

WEST NORFOLK MENCAP
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH SEPTEMBER 2024

WEST NORFOLK MENCAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr P Brown
Mrs M A Brown
Mrs L Baines
Mrs T Beale
Mr M Beale
Mrs J Smedmor
Mr M Smedmor

Charity number

226253

Principal address

PO Box 1255
King's Lynn
Norfolk
PE30 9GF

WEST NORFOLK MENCAP

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WEST NORFOLK MENCAP TRUSTEES' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2024

The trustees present their annual report and financial statements for the year ended 30th September.

The accounts have been prepared on a Receipts and Payments basis.

Objectives and activities

The objects of the Charity are to improve the lives and opportunities of children and adults with a learning disability together with their carers and families. To listen to people with a learning disability and to support people with a learning disability in all parts of their lives and to give information and advice.

The main objective during the year continued to be the provision of leisure activities for the Charity's beneficiaries.

Review of charitable activities and achievements for the public benefit

The Charity's aim is to provide of supported leisure activities in order to enable its members to socialise with their peers by attendance at clubs or by taking part in events in a range of mainstream locations and facilities,

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

This provision is provided as per the services highlighted in the achievements and performance section as set out below:

Achievements and performance

West Norfolk Mencap provided the following services during the year:

Senior Gateway Club: A club held once every two weeks in the evening for adults with a learning disability in the 18+ age range. A wide variety of activities are held and the club is very popular with 40 to 50 members and has a consistent attendance of more than 30 people. The club is run by 4 volunteers. Where necessary members support staff stay during session but in the majority of cases people are dropped off and then collected at the end of the evening.

Junior Gateway: A smaller club for young people up to the age of 18. This is held in the evening every week during term time. Membership is around 20 and the programme is designed to offer a wide range of games and fun activities. Some of the members do need close supervision to cope with behavioural problems so parents are encouraged to stay when needed.

Befriender Scheme: The Befriender scheme organises outings and social events for members with the aim of helping them to enjoy visits to mainstream locations. Activities include pub nights, meals out, visits to zoos, boat trips on The Broads, cinema visits, Christmas shopping etc. This is another popular service with events being fully booked within a few days of programmes being published

Advocacy: the charity has one volunteer who has trained as an independent advocate and support is provided to members where required

Beach Hut: West Norfolk Mencap is fortunate to own a large beach hut at Old Hunstanton. This is made available free of charge to families, groups and charities with a learning disability connection. When free local schools and other charities are permitted to use it as well. Donations received from users help with maintenance costs.

Financial review

The Charity has been able to maintain a satisfactory level of funding in recent years which has provided protection against the economic pressures felt by many organisations in the voluntary sector. Overheads are very low and no paid staff are employed. This means that all income can be directly used for the Charity's purposes.

No funding is received to cover running costs but the Borough Council Of Kings Lynn and West Norfolk did provide a grant of £7,500 towards a major refurbishment of the Beach Hut which totalled just over £17,000.

WEST NORFOLK MENCAP TRUSTEES' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2024

The Norfolk & Waveney Integrated Care Board gave a grant of £10,000 to help promote a greater take up of Learning Disability Annual Health Checks. Subsequently, it was agreed that some of this money could be used to assist with transport to all health appointments. This has been of great benefit to a number of people who do not have easy access to public or private transport.

Reserves at the end of the year totalled £100,717 of which £25,794 were restricted. Running costs excluding refurbishment of the Beach Hut were approximately £12,000 so the Trustees are assured about the financial sustainability of the Charity.

The trustees consider that reserves at this level will ensure that they are able to continue the charity's current activities for the foreseeable future. This level of reserves has been maintained throughout the year.

Principal sources of income and how expenditure meets objectives

The principal sources of income for the Charity are income from outings and fees from club nights as well as donations. Main expenditures are costs of outings, beach hut maintenance and charity and beach hut insurances.

Risk management

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The Trustees have a risk management review which comprises

- a continuing review of the risks the charity may face;
- the establishment of systems and procedures to mitigate those identified risks; and
- the implementation of procedures designed to minimise the potential impact on the charity should those risks materialise.

Plans for the future

The Charity has identified the following key targets for the coming year:

All Operations – Continue to provide services which are of interest to members and provide support where requested.

Going concern review

The Trustees have no concerns regarding the Charity's ability to provide its services for the foreseeable future.

Structure, governance and management

The Charity is registered with the Charity Commission.

Trustees

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr P Brown
Mrs M A Brown
Mrs L Baines
Mrs T Beale
Mr M Beale
Mrs J Smedmor
Mr M Smedmor

Appointment of new Trustees

All members are invited to nominate Trustees, together with nominations from the management team and the existing Trustees. Those nominated and appointed are elected at the first AGM following appointment.

None of the trustees has any beneficial interest in the Charity.

WEST NORFOLK MENCAP TRUSTEES' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2024

Organisation

The project is administered by a committee containing up to 12 and no less than 3 Trustees and up to 5 co-opted Trustees. This committee meets 6 times per year.

Peter Brown is the Chair and in addition carries out the duties of Treasurer following the death of Mr Michael Brown (no relation) several years ago. In order to provide financial governance assurance, all purchase invoices and bank statements are reviewed and signed off at each Trustee meeting by the Charity's Secretary Mrs Linda Baines.

Mrs Marie Brown is Vice-Chair.

Cheque signatories are Peter Brown, Marie Brown, Linda Baines and Martin Beale. Cheques require signing by two signatories. Marie Brown is the wife of Peter Brown and does not sign together with Peter Brown except in emergencies and only with prior notification to other trustees.

For reason of operational convenience, the charity operates a small Treasurers Account with Santander Bank to allow for online purchasing. This is topped up by £60 per month and Peter Brown or Linda Baines have single authorisation access to this.

Trustees' induction and training

When considering nominations of Trustees, the requirement for any specialist skills needed are reviewed.

Trustees are encouraged to attend appropriate external training events when these will facilitate the undertaking of their role.

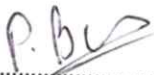
New Trustees attend an orientation meeting to brief them on their legal obligations under charity law, the content of the Memorandum and Articles of Association, the various decision-making processes, the financial plan and recent financial performance of the charity. During this initial orientation programme, they meet other Trustees.

Related parties

The Charity is affiliated to the Royal Mencap Society and pays a small annual subscription to that body. No funding is received from the Royal Mencap Society.

The charity employs no staff and other than the trustees, there are 7 volunteers who support the various activities. Other than the Beach Hut, no premises are used by the charity and everything is run from trustees' homes with appropriate telephone and broadband links.

The trustees' report was approved by the Chair and Vice-Chair.



Mr P. Brown

Trustee

Dated: May 15th 2025



Mrs M.A. Brown

Trustee

Dated: May 15th 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

West Norfolk Mencap

226253

Receipts and payments accounts

CC16a

For the period
from

Period start date
October 1st 2023

To

Period end date
September 31st 2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Membership Fees & Event Charges		7,833	-	7,833	9,325
Donations & Bequests	1,738	820	-	2,558	850
Grant for Beach Hut Refurbishment	-	7,500	-	7,500	-
Learning Disability Health Check Grant	-	20,000	-	20,000	-
Interest Income	2,684	-	-	2,684	1,711
Miscellaneous	5	-	-	5	-
Fundraising	-	-	-	-	560
Sub total (Gross income for AR)	4,427	36,153	-	40,580	12,446
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,427	36,153	-	40,580	12,446
A3 Payments					
Activities & Outings for Members	-	8,118	-	8,118	6,972
Learning Disability Health Transport	-	1,191	-	1,191	-
Beach Hut Refurbishment	7,927	9,794	-	17,721	-
Facilities Rental	-	531	-	531	406
Insurance Expense	2,585	-	-	2,585	1,557
Office & Administration	1,124	-	-	1,124	1,513
	-	-	-	-	-
	-	-	-	-	-
Sub total	11,636	19,634	-	31,270	10,448
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	11,636	19,634	-	31,270	10,448
Net of receipts/(payments)	- 7,209	16,519	-	9,310	1,998
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	67,459	9,485	-	76,944	74,946
Cash funds this year end	60,250	26,004	-	86,254	76,944

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Accounts	1,831	4,409	-
	Savings Accounts	58,419	21,444	-
	Cash		151	-
	Total cash funds	60,250	26,004	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Prepaid Expenses	1,050	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Beach Hut at Old Hunstanton	Unrestricted	-	15,000
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	Creditors and Accruals	Unrestricted	8	Current
	Creditors and Accruals	Restricted	1,509	Current
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	P. Brown	Peter Brown	May 13th 2025



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
WEST NORFOLK MENCAP

On accounts for the year
ended

SEPTEMBER 30TH 2025

Charity no
(if any)

226253

Set out on pages

4 & 5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

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:

W D Knobbs.

Date:

27.05.2025

Name:

WENDY D. KNOBBS

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

A.C.M.A.

Address:

7 PRINGLE WAY, SOUTHERY
DOWNHAM MARKET, NORFOLK
PE38 0QG.