

Think 18

Trustees' Report

Jan 2022

Charitable Incorporated Organisation

Charity Number 1186158

Think 18

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Charity Number: 1186158

Governing Document:

Constitution (adopted 31 August 2019, revised July 2021)

Address: 2 Home Farm Court, Shillinglee, Surrey, GU8 4SY

Bank:

Nat West

Independent Examiner of Accounts:

Sally Jillians, 2 Morris Drive, Billingshurst, West Sussex, RH14 9SF

Trustees of the Charity:

- Robert Deans: appointed 1 April 2019 (Strategy and Business Planning)
- Jessica Denison: appointed 1 April 2019 (Treasurer)
- Teresa Denison: appointed 1 April 2019 (Chair & Head of Fundraising, Media, Volunteers & Activities)
- Hilary Freeborough: appointed 21st October 2021 (Safeguarding)
- Louise Jellard: appointed 28th July 2021 (Governance)
- James Kavanagh: appointed 2nd December 2021
- Kim Jezzard: appointed 1 April 2019, retired December 2021 (Secretary)

Purpose

THINK18 is the concept of Teresa (Tessa) Denison. Tessa's daughter Rosie, who has Down Syndrome, and her friends are reaching a stage in their lives where they are seeking to build a wide range of experiences and create new friendships.

The purpose of THINK18 is to meet the needs and promote the social inclusion of young people aged 16-35yrs with learning disabilities, in particular but not exclusively by providing advice, support and opportunities for social interaction, recreational and other targeted activities designed to promote independence, and improve life opportunities. THINK18 operates mainly for those in West Sussex but is also open to other UK young adults.

The values at the heart of everything we do are: *putting young people first; inclusion; creativity; respect; networking; integrity*

Structure, Governance & Management

Trustees:

THINK18 is a Charitable Incorporated Organisation. We have a constitution and are governed by a Board of Trustees, supported by working groups. The trustees oversee and monitor fundraising activities and use of funds to deliver the objects of the charity; managing any associated risks and following the Charity Commission's guidance on Public Benefit.

The initial trustees were found and selected by the founder Teresa Denison, appointed in April 2019 and agreed in the constitution on August 2019. Following this further trustees have been sought with further knowledge and expertise, to meet THINK18 needs as the charity has grown. Recruitment has been through public advertisements, use of volunteering organisations, word of mouth, and selection interview.

New Trustees are provided with a copy of the Trustee Handbook, the Constitution, Trustees' Annual Report & Financial Statements, policies, and recent Trustees' meeting minutes

Working Groups:

Working groups are set up as needed to support activities - e.g. fundraising, volunteer recruitment and management, policies and procedures, development/delivery of THINK18 activities

Delegated Responsibilities:

THINK18 does not employ staff. However, we use a range of independent contractors to provide services for our young adult members and for administration support. In addition, we directly recruit and support a growing number of volunteers.

Trustees, volunteers and independent contractors are DBS screened and have completed safeguarding and first aid training where required.

Executive Summary

This report covers the period 5th Nov 2019 to 31st Dec 2021.

THINK18 aims to provide benefit to young people with learning disabilities in, primarily West Sussex but not excluding other UK young adults: enabling young people with learning disabilities to transition to adulthood with the help of targeted activities. Our key objective is to relieve the needs and promote the social inclusion of young people (aged 16-35) with learning disabilities.

Our values are at the heart of everything we do: *putting young people first; inclusion; creativity; respect; networking; integrity.*

The Charity is governed by the Board of Trustees, supported by committees and working groups. We do not employ staff but use a wide range of independent contractors to deliver services and provide administration support. We also have a growing number of volunteers. Trustees, volunteers and independent contractors are DBS screened and have completed safeguarding and first aid training where required.

Our reserves at 17/01/22 were £83,373 (£19,423 restricted funds, £63,950 unrestricted funds). Our reserves policy requires that we retain sufficient reserve funds to run for 6 months, and currently £38,500 is kept in reserve to reflect this.

During the period from Nov 2019 to Dec 2021, THINK18 has grown rapidly. We now have 60 members, and offering 8 online activities and 1 in person activity every week, as well as THINKOUT 3 days per week, and other events for young adults with learning disabilities, their carers and families

For the future, we have identified the following priorities to develop THINK18 as a Charitable Incorporated Organisation (CIO) and strengthen our ability to deliver our objectives:

- Continue offering social activities in a safe environment
- Develop and extend our pool of volunteers
- Provide transport to enable young adults to access activities
- Develop our parent/carers committee to understand and respond to problems and issues

Aims and Activities

Aims

- To support young people with learning disabilities with the transition to adulthood and onwards through offering ongoing opportunities for their health and wellbeing and to help them to live, learn and work in their communities.
- To enable these young people to be offered a range of exciting and valuable social networking opportunities in local, accessible places and through online platforms such as Zoom, WhatsApp.
- To encourage greater involvement between young adults with and without disabilities through suitably trained, age appropriate, volunteering, coaching and activity leadership.
- To ensure all young adults with learning disabilities, whatever their personal circumstances, can access THINK18 activities, for example: by enabling suitable transport and bursaries.
- Offer parents/carers a vibrant and supportive network to share experiences, ideas and learning opportunities through formal sessions and informal social events.

THINK18 has grown and developed significantly since its first activities in October 2019, establishing networks with young adults, their families and friends, local schools and colleges, and other organisations and providers to offer high quality, consistent opportunities for social interaction, learning and fun.

Beneficiaries: At Dec 2021 THINK18 had 60 young adult members with moderate to severe learning disabilities.

Activities

In Person Social Activities

THINK18 began with the aim to offer social activities using local premises. In October 19 we contracted experienced provider The halow Project to deliver a monthly **Thursday club** and to support us in our early development. After 2 successful meetings, with 15 - 17 participants, we were unable to meet as a result of the Covid-19 pandemic, and instead began offering our At Home activities. From June 2021 face to face activities recommenced weekly on Saturdays. We currently accommodate 24 participants weekly; we are now looking at introducing more activities so we can accommodate 30 plus, due to increasing number attending.

<https://www.think18.org.uk/sat-activities/>

Since September 21, we have been organising **Pub Nights** 1 evening per month as an alternative to that week's Virtual Drinks online, with 15-16 young adults joining

At Home

At Home began in April 2020 as a response to the COVID 19 restrictions. During the year to March 2021, 6 sessions per week were held online using Zoom, (around 300 sessions in total). From April to December 2021 the sessions increased to 8 sessions per week.

<https://www.think18.org.uk/online-activites/>

A growing list of activities are held online, working with accredited teachers: **THINKDRAMA, THINKDANCE, THINKART, VIRTUAL DRINKS, THINKSING, THINKDRUM, THINKHEALTH, and THINKSPORT.** Our online activities are very popular, with 12-28 participants at each session, and at times significantly more -

"I have really enjoyed Think Drama, Think Dance and the drinks evening. it has helped me so much in the lockdown and it has helped me to gain confidence in myself. I have also enjoyed meeting new people. Think Dance has given me so much confidence in my dancing and Think Drama has helped me to get into character. The Drinks evening is amazing and I can dress up and show off my outfits and show my talents." THINK18 member

Family events: THINK18 offer 'unsupported' events throughout the year, attended by young adults with parents/carers, other family members and friends.

These began with a film showing of **Rocket Man** in December 12th, 2019, and have continued whenever possible during lockdown. Our family events have

included 3 '**Fun Nights**' from September 2020, a **Halloween** event in October 2020, and in the summer of 2021 our **Summer Party** and **THINKCAMP**; with 70 people enjoying a BBQ, entertainments and sleepover in tents. In July 2021 our **THINKWALK** began for young adults and their family/carers with 24 people attending, and has continued monthly

THINKOUT: THINKOUT is all about living, learning and working in the community, offering young adults the chance to identify hopes and dreams, and take steps towards them through volunteering, work experience and apprenticeships. THINKOUT was established in September 2021, opening 1 day per week for 15 participants. From January 2022, THINKOUT will be offering 3 days per week.

Other Activities:

THINK18 held Christmas card **Art Competitions** in 2020 and 2021, judged by local artists Tom Yendell with over 30 entrants each year

In partnership with MENCAP THINK18 hosted the **Virtual Challenge** and **Round the World Challenge** supporting 29 young adults to get active

Volunteers

As well as paying contractors to support THINK18's work (e.g. tutoring for At Home, managing and delivering THINKOUT, administration and operations), THINK18 depends on a team of volunteers who operate at all levels of the organisation.

Tessa, the founder and chair of trustees, volunteers full time as Think18 Co-ordinator, and other trustees are also actively involved in the running of THINK18. In addition volunteers help with marketing and social media, administration and direct delivery support (4-5 volunteers currently contribute a total of 14-17 hours per week to support At Home and Saturday Club activities)

We estimate that our average contribution from volunteers is 66hrs per week: 38hrs Charity co-ordinator (Tessa); 12.5hrs from Trustees in a range of roles; 15.5hrs volunteers supporting delivery of activities.

Policies and Procedures

THINK18 has core policies and procedures in place and revises them regularly:

- Business Plan (original Aug 2019, current plan in draft Jan 2022)
- Complaints (Apr 2021)
- Confidentiality (Sep 2021)
- Conflicts of Interest (June 2021)
- Contractors Handbook (May 2021)
- Data Protection (June 2020 - draft)
- E Safety (Nov 2021)
- Equal Opportunities and Inclusion (Apr 2021)
- Financial Management (Feb 2021)
- Health & Safety (May 2021)
- IT and Cyber (Sep 2021)
- Safeguarding (May 2021)
- Trustee Reecruitment & Induction (Jun 2021)
- Volunteer Handbook (May 2021)

Funding and Financial Review:

THINK18 work is funded through fundraising, grants and donations both from individuals and organisations.

Funding for THINK18 began with £18,000 of unrestricted donations from individuals, raised through a fundraising launch in May 2019) and further small scale fundraising activities. By Oct 19 we had raised £27647.

We became a CIO on Nov 5th 2019, beginning our activities and continuing to fundraise. Our first set of accounts runs from Nov 5th 2019 to Mar 31st 2021. During this period we received £30,466 in restricted and unrestricted grants. From Apr-Dec 2021 we raised a further £27,553 in restricted funds for THINK18 projects and administration.

Our reserves at 17/01/22 were £83,373 (£19,423 restricted funds, £63,950 unrestricted funds). Our reserves policy requires that we retain sufficient reserve funds to run for 6 months, and currently £38,500 is kept in reserve to reflect this.

Trading and Tax:

THINK18 is aware of the Charity Commission guidance: 'Trustee trading and tax: how charities may lawfully trade'. **THINK18** will only trade in pursuit of its charitable objectives. The Trust acknowledges restrictions on engaging in trades and will not engage in such commercially- oriented trades where a significant risk to its assets would be involved.

THINK18 will not undertake any activities that may be subject to income tax, only undertaking activities that fall into one of the following charity law categories:

- 'primary purpose trading'
- 'ancillary trading'
- 'non-primary purpose trading' that does not involve significant risk to the resources of the charity

THINK18 is not registered for VAT with HMRC as cash flow is currently below the threshold for registration.

Declarations

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

Signed on behalf of the charity's trustees

A handwritten signature in dark ink, appearing to read 'Tessa Denison', written over a horizontal line.

Tessa Denison, Chair, Jan 26th 2022

Think 18 Financial Activities

5 November, 2019 - 31 March, 2021

	Total	
Income		
Total Donations	£	9,812.45
Grant Income - Restricted		
Mulberry Trust		15,000.00
National Lottery Covid 19 Response		7,956.00
Sussex Community Foundation		5,000.00
Mencap - Round The World Challenge		2,010.00
Groundwork UK - Tesco		500.00
Total Grant Income - Restricted	£	30,466.00
Charitable Activites		67.50
Membership fees		704.00
Sales of Product Income	£	695.50
Total Income	£	41,745.45
Expenditures		
Total Charitable Activities & Events	£	13,770.27
Total Marketing/publicity		1,186.40
Total Fundraising Expenses		579.89
Freelance Fees - Administration		4,542.00
Total Office and Administrative		4,045.81
Laptop Purchase		1,378.98
Insurances		755.00
Total Volunteer Expenses		2,596.97
Training		15.00
Bank Charges		24.00
Total Expenditures	£	28,894.32
Net Operating Income	£	12,851.13
Net Income/(Expenditure)	£	12,851.13

Think 18 Balance Sheet

As of March 31, 2021

	<u>Total</u>
Total Fixed Asset	
Total Cash at bank and in hand	£ 39,199.62
Current Assets	
Prepayments	0.00
Undeposited Funds	0.00
Total Current Assets	£ 0.00
Net current assets	£ 39,199.62
Creditors: amounts falling due within one year	
Current Liabilities	
Accruals	0.00
Total Current Liabilities	£ 0.00
Total Creditors: amounts falling due within one year	£ 0.00
Net current assets (liabilities)	£ 39,199.62
Total assets less current liabilities	£ 39,199.62
Total net assets (liabilities)	£ 39,199.62
Charity funds	
Retained Earnings	26,930.48
Surplus/(Deficit)	12,269.14
Total Charity funds	£ 39,199.62



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Think18

On accounts for the year
ended

March 2021

Charity no
(if any)

1186158

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/10/2020.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

15/1/2022

Name:

Sally Jillians

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

Address:

2 Morris Drive, Billingshurst, West Sussex, RH14 9SF

Only complete if the examiner needs to highlight 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.