

# SEE ME BE CIO

England & Wales · Charity number 1188359

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2020-03-05

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 3 Malmesbury Road  
Lower Stanton St. Quintin  
Chippenham  
Wiltshire  
SN14 6BS

**Phone** 07834904299

**Email** [Info@seemebe.org](mailto:Info@seemebe.org)

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE TO RELIEVE THE NEEDS OF ADULTS WITH A LEARNING DISABILITY IN THE COUNTY OF WILTSHIRE, INCLUDING BY THE FOLLOWING MEANS:3.1.1. PROMOTING INCLUSION FOR THE PUBLIC BENEFIT AND PREVENTING PEOPLE WITH A DISABILITY FROM BEING EXCLUDED;3.1.2. PROVIDING INFORMATION AND SUPPORT TO THOSE DISABLED PERSONS, THEIR FAMILIES AND CARERS; AND3.1.3. RELIEVING UNEMPLOYMENT IN SUCH DISABLED PERSONS.FOR THE PURPOSES OF THIS CLAUSE, ÆSOCIALY EXCLUDEDÆ MEANS BEING EXCLUDED FROM SOCIETY, OR PART OF SOCIETY, AS A RESULT OF BEING A MEMBER OF A GROUP WHO ARE LIKELY TO BE SUBJECT TO DISCRIMINATION ON THE GROUNDS OF DISABILITY.

**Activities:** The objects of the CIO are to relieve the needs of adults with a Learning Disability in Wiltshire; to promote inclusion for the public benefit, relieve unemployment and provide information and support to adults with a Learning Disability, their families and carers.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** People With Disabilities

## Geography

- Wiltshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£3,419	£7,038	-	-
2024-03-31	£6,690	£2,960	-	-
2023-03-31	£219	£6,663	-	-
2022-03-31	£10,721	£600	-	-
2021-03-31	£1,000	£130	-	-

## Trustees

Name	Role	Appointed
Lucy Jane Moules	Chair	2020-03-05
Emma Veal		2024-01-24
Michelle Faye Gordon		2025-06-10
Stella Louise Wolstenholme		2020-03-05

**SEE ME BE CIO**

England & Wales - Charity number 1188359

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# Accounts

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## Trustees' Annual Report for the period

**From Period start date** 01/04/2024      **To Period end date** 31/03/2025

**Charity name:** See Me Be CIO

**Charity registration number:** 1188359

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the CIO are to relieve the needs of adults with a learning disability in the county of Wiltshire, including by the following means:</p> <ul style="list-style-type: none"><li>Promoting inclusion for the public benefit and preventing people with a disability from being excluded;</li><li>Providing information and support to those disabled persons, their families and carers; and</li><li>Relieving unemployment in such disabled persons.</li></ul> <p>For the purposes of this clause, 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a group who are likely to be subject to discrimination on the grounds of disability.</p>
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.	Para 1.17 and 1.19	<p>We continue to employ a Job Coach, who meets with individuals with a learning disability, who have been referred to See Me Be CIO. Our Job Coach uses a person centred approach to work with them, their parents and carers to complete their Vocational Profile and liaise with other agencies and businesses to identify and support employment opportunities.</p> <p>In addition See Me Be CIO has started a community garden called 'The Old Orchard' at a local farm and secured additional funding from The Rural Hubs Grant and the Aviva Community and Wild Isles Fund to develop this site and make it accessible to adults with disabilities.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	<p>I can confirm that all Trustees have received guidance issued by the Charity Commission on public benefit and 'have regard' for this 'when exercising any</p>

Commission on public benefit		powers or duties to which the guidance is relevant'.
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	See Me Be CIO does not provide grants.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	Not applicable.
Other		

### Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>During this period we started to raise our profile via social media and attending networking events and reaching out to other parties who may be interested in our work.</p> <p>Our Job Coach has worked directly with adults with learning disabilities and their parents/carers to facilitate their access to paid employment.</p> <p>As of November 2025, 'The Old Orchard' is now ready for use by adults with a learning disability.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Promoting inclusion for the public benefit and preventing people with a disability from being excluded.</p> <p>Action: The role of our Job Coach is to enable adults with a learning disability to access paid employment by working with</p>
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		<p>them directly and providing tailored support, working with local employers and ensuring all reasonable adjustments are made to ensure the successful recruitment and maintained employment of adults with a learning disability.</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>The majority of our fundraising during this period was achieved via Benevity, an Enterprise Impact Platform. This money was used to maintain the employment of our Job Coach and supplement the works undertaken at 'The Old Orchard'. 'The Old Orchard' will be an accessible garden for adults with a learning disability to learn and gain work experience and to facilitate their inclusion as active members of their community.</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	<p>Not applicable.</p>
<p>Other</p>		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See Me Be CIO does not have any loans and relies solely on donations and successful grant applications to secure funding at present. Our remaining balance is allocated to the on-going employment of our Job Coach and development of 'The Old Orchard'.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The current balance is allocated to the on-going employment of our Job Coach and development of 'The Old Orchard'.
Amount of reserves held	Para 1.22	At present (December 2025) See Me Be CIO has £9199.11).
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	See Me Be CIO is not in financial deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no concerns at present.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our principal funding (April 2024 – March 2025) was via Benevity. We also received a donation from Chippenham Half Marathan Club.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO).
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	Para 1.25	Lucy Moules founded See Me Be CIO in 2020. When Laura Richards handed in her notice, Michelle Gordon accepted post of Trustee. Emma Veal and Stella Wolstenholme remain in their posts. There are four Trustees in total as Stella Wolstenholme is Lucy Moules' mother.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	See Me Be CIO
Other name the charity uses	Not applicable.
Registered charity number	1188359
Charity's principal address	3, Malmesbury Road, Lower Stanton St Quintin, Wiltshire, SN14 6BS

**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	Lucy Moules		March 2020 to present	
2	Stella Wolstenholme		March 2020 to present	
3	Emma Veal		December 2023 to present	
4	Laura Richards		March 2020 – June 2025	
5				
6				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
None		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
Not applicable		

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity’s objects	
Details of arrangements for safe custody and segregation of such assets from the charity’s own assets	

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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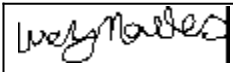
**Other optional information**

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
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Full name(s)	Lucy Moules	
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Position (eg Secretary, Chair, etc)	Chair	
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Date	09/12/2025
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Month	Income	Out-going	Actual
<b>April</b>			
HMRC		3	8275.04
Payroll 20		50.12	8224.92
Reimburse B&Q		38.82	8186.1
Reimburse food		15.6	8170.5
Payroll Manager		59.94	8110.56
Adobe software		19.97	8090.59
Account fee		5	8085.59
Payroll 21		27.52	8058.07
HMRC		6.8	8051.27
<b>May</b>			
Payroll Manager		59.94	7991.33
Adobe software		19.97	7971.36
Account fee		5	7966.36
Fundraising Regulator		50	7916.36
Polytunnel		1645.6	6270.76
<b>June</b>			
Payroll 22		36.56	6234.2
Payroll Manager		59.94	6174.26
HMRC		9.2	6165.06
Reimburse B&Q		183.92	5981.14
Account fee		5	5976.14
Adobe software		19.97	5956.17
Interest	3.67		5959.84
Squarespace		85.44	5874.4
Benevity CG	1860		7734.4
<b>July</b>			
Squarespace		244.8	7489.6
Adobe software		19.97	7469.63
HMRC		9	7460.63
Payroll 23		36.76	7423.87
Payroll Manager		59.94	7363.93
Account fee		5	7358.93
<b>August</b>			
HMRC		11.6	7347.33
Payroll 24		45.6	7301.73
Payroll Manager		59.94	7241.79
Adobe software		19.97	7221.82
Mower hire		120	7101.82
Reimburse tarp		85.47	7016.35
Account fee		5	7011.35
<b>September</b>			
Adobe software		19.97	6991.38
Payroll Manager		59.94	6931.44
Account fee		5	6926.44
Interest	3.61		6930.05
HMRC		18.2	6911.85
Payroll 25		73.32	6838.53
BASE membership		150	6688.53

**October**

Payroll Manager		59.94	6628.59
Adobe software		19.97	6608.62
Account fee		5	6603.62
Localgiving		180	6423.62
HMRC		18.4	6405.22
Payroll 26		73.12	6332.1
Markel Insurance		239.68	6092.42

**November**

Payroll Manager		59.94	6032.48
Adobe software		19.97	6012.51
Account fee		5	6007.51

**December**

HMRC		6.8	6000.71
Payroll 27		27.52	5973.19
Payroll Manager		59.94	5913.25
Donation from Chippenham Half Marathon	425		6338.25
Adobe software		19.97	6318.28
Account fee		5	6313.28
Interest	3.15		6316.43
Payroll 28		82.36	6234.07
HMRC		20.6	6213.47

**January**

Adobe software		19.97	6193.5
Payroll Manager		59.94	6133.56
Monthly account fee		5	6128.56

**February**

Adobe software		19.97	6108.59
Payroll Manager		59.94	6048.65
Payroll Manager		59.94	5988.71
Monthly account fee		5	5983.71
Benevity	1120		7103.71

**March**

HMRC		20.6	7083.11
Payroll 29		82.36	7000.75
Adobe software		19.97	6980.78
Payroll Manager		59.94	6920.84
B&Q		258	6662.84
Monthly account fee		5	6657.84
B&Q		285	6372.84
B&Q		368.6	6004.24
Interest	3.1		6007.34
Summerhouse		1349	4658.34

Total	3418.53	7038.23	
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**SEE ME BE CIO**

England & Wales - Charity number 1188359

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# Accounts

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## Trustees' Annual Report for the period

From Period start date 01/04/2023 To Period end date 31/03/2024

Charity name: See Me Be CIO

Charity registration number: 1188359

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the CIO are to relieve the needs of adults with a learning disability in the county of Wiltshire, including by the following means:</p> <ul style="list-style-type: none"><li>Promoting inclusion for the public benefit and preventing people with a disability from being excluded;</li><li>Providing information and support to those disabled persons, their families and carers; and</li><li>Relieving unemployment in such disabled persons.</li></ul> <p>For the purposes of this clause, 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a group who are likely to be subject to discrimination on the grounds of disability.</p>
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.	Para 1.17 and 1.19	<p>We continue to employ a Job Coach, who meets with individuals with a learning disability, who have been referred to See Me Be CIO. Our Job Coach uses a person centred approach to work with them, their parents and carers to complete their Vocational Profile and liaise with other agencies and businesses to identify and support employment opportunities.</p> <p>In addition See Me Be CIO has started a community garden called 'The Old Orchard' at a local farm and secured funding from the Aviva Community Fund and Wild Isles funding to develop this site and make it accessible to adults with disabilities.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public	Para 1.18	<p>I can confirm that all Trustees have received guidance issued by the Charity Commission on public benefit and 'have regard' for this 'when exercising any powers or duties to which the guidance is</p>

benefit		relevant'.
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	See Me Be CIO does not provide grants.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	Not applicable.
Other		

### Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>During this period we started to raise our profile via social media and attending networking events and reaching out to other parties who may be interested in our work.</p> <p>Our Job Coach has worked directly with adults with learning disabilities and their parents/carers to facilitate their access to paid employment.</p> <p>We hosted a harvesting event at the community garden, where two adults with a learning disability were fully engaged.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Promoting inclusion for the public benefit and preventing people with a disability from being excluded.</p> <p>Action: We were awarded a grant from The National Lottery Community Fund for a Job Coach. The role of our Job Coach is to enable adults with a learning disability to</p>
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		access paid employment by working with them directly and providing tailored support, working with local employers and ensuring all reasonable adjustments are made to ensure the successful recruitment and maintained employment of adults with a learning disability.
Performance of fundraising activities against objectives set	Para 1.41	During this financial year with the support of Crowdfunder, the Aviva Community and Wild Isles Funding we had a 'See Me Be Connected' fundraiser to raise money for 'The Old Orchard'. We have started to create an accessible garden for adults with a learning disability to learn and gain work experience and to facilitate their inclusion as active members of their community. To date we have purchased a poly tunnel and raised beds. We haven't spent all the money raised from this fundraiser yet so priorities for next year are putting in paths, a shed and composting toilet.
Investment performance against objectives	Para 1.41	Not applicable.
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See Me Be CIO does not have any loans and relies solely on donations and successful grant applications to secure funding at present. Our remaining balance is allocated to the on-going employment of our Job Coach and development of 'The Old Orchard'. Further grant applications are being made to ensure we can continue to employ our Job Coach and further develop this role.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The current balance is allocated to the on-going employment of our Job Coach and development of 'The Old Orchard'.
Amount of reserves held	Para 1.22	At present (January 2025) See Me Be CIO has £6128.56 due to monies raised in December 2023 and January 2024.
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	See Me Be CIO is not in financial deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no concerns at present.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our principal funding (April 2023 – March 2024) was via the support of Crowdfunder, the Aviva Community and Wild Isles Funding through the 'See Me Be Connected' fundraiser.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO).
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	Para 1.25	Lucy Moules founded See Me Be CIO in 2020. When Zoe Neale handed in her notice, Emma Veal was invited to be a Trustee and accepted. Laura Richards and Stella Wolstenholme remain in their posts. There are four Trustees in total as Stella Wolstenholme is Lucy Moules' mother.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	See Me Be CIO
Other name the charity uses	Not applicable.
Registered charity number	1188359
Charity's principal address	3, Malmesbury Road, Lower Stanton St Quintin, Wiltshire, SN14 6BS

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Lucy Moules		March 2020 to present	
2	Laura Richards		March 2020 to present	
3	Stella Wolstenholme		March 2020 to present	
4	Emma Veal		December 2023 to present	
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
Not applicable		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

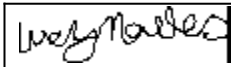
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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Lucy Moules

Position (eg Secretary,  
Chair, etc)

Chair

Date

18/01/2025

Month	Income	Out-going	Actual
<b>April</b>			
Payroll 8		38.1	4510.31
Payroll Manager		47.94	4462.37
Account fee		5	4457.37
HMRC		9.4	4447.97
Amazon	5		4452.97
<b>May</b>			
Payroll 9		83.4	4369.57
HMRC		20.8	4348.77
Payroll Manager		59.94	4288.83
Account fee		5	4283.83
Amazon	14.6		4298.43
Payroll 10		83.4	4215.03
HMRC		41.6	4173.43
<b>June</b>			
Fundraising Regulator		50	4123.43
Payroll Manager		59.94	4063.49
Account fee		5	4058.49
Squarespace		85.44	3973.05
Interest	2.18		3975.23
<b>July</b>			
Payroll 11		58.34	3916.89
HMRC		20.8	3896.09
HMRC		14.6	3881.49
Squarespace		244.8	3636.69
Payroll Manager		59.94	3576.75
Account fee		5	3571.75
Payroll 12		83.4	3488.35
HMRC		20.8	3467.55
<b>August</b>			
Payroll Manager		59.94	3407.61
Account fee		5	3402.61
Village hall hire		30	3372.61
Payroll 13		133.32	3239.29
HMRC		33.4	3205.89
<b>September</b>			
Payroll Manager		59.94	3145.95
Account fee		5	3140.95
Interest	1.73		3142.68
<b>October</b>			
Payroll 14		50.12	3092.56
HMRC		12.4	3080.16
Payroll Manager		59.94	3020.22
Wares of Knutsford (jam jars)		63.95	2956.27
Account fee		5	2951.27
Localgiving		180	2771.27
Tennyson Insurance		157	2614.27
Payroll 15		100.04	2514.23
HMRC		25	2489.23

**November**

Reimbursement for printing	30	2459.23
Payroll Manager	59.94	2399.29
Account fee	5	2394.29
Payroll 16	49.92	2344.37
HMRC	12.6	2331.77
BASE membership fee	150	2181.77

**December**

Payroll Manager	59.94	2121.83
Account fee	5	2116.83
Interest	1.28	2118.11
Payroll 17	66.76	2051.35
HMRC	16.6	2034.75
Crowdfunder	2175.92	4210.67

**January**

Payroll Manager	59.94	4150.73
Adobe software	19.97	4130.76
Crowdfunder	1040	5170.76
Crowdfunder	895	6065.76
Crowdfunder	2550	8615.76
Account fee	5	8610.76
Payroll 18	100.04	8510.72

**February**

Payroll Manager	59.94	8450.78
Adobe software	19.97	8430.81
Account fee	5	8425.81
HMRC	25	8400.81
Payroll 19	33.28	8367.53

**March**

Adobe software	19.97	8347.56
Payroll Manager	59.94	8287.62
HMRC	8.4	8279.22
Account fee	5	8274.22
Interest	3.82	8278.04

Total	6689.53	2959.9
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**SEE ME BE CIO**

England & Wales - Charity number 1188359

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# Accounts

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## Trustees' Annual Report for the period

From 01/04/2022    Period start date    To    31/03/2023    Period end date

Charity name: See Me Be CIO

Charity registration number: 1188359

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the CIO are to relieve the needs of adults with a learning disability in the County of Wiltshire, including by the following means:</p> <ul style="list-style-type: none"><li>Promoting inclusion for the public benefit and preventing people with a disability from being excluded;</li><li>Providing information and support to those disabled persons, their families and carers;</li><li>and</li><li>Relieving unemployment in such disabled persons.</li></ul> <p>For the purposes of this clause, 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a group who are likely to be subject to discrimination on the grounds of disability.</p>
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.	Para 1.17 and 1.19	<p>In June and July 2022 we worked with an HR Consultant to ensure we had all necessary policies in place to enable our recruitment and employment of a Job Coach. This included development of an Employment Agreement, Employee Checklist and Health and Safety Policy.</p> <p>In July and August 2022 we worked with a GDPR Consultant to ensure we were proactive in managing our GDPR legal requirements. We developed a Record of Processing Activities (ROPA), Employee Privacy Notice and an easier to read Privacy Notice, with the intention of this being more accessible to people with a learning disability.</p> <p>In August 2022 we worked with an IT Consultant to source and install an encrypted laptop to meet the IT and governance requirements of See Me Be CIO.</p>

		In August 2022 we recruited our first Job Coach, who has met with adults with a learning disability to facilitate their access to paid employment, worked with statutory services including staff at local Job Centre's. The Job Coach has also met with other parties who may be interested in our work, including Wiltshire Council, the Community Team for People with Learning Disabilities and the Careers Manager at a local college.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	I can confirm that all Trustees have received guidance issued by the Charity Commission on public benefit and 'have regard' for this 'when exercising any powers or duties to which the guidance is relevant'.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	See Me Be CIO does not provide grants.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	Not applicable.
Other		

## Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>During this period we started to raise our profile via social media and attending networking events and reaching out to other parties who may be interested in our work. We created a referral form and have started circulating this on request.</p> <p>Our Job Coach has worked directly with adults with learning disabilities and their parents/carers to facilitate their access to paid employment.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Promoting inclusion for the public benefit and preventing people with a disability from being excluded.</p> <p>Action: We were awarded a grant from The National Lottery Community Fund for a Job Coach. The role of our Job Coach is to enable adults with a learning disability to access paid employment by working with them directly and providing tailored support, working with local employers and ensuring all reasonable adjustments are made to ensure the successful recruitment and maintained employment of adults with a learning disability.</p>
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	Not applicable.
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See Me Be CIO does not have any loans and relies solely on donations and successful grant applications to secure funding at present. Our remaining balance is allocated to the on-going employment of our Job Coach and further grant applications are being made to ensure we can continue to employ our Job Coach and further develop this role.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The current balance is allocated to the on-going employment of our Job Coach.
Amount of reserves held	Para 1.22	At present (January 2024) See Me Be CIO has £8510.72 due to monies raised in 2023.
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	See Me Be CIO is not in financial deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no concerns at present.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our principal funding (April 2022 – March 2023) was a donation received from The Capital Group.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO).
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	Para 1.25	Lucy Moules founded See Me Be CIO in 2020 and asked Zoe Neale, Laura Richards and Stella Wolstenholme to become Trustees and they accepted. There are four Trustees in total as Stella Wolstenholme is Lucy Moules' mother.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	See Me Be CIO
Other name the charity uses	Not applicable.
Registered charity number	1188359
Charity's principal address	3, Malmesbury Road, Lower Stanton St Quintin, Wiltshire, SN14 6BS

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Lucy Moules		March 2020 to present	
2	Zoe Neale		March 2020 to September 2023	
3	Laura Richards		March 2020 to present	
4	Stella Wolstenholme		March 2020 to present	
5	Emma Veal		December 2023 to present	
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
Not applicable		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

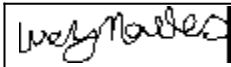
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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Lucy Moules

Position (eg Secretary,  
Chair, etc)

Chair

Date

30/01/2024

Month	Income	Out-going	Actual
<b>April</b>			
Account fee		8	10983.36
<b>May</b>			
Amazon Smile	5		10988.36
Account fee		8	10980.36
Localgiving	43.9		11024.26
Enhanced DBS checks		50	10974.26
<b>June</b>			
Morrison's		21	10953.26
Townsend Garden Centre		39.8	10913.46
Insurance event		216	10697.46
Domain renewal		20.7	10676.76
Fundraising Regulator		50	10626.76
Account fee		8	10618.76
Squarespace		85.44	10533.32
Interest	0.91		10534.23
<b>July</b>			
Adfirmo GDPR Consultant		900	9634.23
		0.5	9633.73
Event insurance		216	9417.73
Account fee		8	9409.73
Squarespace		84.96	9324.77
<b>August</b>			
Payroll Manager		69.99	9254.78
Account fee		5	9249.78
Amazon Smile	5.78		9255.56
Towergate Insurance Broker		401.63	8853.93
Payroll 1		167.2	8686.73
<b>September</b>			
Payroll Manager		39.95	8646.78
Payroll Manager		39.95	8606.83
Everything IT		1368	7238.83
Account fee		5	7233.83
HMRC		41.8	7192.03
Interest	2.95		7194.98
Payroll 2		152	7042.98
Capital Group	150		7192.98
Everything IT		1368	5824.98
BASE membership		150	5674.98
<b>October</b>			
HMRC		38	5636.98
Payroll Manager		39.95	5597.03
Payroll Manager		39.95	5557.08
Account fee		5	5552.08
Localgiving		96	5456.08
<b>November</b>			
Payroll 3		167.2	5288.88
HMRC		41.8	5247.08
Payroll Manager		39.95	5207.13

Account fee		5	5202.13
Payroll 4		106.4	5095.73
<b>December</b>			
HMRC		26.6	5069.13
Payroll Manager		39.95	5029.18
Payroll Manager		39.95	4989.23
Account fee		5	4984.23
Interest	2.67		4986.9
<b>January</b>			
HMRC		22.8	4964.1
Reimburse payroll 5		91.2	4872.9
Payroll Manager		39.95	4832.95
Account fee		5	4827.95
Payroll 6		76	4751.95
Amazon Smile	6.01		4757.96
<b>February</b>			
Payroll Manager		39.95	4718.01
HMRC		19	4699.01
Account fee		5	4694.01
<b>March</b>			
Payroll 7		76	4618.01
Payroll Manager		47.94	4570.07
HMRC		19	4551.07
Account fee		5	4546.07
Interest	2.34		4548.41
Total	219.56	6662.51	

**SEE ME BE CIO**

England & Wales - Charity number 1188359

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# Accounts

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## Trustees' Annual Report for the period

**From** 01/04/2021 **Period start date** **To** 31/03/2022 **Period end date**

**Charity name:** See Me Be CIO

**Charity registration number:** 1188359

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the CIO are to relieve the needs of adults with a learning disability in the County of Wiltshire, including by the following means:</p> <ul style="list-style-type: none"><li>Promoting inclusion for the public benefit and preventing people with a disability from being excluded;</li><li>Providing information and support to those disabled persons, their families and carers; and</li><li>Relieving unemployment in such disabled persons.</li></ul> <p>For the purposes of this clause, 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a group who are likely to be subject to discrimination on the grounds of disability.</p>
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.	Para 1.17 and 1.19	<p>From May 2021 we raised awareness and public donations through the Captain Tom 100 on Localgiving! Campaign. This was extremely positive and was great to be part of, especially given the constraints on our face to face contact during the pandemic.</p> <p>In June 2021 we were successful in our grant application to The National Lottery Community Fund and received a grant for our first Job Coach.</p> <p>In September 2021 we ran 'See Me Be Creative' workshop for adults with a learning disability, their support staff and parents/carers to provide an opportunity for meaningful engagement and networking.</p>

		In December 2021 we tried to boost our presence on social media and offered Gingerbread decorating kits to those who may want to do this fun activity over the Christmas period.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	I can confirm that all Trustees have received guidance issued by the Charity Commission on public benefit and 'have regard' for this 'when exercising any powers or duties to which the guidance is relevant'.

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	See Me Be CIO does not provide grants.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	Not applicable.
Other		

### **Achievements and Performance**

	SORP reference	
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<p>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.</p>	<p>Para 1.20</p>	<p>During this period we started to raise our profile via social media and reach out to other parties who may be interested in our work, including Wiltshire Council, the Community Team for People with Learning Disabilities and the Careers Manager at a local college.</p> <p>We used the donations raised through the Captain Tom 100 campaign to run the 'See Me Be Creative' workshop for free to all participants.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>Promoting inclusion for the public benefit and preventing people with a disability from being excluded.  Action: We were awarded a grant from The National Lottery Community Fund for a Job Coach. The role of our Job Coach (once recruited) is to enable adults with a learning disability to access paid employment by working with them directly and providing tailored support, working with local employers and ensuring all reasonable adjustments are made to ensure the successful recruitment and maintained employment of adults with a learning disability.</p> <p>Providing information and support to those disabled persons, their families and carers.  Action: We devised a survey and circulated this to relevant service providers to gather information about their understanding of employment services for adults with a learning disability but did not receive any responses.</p> <p>Part of the rationale for hosting 'See Me Be Creative' was to provide a social and networking opportunity for parents, carers and support staff and provide time to answer relevant questions, provide information and signposting to other appropriate services.</p> <p>Relieving unemployment in such</p>
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		<p>disabled persons.  Action pending: Due to recruitment challenges we didn't successfully recruit to the post of Job Coach until July 2022.</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>Donations from the Captain Tom 100 campaign financed our 'See Me Be Creative' workshop and gingerbread decorating kits.</p> <p>The grant from The National Lottery Community Fund has been used to recruit our Job Coach, ensure we have necessary policies in place and an encrypted IT device. Details of how this funding has been used will be included in our Annual Report next year as most of the grant was used outside of this report's timeframe.</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	<p>Not applicable.</p>
<p>Other</p>		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See Me Be CIO does not have any loans and relies solely on donations and successful grant applications to secure funding at present. Our remaining balance is allocated to the on-going employment of our Job Coach and further grant applications are being made to ensure we can continue to employ our Job Coach and further develop this role.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The current balance is allocated to the on-going employment of our Job Coach.
Amount of reserves held	Para 1.22	At present (January 2023) See Me Be CIO has £4827.
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	See Me Be CIO is not in financial deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no concerns at present.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our principal funding (April 2021 - March 2022) was the grant received from The National Lottery Community Fund.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO).
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	Para 1.25	Lucy Moules founded See Me Be CIO in 2020 and asked Zoe Neale, Laura Richards and Stella Wolstenholme to become Trustees and they accepted. There are four Trustees in total as Stella Wolstenholme is Lucy Moules' mother.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	See Me Be CIO
Other name the charity uses	Not applicable.
Registered charity number	1188359

Charity's principal address	3, Malmesbury Road, Lower Stanton St Quintin, Wiltshire, SN14 6BS

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Lucy Moules		March 2020 to present	
2	Zoe Neale		March 2020 to present	
3	Laura Richards		March 2020 to present	
4	Stella Wolstenholme		March 2020 to present	
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Corporate trustees - names of the directors at the date the report was approved

<b>Director name</b>		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
Not applicable		


## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Lucy Moules	
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Position (eg  
Secretary, Chair, etc)

Chair	
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Date

30/01/2023
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2021/22	Income	Out-goings	Purpose
April			8 Account fee
May	9.66		Donation received via Localgiving
	28.78		Donation received via Localgiving
	224.62		Donation received via Localgiving
			8 Account fee
	382.36		Donation received via Localgiving
	5		Donation received via Amazon Smile
	19.64		Donation received via Localgiving
June			8 Account fee
			50 Fundraising Regulator fee
		85.44	Squarespace website fee
July		216	Squarespace website fee
	9968		The National Lottery Community Fund
			8 Account fee
August			8 Account fee
	5.4		Donation received via Amazon Smile
		16.08	Carrier Bag Shop (gift bags for SMB Creative)
		40.5	English Stamp Company (logo stamp to print bags)
September			8 Account fee
October			8 Account fee
		96	Localgiving fee
November			8 Account fee
December			8 Account fee
January			8 Account fee
February			8 Account fee
	7.86		Donation received via Amazon Smile
March	70.06		Donation received via Localgiving
			8 Account fee
Total	10721.38	600.02	

Total

862  
871.66  
900.44  
1125.06  
1117.06  
1499.42  
1504.42  
1524.06  
1516.06  
1466.06  
1380.62  
1164.62  
11132.62  
11124.62  
11116.62  
11122.02  
11105.94  
11065.44  
11057.44  
11049.44  
10953.44  
109945.44  
10937.44  
10929.44  
10921.44  
10929.3  
10999.36  
10991.36

**SEE ME BE CIO**

England & Wales - Charity number 1188359

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	05	03	2020		31	03	2021

## Section A Reference and administration details

**Charity name** See Me Be CIO

**Other names charity is known by**

**Registered charity number (if any)** 1188359

**Charity's principal address**  
 3, Malmesbury Road  
 Lower Stanton St Quintin  
 Wiltshire  
**Postcode** SN14 6BS

### 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	Lucy Moules		March 2020 - present	
2	Stella Wolstenholme		March 2020 - present	
3	Zoe Neale		March 2020 - present	
4	Laura Richards		March 2020 - present	
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### 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)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	We have a governing Constitution document.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO).
Trustee selection methods (eg. appointed by, elected by)	Trustee's were identified at the time the CIO was founded.

### 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.

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## Section C Objectives and activities

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

The objects of the CIO are to relieve the needs of adults with a learning disability in the County of Wiltshire, including by the following means:

Promoting inclusion for the public benefit and preventing people with a disability from being excluded;

Providing information and support to those disabled persons, their families and carers; and

Relieving unemployment in such disabled persons.

For the purposes of this clause, 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a group who are likely to be subject to discrimination on the grounds of disability.

**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)**

See Me Be CIO was founded in March 2020 and progress was hampered by the COVID-19 pandemic as adults with a Learning Disability were in the clinically extremely vulnerable group and therefore engagement was limited.

See Me Be CIO started fundraising in April 2021 and has since provided a 'See Me Be Creative' workshop and sought to reach clients virtually through a gingerbread decorating event in December 2021.

We have been successful in applying for National Lottery funding to recruit our first Employment Buddy, who will enable adults with a Learning Disability to attain and maintain paid employment. This piece of work is currently underway.

**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.

## Section D Achievements and performance

### **Summary of the main achievements of the charity during the year**

See Me Be CIO was founded in March 2020, therefore we sadly have little to report from our first year due to the COVID-19 pandemic.

Most of our achievements have come to fruition since April 2021, including fundraising events in the name of Captain Tom, holding our first face to face event 'See Me Be Creative' in September 2021 and successful application for National Lottery funding.

We are currently in the process of recruiting our first Employment Buddy.

We are also excited about working with adults with a Learning Disability to plan and action our 'See Me Be Wild' planting project to raise awareness of the skills and abilities of individuals with a Learning Disability and celebrate opportunities for positive mental health.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We set up our bank account in September 2020 and an opening balance of £1000 was required; this was paid for by Stella Wolstenholme. We pay an account fee of £8 a month. Due to the COVID-19 pandemic we didn't start fundraising until April 2021.

We do not currently have a policy on reserves.

### Details of any funds materially in deficit

We ended the financial year in March 2021 in credit with £870 in our current account. Our funds are not 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.

Our principal sources of funds are through fundraising and grants.

Money from our Captain Tom fundraising event was used to fund the venue and materials required for the 'See Me Be Creative' event and our gingerbread decorating activity.

Grant money from the National Lottery is solely allocated to the recruitment of See Me Be's Employment Buddy.

## Section F

## Other optional information

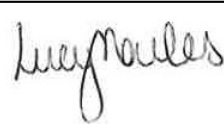
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## Section G

## Declaration

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

### Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Lucy Jane Moules	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	

**Date** 03/02/22