

# Report of the Trustee & Financial Statements for the year ended 31 March 2021

*Registered Charity Number: 200359*



[www.meath.org.uk](http://www.meath.org.uk)



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The Trustee presents its report with the financial statements of The Meath Epilepsy Charity for the year ended 31 March 2021

## OBJECTIVES AND ACTIVITIES

### *Accommodation and Support Service*

#### **Progressive pathway**

The Meath offers a complete progressive pathway of specialist care and support for people aged nineteen years onwards who are affected by complex epilepsy and additional challenging disabilities. From twenty-four-hour, high needs registered care, through to a few hours' support in a person's own tenancy, our range of living options span the divide and offer flexible, tailored solutions to cater for individual needs.

We currently have 80 residents and plan to have 82 again during 2021/22 when the visitor restrictions are lifted. 82 residents is our full capacity in accordance with CQC rules.

#### **Health Care**

We have a specialist Health Care Team. In 2020/21 one of our experienced and long serving epilepsy nurses retired, the decision was made not to replace her. The Healthcare team ensures that all residents have immediate and continuous support to assist them in handling their epilepsy, together with any other challenging condition they may face. They operate regular clinics, including twice-weekly GP surgeries in association with a local doctor, ensuring that each client receives the latest and most appropriate medication and advice. The team includes an experienced Epilepsy Nurse, Physiotherapist, Occupational Therapist as well as a Chiropodist and all work towards helping each person develop and maintain personal fitness and to fulfil their individual potential. Last year we dispensed approximately 228,000 doses of medication. Our Epilepsy Nurse works in collaboration with Kings College Hospital in London furthering the development and understanding of Epilepsy in all its forms.

In late 2020 a review of the health care team was completed. Whilst the current specialist services will continue to be provided, we are expanding this to include counselling, cognitive behaviour and increased occupational health support. We are currently returning to these posts (on a freelance basis) as well as a part time healthcare assistant. The new Wellbeing team has grown to include the gym and personal fitness trainer already employed by the Meath.

#### **Nine Houses**

We operate nine individual houses on site that are run by specific staff teams to ensure continuity and stability for residents. Each person is encouraged to participate in the basic running of each house, if possible, to encourage the development of daily living and independence skills. There are maintenance rolling plans in place for the ongoing refurbishment of our accommodation ensuring that we achieve the high standards we set ourselves. In 2020/21 six bathroom/wet rooms were refurbished within Cedar View, Thursley and Hambledon houses. Cedar View had a brand-new hoist installed into one of the bathrooms. This capital project was achieved using fundraised money.

#### **Home Support**

In addition to our on-site accommodation, we also offer high-quality assistance to people living in their own tenancies through Meath Home Support. Through this service, we can provide people with precisely tailored support, be it every day or for a few hours each week, in the privacy of their own home and to suit their personal budget. The supported living houses run very successfully under good management. Meath Home Support are encouraged to join in with activities and events held at The Meath as part of the Meath community.

### Skills & Enterprise Centre

The Skills & Enterprise Centre and other activities offer a valuable service to people at The Meath and our external clients. It is part of our core ethos to provide opportunities enabling people to live interesting, fulfilled lives. The Meath Skills & Enterprise Centre offers access to a wide diversity of skills training, sports, creative and leisure pursuits for the people that we support to try new activities or to work towards their own personal goals at a level and pace to suit themselves.

The Centre is organised into several small social enterprises, all of which are run by qualified instructors who maintain a varied and stimulating programme of activities. The staff at the Centre have provided activities for the people that we support throughout the last year despite the actual centre being closed. The lively buzz of the Skills Centre has been sorely missed by all. Early in 2021, the Skills Centre opened again but with social distancing and no mixing of houses the sessions are very small and much quieter than usual. The staff have put together an exciting new timetable for the start of the new sessions. It is hoped that later in 2021 when the restrictions lift, the Skills Centre will be able to restart Playhouse and start up again the Saturday Skills Centre sessions that were so popular.

Using fundraised money, we were able to refurbish a large unused storage cupboard close to the gym and turn it in to a wet room for those residents using the gym or the skills centre.

### Challenges

- Change in demand from external clients
- Lack of space particularly in the current climate with social distancing
- Financial and social climate
- Keeping the programme alive and managing the effects of change
- Being on site
- Starting up sessions again and dealing with anxiety and fear of mixing with the people that we support and with some staff.

### Opportunities

- Joint community projects
- Educational Health Care Plans
- Apprenticeships schemes
- Outreach support in the community
- Promotion of The Meath
- New initiatives and ideas

The Skills Centre staff continue to undertake impromptu group networking sessions to explore subjects of interest, as well as working extensively with outside organisations, which not only ensures residents are able to access the best available choices, but that they can also play a full and active part in the wider community.

Across the whole organisation, we strive continuously to maintain the vibrant and supportive environment for which the Meath is renowned, operating a person-centered approach that encourages everyone to achieve their own individual goals. We continuously monitor and evaluate plans to ensure that they remain focused as people's needs develop and change. Our residents originate from across the country, although we work particularly closely with Surrey Social Services, who fund approximately one third of our clients.

The Skills & Enterprise Centre team has had a successful year and came into its own during Lockdown, by coming up with new and innovative ideas to keep the residents happy, well, and safe during lock down whilst socially distancing and not able to use the Skills Centre facilities. Two new artistic coordinators were employed to bring in fresh and imaginative ideas and this has proved very successful. One of the new initiatives was The Meath Flower Show which was extremely popular and is set to be an annual event for the people that we support and external clients. The Skills Centre will be open six days a week which is an achievement we are very proud of.

### Café Meath

Café Meath is the social hub of The Meath. Staff and the people we support can share a meal and talk. Relatives and visitors can also visit and enjoy Café Meath. As with the Skills Centre, we responded to requests to open the Café and run activity sessions on a Saturday, and these are very popular with the people that we support.

During lockdown Café Meath ran a central kitchen operation, providing meals for all the houses on site. This ensured that our care teams could concentrate on client care at a challenging time.

### Public benefit

The Trustee Directors confirm that they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

The Trustee Directors consider the Charity benefits the public by supporting and providing accommodation for individuals with epilepsy and meets the needs of the wider community via these and other services it provides. Fees are reviewed on a need's basis and most residents are funded by local authorities.

## ACHIEVEMENTS & PERFORMANCE

### Covid-19 Pandemic

The Meath went into lockdown in March 2020 along with the rest of country. To date there has been one positive case of Covid-19 within the resident group.

Throughout the pandemic the Meath has followed the UK government, World Health Organisation and Department of Health guidelines. The Meath was closed to visitors including families and trips off site were cancelled. The periods of lockdown and not being able to see their loved ones in person have been hard on the people that live at the Meath, many of whom have been unable to understand the reasoning behind the social restrictions. When the weather permitted, residents were encouraged to use grounds within the social distancing framework. To promote good emotional health and wellbeing staff have encouraged the people we support to engage with their families via social media. Household activities have been provided and time has been made to enable people to talk about their feelings and experiences.

During the first national lockdown adaptations (such as the installing wash-hand basins in each room) were made to the Day Centre, Changing Perceptions and the Meath in general this enabled us to use the Day services during the second national lockdown (for household groups) whilst remaining compliant with infection control. The families of the people that we support have been understanding of the procedures and safeguards we have had to implement to keep everyone safe during these extraordinary times.

During lockdown an independent isolation unit was set up using the top floor of Bradbury House (which was vacant at that time). We hired an external mobile lavatory and shower isolation unit for staff to reduce the risk of infection. It is a matter of great pride that we did not have to use this facility. In addition to the isolation unit, Infection control PPE boxes emergency were set up for each house. Setting up supply chains in early April 2020 ensured that the Meath has had good levels of PPE throughout the year.

A comprehensive risk assessment was completed by the CEO and SLT, and an on-call system set up of senior management to provide 24-hour support if required.



We have a duty of care to the people we support, their families and our staff with both The Meath and Changing Perceptions. Everyone had to be confident they were living and working in Covid-19 safe areas and that the management were doing all they could to keep everyone safe. To create this environment extra hand basins and hand sanitising areas were installed, numerous perspex safety screens fitted, the administration offices were made safe although anyone that could was asked to work from home. Numerous quantities of PPE were purchased as well as scrubs. Multiple testing hubs were set up at The Meath for use by staff before starting work. These are still in place for staff and allowed visitors although we have just given all full-time staff a six-month supply of LFT kits to allow them to test at home. The Meath held clinics on site for the vaccination as soon as it became available. All residents have received both vaccines and staff were encouraged to be vaccinated as well.

With space being at a premium with social distancing, an outdoor wheelchair accessible patio area was built between Jeffrey Court and Skills Centre using fundraised money to enable extra space for outdoor learning and activities.

We look forward to welcoming our dedicated volunteers back on site and all the staff who have been furloughed and working from home. See more about this in the HR section. Senior management have been in regular contact with our staff and volunteers who have been worried about the people we support and colleagues. Care and administration teams have worked tirelessly and together to ensure that the Meath stayed a happy and safe care home during the most challenging year in its long history.

As a result of the pandemic, the Charity lost or deferred more than £300k fundraised income due to all events being cancelled in 2020 through until end May 2021 including a major one-off fundraising concert that is now postponed until April 2022.

Other affected income streams were Trusts and Foundations. Trusts were inundated with applications for help and were overwhelmed with many closing their normal Grant Programmes. The Meath Epilepsy Charity was not eligible for the Government Grant for Charities. There were unbudgeted for emergency funding costs of ensuring that the Charity remained Covid-19 free and that staff and residents were kept safe. Additionally, there were significant reintegration costs that have enabled the Charity to return to a "new normal" for the benefit of all who live, work, and visit us.

Our Social Enterprise, Changing Perceptions was closed throughout the pandemic giving loss of revenue from Café sales, product sales and the people we support and external clients participating in the workshop sessions. The Skills & Enterprise Centre has been closed for the duration with a loss of revenue as has Café Meath been as the café was closed in March 2020 and turned into a Central Kitchen operation.

Emergency funding and reintegration costs were through necessity high. We were grateful to be awarded grants from Surrey County Council towards reintegration costs and a small business grant for Changing Perceptions. The fundraising dept also secured reintegration funding and ultimately, we are very grateful that our unexpected overall costs were covered by donated emergency/reintegration funding.

## Fundraising and Communications

The Fundraising Department for the third successive year has exceeded its challenging target in the hardest of years achieving record breaking income. We remain grateful to Trusts who supported us, both long term supporters and new and to those that kindly contributed to emergency funding and reintegration funding. The support from the public and community was overwhelming. One Trust even provided one off funding to help pay for child-care for staff to help relieve the stress on them at a difficult time. This was very much appreciated.

Most of our funders wish to remain anonymous, but we are happy to acknowledge receipt of £35,000 from 'Community Foundation for Surrey' towards unexpected costs of dealing with the pandemic. £9,880 from 'Awards for All' towards core funding and £30,000 from 'Garfield Weston'. We are extremely fortunate to have ongoing support from a variety of individuals, organisations, and Trusts, and we thank them all for helping us to continue our valuable work enabling and empowering extremely vulnerable individuals to livesafe, happy, and fulfilled lives.

The Charity is committed to providing the outstanding level of care and support that residents and day clients receive, the variety of opportunities, combined with specialist care and support, comes at a significant cost.

The people we support receive funding from their own Local Authority for a basic care package, but with a successful fundraising department, the charity finds ways to augment the allowance for all the extra activities or equipment that mean so much to those in our care. All the capital projects requested by the CEO and Board for 2020/21 were achieved and £409,543k was raised for selected salaries. The focus for 2021/22 which will without doubt be a difficult year will be on core funding and strengthening the Charity's financial position and building reserves.

We continue to maintain and seek to improve the relationships we value with all our stakeholders, particularly the families and friends of the people we care for and support, while we are also keen to welcome new people who share our philosophy and aims.

### Events Highlights

Unfortunately, due to the pandemic every event in 2020 was cancelled and the early events in 2021. We will hold our first fundraising event at the end of May, but the future of events is still unsure for this year due to social distancing restrictions. This will jeopardise raising the significant funds that we normally raise from events. We will do our best and hope that restrictions are fully lifted later in the year. The fundraising concert at Glyndebourne has had to be postponed for the third time and will now take place on April 3<sup>rd</sup>, 2022.

### Marketing

We were grateful to receive pro bono support from advertising industry experts who offered to help with our website and social media marketing and to assist us with making a "thinking outside the box" film promoting both The Meath and our new Meath strap line "Recognising Ability". To view the video, go to [www.meath.org.uk](http://www.meath.org.uk)

Digital Marketing continues to gain importance and is essential to both raising awareness and funds. The Christmas Appeal in 2020 was our first digital crowd funder and this appeal raised £47k towards life enrichment of all the people that we support. Website and social media are outsourced to industry experts, and they work with the Marketing Manager to ensure that our Marketing vision is created. This has proved cheaper than employing a fulltime member of staff to do this work as was historically the case.

In line with the current move towards a cashless society we now have some contactless collection boxes which are proving popular at event and in Changing Perceptions.

### Gift Aid

The Fundraising department reclaim gift aid wherever they can and in 2020/21 secured £67,431. This figure is higher than usual due to it being the second year of claiming gift aid on a donation in 2019 to buy one of the supported living houses. Gift Aid had to be claimed over two financial years.

## Fundraising & Communications Statement

A Fundraising & Communications Policy was written in 2018, updated in 2019 and will be reviewed in 2022.

We remain committed to an ethical approach to all our fundraising practices. The Meath is registered with the Fundraising Regulator, adheres to the Fundraising Regulator's Code of Fundraising Practice for the UK, and are committed to the Fundraising Promise. We are entirely compliant with the Fundraising Regulator's Voluntary Regulation Scheme.

The Fundraisers in the department all belong to the Institute of Fundraising and are MCIOF accredited.

The Meath as a charity does not work with a Professional Fundraising Organisation or Commercial Participator to solicit donations or support and have no plans in the future to do so.

The Fundraising & Communications department at the Charity is fully GDPR compliant. We have always had a strict policy of never selling or passing on our supporters' personal data. We have never bought fundraising data from a third party.

There is never any pressure put on any person vulnerable or otherwise or organisation to support The Meath financially or otherwise. Any support is entirely voluntary and through a genuine desire to support the Charity.

The Meath Epilepsy Charity has received no complaints regarding its Fundraising activities or methods used.

## Projects completed during 2020/21

### PCS/Ascom

The Meath replaced the Caresys system with the new and modern Person Centered Software (PCS). This was rolled out in January 2021 after training of all staff had been completed in Autumn 2020. The feedback from staff and the trainer is excellent with everyone benefitting from this new modern system. The £75k used for the PCS/Ascom install was fundraised money. There are plans to add "bolt-ons" during 2021/22 to further improve this system and its benefits.

### Sensory Room

The Sensory Room was built in 2020 using fundraised money and is planned to start to be used in April/May when restrictions are lifted, and we can employ a part time Therapist and sessions are allowed. This is an exciting addition to The Meath's facilities and one that will be enjoyed by all the people that we support. It will also be used for Occupational Therapy, counselling and as a quiet space.

### Offices above Changing Perceptions

The rental agreement with the company using the offices came to an end in Summer 2020. The offices have now been refurbished to a high standard and are used by the CEO and Finance department and no longer rented out.

### Meath Fleet

On the first night of the lockdown in March 2020 vandals broke into the site and wrote off or stole most of the cars and minibuses. Insurance, a crowd funder, and donations ensured that we were able to replace the fleet of vehicles in time for the people that we support to use them when allowed.



In Autumn 2020 a minibus was purchased for Changing Perceptions for staff and residents use to and from The Meath and Changing Perceptions. This was purchased with fundraised money.

## IT

In 2020 it became apparent that we needed specialist help with the Meath IT. We wanted to outsource the service but use a local company. The new provider has been operational for several months and is working well.

## The Care Quality Commission Inspection

The Care Quality Commission (CQC) rated The Meath as "Requires Improvement" in February 2019.

The CQC conducted a targeted inspection on the 23<sup>rd</sup> October 2020. The inspectors gave very positive feedback following the inspection and noted the improvements made in the body of the report. Due to the inspectorate's methodology the inspectors were unable to change the rating given to the service in 2019. Please click here to view our inspection report <https://www.meath.org.uk/about-us/about-the-meath/>

# FINANCIAL REVIEW

## Covid-19

The pandemic had a significant impact operationally at the beginning of the financial year with the closure of our social enterprise initiatives which have yet to fully re-open. In addition we had increased costs to deliver life enrichment and PPE equipment to ensure residents remained engaged during lockdown restrictions. Covid-19 support from a number of funders including local and central government has enabled us to cover the additional costs as well as providing additional support for furloughed members of our team.

## Funding

Whilst residential care services remain our principal source of funding, due to the nature of our charitable activities, we continue to rely on fundraising to provide the additional resource we will need to deliver our plans for the future. In addition this year we benefited from exceptional income in relation to Covid-19 pandemic.

## Operating results

Net income for the year £370,397 is after crediting Covid-19 support grants £204,962 and crediting donations & legacies £771,754. Whilst the charity would otherwise report a net deficit for the year £606,319 of this £430,391 is depreciation meaning the cash impact would be a shortfall of £175,928.

## Going concern

The charity's business plan to March 2023 shows it will have adequate reserves and will be able to meet its liabilities. Accordingly, as there are no material uncertainties, the trustees continue to adopt the going concern basis in preparing the financial statements.

## Reserves' policy

The Board of Trustees recognise the need for The Charity to have sufficient reserves to be able to meet its charitable obligations and provide for a stable and sustainable future.

The current policy is to build the unrestricted general fund to a level that covers 3 months expenditure plus any one-off major capital projects.

Unrestricted general fund at 31 March 2021 amounted to £1.7m representing 4 months average fixed costs. It is hoped to be able to increase the general fund over the next few years to provide for the replacement of the Meath main house roof.

### Investment policy and objectives

Investments had a value of £0.9m at 31 March 2021. The Trustee directors can make such arrangements as they think fit for the investment of the charity's funds and have regard to the likely timing of major future development expenditure and the level of market prices when making decisions on investments. Social, environmental and ethical aspects of making investments are regularly reviewed by the Trustee directors together with the Charity's investment advisers.

### Principal Risks & Uncertainties

The main risks identified by the Board are:

- Reliance on fees from Local Authorities,
- Inability to raise funds for future developments/refurbishments,
- Poor property maintenance leading to major repair cost,
- Lack of ability to recruit staff and poor staff retention,
- Breach of employment legislation,
- Serious failure to meet care standards.
- A serious outbreak of Covid-19 at the Meath for residents, staff, or both.

The processes to mitigate these risks are summarized below:

- The aim is to provide value for money specialist care and maintain excellent communication with the Local Authorities.
- The Charity employs fundraising professionals and plans are fully funded before initiating developments.
- A rolling maintenance programme is operated with professional advice. The Charity offers excellent opportunities and is constantly reviewing the recruitment offers and staff development.
- An HR professional specialist is retained to minimise this risk.
- Staff training is undertaken to maintain and improve high care standards.
- Constant evaluation by CEO and SLT of the Covid 19 risk assessment and safety procedures.

## PLANS FOR THE FUTURE

### Emerging Opportunities and Cost-Effectiveness

There has been no improvement in the financial environment within social care and the challenges of securing sufficient fee levels to meet the true cost of care remain. To deal with this effectively, The Meath has developed its professional and special epilepsy expertise to enable it to manage and better evidence resident and client needs when in discussion with purchasers.

The drive to improve income by increasing fees runs alongside plans to review expenditure across the board and to reduce costs wherever possible without impacting upon the quality of our services and our philosophy of care. While the focus on our cost-effectiveness will be maintained ongoing, we will also be updating and reviewing our strategic plan to ensure that the Meath can continue to be the 'Outstanding Leader' in service provision for people with epilepsy and disabilities.

Due to the onset of the Covid-19 pandemic at the beginning of the financial year our objectives for 2020/21 were largely put on hold and therefore remain our objectives for 2021/22.

## Summary of the Charity's Objectives 2021-22

- To ensure that all fees charged are linked to assessed needs and cover the true cost of the support being offered.
- To continue the comprehensive review of all job roles at The Meath to ensure that the job descriptions are current and accurate and that the terms, conditions, and benefits for each post are fair and reflect the local market.
- To continue to build reserves through fundraising for core funding.
- To implement a staff training program ensuring that all staff have access to mandatory, specialist and development training courses.
- To conduct strategic business reviews for all departments, in particular social enterprises.

## STRUCTURE, GOVERNANCE & MANAGEMENT

### The Charity

The charity (Registered Charity Number 200359) is unincorporated and registered with the Charity Commission in England and Wales. It is governed by its Trust Deed last amended 25 May 2015.

- Epilepsy is covered by the Equality Act in England, Scotland and Wales, and the Disability Discrimination Act in Northern Ireland.
- Most importantly, many people with quite complex epilepsy can take part in the same activities as everyone else given the appropriate help and with simple safety measures applied.

### Recruitment and appointment of new Trustee Directors

The Trustee Directors are Directors of the Meath Trustee Company Limited, the sole Trustee of the Charity. They are recruited to maintain a balance of skills, qualifications, and experience to ensure that the Charity and its property are managed efficiently and knowledgeably. When a vacancy occurs, a profile of the new Trustee Director is agreed, with suitable candidates identified possessing the expertise required. References are obtained for any new Trustee Director, including a criminal records bureau check.

All new Trustee Directors are given a copy of the Charity Commissioners' booklet on the responsibilities of a trustee. A file of essential information is provided as part of their induction programme. Each new Trustee Director is appointed for an initial term of five years and may then be re-elected for further periods of three years. The Chairman is appointed at the first meeting in each year until the following year. The Trustee Directors meet at least six times each year. The Committees (finance, social enterprises, Health and social care, fundraising and estates meet 3 times a year.

### Organisational Structure

The Chief Executive is responsible for the strategic and day-to-day management of the Charity and reports to the Committee of Management, who are Trustee Directors of the Charity. The strategic direction of the organisation is determined by the CEO with the Trustee Directors, who have overall responsibility for the Charity. The Trustee Directors also ensure that the Charity adheres to the policies and procedures laid down by the Charity Commission and the Care Quality Commission. To fulfil this role, the Trustee Directors have established the following sub committees: Social Enterprises, Finance and Risk, Fundraising and Communications, Health and Social Care, Property and Developments and Nominations and Remunerations Committee. These committees report regularly to the board where decisions are formally agreed.

### Arrangements for setting pay of key management

Remuneration of the Chief Executive is decided by the Trustee Directors after consideration of the level paid to comparable organisations and an assessment of performance. The level of remuneration and increases paid to Senior Executives reporting directly to the Chief Executive are proposed by the Chief Executive and agreed by Trustee Directors.

### Risk and Corporate Governance Matters

Trustee Directors are responsible for the management of risk faced by the Charity and treat risk management as a priority. Risk awareness is emphasised throughout all levels of the organisation. Risks are identified, assessed and controls are applied throughout the year by senior management and staff employed by the Charity. Each risk has been grouped and evaluated according to priority and assigned to one of the five sub-committees for detailed annual review, with the assistance of senior management, and to check that procedures have been established to mitigate those risks.

The Finance and Risk committee formally reviews the entire risk management process annually. There is a major incident plan that operates immediately when a serious incident has been identified, and all the other risks are managed daily. The Charity is subject to regular inspections by the Care Quality Commission (CQC) and is required to conform to the National Care Standards.

### Health and Safety

As an employer, the Charity holds Health and Safety matters as paramount, working to the Health and Safety at Work Act 1974 and other associated legislation. The Chief Executive is responsible for monitoring the Meath's policy and its implementation, maintenance, and ongoing review.

The Charity has a procedure for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive and the National Care Standards Commission, with all records being kept for inspection.

### Funds held as custodian for others

The Charity acts as appointee for those residents who are unable to, or choose not to, operate their own personal finances. These funds are held in a designated bank account with the money available to each individual resident upon request. In common with other charities this arrangement is now recognised as a conflict of interest, we are therefore taking action during 2021/22 to make suitable alternative arrangements for our residents.

### Related parties

Dr Colin Stokes MBE is a Patron of The Meath and Chairman of Arthouse Unlimited. Anna Coss is a Trustee of The Meath and a Director of Arthouse Unlimited. Arthouse Unlimited is a social enterprise through which The Meath is able to provide stimulating activity sessions and an outlet for artistic talent.

Tim Bloomfield and Malcolm Ring are Directors of Westbrook Housing, which was formed in January 2012. The Charity works closely in offering supported living services to the tenants of Westbrook Housing affected by epilepsy and associated disabilities.

Apart from the above, no other Trustee Directors of the Meath have connections with any other interested parties.



## Recruitment & HR

### Recruitment

Recruitment within the care sector continues to be a challenge. A decision was approved by the CEO to appoint a dedicated Recruitment Co-ordinator in February 2020. The purpose of this position was to focus solely on the recruitment of Support Workers and build a pipeline of candidates to minimise any disruption to the services as a result of employees leaving, as well as reducing agency costs. In addition, the role would involve co-ordinating an induction programme to allow for a smooth transition into the team. Over the past year, 18 Support Workers have been successfully hired. These roles are typically very difficult to fill due to the lack of candidates in the sector. This has been achieved without having to engage with recruitment agencies and is solely because of direct applications or recommendations from staff.

The appointment of the dedicated co-ordinator has been very well received. New employees have expressed their satisfaction at having a 'go-to-person' and have felt very supported through their first few months at the Meath. For Managers, having one person managing all their recruitment needs has also improved efficiencies and communication across the group.

### Bright HR

In 2020, the HR team launched Bright HR (people database). After many years of a paper-based HR department, the Bright HR system was introduced to centralise all employee records electronically. This new system allows managers to access their team's absences & holidays as well as take ownership for approving them and review any trends and patterns via the reporting functions. Furthermore, the reporting function supports the collation of data for payroll purposes and this connects to a clock-in/out function via mobile App, which will eventually remove the need for paper timesheets. Importantly, the platform also allows the HR team to communicate with all employees via group message boards and comms alerts. This has greatly improved communication sharing across the organisation via one platform.

We asked Managers how satisfied they were with Bright HR compared to the previous paper-based system – 100% of Managers felt Bright HR was an improvement, with 82% satisfied with the new system\*. The staff team have also commented on how much easier it is to access their performance management documents and view / request annual leave.

Source: Bright HR Staff Survey – 24.07.20

### First Lockdown – HR Support

The HR team worked in line with government guidance during the first lockdown and were based from home. Whilst this transition was straightforward, since the team could be available via phone, Zoom and email, the workforce was divided between those working from home, furloughed and the residential care team remaining on site. In these unprecedented times, it was no surprise that the HR team observed an increase in staff members seeking help for their mental wellbeing. This was further impacted by the pressures of having to adapt to different ways of working throughout the pandemic. The team created a survey for the three sections of the workforce to ask them how they felt and what their perception was of their colleagues who may have been working under different circumstances, with the view that everybody had been affected differently. Furthermore, a wellbeing survey was distributed to all employees and encouraged them to share their tips and advice for others. The results of all the surveys were combined into a wellbeing guide for employees to view and understand others' viewpoints and try to unite the workforce.

### Second Lockdown – HR Support

The team felt much more prepared for the second lockdown and reflected on the results from the surveys carried out previously. It appeared that loneliness and not feeling connected to the Meath were strong feelings for those who had been furloughed or worked from home. With that in mind, weekly Zoom calls were arranged for both the furloughed employees and the work from home colleagues, including fun quizzes to lift people's spirits. Both initiatives were well received and 66% of those furloughed found them to be beneficial\*.



For those who remained on-site, their desire was to be able to talk to the HR team in person. A member of the HR team was then available on-site once or twice per week to support those who were experiencing any wellbeing concerns.

A further wellbeing survey was carried out to understand if there had been any changes since the previous questionnaire and the results were published within a further employee guide, along with tips and guidance on how to best support yourself during the pandemic. The HR team developed a 'Wellness Action Plan' which was rolled out to managers to help them identify and support their team members' wellbeing. The Wellness Action Plan is now an integral part of the wellbeing support that the Meath offers to its staff members. In keeping with the 'wellbeing' theme, the HR team put together welcoming newsletters and support guides for those returning from furlough for the second time to help them settle back into their roles with ease.

*\*Source - Furlough staff survey 27.11.20*

### Coaching & Mentoring

The team have heavily focused on upskilling the Managers on how to carry out internal investigations. The number of investigative officers available to the HR team has increased from 4 to 11 in the last twelve months. This is as a direct result of the team supporting and guiding managers through the process via 1-2-1 support, as well as sharing a comprehensive 'how to' guide. Moreover, those managers with more confidence in the investigation training now regularly buddy and mentor colleagues to help them develop their investigative skills. The Meath is now in a stronger position to select an experienced investigative officer if the need arises.

### New Policies

A new 'buy & sell' holiday scheme was introduced to offer employees more flexibility on how they use their annual leave. We carried out a survey to understand if this would be an attractive benefit - 85% of staff are interested in this new benefit, with 42% keen to use both the 'buy' & 'sell' options\*.

*\*Source: Staff buy & sell holiday survey 26.03.21*

### Staff Training & Development

The Charity is unwavering in its commitment to the training and development of all staff and volunteers, which we consider to be fundamental to maintaining high quality care and support for all our clients. New staff undertake an initial training course to achieve their Care Certificate, which is required to be completed within the first twelve weeks of their employment. Existing staff members attend a range of mandatory courses ongoing to update their expertise, while also being encouraged to undertake a Qualifications and Credit Framework (QCF) Award.

The Training Co-Ordinator ensures that all training courses are delivered on time and that all staff members are included, and training requirements catered for. The Training Co-Ordinator has been particularly busy delivering the training to all staff of the new PCS/Ascom system.

### Specialist Services

Specialist services provided include:

- Wellbeing Team
- Human Resources & Training
- Fundraising & Communications

All three of the above Specialist Services are performing well and providing an excellent service and benefit to all at The Meath.

## Meath Social Enterprises

### Changing Perceptions

Changing Perceptions is a Meath social enterprise that trades alongside other retail outlets at 133 High Street, Godalming. The Changing Perceptions' team comprises Meath residents, volunteers, and staff, all working together on donations of preloved furniture, upcycling and repurposing each piece before selling on to customers through their HighStreet saleroom. Gift aid is claimed as applicable on the donated furniture. All profit goes straight back to the charity. All the staff and volunteers pride themselves on providing real support for people with challenging conditions which empowers and enables their involvement in a welcoming, environmentally friendly and rewarding activity that reduces stigma and brings about a true sense of community.

The popularity of Changing Perceptions within the town has grown over the years, with many volunteers signing up because of having stopped for coffee or purchased an item of upcycled furniture and then bought into the whole ethos. Changing Perceptions has been badly affected by having to close in March 2020. It is expected to open again in May 2021.

More information is available at [www.changingperceptions.org.uk](http://www.changingperceptions.org.uk)

## REFERENCE & ADMINISTRATION

### The Meath Epilepsy Charity - Registered Charity number: 200359

The Charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity. This was founded under the name "The Meath Home for Epileptic Women and Girls" in a Conveyance and Declaration of Trust dated 28th October 1896. The latest change to the governing document was during May 2015.

### The Meath Trustee Company Limited - Registered Company number: 5822835

The Meath Trustee Company Limited was incorporated on the 19th of May 2006 and is the Trustee of The Meath Epilepsy Charity.

#### Principal address

Westbrook Road  
Godalming  
Surrey GU7 2QH

#### Contact details

Telephone: 01483 415095  
Email: [info@meath.org.uk](mailto:info@meath.org.uk)  
Web: [www.meath.org.uk](http://www.meath.org.uk)

#### Patrons

HM Lord-Lieutenant of Surrey, Michael More-Molyneux  
The Baroness Parminter of Godalming  
The Rt. Hon. Jeremy Hunt MP  
John Jeffrey MBE  
Richard Lockwood  
Lesley Lockwood  
Dr Colin Stokes MBE

THE MEATH EPILEPSY CHARITY REPORT OF THE TRUSTEE  
FOR THE YEAR ENDED 31 MARCH 2021

**Trustee Directors**

Dr Jonathan Moore - Chair from Oct 1<sup>st</sup> 2020 until 19<sup>th</sup> May 2021

Mark Dumas – Resigned as Chair Oct 1<sup>st</sup> 2020

Tim Bloomfield

Anna Coss Joint chair from 19<sup>th</sup> May 2021

Robin Gourlay

Graham Healy Joint chair 19<sup>th</sup> May 2021

Malcolm Ring

Tony Röbin

Penny Wade

Jane Wybrew – Resigned Nov 2020

**Chief Executive & Senior Management Team**

**Chief Executive**

Lindsay Perryman

**Head of HR & Operations**

Joanne Axton

**Head of Fundraising and Communications**

Tania Cantoni

**Head of Finance**

Andrew Bagley

**Head of Compliance & Training**

Michelle Plumb

**Registered Manager**

Tracy Toth

**Auditor & Advisors**

Auditor: Crowe U.K. LLP, 55 Ludgate Hill, London, EC4M 7JW

Bankers: Lloyds Bank Plc, 49 High Street Godalming Surrey, GU7 1AT

Investment Advisor: JM Finn & Co, 4 Coleman Street London, EC2R 5TA

## STATEMENT OF TRUSTEE RESPONSIBILITIES

The Trustee Directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed requires the Trustee Directors to prepare financial statements for each financial year which give a true and fair view of the situation of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the Charity for that period. In preparing those financial statements, the Trustee Directors are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charity SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustee Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed.

They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustee Directors are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## APPROVED ON BEHALF OF THE TRUSTEES



**Anna Coss & Graham Healy (Co-Chairs of Board of Trustees)**  
The Meath Trustee Company Limited

Date: 8/9/21

## Opinion

We have audited the financial statements of The Meath Epilepsy Charity ('the charity') and its subsidiaries ('the group') for the year ended 31 March 2021 which comprise the Consolidated Statement of Financial Activities, Consolidated and Charity Balance Sheets, Consolidated Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charity's affairs as at 31 March 2021 and of the group's income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's or the group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.



### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient and proper accounting records have not been kept by the parent charity; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

### Responsibilities of trustee

As explained more fully in the Trustee Director's responsibilities statement set out on page 17, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group and the parent charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 151 of the Charities Act 2011, and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the charity and group operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charity's and the group's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charity and the group for fraud. The laws and regulations we considered in this context for the UK operations were CQC Regulations for service providers and managers, General Data Protection Regulation (GDPR) and Health and Safety Legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of

the Trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income, and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management and the Finance and Risk Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, agreeing a sample of resident contracts to financial records and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*Crowe U.K. LLP*

**Crowe U.K. LLP**  
Statutory Auditor

London

Date: 15th October 2021

Crowe U.K. LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2021**

GROUP	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2021 Total Funds £	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2020 Total Funds £
<b>Income</b>									
Donations & legacies		325,128	446,626	-	771,754	265,001	1,006,766	-	1,271,767
Charitable activities	2	6,318,964	-	-	6,318,964	6,094,700	-	-	6,094,700
Social enterprise		30,783	-	-	30,783	166,128	-	-	166,128
Fund raising events		34,616	32,070	-	66,686	82,627	-	-	82,627
Investment income	3	23,035	-	-	23,035	29,131	-	-	29,131
Other income	4	346,352	-	-	346,352	-	-	-	-
		<u>7,078,878</u>	<u>478,696</u>	<u>-</u>	<u>7,557,574</u>	<u>6,637,587</u>	<u>1,006,766</u>	<u>-</u>	<u>7,644,353</u>
<b>Expenditure</b>									
Charitable activities	5	6,481,448	134,668	111,804	6,727,920	6,517,070	100,000	111,804	6,728,874
Social enterprise	5	235,769	40,982	-	276,751	109,392	119,345	-	228,737
Raising funds	5	182,506	-	-	182,506	213,546	-	-	213,546
		<u>6,899,723</u>	<u>175,650</u>	<u>111,804</u>	<u>7,187,177</u>	<u>6,840,008</u>	<u>219,345</u>	<u>111,804</u>	<u>7,171,157</u>
<b>Net Income / (expenditure)</b>		179,155	303,046	(111,804)	370,397	(202,421)	787,421	(111,804)	473,196
Net gain/(loss) on investments		95,093			95,093	(32,084)			(32,084)
Transfer between funds	14	157,235	(157,235)	-	-	1,006,215	(1,006,215)	-	-
<b>Net movement in funds</b>		431,483	145,811	(111,804)	465,490	771,710	(218,794)	(111,804)	441,112
Total funds brought forward		<u>10,324,485</u>	<u>113,921</u>	<u>4,719,585</u>	<u>15,157,991</u>	<u>9,552,775</u>	<u>332,715</u>	<u>4,831,389</u>	<u>14,716,879</u>
<b>Total funds carried forward</b>		<u>10,755,968</u>	<u>259,732</u>	<u>4,607,781</u>	<u>15,623,481</u>	<u>10,324,485</u>	<u>113,921</u>	<u>4,719,585</u>	<u>15,157,991</u>

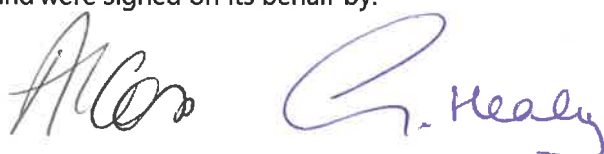
**CONTINUING OPERATIONS**

Income and expenditure has arisen from continuing activities.

# **CONSOLIDATED BALANCE SHEET** **AS AT 31 MARCH 2021**

	Notes	Consolidated		Charity	
		2021	2020	2021	2020
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8	13,613,944	13,665,535	13,613,944	13,665,535
Listed investments	9	904,431	813,627	904,431	813,627
Subsidiary undertakings	9	-	-	1	1
		<u>14,518,375</u>	<u>14,479,162</u>	<u>14,518,376</u>	<u>14,479,163</u>
<b>Current assets</b>					
Debtors: amounts falling due within one year	10	554,571	591,036	554,570	628,995
Bank balances & cash in hand	11	<u>1,423,294</u>	<u>588,117</u>	<u>1,423,294</u>	<u>588,117</u>
		1,977,865	1,179,153	1,977,864	1,217,112
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	12	<u>872,759</u>	<u>500,324</u>	<u>872,759</u>	<u>500,324</u>
<b>Net current assets</b>		<u>1,105,106</u>	<u>678,829</u>	<u>1,105,105</u>	<u>716,788</u>
<b>Total assets less current liabilities</b>		<u>15,623,481</u>	<u>15,157,991</u>	<u>15,623,481</u>	<u>15,195,951</u>
<b>Charity funds</b>	14				
Unrestricted:					
General fund		1,749,805	1,200,075	1,749,805	1,238,035
Capital fund		<u>9,006,163</u>	<u>9,124,410</u>	<u>9,006,163</u>	<u>9,124,410</u>
		10,755,968	10,324,485	10,755,968	10,362,445
Restricted:					
Restricted fund		259,732	113,921	259,732	113,921
Endowment fund		<u>4,607,781</u>	<u>4,719,585</u>	<u>4,607,781</u>	<u>4,719,585</u>
		4,867,513	4,833,506	4,867,513	4,833,506
<b>Total funds</b>		<u>15,623,481</u>	<u>15,157,991</u>	<u>15,623,481</u>	<u>15,195,951</u>

The financial statements were approved and authorised for issue by the Board of Trustee Directors on and were signed on its behalf by:



**Anna Coss & Graham Healy (Co-Chairs of the Board of Trustees)**

The Meath Trustee Company Limited

**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

GROUP	Consolidated 2021 £	2020 £
<b>Cash flows from operating activities</b>		
Net income/(expenditure) for the reporting period	465,490	441,112
Adjustments for:		
Depreciation charges	430,391	437,059
Loss/(gain) on investments	(95,093)	32,084
Interest receivable	(23,035)	(29,131)
Decrease/(increase) in debtors	36,465	82,967
Increase/(decrease) in creditors	372,435	(111,544)
Net cash generated by operating activities	1,186,653	852,547
<b>Cash flows from investing activities</b>		
Purchase of tangible fixed assets	(442,280)	(1,095,297)
Sale of tangible fixed assets	63,480	-
Purchase of investments	(101,800)	-
Sale of investments	106,089	6,497
Interest received	23,035	29,131
	(351,476)	(1,059,669)
<b>Change in cash &amp; cash equivalents</b>	835,177	(207,122)
<b>Cash &amp; cash equivalents brought forward</b>	588,117	795,239
<b>Cash &amp; cash equivalents carried forward</b>	1,423,294	588,117



## 1. ACCOUNTING POLICIES

### a) Basis of preparing the financial statements

The accounts & financial statements have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with FRS102 the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the previous Statement of Recommended Practice: Accounting and Reporting by Charities which was effective from 1 April 2005 but which has since been withdrawn.

The Meath Epilepsy Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements of The Meath Epilepsy Charity and its subsidiary company are consolidated, on a line-by-line basis, to produce the Group financial statements. The consolidated entity is referred to as 'the Group'. The charity has taken advantage of the exemptions in FRS 102 from the requirements to present a charity only Cash Flow Statement and certain disclosures about the charity's financial instruments.

Having considered the financial position of the Meath Epilepsy Charity and plans and forecasts for future periods, the Trustee is satisfied that there is no material uncertainty around the ability of the Charity to continue as a going concern for the foreseeable future. The financial statements have therefore been prepared on the basis that the charity is a going concern.

### b) Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably. The main sources of income are from local authorities for providing high levels of care and residential accommodation, this is supplemented by income from social enterprises providing products & services to external clients and the general public. Income from local authorities is recognised in the year that care and accommodation is provided. Income from social enterprises is recognised in the year that a sale occurs. Donations are recognised on receipt.

### c) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**d) Raising funds**

Raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities, events and non-charitable trading.

**e) Governance costs**

This comprises the costs of compliance with constitutional and statutory requirements.

**f) Taxation**

The charity is exempt from tax on its charitable activities but is registered for VAT for the social enterprises.

**g) Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	-	2% on cost
Fixtures and fittings	-	20% on cost
Motor vehicles	-	20% on cost

No depreciation is charged on freehold land.

The charity has a capitalisation threshold of £1,000, at which point all assets are capitalised.

**h) Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustee.

The general fund comprises unrestricted funds which are neither designated by Trustee Directors nor restricted by donors.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. There is one remaining designated fund within the Trust which form part of the unrestricted funds.

**i) Investment Statement**

Investments are valued at market value as at the balance sheet date. Realised and unrealised gains and losses arising on the revaluation of investments are credited or charged to the Statement of Financial Activities.

**j) Capital Fund**

A Designated "Capital fund" has been established to account for the value of Fixed Assets which are not within the Endowment Fund and thus cannot be used for the general purposes of the Charity.

**k) Endowment Fund**

This represents the original gift to the charity of its freehold land and building in 1896. The freehold property has been revalued as at 25 March 2011 using the depreciated replacement cost value at £5,727,362. The written down value at 31 March 2021 is £4,607,781 (2020: £4,719,585).

**l) Pension costs and other post-retirement benefits**

The charity supports a defined contribution group personal pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

These contributions are invested in an insurance company and are therefore separate from the charity's assets.

**m) Stock**

Stock within the charity consists of donated second hand wooden furniture, the value of which is considered to be minimal. On this basis, no value has been applied to items.

**n) Financial instruments**

The Meath Epilepsy Charity Trust has financial assets of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at the present value of future cash flows (amortised costs). No discounting has been applied to these financial instruments on the basis that the periods over which amounts will be settled are such that any discounting would be immaterial.

**o) Critical accounting judgements and key sources of estimation**

In the application of the charity's accounting policies, which are described within the notes above, the Trustee Directors are required to make judgements, estimates, assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects the current and future periods.

In the view of the Trustee Directors, no assumptions concerning the future or estimation uncertainty affecting assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

THE MEATH EPILEPSY CHARITY NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

**2 CHARITABLE ACTIVITY INCOME**

	2021 £	2020 £
Residential fees	6,008,146	5,671,741
Supported living	255,195	259,355
Day Centre & other fees	55,623	163,604
	<u>6,318,964</u>	<u>6,094,700</u>

**3 INVESTMENT INCOME**

	2021 £	2020 £
Dividends & interest received	<u>23,035</u>	<u>29,131</u>

**4 OTHER INCOME**

	2021 £	2020 £
CV19 support grants	204,962	-
CJRS furlough claims	141,390	-
	<u>346,352</u>	<u>-</u>

**5 CHARITABLE ACTIVITY COSTS**

	Residential & Day Care £	Supported Living £	Charitable Activities £	Raising Funds £	Social Enterprise £	2021 £	2020 £
Residential care support costs							
Support staff costs	551,930	-	551,930	-	-	551,930	502,003
General overheads	833,383	-	833,383	-	-	833,383	410,954
Governance costs							
- external auditor's remuneration	19,404	-	19,404	-	-	19,404	24,418
Raising funds							
General overheads	-	-	-	43,029	-	43,029	12,364
Total support costs	<u>1,404,717</u>	<u>-</u>	<u>1,404,717</u>	<u>43,029</u>	<u>-</u>	<u>1,447,746</u>	<u>949,739</u>
Staff costs	4,541,000	193,415	4,734,415	120,235	106,573	4,961,223	4,810,620
Other direct costs	142,916	15,481	158,397	19,242	92,440	270,079	878,257
Retail costs	-	-	-	-	77,738	77,738	95,482
Depreciation	430,391	-	430,391	-	-	430,391	437,059
Year ended 31 March 2021	<u>6,519,024</u>	<u>208,896</u>	<u>6,727,920</u>	<u>182,506</u>	<u>276,751</u>	<u>7,187,177</u>	<u>7,171,157</u>
Year ended 31 March 2020	<u>6,527,995</u>	<u>200,879</u>	<u>6,728,874</u>	<u>213,546</u>	<u>228,737</u>	<u>7,171,157</u>	
Depreciation on the endowment property included in residential & day care costs						<u>111,804</u>	<u>111,804</u>

THE MEATH EPILEPSY CHARITY NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

**6 TRUSTEES, DIRECTORS & KEY MANAGEMENT PERSONNEL REMUNERATION & BENEFITS**

During the year, and prior year, there were three key management personnel comprising the Chief Executive, the Head of Operations & HR, and the Head of Finance, whose emoluments including employer pension contributions and employer national insurance contributions totalled £231,783 (2020: £224,212).

No trustees received any remuneration or other benefits or reimbursement of any expenses for the year (2020: £nil)

Employees earning over £60,000, including employer pension contributions:

	2021 No.	2020 No.
Between £60,000 and £70,000	1	1
Between £70,000 and £80,000	-	1
Between £80,000 and £90,000	1	-

**7 STAFF COSTS**

	2021 £	2020 £
Wages & salaries	4,659,485	4,367,912
Social security	361,323	319,269
Pension contributions	320,803	222,007
	<u>5,341,611</u>	<u>4,909,188</u>

	2021 No.	2020 No.
Average number of staff during the year	<u>203</u>	<u>209</u>

During the year no employees (2020: 5) were made redundant. The total costs, including payments in lieu of notice, were £nil (2020: £64,970) of which £nil (2019: £36,404) were redundancy payments and £nil (2020: £2,000) settlement payments.

**8 TANGIBLE FIXED ASSETS**

**GROUP & CHARITY**

**Cost**

	Freehold Property £	Fixtures & Fittings £	Motor Vehicles £	Total £
At 1 April 2020	15,663,573	1,538,531	176,089	17,378,193
Additions	219,180	146,500	76,600	442,280
Disposals	-	-	(112,107)	(112,107)

At 31 March 2021	<u>15,882,753</u>	<u>1,685,031</u>	<u>140,582</u>	<u>17,708,366</u>
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**Depreciation**

At 1 April 2020	2,328,168	1,283,468	101,022	3,712,658
Charge for the year	310,820	114,094	24,906	449,820
Eliminated on disposals	-	-	(68,056)	(68,056)

At 31 March 2021	<u>2,638,988</u>	<u>1,397,562</u>	<u>57,872</u>	<u>4,094,422</u>
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**Net book value**

At 31 March 2021	<u>13,243,765</u>	<u>287,469</u>	<u>82,710</u>	<u>13,613,944</u>
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At 1 April 2020	<u>13,335,405</u>	<u>255,063</u>	<u>75,067</u>	<u>13,665,535</u>
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THE MEATH EPILEPSY CHARITY NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

**9 FIXED ASSET INVESTMENTS**

	Group 2021 £	Group 2020 £	Charity 2021 £	Charity 2020 £
<b>Listed investments</b>				
Market value at 1 April 2020	813,627	852,207	813,627	852,207
Additions	101,800	13,309	101,800	13,309
Disposals	(106,459)	(19,805)	(106,459)	(19,805)
Unrealised gains/(losses)	95,463	(32,084)	95,463	(32,084)
Market value at 31 March 2021	904,431	813,627	904,431	813,627

The listed investments held for both years is a mixture of equities and bonds.

**Shares in group undertakings**

Historical cost at 1 April 2020	-	-	1	1
Additions	-	-	-	-
Disposals	-	-	-	-
Revaluations	-	-	-	-
Historical cost at 31 March 2021	-	-	1	1

There were no investment assets outside the UK.

The Charity's investment in Group undertakings at the balance sheet date was in The Arthouse at the Meath Limited.

**The Arthouse at the Meath Limited:**

Nature of business: Social enterprise for educating and helping residents of The Meath to make, commercialise and sell art and art images.

Class of shares: Ordinary - 100% holding

Activity: the company was dormant during the year ended 31 March 2021

Aggregate capital and reserves: £(37,960) (2020: £(37,960))

**10 DEBTORS**

<b>Amounts falling due within one year</b>	Group 2021 £	Group 2020 £	Charity 2021 £	Charity 2020 £
Residents fees	348,455	291,704	348,455	291,704
Other debtors	128,926	170,286	31,700	73,060
Prepayments & accrued income	77,190	129,046	77,190	129,046
Amounts due from group undertaking	-	-	97,225	135,185
	554,571	591,036	554,570	628,995

Other debtors include £97,226 (2020: £97,226) due from Arthouse Unlimited that is due after more than one year.

**11 BANK BALANCES & CASH IN HAND**

At 31 March 2021 the charity held monies which are administered on behalf of residents £230,069 (2020: £176,966), residents' personal monies £92,418 (2020: £51,299), and Employment & Support Allowance £nil (2020: £7,122). These balances have not been included in these accounts.

THE MEATH EPILEPSY CHARITY NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

**12 CREDITORS**

Amounts falling due within one year

	Group 2021 £	Group 2020 £	Charity 2021 £	Charity 2020 £
Trade creditors	165,320	66,097	165,320	66,097
Social security & other taxes	91,858	89,006	91,858	89,006
Deferred income	322,583	99,925	322,583	99,925
Other creditors	43,257	36,881	43,257	36,881
Accrued expenses	249,741	208,415	249,741	208,415
	<b>872,759</b>	<b>500,324</b>	<b>872,759</b>	<b>500,324</b>

Deferred income comprises residents' fees and event income received in advance of the period to which it relates.

**13 ANALYSIS OF NET ASSETS  
BETWEEN FUNDS**

GROUP	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2021 Total Funds £	2020 Total Funds £
Tangible fixed assets	9,006,163	-	4,607,781	13,613,944	13,665,535
Investments	904,431	-	-	904,431	813,627
Current assets	1,668,967	259,732	-	1,928,699	1,179,153
Current liabilities	(823,593)	-	-	(823,593)	(500,324)
	<b>10,755,968</b>	<b>259,732</b>	<b>4,607,781</b>	<b>15,623,481</b>	<b>15,157,991</b>

GROUP	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2020 Total Funds £
Tangible fixed assets	8,945,950	-	4,719,585	13,665,535
Investments	813,627	-	-	813,627
Current assets	1,065,232	113,921	-	1,179,153
Current liabilities	(500,324)	-	-	(500,324)
	<b>10,324,485</b>	<b>113,921</b>	<b>4,719,585</b>	<b>15,157,991</b>

THE MEATH EPILEPSY CHARITY NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

14 MOVEMENT IN FUNDS

GROUP	Funds at 1 April 2020 £	Income £	Expenditure £	Transfers £	Gains / (losses) £	Funds at 31 March 2021 £
Unrestricted funds						
General fund	1,200,075	7,078,878	(6,899,723)	275,482	95,093	1,749,805
Capital fund	9,124,410	-	-	(118,247)	-	9,006,163
	<u>10,324,485</u>	<u>7,078,878</u>	<u>(6,899,723)</u>	<u>157,235</u>	<u>95,093</u>	<u>10,755,968</u>
Restricted funds						
Therapeutic Sensory Room	96,711	-	-	(96,711)	-	-
Glyndebourne event (deferred to 2022)	-	30,070	(90)	-	-	29,980
Gym salary (20/21 & 21/22)	-	50,000	(25,000)	-	-	25,000
IT - New Meath Computers	-	5,956	-	(1,000)	-	4,956
Personal Centered Software	-	75,000	-	(24,480)	-	50,520
Car Fund - Post Break in	9,910	20,000	-	(29,910)	-	-
Skills Centre shower refurb x 1	-	5,134	-	(5,134)	-	-
Refurbished bathrooms & wet rooms	-	14,700	(14,700)	-	-	-
Specialist salaries	-	105,880	(60,880)	-	-	45,000
Enrichment funding	-	69,147	(7,892)	-	-	61,255
Emergency & reintegration CV19	7,300	89,916	(49,340)	-	-	47,876
Other restricted funds	-	12,893	(17,748)	-	-	(4,855)
	<u>113,921</u>	<u>478,696</u>	<u>(175,650)</u>	<u>(157,235)</u>	<u>-</u>	<u>259,732</u>
Endowment fund	4,719,585	-	(111,804)	-	-	4,607,781
	<u>4,833,506</u>	<u>478,696</u>	<u>(287,454)</u>	<u>(157,235)</u>	<u>-</u>	<u>4,867,513</u>
Total funds	<u>15,157,991</u>	<u>7,557,574</u>	<u>(7,187,177)</u>	<u>-</u>	<u>95,093</u>	<u>15,623,481</u>
	Funds at 1 April 2019 £	Income £	Expenditure £	Transfers £	Gains / (losses) £	Funds at 31 March 2020 £
Unrestricted funds						
General fund	1,328,527	6,637,587	(6,840,008)	106,053	(32,084)	1,200,075
Capital fund	8,224,248	-	-	900,162	-	9,124,410
	<u>9,552,775</u>	<u>6,637,587</u>	<u>(6,840,008)</u>	<u>1,006,215</u>	<u>(32,084)</u>	<u>10,324,485</u>
Restricted funds						
Supported living	-	675,000	-	(675,000)	-	-
Sensory room	-	105,000	(8,289)	-	-	96,711
New residential unit	330,000	-	-	(330,000)	-	-
Car fund	-	9,910	-	-	-	9,910
Other restricted funds	2,715	216,856	(211,056)	(1,215)	-	7,300
	<u>332,715</u>	<u>1,006,766</u>	<u>(219,345)</u>	<u>(1,006,215)</u>	<u>-</u>	<u>113,921</u>
Endowment fund	4,831,389	-	(111,804)	-	-	4,719,585
	<u>5,164,104</u>	<u>1,006,766</u>	<u>(331,149)</u>	<u>(1,006,215)</u>	<u>-</u>	<u>4,833,506</u>
Total funds	<u>14,716,879</u>	<u>7,644,353</u>	<u>(7,171,157)</u>	<u>-</u>	<u>(32,084)</u>	<u>15,157,991</u>

## 15 OPERATING LEASE COMMITMENTS

Group & Charity	Land & Buildings 2021 £	Other 2021 £	Land & Buildings 2020 £	Other 2020 £
Future minimum lease payments under non-cancellable operating leases:				
Within one year	50,000	12,669	50,000	12,669
Between one and five years	75,000	2,444	125,000	4,698
In more than five years	-	-	-	-
	125,000	15,113	175,000	17,367
Total lease payments made during the year	50,000	16,140	50,000	103,285

## 16 PENSION COMMITMENTS

During the year £320,803 (2020: £222,007) was paid into the group personal pension scheme. Outstanding liability at the balance sheet date was £41,806 (2020: £35,418).

## 17 RELATED PARTY DISCLOSURES

### Westbrook Housing Limited

Westbrook Housing Limited is a charitable company which leases property to then grant tenancies at affordable rents to people with disabilities, whilst facilitating their care through The Meath Epilepsy Charity. Westbrook Housing Limited has two Trustee Directors in common with The Meath Epilepsy Charity. During the year one property was let by the Meath Epilepsy Charity to Westbrook Housing Limited for rents totalling £30,000 (2019: £26,445).

At the year end a loan of £30,000 was due to The Meath Epilepsy Charity (2020 £30,000).

### Arthouse Unlimited (charity number 1177900)

On 31st May 2018 the business activities of the subsidiary undertaking The Arthouse at The Meath Limited were demerged to Arthouse Unlimited, an independent charity.

At the year end £97,225 was due to The Meath Epilepsy Charity (2020 £135,186).

### Lindsay Perryman

One individual related to the CEO Lindsay Perryman was employed during the year, receiving remuneration totalling £18,365 (2020: 2 individuals £42,914).

### Joanne Axton

One individual related to the Head of HR & Operations Joanne Axton has an interest in contracts and supplies totalling £102,190 (2020: £24,066).

## 18 ULTIMATE CONTROL

The charity is controlled by the Trustee Directors of The Meath Trustee Company.