

**MOOR TIME**  
**UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 30 APRIL 2025**

# MOOR TIME

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

Jane Elliott  
Karen Goodman Picken  
Tanya Young  
Victoria Street  
Ella Sanderson  
Christine Henney  
Shain Lisa Wells  
Jane Connop  
Gail Rushton

**Charity number**

1201026

**Principal address**

Darton  
Clifford Road  
ILKLEY  
LS29 0AL

**Independent examiner**

Jody Kendall ACA

# MOOR TIME

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# Charity Trustees' Annual Report

**Charity name:** Moor Time

**Charity registration number:** 1201026

**Charity's principal address:** Darton, Clifford Rd, Ilkley, LS29 0AL

**From** 30<sup>th</sup> April 2024 - 30<sup>th</sup> April 2025

## Objectives and Activities

### Moor Time's objectives (as set out in our governing document)

TO RELIEVE THE NEEDS OF CHILDREN AND ADULTS WITH DISABILITIES IN BRADFORD AND NEIGHBOURING LOCAL AUTHORITIES BY PROVIDING SHORT BREAK CARE AND STAFF-SUPPORTED RECREATIONAL ACTIVITIES.

### Summary of Moor Time's main activities

Moor Time provides staffed recreational activities for young people with additional needs in the Ilkley and Keighley area of West Yorkshire. Our emphasis is on meeting the leisure and support needs of young people with high level needs, and providing family carers with respite. Specifically we offer:

- A **holiday club** for young people of compulsory school age (aged 5 in Year 1, to 18), five days per week across eight weeks of the major school holidays (Christmas, Easter and Summer). Providing specialist support and adapted and accessible activities so young people with high level needs can take part.
- A **Saturday club** in term time for young people of compulsory school age. Also providing specialist support and adapted and accessible activities to be fully inclusive.
- A **reception-age and under group**. This runs as a holiday stay and play for children of reception age and under, and a limited number of their siblings. Providing sensory play, support and signposting in a fully accessible environment.
- A **supported volunteering scheme** for 18-25 year olds with additional needs, allowing the volunteers to gain skills and experience and providing peer to peer support.

## Public benefit statement

As trustees we have read and understood the Charity Commission's guidance on public benefit. This informs all our planning and objectives as a charity, and we are confident that we are acting in accordance with the guidance.

### Achievements and Performance – April '24 – April '25

- **Saturday club sessions** – from April '24 to April '25, we ran 13 sessions of our term time holiday club at Beechcliffe Special School in Keighley. Beechcliffe is a fully accessible site with enclosed outside space, a sensory garden, gym, music room, kitchen for baking and food prep activities, and a sensory room. We regularly booked a bouncy castle for sessions, and brought in outside activity providers like live musicians and circus skills performers.
- **Holiday club** – throughout this period we ran our holiday club in Ben Rhydding at Christmas, Easter and in the summer. Fully accessible activities involved everything from music therapy sessions to DJing workshops to adapted sports tuition and animal experiences, with a sensory room, soft play activity space and a large field for outside play always available for anyone who needed a break from more structured activities. We also ran regular trips for our secondary-aged group – to the Science and Media Museum in Bradford, Skipton Town Hall Museum and park, Harrogate Valley Gardens and a recording studio for a New Year party.

In total we ran 39 full-day sessions of holiday club between April '24 and April '25, accommodating an average of 10 young people per session.

- **Under 5s sessions** – From April '24 to April '25 we ran 8 sessions of our under 5s group at Dan's Den, a fully accessible soft play in Ilkley. The group runs as a stay and play open to reception-age children and under with additional needs, as well as a limited number of non-disabled siblings. Alongside sensory play, songs and signing, stories and crafts, we welcomed visitors from a local Occupational Therapy company, Bradford Inclusive Disability Service (BIDS), Jessie's Fund for music therapy, and a Yoga studio for an adapted yoga session.

In October '24 we also had our first under 5s group trip, a pumpkin-picking expedition to Brookleigh Farm in Menston.

- **Supported volunteering and volunteering** – during this period we offered 6 individual sessions of supported volunteering for young adults aged 18-25 with additional needs, and 6 individual sessions of volunteering for young adults who are training in relevant areas. Our supported volunteers are encouraged to practice independence skills and act as role models to our younger attendees. We encourage them to follow their interests.

Our volunteers mainly come from Shipley College Health and Social Care department, who have an on-running relationship with Moor Time of sending students for internships. Moor Time project manager Jane Connop supported with a Shipley College Skills Week in January 2024 by giving a series of talks to students training in relevant fields.

- **Training successes** – Jane Connop completed a two-day Positive Behaviour Team Teach Training course in June 2024, with Positive Behaviour training for all staff following in February '25. She also completed Designated Safeguarding Lead training in October '24. All staff completed hoist training at Beechcliffe School in October '24
- **Historic England project** – in December '24, Moor Time received a grant from Historic England to produce a permanent place-marker about a lesser-known aspect of Bradford's history, as a part of the Bradford City of Culture 2025 celebrations. Moor Time young people commenced the project in February '25, working with staff and volunteers at the Shipley Glen Tramway in Baildon to create a multi-sensory, fully accessible panel telling the story of how the tramway fits into the history of leisure in the area. The project meant 5 additional sessions were offered to the secondary-age group in 2025.
- **Recruitment** – in April 2025 Moor Time recruited two new sessional managers, both with a strong background in special education and care. This added to the resilience and flexibility of the staff team.

- **Funding** – Moor Time was charity of the year for All Together Now choirs in 2024, who raised a fantastic £1500 in total for us throughout the year. Events included a very popular sing-along at Ilkley bandstand in the summer, where a collection raised another £332.28, and carol-singing at Tesco's in Ilkley at Christmas, where we collected an additional £128.46.

Moor Time also received £4800 from Bradford Council's Short Breaks team towards activities and trips at our sessions. Day-to-day running costs continued to be covered by the National Lottery and the Holiday Activities and Food (HAF) scheme.

### **Financial review**

Moor Time plans sessions around funding received. Sessions are booked in around 3 months in advance. The majority of Moor Time staff, with the exception of the part-time Project Manager and part-time Finance Officer are on zero hours contracts and therefore Moor Time has a degree of financial security due to low fixed overheads.

### **Reserves policy**

The Trustees' policy is that the charity should have sufficient unrestricted reserves to enable it to meet its financial obligations as and when they fall due without prejudicing the ability of the Charity to raise funding and commit expenditure to its objectives.

The Trustees carefully considered the financial obligations of the charity and have determined a reserve policy that is aimed at protecting a minimum reserve whilst managing funds to ensure that they are appropriately used to support the charity's aims.

The reserves have been set at 6 months of overheads at any one time, currently £61,000.

### **Principal Funding Sources**

The main income streams for the charity were comprised of grants from National Lottery and HAF Bradford Council. Other income was received from a Bradford Council Short Breaks grant, and local choirs' fundraising.

### **Main expenditure**

The major expenditure of the charity is in relation to staff costs and room hire. We feel confident that there will always be a need for our services as our families will always need respite and whilst we have grant funding at the moment, many of our families receive direct payments support, so we continue to explore this and other ways to fund our services.

### **Investment Policy**

Aside from retaining a prudent level of reserves each year, the charity's funds will be invested in activities to further the objects as set out in our Memorandum and Articles of Association. The Board is committed to reinvesting any surplus funds, and will on an annual basis review the charity's investment priorities and agree relevant investments to meet identified needs and opportunities aligned to our objects.

**Risk Policy**

The charity will implement a reserves policy, agreed by the Trustees with independent financial advice. The Trustees at its quarterly meetings will review any risk and issues raised, information around security and any updates on good governance and management. We will also ensure robust policies and procedures in place and address any gaps in provision.

**Structure, Governance and Management**

**Type of governing document:** constitution

**How is the charity constituted?** Charitable Incorporated Organisation (CIO)

**Trustee selection methods:** trustees have been recruited to bring a breadth of experience, skills and knowledge to Moor Time, and to represent our community of carers, service users and SEND professionals. Recruitment of new trustees is an open and public process, and done after resignations are made or a gap in skills or the diversity of the board is identified. All trustees are asked to consider potential conflicts of interest, and are subject to a DBS check.

**Our trustees**

Jane Elliott – Chair – marketing, fundraising, copywriting  
 Vicki Street – Secretary – fundraising, management, HR recruitment  
 Shain Wells – Treasurer – safeguarding, social policy, mental health care  
 Jane Connop – project management, speech and language support  
 Karen Goodman – occupational therapy, charity management, safeguarding  
 Christine Henney – advocacy, charity management, safeguarding  
 Gail Rushton – specialist teaching, specialist out of school care management  
 Ella Sanderson – advocacy, childcare, volunteering  
 Tanya Young – finance, book keeping, grant applications

Jane Connop and Tanya Young also have paid roles within Moor Time. Their positions were subject to an open and fair recruitment process. They do not take part in any trustee decision-making that could benefit them professionally, and they take no part in Moor Time's pay review sub-committee which is made up of Jane Elliott, Vicki Street and Shain Wells.

**Declarations**

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

Signed on behalf of the charity's trustees

**Signature:**



**Full name:** Jane Elliott

**Position:** Chair

**Date:** 15/1/26

**INDEPENDENT EXAMINER'S REPORT**

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I report on the accounts of the charity for the year ended 30 April 2025 which are set out on pages 9 to 14.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

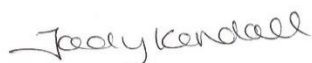
**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
 have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Dated: 4th February 2026

J Kendall ACA  
8 Craiglands Park, Ilkley, LS29 8SX



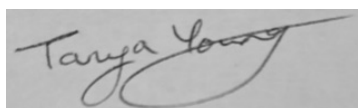
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 30 APRIL 2025**

	Notes	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
<b>Income</b>					
Donations		3,049	-	3,049	2,343
Grants	2	151,287	8,508	159,795	98,772
Fees		10,294	-	10,294	8,830
<b>Total incoming resources</b>		164,630	8,508	173,138	109,945
<b>Expenditure</b>					
Charitable activities	3	121,046	5,824	126,870	104,361
<b>Total expenditure</b>		121,046	5,824	126,870	104,361
<b>Net (expenditure)/income</b>					
<b>Net movement in funds</b>		43,584	2,684	46,268	5,584
Total funds brought forward		58,414	1,024	59,438	53,854
<b>Total funds carried forward</b>		101,998	3,708	105,706	59,438

## MOOR TIME

Year ended 30<sup>th</sup> April 2025BALANCE SHEET  
AS AT 30 APRIL 2025

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2025 £	Total funds 2024 £
<b>Current assets</b>					
Cash at bank		103,184	3,708	106,892	60,639
Debtors and Prepayments		-	-	-	-
<b>Total current assets</b>		103,184	3,708	106,892	60,639
<b>Total assets</b>		103,184	3,708	106,892	60,639
<b>Creditors: amounts falling due within one year</b>		1,186	-	1,186	1,201
<b>Total assets less current liabilities</b>		101,998	3,708	105,706	59,438
<b>The funds of the charity</b>					
Restricted funds	5	-	3,708	3,708	1,024
Unrestricted funds		101,998	-	101,998	58,414
<b>Total charity funds</b>		101,998	3,708	105,706	59,438

The accounts were approved by the trustees on 4<sup>th</sup> February 2026

Tanya Young  
(Treasurer)

# MOOR TIME

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2025

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should be prepared on the going concern basis.

Moor Time meets the definition of a public benefit entity under FRS 102.

#### 1.2 Incoming resources

All income is recognised once the charity has entitlement to the income. It is probable that the income will be received and the amount of income receivable can be measured reliably.

Core funding revenue grants are credited to the income and expenditure account as and when receivable.

Revenue grants for specific project funding are credited to the income and expenditure account as and when receivable and unspent amounts are carried forward as part of the restricted funds in the balance sheet.

Donations and other income are credited to the income and expenditure account as and when receivable.

#### 1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries. These include governance costs which are those costs associated with meeting the constitutional and statutory requirement of the charity.

All costs are allocated between the expenditure categories on the SOFA on a basis designed to reflect the use of the resource.

#### 1.4 Accumulated funds

Unrestricted funds are available to be spent for any of the purposes of the charity.

Restricted funds are subject to specific conditions by donors as to how they may be used.

# MOOR TIME

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2025

### 2 Voluntary income

	Total	
	2025 £	2024 £
<b>Grants receivable</b>		
<b>Restricted projects</b>		
BMDC – Friendship Grant	-	1,724
BMDC – Short Breaks Grant	4,800	5,000
Historic England	3,708	-
	<u>8,508</u>	<u>6,724</u>
<b>Unrestricted projects</b>		
National Lottery	80,191	29,222
BMDC - Healthy Activities and Food	71,096	62,826
	<u>151,287</u>	<u>92,048</u>

### 2 Charitable activities

<b>Unrestricted Projects</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Staff and Freelance costs	82,365	78,144
Rent	17,252	7,664
Food	819	310
Trips and activities	10,994	10,760
Equipment	6,208	2,228
Insurance	1,213	360
Office expenses	1,790	2,159
Volunteer costs	160	30
Bank Charges	165	286
Independent examination fee	80	80
	<u>121,046</u>	<u>98,661</u>

The Charity received Grant Funding from the National Lottery and BMDC -HAF, held in unrestricted reserves.

Both of these grants are considered to be unrestricted as they relate to the general purpose of the charity and not a specific activity or purpose within the charity.

## MOOR TIME

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2025

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#### 3 Charitable activities (ctd)

Restricted Projects	2025	2024
	£	£
Rent	-	600
Equipment	-	-
Staff costs	-	9,046
Trips and activities	5,824	550
Food	-	-
Office	-	150
	<u>5,824</u>	<u>5,700</u>

#### 4 Staff Costs

	2025	2024
	£	£
Salaries and wages	71,450	68,685
Social Security costs	-	-
Employer contribution to pension scheme	726	711
Total	<u>72,176</u>	<u>69,396</u>
Other staff costs and expenses	8,920	8,748
Training	1,268	1,120
Total staff costs	<u>82,364</u>	<u>78,144</u>

Average number of staff	14	20
Average FTE's	2.5	2.5

Highest paid employee is paid below £30,000

## MOOR TIME

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2025

#### 5 Restricted funds

The income funds of the charity include restricted funds comprising unexpended balances of grant and donations held on trust for specific purposes:

Movement in funds					
	Balance at 30 April 2024	Incoming Resources	Resources Expended	Transfers between funds	Balance at 30 April 2025
	£	£	£	£	£
BMDC – Friendship Grant	1,024	-	(1,024)	-	-
BMDC – Short Breaks Grant	-	4,800	(4,800)	-	-
Historic England	-	3,708	-	-	3,708
	1,024	8,508	(5,824)	-	3,708

Movement in funds					
	Balance at 1 May 2023	Incoming Resources	Resources Expended	Transfers between funds	Balance at 30 April 2024
	£	£	£	£	£
BMDC – Friendship Grant	-	1,724	(700)	-	1,024
BMDC – Short Breaks Grant		5,000	(5,000)		
	-	6,724	(5,700)	-	1,024

#### 6 Transactions with related parties

Trustees are employed within the Charity in non- Trustee related activities. No Trustee received any remuneration for Trustee activities.