

**EVESHAM & DISTRICT MENTAL HEALTH
SUPPORT SERVICES
(EDMHSS)**

Registered Charity 1201066

Trustees' Report and Accounts

1st April 2023 to 31st March 2024

Registered Office:

EDMHSS
Church Street Hub
20 Church Street
Evesham
Worcestershire
WR11 1DS

Telephone: 01386 429454

Email: edmhss@btconnect.com

Website: edmhss.org

Evesham & District Mental Health **Support Services**

Names of Officers, Trustees and Staff

Hon. President: Nigel Huddleston MP

Hon. Vice President: Mr Keith James

Hon. Chairman: Mr Paul Baker

Hon. Vice Chairman: Mrs Lindsay Roach

Hon. Treasurer: Mr Jack Padfield

Hon. Secretary: Mrs Paige Martin

Trustees:

Mr Malcolm Pyper (resigned 19/03/24)

Mr Ron Whitehouse

Mrs Teresa Cerra

Rev'd Claire Billington

Dr Amanda Tanfield

Professional Advisers

General Practice: Dr Meena Sood

Psychology: Mrs Elizabeth Machnicki

Counselling: Shaun Goodwin MA

Dipls. Psych. Sup. Sand. UKCP reg. Qualified Supervisor

Staff

Mrs Sally Dance (Charity Manager)

Mrs Tracey Brisband (Meeting Centre Activity Co-ordinator)

Mrs Debbie Dickson (Marketing, PR & Fundraising Assistant, Meeting
Centre Support Worker)

Mrs Colette Clifford (Cleaner)

Mrs Clare Crew (Meeting Centre Support Worker)

Miss Lee-Anne Bond (Admin Assistant)

Mission Statement

Evesham & District Mental Health Support Services is a local mental health charity, working for a better life for everyone with experience of mental distress. This is done by: advancing the views, needs and ambitions of people with experience of mental distress; promoting inclusion by challenging discrimination; creating awareness through information and campaigning; and producing services which reflect needs and diversity.

Objects

The objects of the CIO are for the public benefit of those living in Evesham and its surrounding areas, to preserve and protect the physical and mental health of persons suffering from mental health disorders or conditions of emotional mental distress by providing a centre to provide social, emotional and practical support, including counselling.

Structure, Governance and Management

The Charity is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission under charity number 1201066 on 18th November 2022.

EDMHSS has been operating since 1973, becoming a registered charity, Evesham & Pershore Mind (part of Mind) in June 1999, before becoming an independent charity, Evesham & District Mental Health Support Services, in May 2012.

EDMHSS was originally registered with the Charity Commission as an Unincorporated Association, charity number 1076039. On 10th May 2022, the EDMHSS (Unincorporated Association) AGM decided that EDMHSS should seek the benefits of incorporated status. The new CIO was registered on 18th November 2022 and all activities and assets transferred to it over the following months. The transitioning process was completed by the end of 2023/24. The Trustees will apply for the closure of the Unincorporated Association and removal from the Charity Commission register early in 2024/25. Reporting on the old charity can still be provided on request.

The Charity is managed and administered by a Board of at least three Trustees (there are currently nine). The first Trustees were appointed for staggered periods of 1-3 years; subsequent Trustees are appointed at a properly convened meeting of the Charity Trustees and serve for a term of three years. Retiring Trustees are eligible for reappointment.

New Trustees may be introduced to EDMHSS in a variety of ways, such as using its services, working as a volunteer, recommendation by existing Trustees, or through the Volunteer Bureau or advertisement. Every effort is made to reflect the diversity of the local community.

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

Activities

Counselling for adults and children (11-17 years of age) has been provided on Mondays and Fridays. The counselling service for children operates on a Monday evening. Demand for counselling has increased due to the cost of living crisis and referrals being made from NHS Talking Therapies, who are unable to cope with demand, resulting in long waiting lists. Twelve hours of adult counselling and three hours of children's counselling are provided each week.

Evesham & District Meeting Centre, which is part of the UK Meeting Centre Support Programme, researched at the University of Worcester, operates three days per week. The Meeting Centre offers warm and friendly support to those living with dementia and their carers and is a valuable community resource.

The Charity office, the central hub of everything, has been very busy helping the local community, by way of email support, telephone support and face-to-face support.

Online, the Charity website is very popular and Facebook, Twitter and Instagram accounts have been actively used to promote services.

Complaints

There have been no formal complaints during the year.

Networking

There is constant liaison with staff of mental health/dementia services for the benefit of individuals. Likewise, we have a good relationship with local Doctors' Surgeries and other mental health/dementia professionals.

Other groups with whom we have had contact: Rooftop Housing Group, Active Lifestyles Herefordshire and Worcestershire, Worcestershire

Association of Carers, Wychavon District Council, Evesham Town

Council, Worcestershire Health and Care NHS Trust, Working World, Freedom Café, Evesham Dementia Action Alliance, Evesham Charity Network, Evesham Rotary Club, The University of Worcester, Evesham Volunteer Centre, Pershore Plus Volunteer Centre, Tesco, Morrisons, Worcestershire Wellbeing Hub, Pershore Wellbeing Hub, Cavendish Park Care Home, Age UK Herefordshire & Worcestershire, Age UK Worcester & Malvern Hills, Alzheimer's Society and many other local charities, too numerous to mention here.

Our website has been a great asset, as have online social platforms such as Facebook, Twitter and Instagram.

Insurance

The Charity is covered by an Insurance Policy, No CC010354, provided by Victor Insurance. This covers public and products liability, employer's liability and charity trustee indemnity, professional indemnity and fidelity.

Financial Review

During this reporting period, EDMHSS was in transition from Unincorporated Association to CIO. Income and expenditure was therefore spread across both charities. Income for the CIO was £40,618; expenditure £61,060; deficit £20,442. Income for the Unincorporated Association was £34,951; expenditure £47,837; deficit £12,886. Combined income £75,569; combined expenditure £108,897; combined deficit £33,328. The Unincorporated Charity bank balance of £74,625 was transferred to the CIO in February 2024. There was £54,183 in the CIO's bank/cash accounts at year end.

EDMHSS charges for some (not all) of its services as a contribution towards covering costs. All charges are benchmarked against those of similar providers, and reductions are available for the unemployed, sick and others in need. The Charity also helps clients access the relevant benefits (such as Attendance Allowance and Personal Independence Payment) to which they are entitled.

The Charity aims to utilise as much of its income as possible to fulfil its objectives, within the year the income is generated. The Charity, therefore, aims to maintain its cash reserves at a sufficient level required to cover wind-up costs.

Looking Forward: 2024/2025

The Charity has sufficient financial resources to move into 2024/25. While it is an active fundraiser and charges for some of its services (with reductions for those in need), its main funding comes from grants. It always has a good pipeline of grant applications in place. Over recent years, however, a combination of the Covid-19 pandemic and lengthy economic crisis has simultaneously greatly increased the demand for our services, greatly increased our operating costs, and greatly decreased the availability of funding. For the third year in a row, we have operated at a loss. This clearly cannot continue; operational and funding strategy changes will need to be implemented in the coming year.

The support that the Charity provides to vulnerable adults and children suffering from mental distress, including dementia, contributes to a reduction in hospitalisation and admission to care homes and demands for children's services; a reduction in work-related stress; and improved social interaction and consequently social skills. We look forward to continuing our support and help to all suffering mental and emotional distress in this area and further afield. There will be continued liaison with the statutory bodies and many agencies in the voluntary sector. It is hoped that we will be able to bring innovative ideas to help support our local community and be responsive to all suggestions for improving our services.

Chairman's Report (2023/24)

The Charity has had an interesting year moving over to a Charitable Incorporated Organisation (CIO) and has delivered services according to local need.

Mental Health support has increased due to ongoing challenges from Covid and the cost-of-living crisis. There continues to be, across all ages, an increase in the number of people suffering mental health problems, with young people especially needing significant support.

Evesham and District Meeting Centre, for people living with dementia and their carers', has proved to be an invaluable service.

It is a continued privilege to have been Chairman of the organisation over the past year and I greatly appreciate the commitment of the staff and volunteers for ensuring support to the local community.

Furthermore, the trustees are grateful to the staff and volunteers for their efforts throughout the past year. Without their support the Charity would not have the profile or recognition in the community.

Thanks are due to those external organisations and numerous private donors within our locality, who generously provide funds to allow us to meet our financial commitments.

Thanks are also extended to our professional advisers for their support and advice, together with that of our Honorary President, Nigel Huddleston, MP.

Finally, I would like to thank my fellow trustees for their support during this past year of transition to a CIO.

The need for EDMHSS' services in the local area continues and the Trustees, staff and volunteers, remain committed to providing these.

Paul Baker

E053/GC/CG

19 April 2024

Mrs S Dance
Evesham & District Mental Health Support Services
20 Church Street
Evesham
Worcestershire
WR11 1DS


To the Trustees of Evesham & District Mental Health Support Services,

We have performed certain procedures in respect of the Charity's unaudited financial statements for the year ended 31 March 2024.

In accordance with your instructions we have examined these financial statements from the accounting records and information supplied to us. Please note, this is a professional examination, not a full audit of the draft accounts along with the books and records supplied to us. There were no material errors or differences identified.

In our opinion the accounts accurately reflect the Charity's financial performance and position for the year to 31 March 2024.

Yours Sincerely,



Gary Crump, FCCA

ACCOUNTS | BOOKKEEPING & VAT | PAYROLL & CIS | MANAGEMENT REPORTING
TAX COMPLIANCE | TAX PLANNING | BUSINESS START UPS | COMPANY FORMATIONS

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EVESHAM & DISTRICT MENTAL HEALTH SUPPORT SERVICES

Income and Expenditure Account 2023/2024 - Receipts & Payments (Cash) Basis

INCOME	2023/2024 £	£	2022/2023 £	£
<i>Dementia Meeting Centre</i>				
Fundraising	633.00		0.00	
Meeting Centre Attendance	20,265.08		0.00	
Meeting Centre Donations	4,715.08		0.00	
Meeting Centre Grants (restricted)	6,047.00		0.00	
Total Dementia Meeting Centre Income		31,660.16		0.00
<i>Other EDMHSS</i>				
Bank Interest	33.92		0.00	
Counselling Donations	8,635.00		0.00	
Donations	289.38		0.00	
Gift Aid	0.00		0.00	
Total Other EDMHSS Income		8,958.30		0.00
Total Income		40,618.46		0.00

EXPENDITURE

<i>Dementia Meeting Centre</i>				
Activities	476.19		0.00	
Cleaning	218.08		0.00	
EDMHSS Office Rent & Rent Insurance	5,726.48		0.00	
Fundraising Expenditure	76.80		0.00	
Gas & Electricity	1,191.48		0.00	
Gifts	108.00		0.00	
Health & Safety	278.68		0.00	
Insurance	174.07		0.00	
Office Costs (IT)	279.06		0.00	
Payroll Administration	47.45		0.00	
Pension Contributions	1,269.00		0.00	
Refreshments	412.96		0.00	
Repairs & Renewals	3,171.21		0.00	
Salaries & National Insurance	26,669.10		0.00	
Security	316.80		0.00	
Stationery & Publicity	459.33		0.00	
Telephone & Broadband	608.70		0.00	
Training	498.20		0.00	
Water Supply	158.77		0.00	
Website	45.00		0.00	
Total Dementia Meeting Centre Expenditure		42,185.36		0.00
<i>Other EDMHSS</i>				
Cleaning	145.38		0.00	
EDMHSS Office Rent & Rent Insurance	3,817.65		0.00	
Fundraising Expenditure	51.20		0.00	
Gas & Electricity	794.32		0.00	
Gifts	72.00		0.00	
Health & Safety	185.79		0.00	
Insurance	116.05		0.00	
Office Costs (IT)	186.04		0.00	
Payroll Administration	17.55		0.00	
Pension Contributions	469.35		0.00	
Repairs & Renewals	2,114.14		0.00	
Salaries & National Insurance	9,863.92		0.00	
Security	211.20		0.00	

Stationery & Publicity	204.73	0.00
Telephone & Broadband	405.80	0.00
Training	48.00	0.00
Volunteer Administration	36.00	0.00
Water Supply	105.85	0.00
Website	30.00	0.00
Total Other EDMHSS Expenditure	18,874.97	0.00
Total Expenditure	61,060.33	0.00
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Deficit Income over Expenditure	-20,441.87	0.00
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EVESHAM & DISTRICT MENTAL HEALTH SUPPORT SERVICES (E.D.M.H.S.S.)

STATEMENT OF ACCOUNT - 31.03.2024

	£	£	£	£
E.D.M.H.S.S.				
Balance brought forward 01.04.23				
Cash Account		0.00		
Current Account		0.00		
Savings Account		<u>0.00</u>		
			0.00	
Surplus/Loss for the year			-20,441.87	
Transfers from EDMHSS to CIO			<u>74,625.14</u>	
Balance carried forward 31.03.24				54,183.27
Accumulated Fund at start of year		0.00		
Gain for the year		<u>54,183.27</u>		
Accumulated Fund at end of year				54,183.27
				<u><u>54,183.27</u></u>
Accumulated fund at end of year comprises:				
Cash Account		366.41		
Current Account		3,772.94		
Savings Account		<u>50,043.92</u>		
		54,183.27		

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting Policies

- a. Accounts are prepared on the Receipts & Payments (cash) basis.
- b. All turnover is generated in the UK.
- c. The Charity has no endowments and no investments.

2. The Dementia Meeting Centre opened in July 2021. It is shown in the accounts as a separate cost centre.

From July 2021, overheads are attributed 3/5 Meeting Centre : 2/5 other EDMHSS on the basis of staff time. Staff-related costs such as salaries and pension contributions have been split between the Meeting Centre and EDMHSS individually for each employee based on how their time is split between the Meeting Centre and other tasks.

3. The highest-paid employee received £15,250.02 between October 23 - March 24 (see note 6).

4. Liabilities

On 31 March, the Charity owed £347.67 for pensions management for March 24

No sums were owed to the Charity.

The Charity has entered into a premises lease of £11,000 per annum to 31 July 2030 and paid £2,750 deposit.

Pensions management is supplied under a contract with three months' notice of termination.

5. Jack Padfield, appointed Trustee in August 2021, is the son of EDMHSS's Charity Manager. A conflict of interest management plan is in place. This arrangement has been approved by the Charity Commission.

6. Trustees of the unincorporated Charity unanimously agreed at their 12 October 2021 Committee meeting to pursue CIO status for EDMHSS. At the 10 May 2022 AGM, members unanimously adopted the following resolution: *"It is resolved that, subject to Charity Commission approval, (1) the existing unincorporated EDMHSS be converted to a Foundation CIO having the same name and charitable objects; (2) all the assets and activities of the current EDMHSS be transferred to the new CIO; (3) the current unincorporated EDMHSS be removed from the Register of Charities."* EDMHSS (unincorporated) has since gradually handed over all activities to EDMHSS (CIO) and ceased operating on 1 October 2023.

In February 2024, the Charity Commission approved the transfer of assets to the CIO. EDMHSS (unincorporated) had an accumulated reserve of £74,625.14 for donation to the CIO. Office equipment, furniture and stationery stock were sold to the CIO at the NBV of £0 in 2023/24.

EVESHAM & DISTRICT MENTAL HEALTH SUPPORT SERVICES (E.D.M.H.S.S.)

Restricted Grants 2023/2024

	£	£	£
Balance b/f from 1st April, 2023			6,000.04
Income			
University of Worcester - Meeting Centre		10,000.00	
Magic Little Grants		500.00	
Evesham Town Council		6,047.00	
The Patrick Trust		1,000.00	
		<u>17,547.00</u>	
Expenditure			
University of Worcester - Meeting Centre	12,500.04		
Magic Little Grants	500.00		
Evesham Town Council	6,047.00		
The Patrick Trust	1,000.00		
Beer Harris Memorial Trust	1,000.00		
		<u>21,047.04</u>	
Change in balance of restricted funds - current year			<u>-3,500.04</u>
Balance of restricted funds c/f 31st March, 2024			<u>2,500.00</u>