

EPILEPSY OUTLOOK

UNAUDITED

TRUSTEES' REPORT, INDEPENDENT EXAMINER'S REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

EPILEPSY OUTLOOK

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EPILEPSY OUTLOOK

REFERENCE AND ADMIN DETAILS FOR THE YEAR ENDED 31 MARCH 2025

Reference and administrative details of the charity, its trustees and advisors

Trustees

S Goodwin, Chairman
B Hunt, Secretary
P Gowland
S Ainslie
K Wood
L Allison
T Grufferty
K Robson

Charity registered number

701140

Principal office

199-201 York Road, Hartlepool, TS26 9EE

Bankers

Lloyds TSB PLC, 165 York Road, Hartlepool, TS26 9EJ

Operations manager

Jacqui Gettings

Independent Examiner

Heather O'Driscoll FCA
Waltons Business Advisers Limited, Maritime House, Harbour Walk, The Marina, Hartlepool, TS24 0UX

EPILEPSY OUTLOOK

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report together with the accounts of Epilepsy Outlook (the charity) for the year ended 31 March 2025. The Trustees confirm that the annual report and accounts of the charity comply with the current statutory requirements.

Objectives and activities

● Policies and objectives

The objects of the charity are to relieve the disability of epilepsy sufferers and to provide facilities to help the carers of epilepsy sufferers. The Trustees' policy is to ensure that the best possible care and assistance is available for epilepsy sufferers and carers.

There have been no changes in the objectives since the last annual report.

The Trustees consider that they have complied with their duty in Section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

● Activities for achieving objectives

The Trustees ensure that they comply with the objectives and provide a public benefit by providing a wide range of service provision and activities which include:

Individual support

- Identifying the individual needs of those with epilepsy.
- Delivering support and practical advice, to the individual, their families and carers.
- Providing information on new developments in the treatment of epilepsy.
- Provide help with monitoring and recording seizures.
- Providing training on how to recognise and manage seizures.
- Provide advocacy at medical appointments.
- Information and support re; - employment, driving and undertaking leisure activities.

Promoting social and educational attainment.

- Providing a drop-in centre to support those with uncontrolled epilepsy to meet in a social and safe atmosphere.
- Running an Art Group for all abilities creating a therapeutic, relaxed environment.
- Pioneering a Volunteer Development Programme to provide support and training to all volunteers to gain personal confidence through achievement and recognition of their importance working within a team and their community.
- Running a Focus Group for volunteers to meet and discuss newsletter articles, social events, information stands, volunteer issues and epilepsy awareness issues.
- Opportunities for volunteers to undertake a range of work experience duties including office administration, sales, transport and furniture renovation.

Raising the profile.

- Delivering Epilepsy Awareness training to teachers, health and social care workers on the recognition, management of and monitoring seizures.
- Providing information leaflets to GP surgeries and Neurology Departments to raise awareness amongst patients and professionals.
- Publishing a quarterly newsletter to promote activity of the organisation and highlight fundraising opportunities.
- Advertising services and support available in local 'health supplements' and promotional campaigns.
- Running a delivery / collection service, promoting epilepsy to the local community.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

● Volunteers

The Trustees would like to express their gratitude to our volunteers for all their support to Epilepsy Outlook during the past year.

Without their continued support we would not have been so successful.

Mark Scanlon	Susan Brownless	Patricia Waistell
Daymond Weatherill	Alison Morrow	Lynne Wain
Marie Fleetham	Donald Davison	Christine Atkinson
Diane Arnold	Lyn David Allison	Maureen Wilkinson
Robert Rowe	Ken Coomer	Andrew Payne
Allan Dixon	June Lawton	Charlie Clayton
Charlie Stoddart	Maggie Glennon	Brendan Wass
Rachel Reynolds	Lesley Farnaby	Mandy Wood
Shelley Arnold	Philip Barnard	Gillian Young
Denise Wright	Paul Elliman	John Moore
Lesley Easson	Glenn McAndrew	Grace Clarke
Noah Hunter	Keith Robson	Gary Scott
Chris Marshall	Paul Davis	Alice Crinson
Lee Briggs	Julie Haslam	Linda O'Donnell
Alison Morrow	Elizabeth Neduvellil	Alan Dolega
Juliet Chinenyenwa	David Fleetham	Stephen Wain
Joanne Pritchard	Janet Gulden	Craig Olroyd
Jan Marshall	Stephen Stevenson	Trish Youdale
Colin Robinson	Joseph McAndrew	David Johnson
Trisha McCabe	Martin Rhodes	Azka Qadeer
Joshua Smart	Carl Robotham	Rachel Burley
Hanaah Alhamid	Debbie Wright	Robert Clarke
Robert Tivitan	Barbara Hunt	Tanya Eccles
Debbie Herring	Vicky Coulter	Tabatha Swinburne
Jonathan Lopez	John Hall	Carmelo Barberi
William Greig	Brandon Ibbotson	Pauline Moore
Peter Smart	Paul Lynch	Deborah David
Taskin Qesmatullah	Neda Montazeri	Veronica Woolnough
Eva Yawson	Jamie Horsley	Ali Shehdy
Ahmed Ragis Mussa		

Our volunteers gave 18,377 hours of their time, which equates to £224,977 at the UK minimum wage.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

Achievements and performance

- **Review of activities**

We usually begin this review highlighting the amazing work of the shop volunteers who raised £80,765 across the charity shops.

Money raised in our charity shops enables us to provide information and support, raise awareness and deliver training and to provide a Drop-in for those with not well controlled epilepsy.

We had a total of 91 volunteers helping in our shops, on the van and in the office over the year. During the year, 6 volunteers moved into employment, and we supported 5 placements.

In April, our treasurer, Bill Kitching, Jill's husband and previously our treasurer, passed away suddenly.

Thanks go again to our PAT testers Dave Allison and David Fleetham for sorting out the steady trickle of electrics for us to sell.

We received a donation of 7 'State of the Art' fire extinguishers from Britannia Fire and Security, saving us an annual maintenance bill.

Using Facebook, Market Place and Gumtree continues to raise our profile on the high street and thanks go to Paul Davis who has also set up a Vinted account.

Volunteer Brandon Ibbotson is still helping update our advertising and to catalogue photos of our volunteers and also produced great posters highlighting the wonderful work of our volunteers.

Thanks again to Karen Jobson returned to look after our members of the drop in.

In August we received £280 following a live performance from Don Davison and his band at the Fisherman's Arms. In September we received a £1,000 donation from the Nasir Mosque. We gratefully received £477 donated by Steph Ackroyd who continues to support our work with those with epilepsy in her son's memory.

Frenchic returned to our store, and we received 10% of the sales and has raised £1,160 in donations. A kind donation from a committee member enabled us to provide a christmas party for all our volunteers and was much appreciated by all.

We would also like to mention those who continue to support our work with donations by volunteers and members, staff and customers of Kraftwork Yarns. Without their support we couldn't do all we do.

On the first of January we lost our beloved founder, Jill Kitching. She will be a big miss, and we hope to carry on the work she started in 1987.

As this review began by praising volunteers, we must also give a mention to staff members and Andrew and volunteers, Don, Trish, Glen and Andrew, who have worked together to enable a smooth running of the day-to-day running of the charity.

We are so lucky to have a pro-active supportive Management team, all of whom give a lot of their spare time, make donations, sell raffle tickets and expertise to help in day-to-day activities

We will continue to apply for funding, but it seems that all voluntary organisations are facing similar dilemmas, but we remain optimistic for the future and hope to weather then storm for another year.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

- **Investment policy and performance**

The Trustees are permitted (under the deed of trust) to make investments but none other than bank deposits are held at present.

Financial review

- **Reserves policy**

Epilepsy Outlook has determined that it should seek to acquire and maintain an appropriate level of financial resources above its current running and project costs in order to ensure the long term viability of the organisation to comply with the Charities' Commission Statement of Recommended Practice. (SORP)

The reserves policy of Epilepsy Outlook is intended to:

1. State whether or not Epilepsy Outlook holds reserves.
2. Explain why Epilepsy Outlook holds reserves, in respect of what future needs, opportunities, contingencies or risk there may be.
3. Give the level of reserves at the last day of each financial year to which each Financial Statement relates.
4. Explain what steps Epilepsy Outlook is going to take to maintain reserves at the appropriate level.
5. Explain how Epilepsy Outlook will monitor its reserves policy.

To do so Epilepsy Outlook will base their intended level of reserves at any one time on the following:

- a) Three months running costs (salaries, utilities, rent, administration).
- b) Redundancy payments to staff.
- c) Where necessary, cover for retrospective funding payments, to cover gap between incurring costs of doing work and receiving the grant.

Establishment and maintenance of reserves

Epilepsy Outlook shall use any income that is not restricted by its source towards the reserve target.

Monitoring and review of reserves policy

This policy shall be reviewed by Epilepsy Outlook Trustees annually prior to the publication of the Annual Report and accounts.

Free reserves decreased by £11,313 to £12,040.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

- **Review of the financial position**

The charity raises the majority of funds and in the current year the income generated, before grants, increased from £86,959 to £91,970.

However, income last year was boosted by the receipt of grants. Overall income has decreased from £94,459 to £91,970.

No grants were received in the current year.

Expenditure decreased from £115,037 to £104,919. The largest areas of expenditure were salaries and shop expenses.

Structure, governance and management

- **Constitution**

The charity is constituted under a Trust deed and is a registered charity, number 701140.

- **Method of appointment or election of Trustees**

Trustees are appointed by the members of the management committee, who have regard to respectability and potential Trustees' interest in the objects of the charity when selecting suitable candidates.

- **Organisational structure and decision making**

The charity is managed by a management committee which consists of Chairman, Vice Chairman, Secretary, Treasurer and other committee members, the number of whom is decided at the Annual General Meeting and the day to day running of the charity is the responsibility of its Operations Manager.

Jacqui, our paid Operations Manager, is still with us and continues to provide help and support.

- **Risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

Plans for future periods

Securing funding to cover the group's core costs is always difficult and we endeavour to raise what we can through our charity shops, fundraising and donations.

As mentioned in our review, it is our aim to continue to support local people and to raise the awareness of the issues of living with the condition.

The Trustees, having made due and careful enquiry, are of the opinion that the charity has adequate working capital to execute its operations over the next 12 months. The Trustees therefore, have made an informed judgement, at the time of approving the accounts, that there is reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts 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.

This report was approved by the Trustees, on

and signed on their behalf by:



S Goodwin
Chairman



CHARITY COMMISSION
FOR ENGLAND AND WALES

Epilepsy Outlook

701140

Receipts and payments accounts

CC16a

For the period
from

01/04/2024

To

31/03/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	4,978			4,978	6,258
Shops, ebay and paypal income	80,765			80,765	72,640
Ebay and Paypal income				-	184
Raffles etc.	2,493			2,493	2,916
Investments	151			151	414
National Lottery Community Fund				-	
Movement on VAT debtor	160			160	328
Screwfix Foundation income				-	-
Garfield & Weston Foundation				-	7,500
James Knott				-	-
Other income	1,110			1,110	944
World of books				-	-
Recycling	2,313			2,313	3,275
Kickstart income				-	
Sub total (Gross income for AR)	91,970	-	-	91,970	94,459
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	91,970	-	-	91,970	94,459
A3 Payments					
Fundraising expenses				-	-
Donations	256			256	791
Ebay expenditure	59			59	7
Volunteer expenses	2,857			2,857	3,632
Salaries	53,691	1,636		55,327	54,372
General expenditure	6,878			6,878	8,257
Shop expenditure	37,402			37,402	46,055
Accountancy fee	2,140			2,140	1,875
Tees Valley Community Foundation expenditure				-	-
Misc expenditure				-	48
Lottery expenditure				-	
Sub total	103,283	1,636	-	104,919	115,037
A4 Asset and investment purchases, (see table)					
Renault Traffic Van 08 plate				-	2,800
				-	-
				-	-
Sub total	-	-	-	-	2,800
Total payments	103,283	1,636	-	104,919	117,837
Net of receipts/(payments)	- 11,313	- 1,636	-	- 12,949	- 23,378
A5 Transfers between funds				-	-
A6 Cash funds last year end	23,353	1,636		24,989	48,367
Cash funds this year end	12,040	-	-	12,040	24,989

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	Cash at bank and in hand	12,042		-
		-	-	-
		-	-	-
	Total cash funds	12,042	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	VAT	688	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Plant & Machinery	Unrestricted	19,699	2,443
	Plant & Machinery	Restricted	6,312	1,150
	Leasehold property	Restricted	13,461	-
	Leasehold property	Unrestricted	23,529	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		S.A. Goodwin	S.A. Goodwin	1/8/25

