

**MAIDSTONE MENCAP  
CHARITABLE TRUST LTD**

**ANNUAL REPORT**

**2015**

Cobtree Hall, Willington Street  
Maidstone ME15 8EB

**Registered Charity No 1009677 – Registered Company No 2672192**

# MAIDSTONE MENCAP CHARITABLE TRUST LIMITED

Registered Charity No 1009677 - Registered Company No 2672192

PRESIDENT: Mr Andrew Wells

VICE PRESIDENTS: Mrs Pat Wilmshurst  
Mrs Helen Grant MP  
Mr Tom Tugendhat MBE MP  
Ms Helen Whately MP

DIRECTORS: Chairman

Mrs Susan Roughley

Mr Mark Smith

Mrs Sally Collett

Mrs Lesley Rowbotham

Miss Alice Enfield

Other Committee Members Mrs Hazel Callaghan Secretary

James Burrows Treasurer

Mrs Liane Morris Playschool Supervisor

Ms Marie Tomblin Playscheme Manager

Mrs Sarah Heath Centre Coordinator

# MAIDSTONE MENCAP CHARITABLE TRUST LTD

## ANNUAL REPORT 2015

### CHAIRMAN'S REPORT

2015 has been another challenging year for Maidstone Mencap, with the building condition and repair costs at the forefront of our concerns. We had a building survey carried out and unfortunately this indicated that the roof was nearing the end of its life and the stonework was being damaged due to broken, missing or damaged guttering. Further quotes have been obtained and we are now looking at funding part of the repairs from our reserves whilst applying for grants to assist with the remainder of the costs. We are hopeful that work will start soon.

Following the general election we said goodbye to one of our long standing Vice Presidents Sir John Stanley, and we welcomed 2 new Vice presidents, Ms Helen Whately MP & Mr Tom Tugendhat MP. We really appreciate their support.

Playschool continues to run smoothly under the management of Liane Morris and her Supervisors. There was an OFSTED inspection in December and we were really pleased to be scored "good" with outstanding in "Personal development, behaviour and welfare." Congratulations to all the Playschool team for this fantastic result and a big thank you to Liane for the planning and ensuring that all the paperwork was in place for the visit.

Marie Tomblin continues to do a fantastic job of overseeing Junior Gateway, Holiday Club and the Youth club but found the end of the year very challenging as she completed the application process for the KCC tender. A massive amount of paperwork was required for this application and Marie worked tirelessly to get everything completed in time. Sadly we were not selected for the tender by KCC and although we hope this will not affect our ability to provide our clubs, lack of funding is likely to affect the cost of the clubs to our service users.

Susan O'Connor took over as the Clubs Supervisor in July and has been a great asset to the clubs. Youth club has become more popular and is now run regularly on a monthly basis.

We also have to thank our wonderful Centre Coordinator Sarah Heath, who continues to ensure that the building and administration run efficiently. It has been a difficult year with various problems, stonework crumbling and the breakdown of the lift during the summer months but she has managed these problems in her stride. In November Sarah organised a fantastic open day to showcase our services to our new Vice Presidents, this was a very successful day and the local press was also in attendance to record the event.

We have lost a number of Trustees over the year due to other commitments and have said goodbye to Julie Hossack, Kathy Spencer, Carolyn Piper and Susannah Constant. We thank them for all their hard work particularly Carolyn who has been a Trustee for a number of years, although both Carolyn and Susannah will be continuing on the fund raising committee.

This year will be difficult. With the repairs now at critical point for the roof, we have had no choice but to dip into our investments. This coupled with the fact that we have a deficit of £17,000 for the last accounting period means we have no choice but to tighten our belt and introduce increases for our services this year and cut costs or limit spending wherever possible.

That said we are positive about moving forward and will embrace the challenges ahead. We will actively be searching for new trustees with relevant experience or from a professional background and will be concentrating far more on the fund raising side of things.

We take this opportunity to thank you for your continued support.

Hazel Callaghan, Secretary

## FINANCIAL REPORT 2015

Maidstone Mencap Charitable Trust Limited is grateful as always for the generous support it has received this year by way of donations and fundraising, which has been as successful as ever.

Income exceeded £105.5k with expenditure of around £123.3k, making an overall net loss of around £17.8k

£2.5k was spent on urgent roof repairs and a thorough survey, to ascertain what works were required to ensure the long-term maintenance of the building.

There was no specific money spent on capital improvements this year.

The total funds in the Banks at the end of 2014 were £148,601.92

James Burrows, Treasurer

## FUND-RAISING REPORT

We have had another busy year with our fund-raising activities and would like to thank everyone who has helped to support our events. Fund-raising is vital if we are to continue running all our services so we are really grateful to everyone who contributes their time, donates raffle prizes and other items for stalls, bakes cakes, displays posters, buys raffle tickets etc. etc. We can't manage without you and look forward to seeing you all at future fund raising events.

Last year went very well with all the usual events:

**'Apple Pie Quiz'** March 2015 – this was again well supported and our grateful thanks go to Robin and Jackie Seath who have been organising this very popular quiz for over 20 years.

**'Jumble Sales'** March and October 2015 - We held two very successful Jumble Sales which were very well attended with long queues of people waiting to snap up some bargains. Thank you to everyone who donated jumble and helped run the stalls. It's surprising how much money can be made from unwanted items so please think of Maidstone Mencap when you next sort out your wardrobes or lofts.

**'Plant and Book Sale'** May 2015 – this was a good day. We had plants to sell and all our usual stalls such as cakes and cards. If anyone is able to donate plants/garden items for this year's event please speak to a member of the fund raising team.

**'Summer Fayre'** June 2015 – The Fayre was once again a very successful event, with lovely weather as always. We had lots of willing helpers to set up, run stalls and clear away so thank you to everyone for your support. It was very well attended by our own members and by the local community; our grateful thanks to all those who took part in the arena events. Special thanks to Scottish Country Dancers who presented us with a generous cheque. Many thanks to CAMRA (Campaign for Real Ale) who ran the beer garden and raised over £1,000 for us. Thank you also to the Mayor, who opened the Fayre and to the Rotary Club who organised the parking. This is our most important event of the year and we need volunteers to plan for June 18<sup>th</sup> 2016 so please make a note in your diaries.

**'Street Collections'** September 2015 – thank you to all who volunteered to collect at the venues.

**'Sainsbury Collection'** October 2015 – we are pleased that we were able to collect at Sainsbury. Thanks to all our collectors.

**'Quiz Night'** November 2015 – this was well supported and our grateful thanks go to our quiz masters Robin and Jackie Seath.

**'Notcutts Collection'** November 2015 – we were fortunate to be allowed to collect at Notcutts again this year. Thanks to all our collectors for making this a worthwhile venture.

**'Christmas Bazaar'** November 2015 – this event was very popular with a lovely Christmassy atmosphere. Thank you to Santa and his elves for coming all the way from the North Pole when they are so busy! The Christmas stalls were very successful.

**'Christmas Concert'** December 2015 – a very enjoyable evening thanks to Maidstone Operatic Society who entertained us with traditional Christmas songs and carols.

**'easyfundraising'** - We receive commission and wish to encourage all members who shop online to use this scheme. [www.easyfundraising.org.uk/MaidstoneMencap](http://www.easyfundraising.org.uk/MaidstoneMencap)

**'Used Ink Cartridges'** – we continue to collect used ink cartridges for recycling. Please bring your used ink cartridges along to the hall.

Thank you to all our supporters who fundraised through our Virgin Money Giving website page.

We are fortunate to receive the continued support from The Mayor of Maidstone. We wish to thank the Mayor for his support and hope to welcome him at our events in 2016.

Throughout the year many people raise money in a number of ways whilst promoting and raising the profile of Maidstone Mencap within the local community – thank you.

Mark Smith – Fund Raising Committee

## **FUND RAISING DATES FOR 2016**

**5<sup>th</sup> March: Apple Pie Quiz Night, 7.30 pm** – teams of 6/8, raffle prizes are needed.

**16<sup>th</sup> April: Jumble Sale, 3 - 5pm** – jumble to be brought to the Hall a week before only and volunteers are needed.

**21<sup>st</sup> May: Plant & Book Sale, 2.30 - 4.30pm** – Plants, books, cakes and raffle prizes needed.

**18<sup>th</sup> June: Summer Fayre, 1pm** – helpers needed. Items needed for stalls.

**September: Street Collection** – collectors required

**October: Jumble Sale, 3 - 5pm** – jumble to be brought to the Hall a week before only and volunteers are needed.

**19<sup>th</sup> November: Notcutts Collection**

**November: Christmas Bazaar**

For further details, please contact the fundraising committee or visit [maidstonemencap.org/events](http://maidstonemencap.org/events)

## **INVICTA REPORTS**

### **SENIOR GATEWAY**

Here we are again another year older and Carolyn and I are still holding the fort with the help of our committed band of volunteers and some of our members.

The biggest news of the year was from Jean Davis who announced that she was moving to the Isle of Wight- not a suitable commute distance... We are devastated by losing her and David but happy the move went smoothly, and David has joined a Gateway type club in the Isle of Wight, which even has a bar. He loves a pint!

Next bad news was from Billy who has now moved to Hastings- again a long commute. He was always willing to put himself forward to help at club and he did long stints on collection days for the fund raising team of which Carolyn and I are members. So a farewell to Billy but I have a feeling we shall see him again?

Despite the loss of help we still had a very busy year with lots of activities. Snooker is still really popular with the lads and our two grown up boys, Richard and Andrew are on hand to organise tournaments and keep scores or settle disputes when rivalry rears its ugly head...

The pinball machine was out of action for a while but Carolyn managed to have it repaired. The members were pleased to have it working again. Thanks Carolyn.

The art table seemed busier than ever as more members squeezed round the table eager to see what interesting activities were going on. There is always something exciting happening in art." Something to make" to decorate or to decorate and eat. Lesley has her own art table downstairs doing knitting and needlework and this is now well established into a tight knit group. (Pardon the pun)

We held all the usual events downstairs including a dance competition, Children in need night, visit from Richard the magician, Talent shows, Puppet shows and lots more. We had a wonderful choir come to sing for us and we were all encouraged to join in the singing. We held our annual Valentine party on February 20<sup>th</sup> at the civil service club which was much enjoyed by all and we had a great night with Michelle's Dads skiffle group and another musical evening with Jon the Guitarist. We also had a visit from "This art of mine" where the members made various figurines of their choice, had them dried out at the studio and brought back to club for painting and to take home.

In late spring and summer we spent time in the park playing games, running obstacle races and had some fun with the parachute.

Our outings were to Knole Park where we shared our space with Deer and tucked away ice cream before heading home, We managed to fit in two pantomimes; Aladdin in January and Snow White in December 2015; Bowling at Margate, followed by dinner at Whitstable. On the topic of bowling, we have not been happy with the Whitstable bowling centre for a while but I found another centre in Margate through the Beacon website. We used them this year and they were most welcoming and gave us a discount on the games.

It was great to see Susan Card back at club in early November after an absence to recover from a broken leg. It was sad to hear of the death of Frances Linsted, one of our former members.

2015 has been an exceptionally busy year for us and without the help and support of our regular volunteers we would not be able to continue. In no particular order may I say a sincere thanks to: Jill, Lesley, Michelle, Gwyn, Veronica, Andrew, Richard and Mike.

A special thanks must go to Carolyn for without her I could not do this job.

Leaders report: Marlene Ive.

## **JUNIOR GATEWAY**

Juniors ran for 36 sessions on Saturdays in 2015. There are up to 13 children per session. Various activities have taken place such as cooking, themed and seasonal arts and crafts and group games. There was a new intake of volunteers in the autumn and they have shown great commitment to the children. The work was supported by grants from Kent County Council and Kent Community Foundation.

## **YOUTH CLUB**

Youth Club ran successfully through 2015 and has had up to 12 members. The group has welcomed some new members during the year and waved good bye to some original members who have moved away. The group have been swimming, bowling and trampolining. They have built confidence in cooking pizzas, sausage rolls and cakes. Member's views and preferences have been listened to in order to plan future sessions. In October 2015 more sessions were added and Youth Club now meets twice a month on the first and third Thursday of each month (apart from August). The total number of sessions during 2015 was 14. It will be 22 during 2016.

## **HOLIDAY CLUB REPORT**

Holiday Club ran for 16 days during August 2016. 59 different children attended and 1920 hours of support were delivered over the course of the Holiday Club. The children were ably supported by a brilliant staff team who were trained with the specific children's needs in mind. Activities included cooking, numerous crafts, toys and new sensory toys, making good use of the park's play areas and open space for sporty games. The work was supported by grants from Kent County Council, The William Brake Trust, Help a Maidstone Child, Maidstone Borough Council and Happy Days.

Marie Tomblin

## HOUSE COMMITTEE REPORT

As mentioned in the Chairman's report a building survey has advised that the roof is in need of attention and that substantial repairs are now needed to the stonework and guttering. Fund raising will be required to cover a large percentage of the costs but it is hopeful that work can be started this year.

There are still a few outstanding projects which we wish to carry out such as refurbishing the children's toilets and replacing the rear doors to the garden, however the building repairs will take priority.

We have a new cleaning contract with a company called bear Enterprises which will ensure that work is carried out, according to an agreed programme, throughout the year.

In July volunteers from SGN kindly offered their services to weed the garden around the Hall, prune bushes and they also painted the garden fence. Thank you to all the volunteers we really appreciate your help.

## PLAYSCHOOL

Cobtree Playschool has continued to be reflective in its practices to ensure we maintain our caring and nurturing ethos for the children and their families in our setting. Children deserve the best possible start in their lives to enable them to reach their true potential and the early experiences they receive between the birth and five have a major impact on the future life chances.

We have this year, made major changes to our setting to ensure that the quality and consistency of care we are able to provide, supports each child to make good progress. With the support from fundraising and donations from families and others we have managed to develop our resources to establish a more enabling environment, with stimulating and accessible layouts that support the children to play and explore, to be involved and motivated, to be creative and imaginative. Staff roles have been redefined to utilise their qualifications and strengths, to support their role as a "key person" for the children, enabling planning strategies and targets for each unique child to be challenging and playful, supporting their individual learning and development even more effectively.

Playschool has a wonderful and dedicated team of staff and volunteers who have all worked so hard to ensure that they can fulfil the new routines and requirements within the development of their roles. Working together with families and outside support agencies to promote the learning and development of all the children, their achievements are clearly evidenced in the progress each child is making in our care. The children are happy and settled, are involved in a broad range of planned and spontaneous activities, all supporting their individual development and overall learning. The children are confident to explore and investigate the opportunities and experiences planned for them feeling safe and secure in the care we give.

We had our Ofsted Inspection during all our Christmas activities and events in December. We are very proud with the overall Good Outcome given with Outstanding qualities noted. Their report highlights the "excellent key person system in place" and "exceptional range of toys, resources and activities planned" which all contributes towards the recognition needed for all the hard work, extra hours and planning the team have put in this year above and beyond what I could have expected.

With the support commitment and dedication of the team we will continue to be reflective in our practices to ensure we can be the best that we can possibly be. It is with a huge thank you to their kind help and support I can look forward to the continuing development of the Playschool for the current and the future children entrusted to our care. I would especially like to highlight the dedication and commitment of all our volunteers and helpers. It has been a privilege to work alongside them, absorbing their knowledge and kindness with the children, which continues to embed the ethos of the Playschool. We have a lot of support from previous, retired volunteers who have stepped back into the fold, at really short notice to help and support the children, a thank you never seems to be a big enough word for all that they do. It really goes to show what continuing support Cobtree Playschool and Maidstone Mencap have with the service we are providing for the children and their families in our community.

We have many visitors during the year, we continue to work alongside the Children’s individual therapy teams, our KCC Welfare, Inclusion and Setting Improvement Partners, and other support networks including Portage. Working together and sharing information, we will give the children and their parents the best possible start in life; the support and experiences we give, will enable them to reach their true potential and provide the right foundation for good future progress through school and life. With this integrated approach the children’s individual needs can be met through focused planning, which will make a difference.

Our waiting list of children continues to grow; we continue to review our registers for the start of each new term to see if there is any possible way to support these families. Due to the potential numbers of children we could support, in September we introduced our new key person working practices, with each key person leading a group of up to 5 children with the support from a consistent team of volunteer care in each group. This could mean we can now have up to 20 children a session on Tuesday and Thursday. In addition we also opened an extra day on a Monday, many families had wished for extra days with us, and we can now support more families attending a minimum of two days instead of just one.

We continue to show young children and their parents around our playschool every month, by word of mouth and reputation families have been recommended to visit and are becoming more aware of the care and support our setting can provide.

We continue to be grateful to all for the support given to the fundraising team and the hard work and commitment needed to run their planned events, to all our staff and helpers for the help in making costumes, running stalls and the delicious tea and cakes provided at these times, helping to make them successful and well attended days. We are fortunate to continue to have donations from Pauline Easter for all her beautiful crafts and from Sandra Collins and her Yoga ladies on Monday nights.

Our wonderful parents have also worked hard in supporting us, with organising a special meal and entertainment night out, sponsored Golf days, and supporting the children with a sponsored obstacle course. With all this support we have managed to have some special days for the children, Zoo lab came in to surprise the children with the Creepy Crawlies, a lovely sensory experience for all, which supported an article in the local press. We also had a trip out to the Rare breeds Centre and a summer picnic for all our families to celebrate the end of term and the children moving onto big school. At Christmas we were able to take the children see Santa and his reindeer at Notcutts. It is such a nice outing watching the children as they see all the wonders of the Christmas lights and the winter wonderland before coming across Santa in his Grotto. We thank the Scottish Dancers’ for their continuing support, their very generous gift enabled us to have this wonderful day, plus give presents to all the children, have a Christmas party with entertainer, buffet and a Father Christmas.

December is such a special month for the children and their families and includes our Nativity which is well supported by all, with Mayors, dignitaries, parents and grandparents all singing and clapping along. A huge thank you has to go to all our volunteers and staff in providing the props, practicing the songs and supporting the children throughout. A huge effort is put in the costumes and scenery so a very special thank you to Rita for all that she does.

I look forward to our new year, supporting and caring for each unique child. I know that they will all thrive under the care and opportunities given from all the dedicated team at Playschool.

Liane Morris

## MONTHLY DRAW

Our Monthly Draw continues to be well supported both by our current members and by those who have moved away, or for various reasons are no longer members. We are grateful to everyone for their continued support. Given below is the list of the winners for 2015.

<b>January</b>	Mrs M Burt	<b>May</b>	M Springford	<b>September</b>	Mrs J Rakes
<b>February</b>	Mr G R Tillman	<b>June</b>	K Avison	<b>October</b>	Mr E Raikes
<b>March</b>	Mrs C King	<b>July</b>	Mrs G Watkins	<b>November</b>	Mrs S Scott
<b>April</b>	Mrs M Carrington	<b>August</b>	E Endersby	<b>December</b>	AW West



**MAIDSTONE MENCAP CHARITABLE TRUST LIMITED**

Registered Company No. 2672192 - Registered Charity No. 1009677

ELECTION OF DIRECTORS

- 1 In accordance with the Memorandum and Articles of Association one third of the Directors must resign by rotation. If the Trust Company, at the meeting at which a Director retires by rotation, does not fill the vacancy the retiring Director shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Director is put to the meeting and lost.

If you wish to nominate one or more \*\* Directors, please complete the form below and return it to the Secretary at the address below to arrive one week before the date of the Annual General Meeting.

- 2 The Officers of the Trust Company (Society) will be appointed by the Board of Directors. (Formerly the Executive Committee).

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**MAIDSTONE MENCAP CHARITABLE TRUST LIMITED**  
**ELECTION OF DIRECTORS - NOMINATION FORM**

I.....(full name)

of.....

.....(postal address)

being a Member of the above Society and Trust Company hereby nominate

.....(full name of candidate)

to be a Director of the Trust Company.

The above candidate is a Member of the Trust Company (Society) and has agreed to this nomination.

.....(name of seconder)

of.....(postal address)

being also a Member of the Trust Company (Society) has agreed to second this nomination.

Signed .....(print name).....

Date.....

\*\* This form is for one candidate only. Further copies may be photocopied or obtained from:

The Secretary, Maidstone Mencap Charitable Trust Ltd,  
8 Brisbane Avenue, Sittingbourne, Kent, ME10 1XZ

**MAIDSTONE MENCAP CHARITABLE TRUST LIMITED**

Registered Company No. 2672192 - Registered Charity No. 1009677

Cobtree Hall, Willington Street, Maidstone, Kent, ME15 8EB

FORM OF PROXY

In accordance with the Memorandum and Articles of Association of the Trust Company, if you cannot attend a General Meeting of the Trust Company and wish to be represented by a proxy, it will be necessary for you to complete the form below and for it to be delivered to the Secretary at the registered address shown above not less than 48 hours before the time of the meeting to which it refers.

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**MAIDSTONE MENCAP CHARITABLE TRUST LIMITED**  
FORM OF PROXY

I, .....(full name)

of.....

.....(postal address)

a Member of the Trust Company hereby appoint

.....(full name of proxy)

of.....(postal address)

and failing him/her.....(further name if necessary)

of.....(postal address)

as my proxy to vote in my name and on my behalf at the.....(Annual, Extraordinary etc) General Meeting of the Trust Company to be held on the.....

day of.....(date as on Notice of Meeting) and every adjournment thereof.

Unless otherwise instructed, the proxy may vote as he/she think fits or abstain from voting.

Signed..... this..... day of..... 20.....