

**MAIDSTONE MENCAP
CHARITABLE TRUST LTD**

ANNUAL REPORT

2021

Cobtree Hall, Willington Street
Maidstone ME15 8EB

Registered Charity No 1009677 – Registered Company No 2672192

MAIDSTONE MENCAP CHARITABLE TRUST LIMITED

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PRESIDENT: Mrs Helen Grant MP

VICE PRESIDENTS: Vacant

DIRECTORS: Mrs Susan Roughley Chairman

Mr Mark Smith

Mrs Sally Collett

Mrs Lesley Rowbotham

Mrs Mary Rimmer

Mrs Lynn Snedden

Mr Guy Roughley

Other Committee Members Mrs Hazel Callaghan Secretary

Mr James Burrows Treasurer

Mrs Liane Morris Playschool & Clubs Manager

Mrs Tina Adams Centre Coordinator

MAIDSTONE MENCAP CHARITABLE TRUST LTD

ANNUAL REPORT 2021

CHAIRMAN'S REPORT

Chairperson Report 2021

After the difficult year of 2020, 2021 started on a high with the charity being awarded a National Lottery grant in early March. This was an incredible achievement and a massive boost to the funding of the charity. My thanks go to Teresa O'Brien our Grants Officer for securing this money. Ironically where many organisations were suffering because of the pandemic, despite there being no fundraising events, MMCT turned a corner and was awarded several more grants over the year allowing the sustainability of the charity to take a firmer stance.

Liane Morris and her team despite the ongoing covid difficulties have continued to provide an outstanding service to Playschool, Junior and Youth club. She even managed to run a full holiday club in the summer! All the club managers and volunteers without whom we wouldn't survive, as always have been phenomenal in their ongoing support. On behalf of the trustees and I know all the service users and their parents and carers I take this opportunity to thank them all.

Looking after our building and improving the facilities on an ongoing basis, Tina Adams (and her family) have continued to provide a service second to none. It is good to see the new storage and flooring in place for example along with the newly painted walls. Thank you, Tina, for all your hard work in this area.

I would additionally like to thank my fellow Trustees for the support they have given this last year. Things have not been easy but we are making good progress. In particular I would like to thank James for his long distance role of Treasurer and for ensuring our monies are allocated in the best possible way.

The year ended very sadly with the unexpected and sudden passing of Hazel Callaghan our secretary of 22 years. Not only did Hazel work tirelessly in this role but she was a staunch supporter of MMCT in every way. Hazel worked at every event and raised over £30,000 in her own right for the charity by being sponsored for various "trials" and through applying for grants herself. Hazel will be sorely missed not only for her work but as a good friend to the charity. Our thoughts are with her family.

Who knows what challenges 2022 will bring. At least we know that financially we are on more solid ground and as the world seems to be in a better place – so too is the charity. We look forward to the next set of challenges and to continuing to provide an amazing service to the children and young adults we support.

Sue Roughley, Chair

FINANCIAL REPORT 2021

FINANCIAL REVIEW 2021

| | |
|---|-------------|
| Opening balance, 1 st January: | £145,779.38 |
| Closing balance, 31 st December: | £164,195.55 |
| Charity balance increased by | £18,416.17 |

This was a combination of surplus income, plus an overall increase in the ring-fenced funds:

| | |
|---------------------|---|
| + £16,684.76 | £116,264.83 (actual income) - £99,580.07 (actual expenditure) |
| - £1,728.01 | Maidstone Mencap ring-fenced funds |
| + £3,459.42 | Cobtree Playschool ring-fenced funds |
| = £18,416.17 | |

INCOME

Clubs generated a surplus of £19.9k, which was due to support (£6.8k) from Maidstone Borough Council, plus better than expected revenue (we feared lockdowns might continue for longer than they did).

Fundraising generated a surplus of £14.9k, with notable support from Maidstone Borough Council (£10.1k).

EXPENDITURE

Overall, the charity slightly overspent against forecast budget by £860. There were slight overspends on Administration (£293), Clubs (£401), and Facilities (£3.5k: repairs to stonework because incorrect cement, rather than lime, mortar was used by a previous contractor, but we are seeking to recoup those costs). These overspends were mainly offset by underspends across the other divisions.

The charity signed a 3-year electricity contract with BG Lite in May 2021. Despite the fact it was considered a significant price increase (27%), the advice was that prices were expected to continue rising throughout the year, which they did. The events that unfolded in Ukraine seven months later exacerbated the situation, adding to the cost-of-living crisis. The charity's energy requirements are now 100% electricity-based, after replacing its gas boiler and central heating system with a more-efficient heating and cooling air-con system. As such, the charity is on what can be considered a very cheap electricity rate until the summer of 2024.

RING-FENCED FUNDS

Mencap Ring-Fenced

Overall funds decreased by £1,728.01 from £48,983.08 to £47,255.07

| | |
|--|-----------|
| Short Breaks - Junior Gateway (Jan - Mar 2022) | £2,839.75 |
| Short Breaks - Youth Club (Jan - Mar 2022) | £2,740.25 |
| National Lottery Grant (2022 portion) | £4,440.75 |
| Think BIG | £34,700 |
| Air Con | £1,376.50 |

Playschool Ring-Fenced

Increased by £3,459.42 from £10,710.57 to £14,169.99

| | |
|------|-----------|
| DAF | £1,376.50 |
| SENI | £5,641.79 |
| COMF | £1,009.25 |

FINANCIAL REVIEW

I would like to thank Tina, Liane, Mark, Sue and Lesley for assisting me in managing the accounts from afar. Thank you to Teresa who leaves the charity in excellent financial health having successfully secured a 5-year National Lottery Grant Fund totalling £216k (an average of £43.2k/yr). And a big welcome to Sarah, who replaces Teresa and also brings a wealth of charity sector experience and knowledge with her.

As always, the staff and volunteers were the smiling faces, warm hugs and solid backbone of our charity. Their knowledge, dedication, reliability and hard work ensured that the charity continued to be the happy and safe place our children love to spend time with their friends and carers. Whilst the finances are important, they are only important in so far as they allow Cobtree Hall to continue to be a vital part of our community. Thank you to all of you for the work you do.

Although we ended 2021 in a good financial position, this was overshadowed by the sad news of our dearly beloved Hazel, secretary for over twenty years, being taken from us so suddenly in December.

I wish to acknowledge the incredible support I received from Hazel not just in 2021 but every year since I became Treasurer. Hazel's knowledge and ability were matched equally by her patience and kindness. I will endeavour to do her legacy proud as I do my best to support our new secretary (and Hazel's dear friend since school), Lynn. Thank you, Hazel. Rest in peace.

James Burrows, Treasurer

GRANTS and FUND-RAISING REPORT

Grants and fundraising report April 21 – end of March 22.

There have been no events due to ongoing COVID restrictions, however we do plan to have events in 2022 especially 30 for 30, celebrating 30 years of the charity.

Mark Smith, Fundraising Committee

To all of our funders, thank you for your continued generosity; we are thrilled to have your support. Through your grants and donations, we have been able to accomplish and continue working with our children and their families. You truly make the difference for us, and we are extremely grateful!

We have continued to nurture funding relationships and make our case to potential donors for support; we hope that we have laid a strong foundation to weather the pandemic and the ongoing restrictions to secure the future workings of our charity. In the coming months and year, we have an extraordinary amount of ground to make up and we are confident we can achieve this.

This year we have suffered highs and lows. We have had to throw our fundraising targets out the window this year and look in many different ways to try and find financial support. As an organisation we have had to learn not to be surprised by anything, I believe that MMCT is proficient in overcoming adversity, picking themselves up and carrying on – and that is exactly what we've done this year!

Arnold Clark £500

Year 1 of the National Lottery Community funding

Maidstone Borough Council restart application £8000

Inner Wheel

Sarah Maybourne

Cobtree Playschool for Special Children

Annual report from January - December 2021

PLAYSCHOOL

Cobtree Playschool continues to be reflective in its practices, greatly aware of the impact Covid has had on our families and children. It has been noticeable that the children have needed greater support with their communication strategies and confidence in their social interactions and transitions.

We had a staggered intake of children joining us throughout the year, even if it meant we could only support them for a few months before their move onto their reception classes. It meant that for families we could help them through the application process for a educational and health care plans, with all the paperwork and reports needed to ensure that the children leaving our care in the summer would have the right support in place at their new schools.

We continue to be grateful for the continuing support from our team of dedicated volunteers, although lower in numbers than in previous years their loyalty and commitment towards the children is what makes the difference in the provision, care and support we are able to give to our families.

The parent's feedback is always so positive and grateful to all, for being able to offer our provision to their children and the difference we have made for them.

We managed to say goodbye to those leaving for school and to celebrate the end of another difficult school year, with a picnic for everyone in the garden. It is lovely to celebrate with the parents the children's achievements, to look through their unique photographed progress journey to show how well they have done and the steps they have made towards the early learning goals.

We opened for the new term again in September 2021, with a few children a couple joining us at the start of the new school year. The impact of specialist nurseries will continue to be a concern for the ongoing sustainability of our playschool, with referrals from therapy teams or portage directed towards them as part of the Kent intervention pathway. We still have many families not knowing of the support we are able to give or awareness of our provision. Marketing and awareness within our local community is key to developed and promote all that we are. As a team we need to continually look at our sustainability and marketing of our service to ensure we are able to continue to offer such a valuable service to our community for many years to come, we need to ensure that we promote awareness of our setting and charity to support registers for new children,

I would especially like to highlight the dedication and commitment of all our staff volunteers and helpers. It continues to be a privilege to work alongside them, recognising their kindness care and support to the children and their families, which continues to embed the ethos of the Playschool., As each year, 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.

With fundraising events not being held we are so very grateful to all for the support given by the donations received, the Scottish Dancing team, have been donating personally to continue to support our playschool, even though they have been unable to dance or attend events. Our Yoga ladies from their sessions on a Monday evening continue to give donations, the Cobtree Trust, as well all the families who have been donating resources.

JUNIOR GATEWAY

Due to demand of places, we have kept to running our junior club, with three age groups, running alternate Saturdays to be able to support as many families as is possible although we have an evolving waiting list, we are able to offer 36 family's sessions with us.

This is a testament to the care, commitment, hard work, enthusiasm and fun had by those attending during summer holiday club or from our playschool. Having the consistency and knowledge from our team of staff across clubs is meaning the family's request for places at juniors is forever increasing.

We have a lovely group of young helpers providing the one-to-one interactions with the children, the children in our care are excited to come each session knowing or requesting their helpers by name "wanting to be with their friend" which embed the ethos of the offer of our Junior clubs. With Beccie, Tina and Jeanette supporting the management of these sessions, the hard work they put in planning and providing the fun experiences and opportunities for each child is truly appreciated.

A huge thank you to the dedication and commitment to all of those in our Junior Club team. It is lovely to see the potential future of Maidstone Mencap in the commitment they all bring.

HOLIDAY CLUB REPORT

During the Summer, we did run our holiday club for 4 weeks over August., providing respite for the families of over 60 children and young adults between, 5-18.

With swimming not able to be offered this year, all activities took place in our hall and garden with the day divided to have a planned activity in the afternoon for the children. we themed each week including very messy fun day or bikes rides around the hall area, with a visit from the "bubble lady" proving to be a very memorable day for everyone.

We again had a fantastic team, with many familiar faces from previous years, and the day-to-day management from our Youth Juniors and Playschool managers, providing the consistently knowledge and understanding of those entrusted to our care. They all worked so well together reflecting each day to ensure that the children's days were full of fun, activities, and social interactions,

We were all supported by a team of helpers, who provided the 1;1 care, many of whom were familiar with the children and the families from volunteering with us for our junior club. A huge thank you must go out to all for the commitment, time and hard work given to make our holiday club so successful. Sharing their knowledge of the children, the techniques and strategies needed to help keep them entertained happy and motivated, made the children feel safe and confident to explore all the opportunities and experiences we could provide for them.

Photographs taken throughout the summer show the huge smiles reinforcing the fun they had, these books are available for all to see and share with many of the children liking to go through them and see themselves whenever they attend

This Ethos continues to be embedded in our Junior and Youth clubs throughout the year, for which Maidstone Mencap is very proud.

YOUTH CLUB

Flo and Beccie continued to support us for the early part of the year, before their work commitments took them onto a new journey. From September 2021 we had a new management team with Amy and Jeanette, who with their experiences as a parent and teaching at FAW, quickly establishing their personalities into the club. They have all worked with such tireless enthusiasm throughout this year to ensure that Youth club continues to offer a provision to those on our registers.

With the sessions being hall based, they included music, singing, dancing, craft or Bingo- the young adults have had such fun. You can see the friendships developing with their peers and with our staff, making the sessions a joyfully energetic social experience for all.

term, it is lovely to engage with them as they share in preparing and eating their supper together,

Again, a huge thank you must go to everyone at Youth, for the time and commitment that goes to organising and planning these events. The young adults in their care are being given some wonderful experiences and opportunities building on the trusting caring and fun relationships that they have developed with our team. They are building on their confidence to try new things, to interact with their peers engaging and understanding that during their time with us their individual needs are being met. This all supports the foundations needed for them to make a positive contribution in the decision making, and positive behaviours needed in the rules of being together in our community.

We continue to have our major financial support from the short break grant from KCC Disabled Commissioning Service in being able to run these three clubs, throughout this year for this we say another thank you, as it goes a long way in sustaining the variety and quality of experiences we provided.

We reapplied and have been successful in receiving the support for the year April 2022/ 2023.

Liane Morris

BUILDING REPORT

Maidstone Mencap AGM Building Report for works 2021

Works carried out during 2021

- New heating/air conditioning system to be installed works planned from (Jan) Focus Air Conditioning
- Maintenance 5-year plan carried out by Metcalfe Briggs and report given (June)
- Children's sinks hot water to be repaired
- Butlers sink repair
- Radiators removed (May)
- Cess Pit emptied (June)
- Guttering cleared out
- Gas hob to be changed for electric for gas to be disconnected new hob installed (August)
- Flooring replaced upstairs cupboard end where it was bouncing and a hole could be felt
- Stonework repaired and cleaned garden end July

Planned work for 2022

- Garden fencing to be re-painted
- Gas pipework to be purged/boiler to be removed
- Flooring throughout
- Garden project
- Next wall outside stonework to back of building
- Clean and Re-stain shingles
- Re-decorate inside building
- Redecoration where radiators removed
- Clear out mezzanine, re-organize storage
- Build storage cupboard to extend upstairs

Facilities used at Cobtree Hall

- Cleaning services Blue Mountain Management

- Sanitary disposal Blue Mountain
- Waste disposal Countryside Recycling
- Lift servicing Southern Counties
- Pest Control A1 pest control
- CSG Cleansing Group Cess pit empty
- Clean A Clad Martin Holland Gutter clear out
- Fire Alarm Maintenance Prism Alarms
- Fire Protection County Fire Protection Services
- Focus Air conditioning Ltd Heating/air con system
- Insurance Arthur J Gallagher
- Telephone BT
- Gas SSE standing charge until pipes purged
- Electric British Gas
- Thank you for the support from everyone, and I look forward to being involved in works continuing forward.

Tina Adams

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 2021.

January - K J Fraser No.25
 February – Edward Raikes No.80
 March – Michael Turner No.56
 April – Wendy West No.30
 May – Ann West No.73
 June – Michael Turner No.56
 July- Mrs C Cox No.13
 August - Heather Tillman No.19
 September- Enid Endersby No.74
 October - Derek White No.99
 November – Mrs G Watkins No.3
 December – Mrs R Springford No.59