

STORRINGTON AREA HELP SCHEME

England & Wales · Charity number 1203336

Details

Other names SAHS

Status Registered

Legal form CIO

Registered 2023-05-31

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

Contact

Address Trinity Methodist Church
Thakeham Road
Storrington
Pulborough
RH20 3NG

Phone 01903742124

Email storringtonareahelpscheme@gmail.com

Website sahs.co.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE FOR THE PUBLIC BENEFIT, THE RELIEF OF PERSONS RESIDENT IN STORRINGTON, SULLINGTON, THAKEHAM, ASHINGTON, WASHINGTON, WEST CHILTINGTON AND COOTHAM AND SUCH OTHER PLACES AS THE CHARITY TRUSTEES MAY FROM TIME TO TIME DETERMINE (THE AREA OF OPERATION) WHO ARE IN NEED BY REASON OF BEING HOUSEBOUND, AGED, INFIRM, DISABLED OR POOR, AND ARE IN NEED OF SOME FORM OF MEDICAL TREATMENT OR THOSE PERSONS WHO OTHERWISE FACE DIFFICULTIES USING PUBLIC TRANSPORT, BY PROVIDING A VOLUNTARY CAR SERVICE FOR THE TRANSPORT OF SUCH PERSONS FOR ATTENDANCE AT MEDICAL APPOINTMENTS IN PARTICULAR.

Activities: To relieve persons resident in Storrington, Sullington, Thakeham, Ashington, Washington, West Chiltington and Cootham and such other places as the charity trustees may from time to time determine who are in conditions of need, hardship and distress by providing transport to medical appointments.

Classification

- **How:** Provides Services
- **What:** Disability
- **Who:** Elderly/old People, People With Disabilities

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£24,922	£14,272	-	-
2024-12-31	£13,645	£13,275	-	-
2023-12-31	£7,327	£9,592	-	-

Trustees

Name	Role	Appointed
Nicholas Reeves	Chair	2023-05-31
Alan William Craig		2018-11-29
Anthony William Dell		2023-05-31
Geoffrey William Roper		2022-03-15
Paulette Mary Roper		2023-09-26
Stephen Watkins		2026-01-13
Susan Ann Reeves		2023-05-31

STORRINGTON AREA HELP SCHEME

England & Wales - Charity number 1203336

Accounts



Trustees' Annual Report for the period

From 01/01/2025 Period start date To 31/12/2025 Period end date

Charity name: STORRINGTON AREA HELP SCHEME (SAHS)

Charity registration number: 1203336

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of Storrington Area Help Scheme are to relieve persons resident in Storrington, Sullington, Thakeham, Ashington, Washington, West Chiltington and Cootham, and such other places as the charity trustees may from time to time determine (the area of operation) who are in conditions of need, hardship and distress.
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	The aim of the scheme is to assist those residing in the area of operation who require help with transport to healthcare appointments by the provision of a voluntary car service for the transport of such persons to and from appointments primarily within West Sussex.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	The Storrington Area Help Scheme trustees have regard to the guidance issued by the Charity Commission on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	SAHS is run entirely by volunteers, without whom the scheme would not exist. The total number of volunteers at the end of 2025 is now 48 comprising of <ul style="list-style-type: none">• 9 office volunteers (4 of whom are also drivers)• 43 volunteer drivers (including office volunteers)

- 7 volunteers are trustees.
- 1 volunteer driver is currently being trained for office duties and will also continue driving.

There are no paid employees.

Office Volunteers;

are the telephone link between clients requesting transport to healthcare appointments and an available driver.

Between them the office volunteers contributed in excess of **510** hours of their own time and dealt with **1304** requests for assistance; a **29% increase** in requests from last year. Whilst the office volunteers have recognised this additional pressure from last year, they have managed the extra workload well.

Of note; in recognition of one of our office volunteers' Hermin Daley contributing 25 years' service to the scheme the trustees organised a celebratory lunch for her in January.

Volunteer Drivers;

using their own vehicles, gave time to provide **1228** journeys to healthcare appointments for our clients, an increase of **372** journeys. In doing so they travelled in excess of **17,054** miles. Drivers provided cover seven days a week.

It was noted by the trustees that there were some occasions where drivers went above and beyond the call of duty to assist clients as follows

- Early morning appointments
- Late evening appointments
- Weekend appointments
- Waiting for clients when appointments went over the normal two hour wait limit.
- Providing transport for last minute requests.

Trustees;

Kings Award for Voluntary Service (KAVS)

As reported in the 2024 annual report the trustees were delighted that in November 2024 SAHS was granted the Kings Award for Voluntary Service (the MBE for volunteer groups).

In the spring of 2025, the trustees commenced organising a reception for the presentation of the award.

On Tuesday 6th May 2025 the ceremony for the presentation of the King's Award, followed by a reception, was held at Sullington Manor Farm (an appropriate location as this is where the scheme was founded 50 years ago).

Lady Emma Barnard, Lord Lieutenant of West Sussex and the Kings representative, presented the award and a certificate signed by King Charles III, to SAHS Chair, Tony Dell.

Each volunteer was presented with a commemorative mug and badge in recognition of their incredible contribution.

It was also an excellent opportunity for the SAHS volunteers to get together on a social footing. The nature of this charity's work means that volunteers rarely meet. The positive feedback after the reception was that the volunteers thoroughly enjoyed meeting up with each other and putting faces to names.

Also, in May our administrator Alan Craig and his wife Sue proudly represented the Help Scheme at a Royal Garden Party held in the grounds of Buckingham Palace.

Volunteer Afternoon Tea

Building on the success of the Kings Award reception, plus the feedback from our wonderful volunteers, the trustees felt that it would be appropriate for an afternoon event to be held at Trinity Methodist Church Hall as a thank you for the contribution the volunteers had made over the past year. It was also felt to be an opportunity to invite those who were unable to attend the main Kings Award ceremony. The event was held on Friday the 14th November (the anniversary of the award). It was extremely well attended. A substantial afternoon tea was kindly provided by one of our volunteers and his wife. Feedback after the event was very positive indeed.

Retirement

Peter Comben, trustee, gave formal notice that he intends to retire from SAHS as of 1st of January 2026 after 21 years of loyal and exemplary service. Peter joined the Scheme as a driver in 2004, joined the committee in 2011 and was treasurer from 2014 to 2024.

		<p>In a speech during the volunteer afternoon tea, Chair Tony Dell, publicly thanked Peter for services to the Help Scheme and presented him with a gift of wine.</p> <p>Change of Chair</p> <p>Tony Dell, Chair, trustee and driver gave formal notice that he intends to stand down as Chair from the 1st January 2026. He will remain on the board of trustees and continue with volunteer driving duties.</p> <p>It was agreed by the trustees that Nick Reeves, trustee, office co-ordinator and driver will replace Tony Dell as Chair on the 1st January 2026</p> <p>Other duties</p> <p>The trustees continued to monitor the day to day running of the scheme with regular bi-monthly meetings.</p>
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Achievements and Performance

	SORP reference	
<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>Achievements</p> <p>The main achievement of SAHS has been its continued contribution to the social wellbeing of the local community by providing an invaluable transportation service for local residents who have no access to transport of their own, are mostly elderly and live in a rural area with very limited public transport options. Our operation has enabled them to attend a wide range of healthcare appointments primarily within West Sussex.</p> <p>The journeys undertaken by our volunteer drivers also provide a valuable opportunity for those living on their own to experience social engagement and benefit from the stimulation this can give.</p> <p>It is also worth repeating that during 2025 SAHS was able to very successfully respond to a 29% increase in requests for transport by the beneficiaries.</p> <p>Performance</p> <p>At the end of 2025 there were 288 beneficiaries registered with SAHS (an increase of 2 from 2024).</p> <p>A number of these beneficiaries had multiple needs requiring transportation to various</p>

healthcare facilities around West Sussex. Others having ongoing treatment, required repeat journeys to the same healthcare facilities and there were many requests for single appointments. In total the office volunteers handled **1304** booking requests.

48 of these requests were cancelled as a result of the clients' appointment being cancelled by the healthcare organisation.

14 requests were cancelled by the client due to being unwell, admitted to hospital or cancelled at the last minute as they had found a family member or friend to take them.

10 were requests where office volunteers were unable to find drivers. It was noted that this mainly occurred during summer holiday times. Some were due to last minute requests.

4 requests were 'no shows' where the driver turned up at an address to no reply and neither SAHS nor the driver had been cancelled. One of these being due to a family emergency.

As stated in the 'Contributions' section above, a total of **1228** journeys were successfully completed during the period of this report. The drivers completed an additional **371** journeys over and above last year's total.

Clients often verbally express to office volunteers and drivers their appreciation and gratitude for the service that SAHS provides. This clientele gratitude is frequently reflected in the generosity of their donations.

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>SAHS has an annual income under £25,000 and is therefore below the threshold that requires independent examination of its accounts. (Charities Act 2011 as amended refers)</p> <p>A separate Annual Account sheet is attached to this report. A summary is as follows:</p> <p>Income In this period (1st Jan to 31st Dec 2025) total funds received were £24,922.60</p> <p>The main source of income came from donations made by beneficiaries in respect of journeys undertaken on their behalf and other miscellaneous donations including tributes in memory of a deceased client</p> <p>In January, unexpectedly, SAHS received a large donation of £7,497.88 from the closure of the Bromham Trust account. In previous years the Bromham Trust has provided the scheme with an annual grant of £1000 – this generous annual grant has now come to an end. Two grants totalling £1250 were secured from West Sussex CC Accessible Transport fund to be used for everyday running costs.</p> <p>Expenditure Total expenses amounted to £14,272.86</p> <p>These comprised mainly of mileage expenses, paid to drivers at the government prescribed rate, office rent, telephone bill, insurance premiums, DBS checks and other sundries.</p> <p>The balance of income over expenditure at year end came to £10,649.74.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>SAHS operates two accounts with Barclays Bank;</p> <ol style="list-style-type: none"> 1. An everyday business account used for the deposit of donations and payment of expenses, office rent, bills, etc. 2. A savings account to which excess funds from the business account are transferred and kept in reserve for additional and unexpected expenses e.g. consultancy fees, accountancy advice, legal advice, recruiting campaigns, publicity campaigns etc.

Total reserves held	Para 1.22	£21,626.22 as at 31 December 2025.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Currently there are no financial uncertainties. SAHS maintains a healthy balance in its bank accounts and is in a sound financial position.

Additional information (optional)

You may choose to include further statements where relevant about:

A description of the principal risks facing the charity	Para 1.46	<p>Although the number of beneficiaries remains constant, the 29% increase in requests has been manageable through the generosity of the volunteers. The charity is able to meet the current demand from beneficiaries.</p> <p>However, a reduction in the number of volunteers (office staff and/or drivers) would affect the charity's efficiency and is a concern to the trustees. Accordingly the trustees are vigilant in monitoring the rise and fall in volunteer numbers.</p>
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Structure, Governance and Management

Type of governing document	Para 1.25	Constitution adopted 31 st May 2023
How is the charity constituted?	Para 1.25	Foundation Charitable Incorporated Organisation
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	Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

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	<p>New trustees are directed to</p> <ul style="list-style-type: none"> • The Charity Commissions Public Benefit Documents on the CC's website. • The Essential Trustee, what you need to know, what you need to do. (CC3) found on the CC's website. • The Storrington Area Help Scheme Constitution. • A copy of the latest accounts.
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		<ul style="list-style-type: none"> All current SAHS Policies and Procedures
Relationship with any related parties	Para 1.51	Storrington Area Help Scheme is a member of the Chanctonbury Community Transport Forum. This is a group of like-minded organisations set up through the Primary Care Network of four local GP surgeries at Billingshurst, Storrington, Henfield and Steyning. The forum meets once a quarter to share best practice and information.

Reference and Administrative details

Charity name	STORRINGTON AREA HELP SCHEME
Other name the charity uses	SAHS
Registered charity number	1203336
Charity's principal address	C/O TRINITY CENTRE, THAKEHAM ROAD, STORRINGTON RH20 3NG

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Anthony William DELL	CHAIR	From 31 st May 2023
2	Alan William CRAIG	ADMINISTRATOR	From 31 st May 2023
3	Susan Ann REEVES	OFFICE COORDINATOR	From 31 st May 2023
4	Nicholas REEVES	OFFICE COORDINATOR	From 31 st May 2023
5	Geoffrey William ROPER	TREASURER	From 31 st May 2023
6	Paulette Mary ROPER	TREASURER	From 26 th Sept' 2023
7	Peter John COMBEN	TRUSTEE	From 31 st May 2023

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

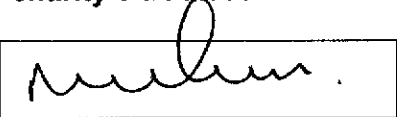
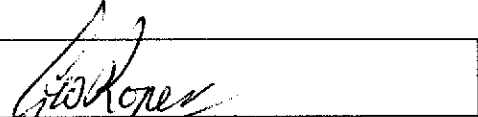
Other optional information

This Annual Report and Accounts;
This annual report and accounts are compiled in accordance with the Charities Act 2011 and are retained for six years from the end of the financial year to which it applies.

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)	Nicholas Reeves	Geoffrey William Robek
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 13/11/2026

ANNUAL ACCOUNTS 2025
PERIOD: FROM 1ST JANUARY TO 31ST DECEMBER 2025

<u>INCOME</u>	2025 (1 Jan to 31 Dec)	2024 (1 Jan to 31 Dec)	<u>EXPENDITURE</u>	2025	2024
Client Donations	£14,267.50	£11,080.50	Drivers' Mileage	£8,812.70	£6,817.50
Misc. Donations	£1,699.05	£55.50	Drivers' Misc. Expenses	£46.70	£78.65
Bromham Trust	£7,497.88	£1,000.00	DBS Checks	£72.00	£210.00
West Sussex CC Accessible Transport	£1,250.00	£500.00	Insurance	£410.65	£370.46
Horsham District Council Grant - (for volunteer recruiting campaign)	£0.00	£873.86	Office Rent	£1,680.00	£1,392.00
Bank Interest	£208.17	£135.47	Telephone	£1,233.56	£1,156.28
			Other (Office Safe, Covid test kits etc)	£762.46	£866.95
			Printing & Stationery	£729.19	£599.34
			Recruiting mail drop	£0.00	£1,345.88
			Website	£420.00	£420.00
			Bank Charges - (Introduced 16th Sept 2024)	£105.60	£18.20
TOTAL	£24,922.60	£13,645.33	TOTAL	14,272.86	£13,275.26

TOTAL INCOME OVER EXPENDITURE	2025	2024
	£10,649.74	£370.07

Balance in Current Account	£3,901.91
Balance in Savings Account	£17,724.31
Total Cash Funds	£21,626.22

Signed by SAHS Treasurers'

Geoff Roper Paulette Roper 

Date: 1/1/2026

Date: 1/1/2026

STORRINGTON AREA HELP SCHEME

England & Wales - Charity number 1203336

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/01/2024 Period start date To 31/12/2024 Period end date

Charity name: STORRINGTON AREA HELP SCHEME (SAHS)

Charity registration number: 1203336

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of Storrington Area Help Scheme are to relieve persons resident in Storrington, Sullington, Thakeham, Ashington, Washington, West Chiltington and Cootham, and such other places as the charity trustees may from time to time determine (the area of operation) who are in conditions of need, hardship and distress.
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	The aim of the scheme is to assist those residing in the area of operation who require help with transport to healthcare appointments by the provision of a voluntary car service for the transport of such persons to and from appointments primarily within West Sussex.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	The Storrington Area Help Scheme trustees have regard to the guidance issued by the Charity Commission on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	KINGS AWARD FOR VOLUNTARY SERVICE On the 14 th November 2024 the contribution made by all the volunteers of Storrington Area Help Scheme was recognised by the granting of the prestigious Kings Award for Voluntary Service . The MBE for voluntary groups.

It is a great honour for all the SAHS volunteers to receive this award in recognition of their vital contribution to the social wellbeing of the local community and provision of an invaluable transportation service enabling residents to attend a wide range of healthcare appointments primarily within West Sussex

SAHS is run entirely by volunteers, without whom the scheme would not exist. The total number of volunteers at the end of 2024 is **50**. Seven of these volunteers are trustees who are grateful for the valuable contribution made by all volunteers.

There are no paid employees.

Office Volunteers are the telephone link between clients requesting transport to healthcare appointments and an available driver.

At the end of 2024 there were **8** regular office volunteers. **1** other office volunteer was recruited and **3** stood down. **1** volunteer driver is also undergoing training to work in the office which is expected to be completed by January 2025.

Of note, Pat Metters retired in May after dedicating 15 years of loyal service to the office team and serving as a trustee between 2019 & 2021. The trustees recognised her valuable contribution and commitment with a farewell afternoon tea.

The volunteers contributed in excess of **510** hours of their own time and dealt with **1009** requests for assistance.

Volunteer Drivers, using their own vehicles, gave their time to provide **856** journeys to healthcare appointments for our clients. In excess of **13,500** miles were driven. Drivers provided cover seven days a week.

It was noted by the trustees that there were some occasions where drivers went above and beyond the call of duty to assist clients with early morning or late evening runs and waiting for clients when appointments went over the normal two hour wait limit.

At the beginning of this year our pool of drivers was down to **32** thus increasing the demand on those drivers and adding pressure to the office team in their efforts to match clients to available drivers.

At year end, following a successful recruiting campaign (see below) the total rose to **42** volunteer drivers.

During 2024 **3** drivers stood down

Trustees.

This year, 2024, is our first full year as a Foundation Charitable Incorporated Organisation (CIO).

Kings Award for Voluntary Service (KAVS)

The trustees were delighted to be nominated by three of our wonderful clients for the KAVS in 2023.

In January 2024 Deputy Lieutenants Julia Aisbitt and Mike Mansergh visited the Trinity Centre to assess the scheme. This was a 'due diligence' assessment of SAHS, its procedures and policies. It included conversations with the 3 client nominees, 2 drivers, 2 office staff and the 7 trustees.

We then waited with bated breath until November when the formal announcement was made and we received the fantastic news that we had been granted this prestigious award. Press releases followed plus an interview of our Chair Tony Dell on BBC Radio Sussex.

The formal presentation of the award will take place in the spring of 2025 for which arrangements are currently in hand.

Special recognition has to go to our administrator Alan Craig who, alongside all his other administrative duties, took on the additional workload of the award process. This comprised of an astonishing **317 emails** to date (incoming and outgoing) as follows:

In 2023 55 emails –

- the submission of the nomination in July
- arranging the due diligence assessments in December

In 2024 242 emails

- Relating to the assessment,
- Agreeing the citation
- Answering a range of follow up questions from the two deputy lieutenant assessors and the National KAVS team.

- An invitation to afternoon tea with Lady Emma Barnard along with all the nominated West Sussex organisations.
- The wording of press releases,
- Communications with the local media.
- The announcement to all our volunteers and their responses.

The work continues into the new year of 2025 with arrangements for the forthcoming award ceremony in the spring generating **17 emails** so far (at the time of writing). This will be followed by organising for two SAHS representatives to attend a garden party at Buckingham Palace.

Change of Treasurer

At a trustees meeting on 25th April Peter Comben our Honourable Treasurer decided to step down from the treasurers' role after contributing 11yrs of valuable service. Peter continues to serve as a trustee. It was approved for Geoff & Paulette Roper to take over as the new treasurers following an overlap period of working alongside Peter to 'learn the ropes'. Geoff & Paulette were fully engaged as treasurers by the 25th June 2024.

Safeguarding

In August the trustees introduced a new Safeguarding Policy with the assistance and advice of the Safeguarding team at Horsham District Council. This policy was circulated to all of the SAHS volunteers and is issued to all new volunteers joining the scheme.

Trustees Sue and Nick Reeves kindly volunteered to become Safeguarding Officers being the first point of contact should any incidents come to light.

In October trustees Tony Dell and Geoff Roper attended a Safeguarding training session provided by Horsham District Council. This session reaffirmed that the right safeguarding systems were in place to protect both our clients and volunteers.

Driver Recruiting Campaign

It was noted by the trustees that our pool of drivers was slowly diminishing. Apart from the Storrington on Show event in September, which stimulated much interest in SAHS, there was very little uptake by volunteer drivers from other sources of publicity.

		<p>The decision was taken to drop a leaflet into every residence within our area of operation using the Royal Mail Drop a Leaflet service. Tim Bigger of Abstract Solutions was employed to design and organise the printing of the leaflets. In August the first of three batches of leaflets was delivered to the residents of Storrington & Sullington. This first part of the project was funded from SAHS own reserves.</p> <p>To cover all the costs of delivery of the further two batches of leaflets, to the outlying villages of our area, the treasurers were able to secure £873.86 funding via Horsham District Council from the newly released Volunteer Support Fund which is funded by the UK Government. This grant also covered the costs of any new drivers' DBS checks resulting from the project. During the period of this campaign 13 new applications were received of these 12 have been recruited and 1 applicant is awaiting the result of a DBS check</p> <p><u>Other duties</u> In addition to this work the trustees continued to monitor the day to day running of the scheme with regular bi-monthly meetings.</p>
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Achievements and Performance

<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>SORP reference Para 1.20</p>	<p>As well as the Kings Award for Voluntary Service the main achievement of SAHS has been its continued contribution to the social wellbeing of the local community by providing an invaluable transportation service for local residents who have no access to transport of their own, are mostly elderly and live in a rural area with very limited public transport options. Our operation has enabled them to attend a wide range of healthcare appointments primarily within West Sussex.</p> <p>The journeys undertaken by our volunteer drivers also provide a valuable opportunity for those living on their own to experience social engagement and benefit from the stimulation this can give.</p> <p>Performance At the end of 2024 there were 286 beneficiaries registered with SAHS (an increase of 6 from 2023). A number of these beneficiaries had multiple needs requiring transportation to various healthcare facilities around West Sussex. Others having ongoing</p>
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		<p>treatment, required repeat journeys to the same healthcare facilities and there were many requests for single appointments.</p> <p>In total the office volunteers handled 1009 booking requests.</p> <p>44 of these requests were cancelled as a result of the clients' appointment being cancelled by the healthcare organisation.</p> <p>91 were cancelled by the client due to being unwell, admitted to hospital or cancelled at the last minute as they had found a family member or friend to take them.</p> <p>18 requests where office volunteers were unable to find drivers. It was noted that this mainly occurred during summer holiday times. Some were due to last minute requests.</p> <p>As a result a total of 856 journeys were successfully completed during the period of this report.</p> <p>Clients frequently verbally express to office volunteers and drivers their appreciation and gratitude for the service SAHS provides.</p>
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Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>SAHS has an annual income under £25,000 and is therefore below the threshold that requires independent examination of its accounts. (Charities Act 2011 as amended refers)</p> <p>A separate Annual Account sheet is attached to this report. The summary is as follows:</p> <p>Income This period (1st Jan to 31st Dec) 2024 total funds received were £13645.33</p> <p>The main source of income came from donations made by beneficiaries in respect of journeys undertaken on their behalf, plus a £1000 donation from a trust and a small amount of interest from the savings account. A grant of £500 was secured from West Sussex CC Accessible Transport fund to be used for everyday running costs A grant of £873.86 was secured via Horsham District Council from the UK Government Volunteer Support fund for the driver recruiting campaign.</p>
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		<p>Expenditure Total expenses amounted to £13275.26</p> <p>These comprised mainly of mileage expenses, paid to drivers at the government prescribed rate, office rent, telephone bill, insurance premiums, DBS checks and other sundries.</p> <p>The balance of income over expenditure at year end came to a small profit of £370.07.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>SAHS operates two accounts with Barclays Bank;</p> <p>1. An everyday business account used for the deposit of donations and payment of expenses, office rent, bills, etc.</p> <p>In September Barclays introduced monthly charges on this account plus charges for depositing cash or cheques.</p> <p>2. A savings account to which excess funds from the business account are transferred and kept in reserve for additional and unexpected expenses e.g. consultancy fees, legal advice, recruiting campaigns etc.</p>
Total reserves held	Para 1.22	£13,324.82 as at 31 December 2024.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Currently there are no financial uncertainties. SAHS maintains a healthy balance in its bank accounts and is in a sound financial position. .

Additional information (optional)

You may choose to include further statements where relevant about:

A description of the principal risks facing the charity	Para 1.46	The charity is able to meet the current demand from beneficiaries. A reduction in the number of volunteers (office staff and/or drivers) would affect the charities efficiency and is a concern to the trustees. Following the successful recruiting campaign this is currently no longer an issue. The trustees are vigilant in monitoring the rise and fall in volunteer numbers.
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Structure, Governance and Management

Type of governing document	Para 1.25	Constitution adopted 31 st May 2023
How is the charity constituted?	Para 1.25	Foundation Charitable Incorporated Organisation
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	Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO

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	<p>New trustees are directed to</p> <ul style="list-style-type: none"> • The Charity Commissions Public Benefit Documents on the CC's website. • The Essential Trustee, what you need to know, what you need to do. (CC3) found on the CC's website. • The Storrington Area Help Scheme Constitution. • A copy of the latest accounts. • All current SAHS Policies and Procedures
Relationship with any related parties	Para 1.51	Storrington Area Help Scheme is a member of the Chanctonbury Community Transport Forum. This is a group of like-minded organisations set up through the Primary Care Network of four local GP surgeries at Billingshurst, Storrington, Henfield and Steyning. The forum meets once a quarter to share best practice and information.

Reference and Administrative details

Charity name	STORRINGTON AREA HELP SCHEME
Other name the charity uses	SAHS
Registered charity number	1203336
Charity's principal address	C/O TRINITY CENTRE, THAKEHAM ROAD, STORRINGTON RH20 3NG

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Anthony William DELL	CHAIR	From 31 st May 2023
2	Alan William CRAIG	ADMINISTRATOR	From 31 st May 2023
3	Susan Ann REEVES	OFFICE COORDINATOR	From 31 st May 2023
4	Nicholas REEVES	OFFICE COORDINATOR	From 31 st May 2023
5	Geoffrey William ROPER	TREASURER	From 31 st May 2023
6	Paulette Mary ROPER	TREASURER	From 26 th Sept' 2023
7	Peter John COMBEN	TRUSTEE	From 31 st May 2023

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

This Annual Report and Accounts;

This annual report and accounts are compiled in accordance with the Charities Act 2011 and are retained for at least six years from the end of the financial year to which it applies.

Annual Return;

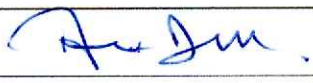
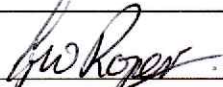
As a small charity (income below £25,000) SAHS is not required to submit this annual report and copy of accounts to the Charity Commission with the annual return. SAHS is only obliged to send a copy of the report/accounts to the Charity Commission if they ask for it.

(See GOV.UK Guidance, Prepare a Trustees' Annual Report/Reports for small non-company charities.)

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)	ANTHONY WILLIAM DELL	GEOFFREY WILLIAM ROPER
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	11/2/2025	

STORRINGTON AREA HELP SCHEME - CHARITY NO.: 120336

ANNUAL ACCOUNTS 2024
PERIOD: FROM 1ST JANUARY TO 31ST DECEMBER 2024

<u>INCOME</u>	2024 (1 Jan to 31 Dec)	2023 (31 May to 31 Dec 2023)	<u>EXPENDITURE</u>	2024 (1 Jan to 31 Dec)	2023 (31 May to 31 Dec 2023)
Client Donations	£11,080.50	£5,879.00	Drivers' Mileage	£6,817.50	£3,946.50
Misc. Donations	£55.50	£344.00	Drivers' Misc. Expenses	£78.65	£33.80
Bromham Trust	£1,000.00	£1,000.00	DBS Checks	£210.00	£666.00
West Sussex CC Accessible Transport	£500.00	£0.00	Insurance	£370.46	£321.41
Horsham District Council Grant - (for volunteer recruiting campaign)	£873.86	£0.00	Office Rent	£1,392.00	£812.00
Bank Interest	£135.47	£103.58	Telephone	£1,156.28	£546.28
			Website	£420.00	£105.00
			Recruiting mail drop	£1,345.88	£0.00
			Other (Office Safe, Covid test kits etc)	£866.95	£2,910.24 (Consultancy fees for CIO registration - paid from reserve account)
			Printing & Stationery	£599.34	£250.64
			Bank Charges - (Introduced 16th Sept 2024)	£18.20	£0.00
TOTAL	£13,645.33	£7,326.58	TOTAL	£13,275.26	£9,591.87

TOTAL INCOME OVER EXPENDITURE	2024	2023
	£370.07	-£2,265.29

Balance in Current Account	£2,807.48
Balance in Savings Account	£10,517.34
Total Cash Funds	£13,324.82

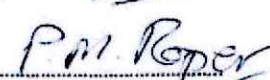
Signed by SAHS Treasurers'

Geoff Roper



Date: 26/1/25

Paulette Roper



Date: 26/1/25

STORRINGTON AREA HELP SCHEME

England & Wales - Charity number 1203336

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 31/05/2023 Period start date To 31/12/2023 Period end date

Charity name: STORRINGTON AREA HELP SCHEME (SAHS)

Charity registration number: 1203336


Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the CIO are to relieve persons resident in Storrington, Sullington, Thakeham, Ashington, Washington, West Chilington and Cootham, and such other places as the charity trustees may from time to time determine (the area of operation) who are in conditions of need, hardship and distress.
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	The aim of the scheme is to assist those residing in the area of operation who require help with transport to healthcare appointments by the provision of a voluntary car service for the transport of such persons to and from appointments primarily within West Sussex.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Storrington Area Help Scheme trustees have regard to the guidance issued by the Charity Commission on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	SAHS is run entirely by volunteers, without whom the scheme would not exist. The total number of volunteers at the end of 2023 is 42 . The trustees are grateful for their valuable contribution. There are no paid employees. Office Volunteers are the telephone link between clients requesting transport to healthcare appointments and an available driver.

<p>CHARITY COMMISSION FOR ENGLAND AND WALES</p> 	<p>At the end of 2023 there were 8 regular office volunteers and 2 new office volunteers undergoing training.</p> <p>Since becoming a CIO office volunteers contributed in excess of 298 hours of their own time from 31st May to 31st December 2023.</p> <p>Of note, office volunteer Janet Clarke retired at the end of the year after dedicating 23 years' service to the team. She began as a driver, became a joint office co-ordinator and then retired as an office volunteer. The trustees recognised her valuable long term contribution and commitment with a farewell lunch.</p> <p>Volunteer Drivers, using their own vehicles, gave their time to provide transport for 464 journeys totalling 8172 miles to healthcare appointments. Cover was provided seven days a week. At the end of 2023 there were 32 volunteer drivers.</p> <p>It was noted by the trustees that there were some occasions where drivers went above and beyond the call of duty to assist clients with early morning or late evening runs and waiting for clients when appointments went over the normal two hour wait limit.</p> <p>During the period of this report SAHS lost 4 drivers and recruited 2 more.</p> <p>Of note, volunteer driver Ian Dyke retired in August 2023 after 16 years service to the organisation including time spent as a driver, in the office and as joint co-ordinator. Ian received a token of appreciation from the trustees for his valuable contribution to SAHS.</p> <p>Trustees. On 31st May 2023 SAHS was registered as a Foundation Charitable Incorporated Organisation (CIO) with a new constitution.</p> <p>In the months leading up to the 31st May 2023 the trustees commenced a review of governance and sought legal advice and assistance from Shakespeare Martineau Solicitors. Their Head of Charities Catherine Rustomji carefully guided the trustees through the process of registering SAHS as a Foundation CIO with the Charity Commission. The aftermath of becoming a CIO led to a flurry of activity to improve governance procedures as follows;</p>
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		<ul style="list-style-type: none"> • DBS checks for all volunteers completed successfully. • Insurance cover reviewed and updated. • A new Bank Account organised. • New policy documents for Office Staff, Volunteer Drivers and Recruiting Volunteers were produced and distributed. • GDPR statements included in all applications • Recommended passenger donations reviewed and updated. • Development of a SAHS website commenced. <p>In addition to this additional work the trustees continued to monitor the day to day running of the scheme with regular meetings in July, August, September & November 2023.</p> <p>On 26th September 2023 the number of trustees increased from 6 to 7 (the maximum number required by the new constitution) when Paulette Roper, a valued office volunteer, was formally appointed.</p>
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Achievements and Performance

	SORP reference	
<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>The main achievement of SAHS has been its continued contribution to the social well being of the local community by providing an invaluable transportation service for local residents who have no access to transport of their own, are mostly elderly and live in a rural area with very limited public transport options. Our operation has enabled them to attend a wide range of healthcare appointments primarily within West Sussex.</p> <p>The journeys undertaken by our volunteer drivers also provide a valuable opportunity for those living on their own to experience social engagement and benefit from the stimulation this can give.</p> <p>Performance At the end of 2023 there were 280 beneficiaries registered with SAHS. A number of these beneficiaries had multiple needs requiring transportation to various healthcare facilities around West Sussex. Others having ongoing treatment, required repeat journeys to</p>

<p>DBS checks for all volunteers completed successfully. Insurance cover reviewed and updated. A new Bank Account organised. New policy documents for Office Staff, Volunteer Drivers and Recruiting Volunteers were produced and distributed. GDPR statements included in all applications. Recommended passenger donations reviewed and updated. Development of a SAHS website completed.</p> <p>In addition to this additional work the trustees tried to monitor the day to day running of schemes with regular meetings in July, August, September & November 2023.</p> <p>8th September 2023 the number of journeys increased from 6 to 7 (the maximum number required by the new constitution). Patricia Roper, a valued office worker, was formally appointed.</p>	<p>the same healthcare facilities and there were many requests for single appointments.</p> <p>In total the office volunteers handled 555 booking requests.</p> <p>32 of these requests were cancelled as a result of the clients' appointment being cancelled by the healthcare organisation, some of them due to industrial action by the doctors.</p> <p>50 were cancelled by the client due to sickness or had made alternative transport arrangements.</p> <p>There were 9 journeys that office volunteers were unable to find drivers for. It was noted that this mainly occurred during summer holiday times.</p> <p>As a result a total of 464 journeys were undertaken during the period of this report.</p> <p>Clients frequently verbally express to office volunteers and drivers their appreciation and gratitude for the service SAHS provides.</p>
<p>main achievement of SAHS has been its continued contribution to the social well being of a local community by providing an accessible transport service for local clients who have no access to transport of their own, are mostly elderly and live in a rural area with very limited public transport options. Operation has enabled them to attend a range of healthcare appointments only within West Sussex.</p> <p>Journeys undertaken by our volunteers also provide a valuable opportunity for clients to experience social living on their own to experience social engagement and benefit from the stimulation it can give.</p>	<p>Kings Award for Voluntary Service (KAVS) In September 2023 SAHS was formally nominated for the Kings Award for Voluntary Service. Equivalent to an MBE, KAVS is the highest Award given to local voluntary groups in the UK, and they are awarded for life.</p> <p>The nomination was submitted by one of our clients who often uses the services of the Scheme and was supported by wonderful letters of recommendation from two other regular clients. In November 2023 SAHS was advised we were eligible for consideration and that an assessment process would commence early in 2024.</p> <p>The award process is a lengthy one with results not known until November 2024. No matter the outcome it is an honour for SAHS to be considered for this award.</p>

<p>Performance</p> <p>At the end of 2023 there were 280 practitioners registered with SAHS. A number of these practitioners had multiple needs requiring transportation to various healthcare facilities around West Sussex. Others having ongoing treatment, required repeat journeys to</p>	
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Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>SAHS has an annual income under £25,000 and is therefore below the threshold that requires independent examination of its accounts. (<i>Charities Act 2011 as amended refers</i>)</p> <p>This period total funds received were £7,326.58. The main source of income came from donations made by beneficiaries in respect of journeys undertaken on their behalf, a donation from a trust and a small amount of interest from the savings account.</p> <p>Total expenses amounted to £9,591.87. These were mileage expenses paid, at the government prescribed rate, to drivers plus office rent, telephone bill, insurance premiums, DBS checks, other sundries and a one off consultancy fee for registering as a CIO.</p> <p>The balance of income over expenditure came to a deficit of - £2,265.29.</p> <p>It is important to note that it was the one off consultancy fee for services provided by Shakespeare Martineau solicitors amounting to £2,910.24 that led to a deficit of income over expenditure. Without this cost, income over expenditure amounted to a surplus of £644.95. The cost of the consultancy fee was covered by reserves from the SAHS savings account.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>SAHS old current account, from prior to becoming a CIO on 31st May 2023, is in the process of being wound down and will be closed in early 2024. Once this occurs SAHS will have two accounts with Barclays Bank.</p> <ol style="list-style-type: none"> 1. An everyday business account used for the deposit of donations and payment of expenses, office rent, bills, etc. 2. A savings account to which excess funds from the business account are transferred and kept in reserve for additional expenses e.g. consultancy fees and legal advice.
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>£13,050.98 as at 31 December 2023.</p>
<p>Explanation of any uncertainties about the charity continuing as a going concern</p>	<p>Para 1.23</p>	<p>Currently there are no financial uncertainties. SAHS maintains a healthy balance in its bank accounts and is in a sound financial position.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

A description of the principal risks facing the charity	Para 1.46	The charity is able to meet the current demand from beneficiaries but a reduction in the number of volunteers (office staff and/or drivers) would affect the charities efficiency.
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted 31 st May 2023
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Foundation Charitable Incorporated Organisation
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	Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO

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	New trustees are directed to <ul style="list-style-type: none">The Charity Commissions Public Benefit Documents on the CC's website.The Essential Trustee, what you need to know, what you need to do. (CC3) found on the CC's website.The Storrington Area Help Scheme Constitution.A copy of the latest accounts.
Relationship with any related parties	Para 1.51	Storrington Area Help Scheme is a member of the Chanctonbury Community Transport Forum. This is a group of like-minded organisations set up through the Primary Care Network of four local GP surgeries at Billingshurst, Storrington, Henfield and Steyning. The forum meets once a quarter to share best practice and information.

Reference and Administrative details

Charity name	STORRINGTON AREA HELP SCHEME
Other name the charity uses	SAHS
Registered charity number	1203336
Charity's principal address	C/O TRINITY CENTRE, THAKEHAM ROAD, STORRINGTON RH20 3NG

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Anthony William DELL	CHAIR	From 31 st May 2023
2	Peter John COMBEN	TREASURER	From 31 st May 2023
3	Alan William CRAIG	ADMINISTRATOR	From 31 st May 2023
4	Susan Ann REEVES	OFFICE COORDINATOR	From 31 st May 2023
5	Nicholas REEVES	OFFICE COORDINATOR	From 31 st May 2023
6	Geoffrey William ROPER	TRUSTEE	From 31 st May 2023
7	Paulette Mary ROPER	TRUSTEE	From 26 th Sept' 2023

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Charity - Legal	Catherine RUSTOMJI	Shakespeare Martineau, 1 Colmore Square, Birmingham B4 6AA

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

This Annual Report and Accounts;

This annual report and accounts are compiled in accordance with the Charities Act 2011 and are to be retained for at least six years from the end of the financial year to which it applies.

Annual Return;


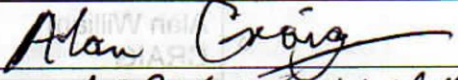
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(See GOV.UK Guidance, Prepare a Trustees' Annual Report/Reports for small non-company charities.)

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)	Anthony William	Alan William Craig
Position (eg Secretary, Chair, etc)	Chair	SECRETARY
Date	25/06/2024	

Names and addresses of advisers (Optional information)

Adviser	Type of adviser	Name	Address
Legal	Charity - Legal	Catherine RUSTOMJI	Shakespeare Mahinean, 1 Colmore Square, Birmingham B4 6AA

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

ANNUAL ACCOUNT 2023

PERIOD: From 31ST MAY (registered as CIO) To 31ST DECEMBER

INCOME

Client Donations	£5,879.00
Misc. Donations	£344.00
Bramham Trust	£1,000.00
Bank Interest	£103.58
TOTAL	£7,326.58

EXPENDITURE

Drivers' Mileage	£3,946.50
Drivers' Misc. Expenses	£33.80
DBS Checks	£666.00
Insurance	£321.41
Office Rent	£812.00
Telephone	£546.28
Printing & Stationery	£250.64
Website	£105.00
TOTAL	£6,681.63

TOTAL INCOME £7,326.58 **TOTAL EXPENDITURE £9,591.87** **INCOME OVER EXPENDITURE £644.95**

Consultancy fees for CIO - (one off payment covered by reserve savings) £2,910.24

TOTAL INCOME £7,326.58 **TOTAL EXPENDITURE £9,591.87** **TOTAL INCOME OVER EXPENDITURE -£2,265.29**

Balance in old current account	£725.00
Balance in new current account	£2,013.45
Balance in savings account	£10,312.53

Peter Comben
27-3-2024

Signed by SAHS Treasurer Peter Comben..... Date:.....