell                | ((Special Responsibilities Staff/Vols Support)     |
| Vincent Breakwell              | (Special Responsibilities Health & Safety)         |
| Rebecca Lathe                  | (Designated Trustees for Safeguarding & CP)        |
| Anita Pickering                | (Special Responsibilities Staff/Vols Support)      |

**Structure, Governance and Management**

To effect the daily running of the Organisation, SociABLEs Hub & C.R.E.W.S. devolves management duties to the CEO/Projects Manager, and a Staffing structure as follows:

|   |
|---|
| <b>CEO/Projects Manager</b><br>Sharon Weston (Safeguarding Deputy) <b>TEL 0777 333 5524</b>   |
| <b>Projects Co-ordinator – Daily Operations, Staff Support &amp; Service User Liaison</b><br>Richard Crompton (Incl. Specialised Independence/Buddying & Activities Co-ordinator) - <b>TEL 07816 273202</b>   |
| <b>Projects Quality Officer/Specialist Support Worker</b><br>Special Responsibility for Support Plans, Individual Risk Assessments, Policy & Regulations<br>Michelle Weaver (Designated Safeguarding Officer) <b>TEL 07581 701522</b>   |
| <b>Specialist Support Workers</b><br>Lee Cutler (Outdoor Activities & Work-based Skills Training)<br>Jo Ward (Outdoor Activities, Allotment, Horticulture, Cookery & Specialised Independence Support)<br>Nikki Faulkener (Catering & Hospitality, Special Support and Outings Support)<br>Dave D`Alton (Woodwork, Maintenance & Work Experience)<br>Sarah Carey (House Keeping & Life Skills and Special Support)<br>Julia Tacey (Art Therapy & Crafts)<br>Brenda Banford (Arts and Crafts, Housekeeping, Life Skills and Outings Support)<br>Stan Jones (Marketing and Retail, Social Media & Digital Workshops)<br>Joyce Williams & Kath Wilson (Vol Crafts & Cooking)<br>Kim Cooper (Charity Secretary & Admin Support) |
| <b>Staff Members also available for Booking for P.A. work:</b><br><b>Michelle Benjamin, Richard Crompton, Jo Ward, Nikki Faulkener &amp; Sarah Carey</b>  |

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**Governing Document**

**Constitution**

The Organisation has achieved Charity Commission registration and is a Community Interest Organisation CIO registered in England & Wales.

We have adopted the Charity Commission model foundation document for CIOs with few amendments relevant to our organisation. Objects and powers have been established and are governed under our constitution.

**Objects of the Charity**

**1. “To promote social inclusion for the public benefit by preventing people (Children & Adults) from becoming socially excluded, relieving the needs of those people (Children & Adults) who are socially excluded and assisting them to integrate into society.**

**For the purpose of this clause ‘socially excluded’ means being excluded from society, or parts of society, as a result of one or more of the following factors: discrimination on the grounds of disability; ill health (physical or mental); poor educational or skills attainment; relationship and family breakdown; financial hardship.**

**2. “To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation and/or for supported work based activities of individuals who have need of such facilities by reason of their disability, ill health (physical or mental), poor educational or skills attainment, financial hardship or social circumstances with the object of improving their conditions of life.”**

**In furtherance of the above the trustees will have a particular focus, without limitation, to people (Children & Adults) with disabilities.**

The Trustees have considered carefully the Charity Commission’s guidance on public benefit. The provision of the services as described herein provides a benefit to all in this country and further afield.

**Risk Statement**

The Trustees maintain a register of the major risks to which the organisation is exposed. This register is reviewed annually. Systems are in place to mitigate any risks as far as is possible, within practical and financial constraints.

**Policy Review**

Management have developed a comprehensive set of Management and Service Delivery Policies which are reviewed annually. These include Safeguarding Children & Vulnerable Adults and Adults and Child Protection.

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**Annual Review**

SociABLES Hub & C.R.E.W.S. is a Registered Charity (CIO) formed and introduced by a group of parents/carers responding to a gap in provision and the need for continued and developed services for local Children/ Adults who have Disabilities/Special Needs, following the collapse and closure of two major local charity providers in 2015. SociABLES Hub & C.R.E.W.S., still in its infancy, have grown steadily from its original unincorporated Not for Profit Voluntary Group to gain charity status in September 2019, becoming registered with the Charity Commission in England & Wales, registration number 1185428.

SociABLES Hub & C.R.E.W.S. provides a comprehensive range of Inclusive services in support primarily for Adults and Children with Disabilities/Special Needs/Complex Health Conditions including Mental Health and anxiety. Where funding permits, our services can also extend through specifically funded projects to others identified as being disadvantaged. This may be due to multiple risk factors including those from Abusive Backgrounds, Socially Excluded, Low Income, Rural Isolation etc. Our services are intended to play a part in each individuals' personal development and to contribute towards improving outcomes.

SociABLES Hub programmes promote, social inclusion and provide Play/Social Activities and Friendship Clubs for Adults & Children of all abilities. Recognising the need for meaningful work experience/work-based skills, our C.R.E.W.S. (Centre for Recreation, Education and Work-based Skills) Projects provide progression by means of skills workshops, short courses and supported work placements for adults of All Abilities. C.R.E.W.S. also provides an Enrichment programme to include socialisation, life skills and personal development. Locally we are Leading Specialist Providers of services prioritised for Adults/Children who have any kind of diagnosed disability/special need and are approved providers with local authorities, within their Dynamic Purchasing System for referrals and tenders.

SociABLES Hub & C.R.E.W.S. do not provide domiciliary care, we do however employ and have access to, and/or can introduce P.A. Support Workers who may be able to provide additional support including personal care if required to access our services more easily.

Our Services operate 6/7 days per week all year round including Weekends and School/College Holidays, providing currently 74,100 hours of care each year with more than 21,000 hours of this made possible due to volunteering commitment. We support Adults across the age range and children/teens from aged 14yrs onwards with transition support. We operate mainly out of our base in Bewdley, Worcestershire but also serving those who are resident in Herefordshire and South Shropshire but attend our services regularly (between 1 – 4 times weekly). Our socially inclusive Services operate out and about throughout the Marches Counties of Herefordshire, Worcestershire and Shropshire and beyond.

Our Social Enrichment/Play programmes are written by our service users themselves and are personal to their own interests; there is no end to the possibilities and programmes include a full spectrum of ideas from Countryside Visits and Picnics, Arts and Crafts to Bowling, Eating Out and more adventurous Rock Climbing and Canoeing. Activities are adapted so that everyone can take part. Regular activities include general chilling out at with friends at our Centre, Skills Training, Cinema, Swimming, Bowling, Canoeing, Skiing, Dance, Music, Theatre, Eating Out, Craft Workshops, Outings etc etc.

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**CEO/Projects Manager Report**

Here we are continuing with the 'Post Pandemic Years'. Though it has already been 3 years since the first lockdown, it is clear from where we are, that our overall Business Planning and Development has been affected by the covid restrictions and whilst again we have made good growth this year, we do still need to look at the underdevelopments of some projects that have not yet fully come to fruition. Funding and dedicated management and staffing time is going to be necessary to fully meet our goals, but overall, this year has been another successful one, with plenty to be proud about.

This year we have introduced a new structure to free up CEO time for more strategic planning. Richard Crompton who has been with us since inception, steps up and moves into the role of Projects Coordinator, taking on responsibility for daily operations and programme planning and bookings, as well as team support and service user liaison. Already Rich is doing very well in his new role, and this has brought a new efficiency within our service. Michelle Weaver who also has been with us since inception has special skills and understanding in complex needs and so as Projects Quality Officer will concentrate on Individual Support Plans, Individual Risk Assessments as well as programming our therapeutic Arts and Crafts Programmes. Michelle will also assist Staff with Behavioural Management in some of our Service Users and is also our Designated Safeguarding Officer. Both new roles report directly to and work closely with the CEO on policy and procedures as well as projects development. The changes to our structure are part of our future planning as our Organisation continues to grow. Services take up have increased by 100% over the past three years and we look forward to responding to the exciting new opportunities ahead of us, as well as looking to consolidate our learning and ensuring projects in the pipeline are realised effectively.

This good use of Management time will continue to be monitored. At times 'office time' still seems to be in short supply and still a large proportion of all hours spent working are provided voluntarily for the CEO however, as per last year, there is a continued sense within the Staff and Volunteer team of true progress again this year. We have a very dedicated, passionate team and our ethos and the services we provide for our service users, reflects this.

**Achievements this year have included:**

- Continuing to be registered as preferred providers on local authority Dynamic Purchasing Scheme (DPS) for Positive Day Opportunities, has led to new referrals and an increase to our purchase order/contracts paid on portal with the Local Authority, by 45%.
- Growth in our Services have meant that we have been able to employ on a short-term basis, a new staff member to help extend our offering by providing a range of Digital Skills Workshops as well as increasing skills in Retail and Marketing. Many of our Service Users have been well stimulated and intrigued by these workshops and the results have been quite amazing with great achievements from our budding film makers and presenters. Workshops currently run twice weekly, seeking funding to continue and develop this project is a priority for the coming year.
- Increased referrals to our Services have continued. Our 'business' has grown by approximately 36% over the past year. We have increased staffing capacity and have reorganised our premises to accommodate this increase and with more changes to our centre

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in the form of a new 'warm' roof to enable all year-round use of the Stowaways building. This improvement is planned with completion by the end of 2023, funding permitting.

- Changes to our Centre this year has included installing a huge, sunken bulk gas tank which should half the cost of our gas usage over expensive cylinder prices we have had for years and will function more efficiently with our new gas boilers.
- Increased Staffing/Volunteers. We have again this year, been pleased to welcome on board another new Specialist Support Worker and Volunteer to meet the needs of a growing Service User base. The new Staff Member and volunteer have settled in well and bring additional skills to our team. Staff retention continues to be a success on our Team, with the majority of our staff now being in place since inception. This continuity is of benefit to our service users, particularly those who have Autistic Spectrum Disorders and find change difficult.
- Our Service Users Shop is well stocked with general items for everyday use but also include gift packs and handmade craft items, made with the creativity of our service users, during Enterprise Workshops. Service Users make purchases of items using the 'vouchers' they earn (so our given freely) and some items are offered for sale to the public at craft fairs and open days etc. We are grateful for donated items to our and those from In-Kind direct, which provide added element of life skills learning built into this scheme and work based skills in terms of learning about Retail and Marketing, which means the donated products have triple the value!
- We feel our Enterprise Project, run by Service Users with packs previously sold on Bewdley Market and at Craft Fairs, is still underdeveloped and funding is required to help bring it more fully to fruition for the benefit of meaningful work experience for our Service Users. We look for an outlet for our Retail items and are still looking to develop into our own Etsy shop; The Enterprise Project has however, still been successful and has given Service Users a great sense of worth.
- Continuation of our own SociABLEs Youtube Channel with regular videos being created by Service Users and managed by Service Users has been a great success and has attracted new people to our service as well as helping to raise our profile generally.
- New Signage to our centre has been erected and does wonders to draw attention to us locally.
- Our Comprehensive Activities Programme has delivered a vast array of Social Opportunities to suit every interest. Activities take place mainly out and about within the mainstream community and range from gentle indoor activities to outdoor adventures. There have been numerous success stories, personal to individuals attending our Services.
- Our 'Picnics in Sheds' venture- arising out of the 'rule of 6' Covid restrictions is also underdeveloped, but we will look for funding to bring this whole idea to life.
- Again, our Festival Style Outdoor AGM with street food served from the Noshery and live entertainment was a great event this year and enjoyed by all, with over 70 attending. Other events have been several themed Afternoon Teas, Christmas Dinner for 40 and Fairs & Markets at our Centre.
- The 'Noshery' comes into its own particularly at times of SociABLEs events. Having purchased this catering trailer, we are working on developments to extend its use, maybe incorporating our Picnics in Sheds projects. This will provide further valuable work experience for our Service Users interesting in Catering and Hospitality and Marketing.

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We thank our dedicated volunteer base for the hours and hours of volunteer Craftsmen time enabling us to continue to renovate our buildings but also thank you to local businesses that have discounted or even sponsored items for our Longbank Centre.

**Future Plans**

Our Service Users, their needs, their aspirations and their personal development have always been central to our service planning. We take our learning always from them and they write the script in terms of designing our services and programmes. With this ethos and commitment to our Service Users, we are confident of providing quality services that encourage progression for every individual, that increase skills for independence and that promote social inclusion. Moreover, we are confident our services contribute positively towards each Service Users personal development and that Services remain flexible and relevant over time. We now have the following priorities for coming year/s in order to achieve this, much of which is ongoing and built upon successes of last year : (in no particular order)

- To monitor the changes to staffing structure and its affect on service quality and its intention to free up time for the CEO to concentrate on fundraising and development tasks.
- To ensure funding available to correctly remunerate staff for the hours they work, rather than so many of those hours being made voluntary (all staff have agreed to continue to give some hours voluntary however for some it is more than half of the time they work)
- To continue to increase Staffing Capacity in line with Service Delivery Needs and to respond to referrals and to meet the needs of those currently on our waiting list.
- To increase offering in terms of personalised interest groups
- To affirm the successful pilot project of Digital Skills Workshops and Marketing on a permanent basis by sourcing funding.
- Look to raise our profile with active networking, publicity, and information/social events.
- To continue to become 'Greener'. This year we have scrapped one of our diesel vehicles for a modern petrol 8-seater, however, still require purchasing one more vehicle, ideally disposing of our last existing diesel MPV for an electric/hybrid equivalent. We will also continue with our green planting schemes and upcycling/recycling etc,
- Drawing on past successes in running short courses run for Kidderminster College's Bridging Course Groups, we still seek to develop specific and individualised programmes of supported work placements and work-based skills workshops/training. We hoped for these programmes to operate twice weekly for up to 16 service users and to cover a variety of work experience skills for learning outcomes in Horticulture, Land-based Skills, Catering & Hospitality, Retail & Marketing and Arts and Crafts. We aim to provide volunteer reimbursements and access to the shop voucher scheme will be in place for Service User Volunteers accessing this area of specialised independence/supported work placements. This development is partly in place, achieved in the past year for 10 Service Users but would benefit from more dedicated management time and funding to be fully operational.
- To continue with site improvements and update/renew equipment that is past its shelf life.
- To further develop our Service Users Enterprise Project and identifying other sales outlets including online shops
- Develop our website more fully and update our promotional materials/leaflets.



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- To seek specific funding to enable the development of Projects needing more input to bring them into fruition, e.g. Picnics in Sheds, the Noshery and Retail Outlets.
- To increase our offering in terms of Work Placements, by feasibility testing the introduction of our own Noshery café / craft café and Picnic in Sheds enterprise.

**With Thanks**

SociABLEs Hub & C.R.E.W.S. is about an amazing bunch of Adults and Children, with personality plus, determinedly overcoming their differences and perceived barriers, to Enjoy a Life of Their Choice. I am very proud of what has so far been achieved with SociABLEs Hub & C.R.E.W.S. and I would like to thank Staff, Volunteers, Trustees, Workmen, Instructors, those who have made Grants and Donations to us, those who have provided goods or services at reduced or free of costs, our Landlords for the support given, but most of all I would like to thank our brilliant Service Users and their families for the absolute pleasure and inspiration they give us every year and for making all things worthwhile.

*Prepared by Sharon-Ann Fairfax*

*CEO/Projects Manager*

**B.A. Hons Education Studies (special needs)**

**F.C.M.I. DMS Chartered Manager**

**Financial Review**

**Reserves Policy**

It is the Trustee's aim to maintain reserves equal to at least 3 months running costs to ensure ongoing viability and to safeguard the organisation against unforeseen circumstances. We are still working towards meeting this reserves policy, hindered to some extent by the covid years and losses not met by BI Insurance and by loss of development time during that time. But despite circumstances created by the COVID 19 pandemic, we have moved forward towards this policy, with managing a small cash generation of more than £2,450 last year which preserves a buffer ongoing despite continued development this past year.

**Financial Statements follow overleaf:**

**SociABLEs Hub & C.R.E.W.S.**

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**SOCIABLES HUB AND C.R.E.W.S.  
Receipts and Payments Account  
for the Year Ended 31st March 2023**

|  | <b>Total<br/>Funds<br/>2023<br/>£</b> | <b>Total<br/>Funds<br/>2022<br/>£</b> |
|--|---------------------------------------|---------------------------------------|
| <b>Receipts</b>  |                                       |                                       |
| Student Fees   | 242,472                               | 178,234                               |
| Donations and fundraising  | 333                                   | 683                                   |
| Grants received  | -                                     | 14,896                                |
| Grants received - HMRC CVJRS   | -                                     | 7,861                                 |
| Insurance claim  | -                                     | -                                     |
| Other  | 895                                   | 228                                   |
| <b>Total receipts</b>  | <b>243,700</b>                        | <b>201,902</b>                        |
| <b>Payments</b>  |                                       |                                       |
| Payroll - Salaries   | 106,318                               | 85,622                                |
| Payroll - Pension  | 3,035                                 | 2,475                                 |
| Sessional work/volunteer expenses  | 7,300                                 | 6,650                                 |
| Staff Training   | 1,662                                 | -                                     |
| Activities   | 71,613                                | 59,097                                |
| Rent   | 7,320                                 | 7,320                                 |
| Capital Purchase - HONDA VF11KTE   | 6,400                                 | 5,000                                 |
| Car Finance  | 894                                   | 0                                     |
| Building & maintenance   | 7,838                                 | 11,838                                |
| Furniture/Equipment  | 8,247                                 | 6,991                                 |
| Catering   | 703                                   | 597                                   |
| Telephone\Utilities  | 3,483                                 | 2,693                                 |
| Crafts\Enterprise Activities   | 1,702                                 | 1,989                                 |
| Insurance  | 3,721                                 | 3,610                                 |
| Vehicle running costs  | 7,298                                 | 7,247                                 |
| Professional fees  | 1,044                                 | 1,626                                 |
| Bank Charges   | -                                     | -                                     |
| Sundries   | 2,656                                 | 1,373                                 |
| <b>Total payments</b>  | <b>241,234</b>                        | <b>204,128</b>                        |
| <b>Excess of receipts over payments/<br/>(payments over receipts) for the year</b> | <b>2,465</b>                          | <b>(2,226)</b>                        |
| Opening cash funds   | 22,325                                | 24,551                                |
| <b>Closing cash funds</b>  | <b>24,790</b>                         | <b>22,325</b>                         |

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These financial statements have been prepared on a receipts and payments basis.

**SOCIABLES HUB AND C.R.E.W.S.  
Statement of Assets and Liabilities  
at 31st March 2023**

|                                | <b>2023</b>   | <b>2022</b>   |
|--------------------------------|---------------|---------------|
|                                | <b>£</b>      | <b>£</b>      |
| <b>Motor vehicles</b>          |               |               |
| motor vehicle reg.LY56ZCN      | 950           | 1,266         |
| Vauxhall Sharan - reg.GP57 JHX | 601           | 802           |
| Vauxhall Sharan - reg.WG08 NLD | 1,353         | 1,805         |
| Honda - reg.VF11KTE            | 5,900         | -             |
| Caravan                        | 237           | 317           |
| Noshery                        | 3,750         | 5,000         |
|                                | <u>12,791</u> | <u>9,188</u>  |
| <b>Cash funds</b>              |               |               |
| Cash at bank                   | 24,790        | 22,325        |
| Cash in hand                   | -             | -             |
|                                | <u>24,790</u> | <u>22,325</u> |
| <b>Total cash funds</b>        |               |               |
|                                | <u>24,790</u> | <u>22,325</u> |
| <b>Other monetary assets</b>   |               |               |
| Fees owing                     | 7,814         | 7,984         |
| PAYE refund                    | -             | -             |
|                                | <u>7,814</u>  | <u>7,984</u>  |
| <b>Liabilities</b>             |               |               |
| Accruals                       | -             | -             |
|                                | <u>0</u>      | <u>0</u>      |

All assets and liabilities of the charity relate to unrestricted funds.

These financial statements have been prepared on a receipts and payments basis.

Approved by the Board of Trustees on 10<sup>th</sup>  
August 2023

and signed on its behalf by  
Kim Cooper

 (Secretary)