

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	Novemb er	2019		31st	October	2020

Section A Reference and administration details

Charity name

Charity Mentors Sussex

Other names charity is known by

Charity Mentors East Sussex

Registered charity number (if any)

1186593

Charity's principal address

15 Horsted Square

Bellbrook Industrial Estate

Uckfield

Postcode

TN22 1QG

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	Christopher Gebbie	Chairman		
2	Timothy Hancock	Treasurer		
3	Kenneth Walker			
4	Rebecca Newby			
5	Martin Richards			
6				
7				
8				
9				
10				
11				
12				
13				
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17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Ian Noble, Coordinator

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Trustees appointed at the forming of the CIO (Nov 2019) understanding the need for a range of skill sets. Appointed on a staggered basis for terms of 2, 3 and 4 years. All newly appointed trustees to serve for 3 years.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the CIO is the promotion of the voluntary sector in East Sussex for the public benefit by the provision of high quality mentoring in leadership, strategic thinking and planning.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The main activity provided by the CIO is the provision of 1-2-1 mentoring to leaders of charities, community groups or not-for-profit businesses across East Sussex. Each mentoring placement will last for between 3-6 months and while this can sometimes focus more on the development of the individual leader, there is equally an impact upon the growth of the organisation and a wider impact upon the community in which they serve; i.e. public benefit.

The trustees are aware of the importance of the wider community impact and public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

The provision of the core activity of mentoring is based wholly on the selection and appointment of volunteers, who possess both experience and the relevant skill sets to add value to each individual mentoring placement.

We hold full mentor CVs on file and aim to ensure that when appointing a volunteer mentor to a mentee, there is a good match in terms of the skills required to meet the mentee need.

Our website hosts a mentor section making public a short biography for each volunteer.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

It has been a challenging first 12 months (November 2019-October 2020) with the impact of COVID on the work of providing pro bono mentoring.

During this 12-month period, we completed 21 mentoring projects and started 11 more. That's 32 different charity leaders who have benefitted from mentoring during the initial year of CIO status.

The numbers are less than we would have expected to see without the impact of the pandemic. Our mentee clients need to approach a mentoring placement from a place of strength and desire to move their organisation forward strategically. When the pandemic first hit in March 2020, the natural reaction was for mere survival and the demand for mentoring lessened. This did pick up however, as restrictions were lifted albeit to comply with social distancing restrictions, most mentoring was delivered by virtual means rather than a more traditional face-to-face approach.

During the year, we have held discussions with colleagues in West Sussex towards taking our mentoring model into this part of the county, previously only operating in East Sussex.

We have been successful in applying for grant funding attracting £11,500 from a spread of four different organisations during this 12-month period.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our reserves policy is to always ensure we have 6-months' running costs in place as a minimum at any one time.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

We have formed a small team of volunteers who have primary responsibility for our funding, in preparing grant applications and providing the updates to organisations on how the funds have been spent.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christopher Gebbie	Timothy Hancock
Position (eg Secretary, Chair, etc)	Chairman	Treasurer
Date	2 July 2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Mentors Sussex

1186593

Receipts and payments accounts

For the period
from

Period start date
1st November 2019

To

Period end date
31st October 2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Ernest Kleinwort Charitable Trust	3,000	-	-	3,000
Lund Trust	3,000	-	-	3,000
Chalk Cliff Trust	5,000	-	-	5,000
Hastings Direct	500	-	-	500
T J P Hancock	100	-	-	100
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	11,600	-	-	11,600
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	11,600	-	-	11,600
A3 Payments				
Payments to Coordinator	3,663	-	-	3,663
Insurance	399	-	-	399
Venue hire costs	56	-	-	56
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	4,118	-	-	4,118
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	4,118	-	-	4,118
Net of receipts/(payments)	7,482	-	-	7,482
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	7,482	-	-	7,482

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Lloyds Bank	7,884	-
		-	-
		-	-
		7,884	-
	Total cash funds (agree balances with receipts and payments account(s))	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
			-
			-
			-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

CC16a

Last year
to the nearest £

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**Endowment
funds**

to nearest £

	-
	-
	-
	-

OK

**Endowment
funds**

to nearest £

	-
	-
	-
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	-

**Current value
(optional)**

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**Current value
(optional)**

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	-
	-
	-
	-

**When due
(optional)**

Date of
approval
