

**Report of the Trustees  
and Unaudited Financial Statements  
for the Year Ended 31 March 2025  
for Dorset ME Support Group**

## **Dorset ME Support Group**

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## **Dorset ME Support Group**

### **Report of the Trustees for the Year Ended 31 March 2025**

#### **INTRODUCTION**

The Trustees present their Report with the financial statements of the Charity for the year ended 31 March 2025. In accordance with section 133 of the Charities Act 2011 receipts and payments accounts have been prepared.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The charitable aim of Dorset ME Support Group is to support those suffering from the illness variously known as Myalgic Encephalomyelitis (M.E.). Chronic Fatigue Syndrome (CFS) or Post-Viral Fatigue Syndrome (PVFS).

Educate the general public through the promotion and dissemination of knowledge about M.E./CFS/PVFS. Support research into the cause and cure of M.E./CFS/PVFS and publish such research.

##### **Activities Employed to Achieve the Charity's Objectives**

##### Charity Review

Throughout the first quarter of 2025 and into the 2025-2026 year, the Trustees conducted a review of the charity with expert guidance from Steve Place, formerly a senior advisor with Community Action Network (CAN) – a charitable organisation that specialises in supporting and informing local charities. Steve offered his services on a consultancy basis having retired from CAN. This exercise included examination of the constitution, financial position and budgeting requirements, Workplace pension status, claiming Gift Aid and policies and procedures of the charity.

During the consultancy process, a number of issues were identified and Steve provided guidance as to rectify them to the chair which was disseminated to the other Trustees and staff as appropriate.

There has been much work behind the scenes from late 2024 into the first part of 2025 continuing into the 2025-2026 reporting year.

##### Staffing and Group Administration

The charity employs 2 members of staff – a part-time Group Administrator and Membership Secretary and a full-time Self-Care Coordinator.

##### The Website

The website was given a major overhaul during 2024. A new website was created for discussion amongst the trustees and staff using WiX as a free development tool. The final new website under WiX was signed off by the trustees by April 2024 and it was decided to replace the current website hosted by Hosting UK with it. The main reason for this was to maintain the existing Email hosting as WiX would not offer this service and we already had the website and Email hosted for a reasonable price, £96 pa. All the trustees agreed that we should seek professional help to do this as a one of exercise given limited expertise within the trustees and staff. A suitable organisation was identified, Radikls, who agreed to do it for a one-off charge undercutting Hosting UK themselves by a considerable amount and they did the cutover smoothly early in July 2024. From that point on it's possible to maintain the site in terms of content plus adding new pages using a simple interface so it can be kept reasonably up-to-date.

##### Links with the NHS

Our group continues to maintain a link with Dorset Healthcare NHS clinic at Wareham, albeit somewhat more distant than in the past. The dedicated, adult CFS/ME service at the NHS Wareham Hospital provides a much-needed service but we DMESG are less aware of their activities than before.

Our Self Care Co-ordinator maintains a link with the Occupational Therapists to enable contact with new sufferers and members of the Group. In January 2024, she announced her planned retirement at the end of April 2026 which was the subject of discussion at the trustee meeting on 26<sup>th</sup> January 2025. Given her services are vital to the services of Dorset ME Support Group, it was felt that The Wareham Clinic should be informed which was done via Email the same month. The plan is to try and recruit a replacement to work alongside her for a period before retirement so the trustees feel they should aim to fill the post by the end of 2025. The NHS has a major involvement given they fund Dorset ME Support Group £34,000 pa for the post of Care Co-ordinator and the trust must ensure it is in a position to offer employment from a budgetary viewpoint before that process can be started. During the rest of the 2024-2025 period, little was forthcoming from the Wareham Clinic by way of positive response despite the stated urgency and a request to meet and discuss.

NOTE: A date of 6<sup>th</sup> August has now been agreed to discuss this pressing issue meeting with Michelle Selby and her boss Nikki Sharp at the Wareham Clinic.

## **Dorset ME Support Group**

### **Report of the Trustees for the Year Ended 31 March 2025**

#### **Services to Members**

- A twice-yearly Newsletter continues to be sent out to members keeping them informed and up to date with the work of the Group. Each newsletter contains a variety of articles which are useful to our Members.
- The quarterly Diary dates of activities and Link Group meetups continue to be sent to Members.
- The private DMESG Group on Facebook continues to grow slowly. This is a very supportive group and offers an opportunity for those more isolated to 'chat' with others in a similar situation. Both the Group Administrator and Self Care Coordinator continue to post news of events and social activities and links to research and other news in the world of CFS/ME.
- Link Groups continue to meet across Dorset.
- Social Activities: there were numerous trips, activities and "meetups" enjoyed by Members including walks, picnics, boat trips, Mindfulness sessions, swimming and craft sessions. The Group allotment continues to be a success thanks to Wendy and our other keen gardeners.

In December, 8 separate Christmas lunches were organised and attended by 70 Members.

- Membership numbers vary but is around 270 people.
- BENEFITS ADVICE:

The Charity provides Benefits information and signposting via our website and through our staff and we have a quantity of useful reference material regarding benefits that can be lent to Members.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable Activities**

- Member survey
- Newsletters and diary of events and activities
- Services of Group Administrator and Self-Care Coordinator
- Telephone and email support plus home visits for those in need
- Signposting benefits advice and other useful services
- Private Facebook Group

##### **Organisational Activities**

- Engaged professional consultancy services (Steve Place) for approx. 5-6 hours a month as required initially for 3 months 1/01/2025 – 31/3/2025 and ongoing through April, May & June.
- Establish government gateway online access for Dorset ME Support Group to allow claiming of gift aid; ongoing from January 2025, completed June 2025.
- Correctly establish Workplace Pension for Dorset ME Support Group; ongoing from January 2025, completed June 2025.
- Provide a working budget for 2025-2026.

## **Dorset ME Support Group**

### **Report of the Trustees for the Year Ended 31 March 2025**

#### **FUTURE ACTIVITIES AND PLANS**

Following on from the charity review started in January 2025, the Charity will be addressing the following:

- Establish government gateway online access for Dorset ME Support Group; access completed by 1 June 2025, retrospective gift aid forms submitted via the gateway for the period December 2023 to March 2025 by 27<sup>th</sup> June 2025
- Correctly completed setup NEST account, ensure Wendy Rideout has opted out of scheme and that Carol Dadds received an offer letter as required.
- Cost monitoring and reduction.

#### **PUBLIC BENEFIT**

The Trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aim and objectives.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The Charity is controlled by its governing document and constitutes a CIO (Charitable Incorporated Organisation). The Charity is called DORSET ME SUPPORT GROUP (Charity number 1201433) regulated by a governing document dated 15 December 2023.

##### **Recruitment and appointment of new Trustees**

The recruitment of Trustees is the responsibility of Board Members. Before being formally proposed to the Board, potential Trustees are interviewed and briefed by the Chairman and provided information regarding the roles and responsibilities of a Charity Trustee by the Group Administrator. New members are then invited to attend a full trustee and staff executive meeting where, if both parties are willing, they are co-opted as a trustee and then made a full trustee at the next AGM.

##### **Meetings**

The Trustees are scheduled to meet in person 4 times in the year with action items and queries and questions dealt with as occur electronically.

##### **Staff**

Our Group Administrator and Membership Secretary, Carol Dadds, continues to keep the Group running efficiently dealing with all membership matters, queries, mailouts and newsletters. She is the first point of contact for most of our Members and any non-Members. She is a vital and highly valued link between staff, Trustees and Members and she always provides a calm, helpful and professional service.

Our Self-Care Coordinator, Wendy Rideout, funded by the NHS, continues to deliver a much-appreciated service to our members and delivers support to those most in need. Wendy delivers support via telephone and email as well as in person. Wendy will retire at the end of April 2026.

##### **Risk Management**

The Trustees actively review the major risks which the Charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide enough resources in the event of adverse conditions in the short term. The trustees are in the process of examining other operational and business risks faced by the charity and seeking alternative sources of funding. A meeting with the NHS primary care trust at the Wareham clinic has been sought and we will meet with them in August to establish future funding by the NHS which is critical to the future viability of the charity especially given we will look to recruiting Wendy's replacement during the latter half of the 2025-2026 year.

#### **FINANCIAL REVIEW**

##### **Financial position**

The financial position of the Charity at the balance sheet date was secure. The assets of the Charity comprise a Lloyds Bank Treasurers Account and Savings Account.

##### **Reserves policy**

Trustees' policy is to maintain throughout the year unrestricted funds of approx. £30,000 in the bank account. This equates to approximately 9 months expenditure to cover all costs should grant funding not be received.

**Dorset ME Support Group**

**Report of the Trustees  
for the Year Ended 31 March 2025**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1201433

**Principal address**

25 MARINERS WAY  
CHICKERELL  
WEYMOUTH  
DT3 4LS

**Trustees**

PJ Bennett Chairman Resigned 30 November 2024  
LM Melhuish Resigned 21 April 2025  
AL Caygill Chairman from 1 December 2024  
RA Gale  
PA Jones Resigned 29 March 2025  
AR Bennett Resigned 9 September 2024  
HM Smith Resigned 5 January 2025  
SA Edwards Appointed 19 July 2025  
B Hinchliffe Appointed 25 January 2025  
M Giordano Appointed 16 January 2025  
PL Stanley Appointed 16 January 2025

**Independent Examiner**

JA Richardson FCA FCCA DCHA  
32 Award Road  
Wimborne  
BH21 7NT

Approved by order of the board of trustees on ...**25<sup>th</sup> October 2025**..... and signed on its behalf by:



.....  
AL Caygill (Chair of Trustees)

## **Independent Examiner's Report to the Trustees of**

### **Dorset ME Support Group**

I report to the charity trustees on my examination of the accounts of Dorset ME Support Group (the Charity) for the year ended 31 March 2025.

#### **Responsibilities and basis of report**

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



JA Richardson FCA FCCA DChA  
32 Award Road  
Wimborne  
BH21 7NT

Date: ...**29<sup>th</sup> October 2025**.....

# Dorset ME Support Group

## Receipts and Payments Account for the Year Ended 31 March 2025

	31 March 2025 Unrestricted Funds £	31 March 2025 Restricted Funds £	31 March 2025 Total Funds £	31 March 2024 Total Funds £
<b>Receipts</b>				
Subscriptions	2,578	-	2,578	480
Donations	3,254	34,000	37,254	70,646
Fundraising	157	-	157	187
Other Income	294	-	294	-
Investment Income	490	-	490	-
<b>Total Receipts</b>	<b>6,773</b>	<b>34,000</b>	<b>40,773</b>	<b>71,313</b>
<b>Payments</b>				
Salaries	8,519	27,006	35,525	7,843
Admin Costs	-	2,476	2,476	681
Travelling	-	2,282	2,282	484
Insurance	-	958	958	-
Outings etc.	-	888	888	485
Other Expenditure	3,806	-	3,806	610
<b>Total Payments</b>	<b>12,325</b>	<b>33,610</b>	<b>45,935</b>	<b>10,103</b>
<b>Net of Receipts and Payments</b>	<b>(5,552)</b>	<b>390</b>	<b>(5,162)</b>	<b>61,210</b>
<b>Total Movement in Cash Funds</b>	<b>(5,552)</b>	<b>390</b>	<b>(5,162)</b>	<b>61,210</b>

## Statement of Assets and Liabilities for the Year Ended 31 March 2025

	31 March 2025 Unrestricted Funds	31 March 2025 Restricted Funds	31 March 2025 Total Funds	31 March 2024 Total Funds
<b>Cash Funds</b>				
Cash	-	-	-	-
Bank	55,733	390	56,123	62,072
Current Liabilities	-	(75)	(75)	(862)
<b>Total Funds</b>	<b>55,733</b>	<b>315</b>	<b>56,048</b>	<b>61,210</b>

The financial statements were approved by the Board of Trustees and authorised for issue on ...**25<sup>th</sup> October 2025**. and were signed on its behalf by:



.....  
AL Caygill (Chair of Trustees)

The notes form part of these financial statements



## **Dorset ME Support Group**

### **Notes to the Financial Statements for the Year Ended 31 March 2025**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charity have been prepared as receipts and payments accounts under section 133 of the Charities Act 2011.

##### **Donations**

Donations are included within the financial statements as soon as the income is received

##### **Grants receivable**

Grants are accounted for on a cash basis.

##### **Direct charitable expenditure**

Direct charitable expenditure includes all expenditure directly related to aims of the Charity. Expenditure is accounted for when paid.

##### **Management and administration of the Charity**

Management and administration costs represent expenditure incurred in the management and administration of the Charity's assets, organisational administration and compliance with constitutional and statutory requirements.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

The charity maintains the following types of fund:

##### **Unrestricted funds**

General unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the Charity.

##### **Restricted funds**

Restricted for specific purpose by the donor or grant funder. The only restricted fund held is in respect of the grant funding for the NHS Self Care Co-ordinator.

##### **Cash at Bank and in hand**

Cash at bank includes the Lloyds Bank Account.

#### **2. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the prior period ending 31 March 2024.

##### **Trustees' expenses**

One Trustee received reimbursement for out-of-pocket expenses during the year ended 31 March 2025 totalling 135 (2024: One Trustee - £135).

## Dorset ME Support Group

### Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

#### 3. STAFF COSTS

	2025	2024
	£	£
Wages and salaries	35,525	7,842
	<u>35,525</u>	<u>7,842</u>

The wages for the two staff members includes payments for the final three months of the period as previously wages were paid through The Dorset ME Support Group (Charity Number – 1087393).

The average monthly number of employees during the period was as follows:

	2025	2024
Head Count	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

#### 4. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	Transfers between funds £	At 31.03.25 £
Unrestricted fund	34,575	(5,552)	26,710	55,733
Restricted fund	26,635	390	(26,710)	315
TOTAL FUNDS	<u>61,210</u>	<u>(5,162)</u>	<u>-</u>	<u>56,048</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted fund	6,773	12,325	(5,552)
Restricted fund	34,000	33,609	390
TOTAL FUNDS	<u>40,773</u>	<u>45,935</u>	<u>(5,162)</u>

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.03.24 £
Unrestricted fund	-	34,575	-	34,575
Restricted fund	-	26,635	-	26,635
TOTAL FUNDS	<u>-</u>	<u>61,210</u>	<u>-</u>	<u>61,210</u>

## **Dorset ME Support Group**

### **Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)**

#### **4. MOVEMENT IN FUNDS (continued)**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted fund	37,313	2,738	34,575
Restricted fund	34,000	7,365	26,635
<b>TOTAL FUNDS</b>	<b>71,313</b>	<b>10,103</b>	<b>61,210</b>

#### **Restricted fund**

The NHS grant funds the salary of the Self Care Co-ordinator delivering support to members in person and via telephone and email.

Transfers between funds represent amounts transferred in respect of the transfer in the prior period from the unincorporated charity The Dorset ME Support Group (Charity Number - 1087393).

#### **5. RELATED PARTY DISCLOSURES**

Membership subscriptions and donations totalling £180 (2024: £135) were received from eight (2024: six) Trustees with no restrictions and on an arms length basis.

One Trustee received total payment of £360 (2024: £45) for charitable services delivered to the charity on an arms length basis and not in accordance with the duties of a Trustee prior to being appointed a Trustee.

Out of pocket expenses paid to Trustees are disclosed in Note 2.