



Trustees' Annual Report for the period

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|------|-------------------|-------------|--------------|----|-----------------|-------------|--------------|
| From | Period start date | | | To | Period end date | | |
| | Day 01 | Month 01 | Year 2023 | | Day 31 | Month 12 | Year 2023 |

Section A Reference and administration details

| | |
|------------------------------------|---|
| Charity name | Headway Northumberland |
| Other names charity is known by | N/A |
| Registered charity number (if any) | 1198408 |
| Charity's principal address | 2 Tyelaw Meadows Shilbottle Northumberland Postcode NE66 2JJ |

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 | Julie Cordon | Chair | | Headway Northumberland trustees by majority vote |
| 2 | Rachael Jobson | Secretary | | Headway Northumberland trustees by majority vote |
| 3 | Lynn Jones | Treasurer | | Headway Northumberland trustees by majority vote |
| 4 | Ron Payne | Trustee | | Headway Northumberland trustees by majority vote |
| 5 | David Howcroft | Trustee | | Headway Northumberland trustees by majority vote |
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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 |
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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

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|---|---|
| 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) | Appointed by majority vote of the trustees who manage the charity |

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

Offer support and guidance to any person suffering the effects of brain injury in Northumberland.
 Promote social welfare, inclusion and guidance to any person suffering the effects of brain injury in Northumberland.
 Provide information and signposting on how to access services provided by Northumberland County Council and other organisations which support those suffering with a brain injury.
 Raise awareness of brain injury amongst the general public in Northumberland

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)

Organising and running of drop-ins throughout Northumberland, current venues in Berwick, Alnwick, Morpeth, Ashington, and Hexham, with proposals to expand the number of drop-in meetings. Through these meetings providing support and guidance to those affected by brain injury, with access to a listening service and signposting.

We arrange workshops on various topics affecting members and trips and events to promote social inclusion.

It is confirmed the trustees have had regard to the Charity Commission's guidance on public benefit when exercising any powers or duties to which that guidance is relevant.

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.

Summary of the main achievements of the charity during the year

The charity this year has focussed on increasing membership and providing drop-in meetings for members to access support and guidance. We continue to engage in a pilot scheme with another charity to provide full life support to those with neurological and neurodiverse conditions and consolidate and expand the ability of both charities to provide the best service to its members.

Section E

Financial review

Brief statement of the charity's policy on reserves

The policy is to ensure a reserve of £5,000 in the accounts to ensure services can be maintained.

Details of any funds materially in deficit

N/A

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.

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) | Rachael Jobson | |
| Position (eg Secretary, Chair, etc) | Secretary | |
| Date | | |

INDEPENDENT EXAMINER'S REPORT

HEADWAY NORTHUMBERLAND

On accounts for the year ended 31st December 2023

Charity number 1198408

Respective responsibilities of trustees and examiner:

The trustees of the organisation are responsible for the preparation of accounts; they consider that an audit is not required for this year under Section 114(2) of the Charities Act 2011 and an independent examination is required.

It is my responsibility to examine the accounts (under section 145 of the 2011 Act) and follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act and state whether particular matters have come to my attention.

Basis of the Independent Examiners Statement.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosure in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiners Statement.

In the course of my examination no matter has come to my attention; (1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that proper accounting records are kept (in accordance with section 41 of the Act) and (2) accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act or to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Belk

8th October 2024

David Belk F.C.I.S. / M.A.A.T.
4 Harton Lane
South Shields
NE34 0EF

Headway Northumberland

Registered Charity : 1198408

Trustees Report

- Organising and running effective drop-in's across Northumberland, located in Berwick, Alnwick, Morpeth, Ashington and Hexham and through these meetings providing support and guidance to those affected by brain injury
- Organising a programme of fundraising to ensure sufficient funds to maintain our services
- Providing support and guidance to those affected by brain injury
- Providing workshops on cyber fraud to protect our members
- Organising a calendar of trips and events to promote social inclusion
- Working with another Charity on a pilot scheme and providing per support volunteer roles as a route map into possible further voluntary or paid work

HEADWAY NORTHUMBERLAND

BALANCE SHEET AT 31st DECEMBER 2023

ASSETS

| | |
|------|---------|
| Bank | 6692.20 |
|------|---------|

| | |
|---------------------------|------|
| <u>LIABILITIES</u> | 0.00 |
|---------------------------|------|

| | |
|--------------------------------|-------------------------|
| <u>TOTAL NET ASSETS</u> | <u>£6,692.20</u> |
|--------------------------------|-------------------------|

RESERVES

| | |
|--------------------------------|-----------------|
| Reserves at 31st December 2023 | 12426.51 |
| less Loss for the year | <u>-5734.31</u> |

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|------------------------------|-------------------------|
| <u>TOTAL RESERVES</u> | <u>£6,692.20</u> |
|------------------------------|-------------------------|

HEADWAY NORTHUMBERLAND

Charity Number 1198408

INCOME

| | |
|--------|--------|
| Events | 764.50 |
|--------|--------|

TOTAL INCOME

£764.50

EXPENDITURE

| | |
|------------------|---------|
| Accountancy | 125.00 |
| Insurance | 110.33 |
| Grants | 5000.00 |
| Travel costs | 384.09 |
| Sundries | 50.00 |
| Events | 386.16 |
| Trustee expenses | 443.23 |

TOTAL EXPENDITURE

£6,498.81

LOSS FOR THE YEAR

-£5,734.31