

WEST NORFOLK MENCAP

**WEST NORFOLK MENCAP
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH SEPTEMBER 2025**

Charity Registered No: 226253

WEST NORFOLK MENCAP

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WEST NORFOLK MENCAP

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity No: 226253

Address: West Norfolk Mencap
PO Box 1255
King's Lynn
Norfolk
PE30 9GF

Telephone: 01553 776154

Email: office@wnmencap.org.uk

Trustees: Mr P Brown
Mrs MA Brown
Mrs L Baines
Mrs T Beale
Mr M Beale
Mrs J Smedmor
Mr M Smedmor

WEST NORFOLK MENCAP

TRUSTEES REPORT

The Trustees present their annual report and financial statements for the year ended 30th September 2025

OBJECTIVES AND ACTIVITIES

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

The main objectives in the year continued to be the provision of leisure opportunities for the Charity's beneficiaries.

Review of charitable of charitable activities for the public benefit

The Charity's aim is to provide a variety 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 by the services described in the achievements and performance set out in the next section.

Achievements and performance

West Norfolk Mencap provided the following services in the year:

Senior Gateway Club: A club held once every fortnight in the evening for adults with a learning disability and aged 18+. A wide range of activities are organised and the club is very popular with 40 to 50 members with generally more than 30 people attending. The club is run by 4 to 6 volunteers. Some members are dropped off or attend independently with others being supported by their carers if their needs require it. The maximum for membership is set at 50 in order to provide a safe environment. This occasionally leads to a waiting list.

Junior Gateway: A smaller club for young people under the age of 18 held one evening every week during term time. Membership of this club has been dwindling in recent years with only a handful of people turning up on some occasions. Sadly, in the autumn of 2025 the Trustees decided to close the club as the need for it no longer existed. Formal closure took place in December 2025.

Befriender Scheme: The Befriender Scheme organises group outings and social events for members with the aim of helping them enjoy visits to mainstream locations such as pubs, restaurants, tourist attractions, boat trips, cinemas etc. This a very popular service with events being booked up within days of issue of the quarterly programmes.

Advocacy Service: the Charity offers a small advocacy service with one volunteer trained as an independent advocate. Support is provided to members and non-members on request.

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Health Appointments Transport: West Norfolk Mencap has received grant funding from the local Integrated Care Board to promote and support people with a learning disability attending health check and other health appointments. As part of this project the charity offers free transport to and from appointments.

Beach Hut: West Norfolk Mencap is fortunate own a large beach hut at Old Hunstanton. This made available to free of charge to individuals, families and organisations with a learning disability connection. When not booked then local schools and other charities are given the opportunity to use it. Donations received from users help with maintenance costs. Over the last two years over £20,000 has been spent on major refurbishment including construction of a large new veranda. Grant support of £7,500 and £4,000 was received from the Borough Council of King's Lynn and West Norfolk and Morrisons respectively. The balance was covered from the charity's own funds.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is governed by constitution and is run as an unincorporated charity. All committee members are Trustees of the Charity. The Charity had no paid employees during the year and was run entirely by volunteers.

The Charity is registered with the Charity Commission.

Financial Performance: The Charity has been able to maintain a satisfactory level of funding which provides a cushion against the economic pressures being experienced by much of the voluntary sector. With no paid staff and low overheads, existing and new funding can be targeted at the Charity's primary beneficiaries.

The Charity achieved a surplus of £11,569 in the year (£9,310 in 2024). Restricted funds were £35,101 (£25,795 2024) and unrestricted funds £63,309 (£61,046 2024).

The principal sources of income are fees from club nights and charges for outings as well as some donations. Main expenditures are outing and club night costs plus charity and beach insurance premia. As stated previously fixed overheads are very low and the trustees are confident in being able to continue with current activities for the foreseeable future.

Risk Management: The Trustees have assessed the major risks to which the Charity is exposed and, are satisfied that the nature of its operations and cost structure mitigate against exposure to major risks.

The Trustees review risks on an ongoing basis and are satisfied systems and procedures are in place to identify and react to risks which may arise.

Plans for the future: The charity plans to continue to provide services which are of interest and benefit to members. More emphasis will be placed on promoting free transport to health appointments as uptake has been quite low.

Going Concern and reserves: The Trustees believe that the Charity is well placed to meet the challenges of the future and there are no concerns about the Charity's ability to provide its services for the foreseeable future.

The Charity has maintained a suitable level of reserves in the trustees' opinion.

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Organisation: The Charity is administered by the Trustees who meet six times per year.

Peter Brown is the Chair and in addition, as a retired accountant, carries out the duties of Treasurer. Assurance of good financial governance is maintained by having all purchase invoices and bank statements reviewed and signed by the Charity's Secretary, Linda Baines.

Marie Brown is Vice-Chair

Cheques require dual signatures and signatories are, Peter Brown, Marie Brown, Linda Baines and Martin Beale. Marie Brown is the wife of Peter Brown and does not sign with him except in emergencies and with prior notification to the other signatories.

The Charity does operate a small Treasurer's Account topped up by £60 per month. Peter Brown and Linda Baines have single authorisation access to this.

Trustees: Nomination for new trustees are considered during the year and those nominated and appointed are re-elected at the first AGM following appointment.

When considering nominations for trustees, requirements for any specialist skills are taken into consideration. New trustees attend an induction 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 and the financial position of the charity.

None of the Trustees had any beneficial interest in the charity.

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.

Peter Brown is a Trustee and Director of the Forward Day Centre Limited. The Charity use the premises of Forward for its Senior Gateway Club upon payment of an agreed rent per session.

The Charity employs no staff. Other than the Trustees there are 4 volunteers who support the various activities. Other than the Beach Hut, no premises are used by the Charity apart from Trustees own homes with appropriate telephone and broadband links.

The report is approved by the Chair and Vice-Chair,

Mr Peter Brown
Trustee

Mrs Marie Brown
Trustee

Dated May 20th 2026

Dated May 20th 2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

West Norfolk Mencap

0252283

Receipts and payments accounts

CC16a

For the period
from

Period start date
October 1 2024

To

Period end date
September 31 2025


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		6,583	-	6,583	7,833
Donations & Bequests	3,536	150	-	3,686	2,558
Grant for Beach Hut Refurbishment	-	4,000	-	4,000	7,500
Learning Disability Health Check Grant	-	10,060	-	10,060	20,000
Interest Income	2,988	-	-	2,988	2,684
Miscellaneous	-	-	-	-	5
Fundraising	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	6,524	20,793	-	27,317	40,580
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,524	20,793	-	27,317	40,580
A3 Payments					
Activities & Outings for Members	-	7,085	-	7,085	8,118
Learning Disability Health Transport	-	222	-	222	1,191
Beach Hut Refurbishment	-	4,787	-	4,787	17,721
Facilities Rental	-	631	-	631	531
Insurance Expense	1,063	828	-	1,891	2,585
Office & Administration	1,385	-	-	1,385	1,124
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	2,448	13,553	-	16,001	31,270
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	2,448	13,553	-	16,001	31,270
Net of receipts/(payments)	4,076	7,240	-	11,316	9,310
A5 Transfers between funds	- 1,821	1,821	-	-	-
A6 Cash funds last year end	60,250	26,004	-	86,254	76,944
Cash funds this year end	62,505	35,065	-	97,570	86,254

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	6,412	4,215	-
	Savings Accounts	56,030	30,850	-
	Cash	63		-
	Total cash funds (agree balances with receipts and payments account(s))	62,505	35,065	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Prepaid Expenses	33	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	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	-	Current
	Creditors and Accruals	Restricted	317	Current
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature: 

Print Name: Peter Brown

Date of approval: 20-05-2026



Section A

Independent Examiner's Report

Report to the trustees

WEST NORFOLK MENCAP

On accounts for the year
ended

SEPTEMBER 30TH 2025

Charity no
(if any)

226253

Set out on pages

1 & 2

(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 30.09.2025.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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

Signed:

WD Knobb

Date:

23.05.2026

Name:

WENDY D. KNOBBS

Relevant professional
qualification(s) or body

A.C.M.A.

(if any):

Address:

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

Section B

Disclosure

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

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