

**MAIDSTONE MENCAP
CHARITABLE TRUST LTD**

ANNUAL REPORT

2020

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: 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

James Burrows Treasurer

Mrs Liane Morris Playschool & Clubs Manager

Mrs Tina Adams Centre Coordinator

MAIDSTONE MENCAP CHARITABLE TRUST LTD

ANNUAL REPORT 2020

CHAIRMAN'S REPORT

2020 what a year! Who would ever have imagined our country would spend most months in varying degrees of lock down? Many industries and charities have been hit hard and things have been very difficult indeed. All things considered, Maidstone Mencap has escaped lightly due to some amazing grants received and our even more amazing staff who kept things going as much as possible.

We were extremely fortunate to receive a National Lottery Coronavirus Support Fund grant which helped considerably along with a £20,000 donation from Lloyd's of London for which we are extremely grateful. The charity finished the year with a combined income surplus and expenditure under spend of £29,572.

Playschool was forced to close in the first lockdown and staff were furloughed. At the times it reopened, it was with a much-reduced attendance due to the vulnerability of the children however with the incredible amount of hard work from staff and volunteers, with extra cleaning and changes in working practices Playschool was able to continue to provide its service as well as providing a safe environment.

Despite all the hurdles the charity managed to provide respite to families for over 50 children in holiday club and have then continued to run the Junior and Youth clubs wherever possible.

The Trustees are always grateful to Liane and her inspiring team of staff and volunteers for their input but the support, and dedication in 2020 has been phenomenal. In the most difficult of circumstances, they have kept the charity going and continued to make a positive contribution to the community. We cannot thank you all enough!

On a personal note, I would like to thank Hazel for her secretarial role keeping us all in order and James for his ongoing long distance Treasurer's role. Finally, I would like to thank my fellow trustees for their continued support and hope that 2021 is a much safer year for all.

Sue Roughley, Chair

FINANCIAL REPORT 2020

January - December 2020

TOTAL OPENING BALANCE	£82,321.51
INCOME	£131,624.48
EXPENDITURE	(£86,754.76)
MENCAP RING-FENCED +/-	£10,777.58
COBTREE PS RING-FENCED +/-	£7,810.57
YEARLY INCREASE	£63,457.87
TOTAL CLOSING BALANCE	£145,779.38
Operational Balance	£63,721.23
Mencap Ring-Fenced Balance	£21,347.58
Cobtree PS Ring-Fenced Balance	£10,710.57
Six-months Reserve Balance	£50,000.00

The charity increased its overall balance over the course of 2020 by £63,457.87 (from £82,321.51 to £145,779.38):

1: + £15,297.02 = Annual budget target surplus
2: + £29,572.70 = Budget income surplus & expenditure underspend
=> **£44,869.72**

3: + £10,777.58 = Maidstone Mencap Ring-Fenced funds
4: + £ 7,810.57 = Cobtree Playschool Ring-Fenced funds
=> **£63,457.87**

1: ANNUAL BUDGET TARGET

Annual budgets for income (£119,853.71) and expenditure (-£104,556.69) meant we were forecasting a surplus of £15,297.02

This was due to the National Lottery Coronavirus Support Fund grant, otherwise this would have been a breakeven target.

2: INCOME & EXPENDITURE BUDGETS

INCOME: A surplus of £11,770.77 against budget
£131,624.48 versus a target of £119,853.71

The fundraising (Donations, Events, and Hall Hire) budget was reduced by £22k in July when it became apparent the lockdowns caused by the global COVID-19 pandemic would drastically reduce the charity's ability to raise funds; however, this was offset by an increase in the Clubs (Grant) budget by £22k (due to the Government's furlough assistance scheme for employers). Whilst the Finance Committee was quietly confident, we would still get close to the income target despite the extremely difficult environment facing the whole country, the charity was extremely fortunate to receive a £20k donation from Lloyds (of London, not the bank), which helped offset the £10k shortfall on the Income Clubs target (due to club closures). Exceeding the annual income target was a fantastic (and unexpected) achievement, and one the charity is extremely grateful for.

EXPENDITURE: An underspend of £17,801.93 against budget
(£86,754.76) versus a budget-to-date of (£104,556.69)

The charity's successful application for a National Lottery Coronavirus Support Fund grant meant we were able to reduce the HR Salaries budget by £15,297 (lowering the original overall expenditure budget from £119,853.53 to £104.6k). As always, the expenditure budget had safety nets built-in across all divisions to allow for additional expenses, such as unforeseen recruitment needs, and unexpected maintenance issues (we have been caught out too often in the past). Fortunately, the additional monies were not needed and there were underspends on all-but-one of the divisions (an ever-so-slight over-spend of £67 on IT). Notable expenditure savings were on HR (£10.7k), Facilities (£3.7k), Fundraising expenses (1.6k), and Club expenses (£1.3k), which meant there was an underspend of £17.8k

Overall, the charity finished the year with a combined income-surplus and expenditure-underspend of £29,572.70.

RING-FENCED FUNDS

3: Mencap Ring-Fenced: Increased by £10,777.58 from £10,570.00 to **£21,347.58**

Short Breaks - Junior Gateway (Jan - Mar 2021) = **£2,659.75**

Short Breaks - Youth Club (Jan - Mar 2021) = **£2,740.25**

National Lottery Grant (2021 portion) = **£11,676.58**

Baily Thomas (Ring-Fenced until March 2021) = **£3,000**

Air Con = **£1,271**

4: Playschool Ring-Fenced: Increased by £7,810.57 from £2,900 to **£10,710.57**

DAF = **£4,443.93**

SENIF = **£6,266.64**

We finished the year hitting 202% of our revised Fundraising target, thanks to the £20k donation from Lloyds.

I would like to thank Mark, Tina, Liane and Lesley for helping me manage the accounts from afar, whenever I have reached out to them for help. Thank you to the Finance Committee (Sue and Mark), plus Hazel and Liane for agreeing that all staff would be paid their full pay throughout the Furlough period (with the charity financing the additional 20% not covered by the government). Thank you to Hazel for applying to Lloyds for support for the charity, resulting in the £20k donation. And thank you to Teresa whose ability to successfully secure numerous grants, particularly the National Lottery Coronavirus Support Fund, helped guide the charity through a very difficult year. Everyone mentioned, plus the staff and volunteers, helped make my job of writing this end of year report far easier and more positive than I could have hoped six months ago. At least with regards to Maidstone Mencap's finances, I am happy to end 2020 and start 2021 with good news.

James Burrows, Treasurer

FUND-RAISING REPORT

Unfortunately due to Covid 19 no fundraising events were held this year. Currently, no events are planned for 2021.

Mark Smith – Fund Raising Committee

GRANTS

Grants received 2020 and how they have been used.

Croudace homes Uk	£250
Screwfix	£5,000
True colours Foundation	£6,312
Total for sensory room	£11,562
Maidstone Covid Rate grant	£3,787.80
Maidstone Covid retail grant	£10,000
Linda Hogan Grant (Holiday scheme)	£455
Maidstone Covid rate grant	£1,310
Lottery Covid-19 grant	£26,769.46
Baily Thomas Grant	£3,000
Linda Hogan Christmas Fund	£100
Maidstone Covid rate grant 2nd	£1,334
Total General funds	£46,756.26
David Solomons Charitable trust	£1,000
Total Air Con	£1,000

Teresa O'Brien - Grants

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 especially during the unprecedented times COVID gave to us all.

We had to close following government guidelines in March to June, with staff being furloughed during this time. We reopened for the last few weeks of the summer term, although some children being so vulnerable continued to shield. We divided the hall, staff and children into small bubble groups having completed a detailed risk assessment to keep our protective preventative measures secure. Although this meant lots of extra deep cleaning before and after each session, I thank all playschool staff for the extra time and effort this added to their day.

With many of our volunteer helpers also having to shield during this time, we had support from younger family members of staff volunteering their 1;1 support for the children whilst schools/university closed so a Big thank you is well deserved to them also. The parent's feedback was so positive and grateful to all for being able to offer our provision to their children. We managed to say goodbye to those leaving for school and to celebrate the end of a hard school year, with coffee and ice creams in the gardens for all, thank you to those from the "Coffeeinthecube" team for parking up and enabling this.

We opened for the new term again in September, with fewer children due to those attending FAW nursery as part of their specialist intervention pathway, unable to attend dual placements. We welcomed new children to our fold, with continuing support from our committed team of volunteers, although smaller in numbers whilst those who needed continued to shield and keep themselves safe. We were able to help sustain ourselves during this time with all the children registered receiving their entitlement funding (2, 3 and 4 years) following government and local authority guidelines.

Playschool has a wonderful and dedicated team of staff and volunteers who have all worked so hard to ensure that our changed working practices are keeping everyone safe from COVID-19.

We continue to try and recruit more volunteers, as home, health and family commitments take priority, and we have natural losses of support due to these. I would especially like to highlight the dedication and commitment of all our 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.

As a team we need to continually look at our sustainability and marketing of our service to ensure we can continue to offer such a valuable service to our community for many years to come. With the specialist nursery up and running at Five Acre Wood and understanding that all schools will have to have a specialist attachment to support children with SEND, we need to ensure that we promote awareness of our setting and charity to support registers for new children.

With fundraising events unable to take place 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.

Liane Morris – Manager Cobtree Playschool

JUNIOR GATEWAY & HOLIDAY CLUB REPORT

Juniors' sessions were greatly impacted by closures due to COVID-19. We opened again in June, with small bubble groups, and the hall divided into zones to help protect the children and staff. We ran sessions in the morning and afternoon until the end of term to be able to offer as much support as we could to as many families as possible.

From September we extended our junior club to three age groups, running alternate Saturdays to be able to support all those families on our waiting list, we are now able to offer 36 family's sessions with us. This is a testament to the care, commitment, hard work, enthusiasm and fun during the summer holiday club and our playschool, that the consistency and knowledge from our team, is meaning the family's request for places at juniors is forever evolving.

We have a lovely group of young helpers at Juniors and Beccie works hard to spread the word to expand and develop her team, which of course has been extremely hard for her with the school closures this year and those that have been shielding. 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 - During the Summer, we did run our holiday club for 4 weeks over August, providing respite for the families of over 50 children and young adults between the ages of 5-18. Despite the concerns of COVID-19 we had several new children as well as many familiar faces attending.

We ran 4 bubble groups with a max. of 12 children, keeping children and staffing consistent in each group to support best practices and the preventative/protective measures needed. Each child/bubble group was offered one day a week to support as many families as was possible. All activities took place in our hall and garden with the day divided to have a planned activity in the afternoon for the children, including very messy fun day or bike rides around the hall area.

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 consistent 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.

Liane Morris

YOUTH CLUB

Flo has worked tirelessly throughout this year to ensure that Youth club continues to offer a provision to those on our registers, running on two Thursday evenings a month supporting young adults from the ages of 16 -25. With activities in the community unable to happen and many having to shield and stay safe in their care provision, Flo ran zoom sessions with different activities and games to look forward to.

Again, a huge thank you must go to Flo and her team, 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 Disabled Commissioning Service in being able to run these three clubs throughout this year, as it goes a long way in sustaining the variety and quality of experiences we provided.

Liane Morris

BUILDING REPORT

Works carried out during 2020

- Fuse boards replaced with new to meet current regulations (Feb)
- Fire Alarm System upgraded with extra sounders and new call points to meet L2 standards and maintenance contract in place with Prism Alarms to check 6 monthly (system installed June)
- Sensory room moved to ground floor
- Extractor Fan installed in men's toilet (Nov)
- Water risk assessment carried out (sept)
- Fire Inspection re-visit passed

Things highlighted from water risk assessment children's toilet water not heating and when butler sink not in use the pipework needs to be flushed regularly, water temperature checks should be recorded monthly.

Planned work for 2021

- Maintenance 5-year plan to be put in place
- Garden fencing to be re-painted
- Children's sinks hot water to be repaired

- Butlers sink to be repaired
- New heating/air conditioning system to be installed works planned from (Jan)
- Radiators/boiler to be removed
- Gas hob to be changed for electric for gas to be disconnected
- Redecoration where radiators are removed
- Clear out mezzanine, re-organize storage

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
- Fire Alarm Maintenance Prism Alarms
- Fire Protection Fire Protection Services
- Gas Safety Pleidian Inspection Services
- Insurance Arthur J Gallagher
- Telephone BT
- Gas SSE & Electric SSE

Thank you for the support from everyone, and I look forward to being involved in the future works.

Tina Adams, Centre Coordinator

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 2020.

January - Mrs L Sorrentino
 February – Mrs L Sorrentino
 March – Graham Tillman
 April – Mrs Gill Watkins
 May – Mr W Simons
 June – Eve White
 July- Edward Raikes
 August - Mrs A West
 September- Lee Taggart
 October - Mrs H Thorndycroft
 November – Mrs L Sorrentino
 December – Penny & Richard Evans