



CHARITY COMMISSION
FOR ENGLAND AND WALES

CEREBRAL PALSY MID-STAFFORDSHIRE CIO

Charity number 1204603

TRUSTEES' ANNUAL REPORT

for the period 1 April 2024 to 31 March 2025

Objectives and Activities

Summary of the purposes of the charity

The purposes of the charity, as set out in its governing document, are:

For the public benefit, to support the needs of people who have cerebral palsy, their families and carers and others in need due to their age or disability through:

- (a) Providing practical and emotional support/advice
- (b) Recreational and leisure time activities provided in the interests of social welfare designed to improve their conditions of life
- (c) In such other ways as the trustees may determine.

Summary of the main activities in relation to those purposes for the public benefit

The trustees have had due regard to the guidance issued by the Charity Commission on public benefit.

The principal activities carried out by the charity in relation to its purposes were the provision of:

- practical sessions for computer training and use
- practical craft-related recreational activities
- opportunities for clients' social interaction
- advice and emotional support for clients

Achievements and Performance

Summary of the main achievements of the charity

Over the year the charity has offered a range of services from its base in the Brocton Room, part of the Northfield Centre in Stafford.

Around 350 sessions were offered to clients over the year, providing opportunities for computer and IT training including word processing, email, use of the internet, research, craft activities such as painting, drawing, jigsaws, games, model making. The sessions also provided opportunities for clients to interact socially, often making new friendships. Refreshments such as tea, coffee and biscuits were always available at no charge to clients. For some clients, this may have been their only opportunity in the week to socialise with others.

The charity hosted ten monthly 'Coffee Mornings' for clients and visitors, providing light refreshments and social activities such as quizzes, games and puzzles, and an opportunity for clients to meet up and socialise. Many of the events also included a guest speaker providing information on relevant topics, such as mental health wellbeing, benefits, pensions, etc.

The charity collaborated with the local Stafford Borough Council's 'Warm Spaces' initiative. Hot refreshments and a warm welcome were offered to any member of the public who wanted to come in for a bowl of fresh home-made soup, a cup of tea, a chat or just a couple of hours in a warm room in winter to save household heating bills.

In December the charity welcomed clients to the annual Christmas meal held in the Northfield Centre, Stafford. They were served with a full roast turkey Christmas dinner, with Christmas pudding and seasonal refreshments and entertainment. This is always a popular and enjoyable event, with tickets selling out very quickly.

In addition to group activities in the Brocton Room, charity staff undertook a wide range of befriending and support calls, signposting via email, support visits to help those feeling isolated, at-home practical help to clients including support with home technology, contacts with other agencies and companies. Charity staff have also taken clients to appointments and supported them whilst there. Clients have also been given guidance on healthier eating and exercise.

The charity continued to operate its fully accessible holiday-let bungalow in Tywyn, Wales. A number of clients booked holidays at the bungalow, some of whom were making return visits. The bungalow was also made available to non-client visitors who were able to book through holiday booking websites. Due to restrictions imposed by the Welsh government, the charity is struggling now sustain the bungalow and the trustees decided to surrender the lease with effect from 31 March 2026. The furniture and other contents of the bungalow are owned by CPMS, most are old and of little commercial value, so will be distributed to worthy causes locally when the bungalow closes.

Financial Review

Review of the charity's financial position at the end of the period

It is the trustees' view that the charity is financially stable, and there are no concerns regarding its viability for the foreseeable future.

The charity continues to be heavily reliant on grants from external funders for its income. Although there are fewer of these available than in the past, the Charity Manager works hard in identifying potential funding sources and submitting successful applications.

The charity was awarded a grant of £20,000 from the National Lottery Community Fund, which was used to support the Charity Manager's salary. Additionally, grants were received from the Douglas Arter Foundation and the Co-Op Food Group, which were used to support various parts of the charity's work. The charity also received a grant of £600 from Stafford Borough Council to support the charity's contribution to the Council's 'Warm Spaces' initiative.

The charity received donations from clients using the charity's services as well as a number of personal donations. These were comparable in size to income received by the CIO's predecessor.

The charity also received rent from an external local company who used the Brocton Room on some of the days when the charity did not need it.

The holiday let bungalow in Tywyn, Wales, continues to be a drain on the charity's resources, both financially and in terms of staff time. Rental income received fell short of the costs of operating and maintaining the bungalow, resulting in an overall loss of around £700. The bungalow, built in the 1960s, is now at a stage where it requires significant expenditure on improvements and updating. Following extensive discussion of options, the trustees have come to the view that the bungalow is no longer sustainable, and consequently surrendered the lease on the bungalow with effect from 31 March 2026.

Reserves policy

The trustees aim to hold in reserve a balance equal to the previous financial year's ordinary expenditure plus 10 per cent.

This reserve will aim to ensure that the ongoing functions of the charity, including the welfare and training of its staff and clients, can continue for at least one year into the future should income streams cease or be severely reduced.

Structure, Governance and Management

The charity is constituted as a Charitable incorporated Organisation and is governed by its constitution.

At the end of the period there were three ex officio trustees. The trustees currently have no plans to appoint additional trustees.

Reference and Administrative details

The charity name is Cerebral Palsy Mid-Staffordshire CIO.

The charity has no other names, although does on occasions identify itself informally as CPMS.

The charity registration number is 1204603.

The charity's principal address is: Greenhall Nursery School, Second Avenue, Stafford, Staffordshire ST16 1PS.

The charity also operates from The Brocton Room, The Northfield Centre, Magnolia Avenue, off Co-operative Street, Stafford, Staffordshire ST16 3DU.

Names of the charity trustees who manage the charity

Mr Melvyn J Hawkins	Treasurer	1 January 2023 to date
Mrs Karen E Milligan	Vice-Chairman	6 September 2023 to date
Mr Richard P Peers	Chairman	6 September 2023 to date

There were no corporate trustees during the period.

No trustees hold title to property belonging to the charity.

Funds held as custodian trustees on behalf of others

The charity holds no assets on behalf of others.

Name of chief executive or names of senior staff members

Mrs Jane Till, Charity Manager

Exemptions from disclosure

None.

Declaration

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

Signed on behalf of the charity's trustees

Richard Peers
Chairman
12 January 2026

CEREBRAL PALSY MID STAFFORDSHIRE CIO

(Charity no. 1204603)

**ANNUAL ACCOUNTS & BALANCE SHEET
FOR**

Financial year from 1 April 2024 to 31 March 2025

These Accounts were presented to the Trustees

on 26th September 2025 and approved by them

R. Peers

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Richard Peers - Chairman of the Executive Committee

CEREBRAL PALSY MID STAFFORDSHIRE CIO

RECEIPTS ACCOUNT

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Sep 2023 - Mar 2024</u>
<u>Donations</u>	586	-	586	0
<u>Grants</u>				
SBC Small grants	-	-	-	0
National Lottery	-	20,000	20,000	0
Douglas Arter Foundation	-	500	500	0
Co-op Food Group	-	500	500	0
Magic Grants	-	-	-	0
Co-op Community Dividend	-	-	-	0
SBC Warm Spaces	-	600	600	0
Asda Foundation	-	-	-	0
	<hr/>	<hr/>	<hr/>	<hr/>
	-	21,600	21,600	0
<u>Bungalow</u>				
Rent	16,426	-	16,426	0
<u>Computer Centre</u>				
Session Donations	3,197	-	3,197	0
General Donations	3,931	-	3,931	0
Training Room & Resources Hire	7,800	-	7,800	0
Other	-	-	-	0
	<hr/>	<hr/>	<hr/>	<hr/>
	14,928	-	14,928	0
<u>Bank Interest</u>				
Deposit Accounts Interest	927	-	927	0
	<hr/>	<hr/>	<hr/>	<hr/>
	32,866	21,600	54,466	0

CEREBRAL PALSY MID STAFFORDSHIRE CIO

PAYMENTS ACCOUNT

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	Sep 2023 - Mar 2024
<u>Bungalow</u>				
Holiday Management	2,100	-	2,100	0
Services	3,271	-	3,271	0
Insurance	446	-	446	0
Maintenance	1,422	500	1,922	0
Fixtures & Fittings	8,601	-	8,601	0
Refunds	560	-	560	0
Gwynedd Council tax 2020-21	207	-	207	0
	<u>16,606</u>	<u>500</u>	<u>17,106</u>	<u>0</u>
<u>Community Room</u>				
Salaries	-	8,531	8,531	0
Rent & Service Charge	-	7,038	7,038	0
Stationery	-	24	24	0
Equipment & Maintenance	-	312	312	0
Insurance	-	728	728	0
Telephone & Broadband	-	321	321	0
	<u>-</u>	<u>16,954</u>	<u>16,954</u>	<u>0</u>
<u>Office & Administration</u>				
Salaries	-	2,967	2,967	0
Telephone & Broadband	369	-	369	0
Equipment	-	-	-	0
Stationery	9	-	9	0
Postage	47	-	47	0
Insurance	182	-	182	0
General	142	79	222	0
	<u>750</u>	<u>3,046</u>	<u>3,796</u>	<u>0</u>
<u>Welfare Support</u>				
Salaries	7,931	600	8,531	0
Coffee Mornings	373	500	873	0
Stationery	5	-	5	0
Misc support	100	-	100	0
	<u>8,408</u>	<u>1,100</u>	<u>9,508</u>	<u>0</u>
<u>Grants</u>				
Grants to CPMS Members	225	-	225	0
	<u>25,989</u>	<u>21,600</u>	<u>47,589</u>	<u>0</u>
<u>SUMMARY</u>				
Total receipts	32,866	21,600	54,466	0
Total payments	25,989	21,600	47,589	0
Excess of Receipts over Payments	6,877		6,877	0
Excess of Payments over Receipts				0

CEREBRAL PALSY MID STAFFORDSHIRE CIO

STATEMENT OF ASSETS & LIABILITIES AS AT 31st MARCH 2025

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Sep 2023 - Mar 2024</u>
CAPITAL as at 1 April 2024	-	-	-	0
Capital Introduced from previous trading Charity (No. 249235)	44,756	-	44,756	0
Surplus for the year	6,877	-	6,877	0
Loss for the year	-	-	-	0
CAPITAL as at 31 March 2025	51,634	-	51,634	0

REPRESENTED BY:

	<u>2024-25</u>	<u>Sep 2023 - Mar 2024</u>
Cash at Bank:		
HSBC - Current account	4,273	0
HSBC - Deposit account	47,361	0
	51,634	0

Independent Examiner's Report on the Accounts on the following printed sheets

Signed

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Dated

26th September 2025

Richard Peers (Chairman)



Section A

Independent Examiner's Report

Report to the trustees/
members of

CEREBRAL PALSY MID STAFFORDSHIRE CIO

On accounts for the year
ended

31st MARCH 2025

Charity no
(if any)

1204603

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the 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 (~~other than that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

R. J. Batten.

Date:

20/09/2025

Name:

RACHEL BATTEN

Relevant professional
qualification(s) or body
(if any):

ACCA

Address:

2 [REDACTED]
[REDACTED]
[REDACTED]

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's
report on the accounts

Section A

Independent Examiner's Report

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R. J. Batten.

Date:

20/09/2025

Name:

RACHEL BATTEN

Relevant professional
qualification(s) or body
(if any):

ACCA

Address:

STAFFORD

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose