

**MAIDSTONE MENCAP  
CHARITABLE TRUST LTD**

**ANNUAL REPORT**

**2022**

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 Mary Rimmer

Mr Guy Roughley

Mrs Amanda Masters

Other Committee Members Mrs Lynn Snedden Secretary

Mr James Burrows Treasurer

Mrs Liane Morris Playschool & Clubs Manager

Mrs Tina Adams Centre Coordinator

Mrs Sarah Maybourne Grants Manager

# MAIDSTONE MENCAP CHARITABLE TRUST LTD

## ANNUAL REPORT 2022

### CHAIRMAN'S REPORT

2022 has been another challenging but successful year for the charity.

After the difficulties of the previous 2 years much consideration was given to how we fund our services going forward. The decision was made to engage the services of a professional grant writer. Sarah Maybourne joined the charity in March and has made a massive contribution. Sarah's charity experience and knowledge of the funding world has been a huge help to the trustees and management team at the charity.

Having not done much at all in the way of community events since the first lock down, we "reintroduced" ourselves with two small events – a celebration of 30 years as a charity and our Christmas fayre. Both very extremely enjoyable and raised additional funds for the charity. Our bigger reintroduction however, was being nominated as a finalist in the Kent Charity Awards where we were runners up to the amazing charity Spadeworks. We have learnt from this experience and will hopefully be a finalist if not a winner in 2023.

The building continues to drain our funds. Much work has been carried out this year with new storage, flooring, continual roof repairs and decoration. Unfortunately, many of our grant applications next year will be to both cover the up keep of the hall and to meet all health and safety standards.

Liane Morris our manager and her incredible team of staff and volunteers have continued to provide an outstanding service for all our children and young adults. This work is the core of what we do and Liane and her team provide the highest standard of care in a stimulating environment enabling many of our service users to reach their potential. Thank you to all our staff and volunteers for their dedication, hard work and support for the charity.

Finally thank you to our Trustees who continue to help steer the charity.

I believe 2023 will be a great year with a strong team in place to take things forward and I look forward to the challenges ahead.

Sue Roughley

## FINANCIAL REPORT

Opening balance, 1<sup>st</sup> Jan 2022: £164,195.55  
Closing balance, 31<sup>st</sup> Dec 2022: £187,725.20  
Balance increased by: £23,529.65

This was a combination of surplus income:  
+£649.31  
and an increase in the ring-fenced funds:  
+22,880.34

### INCOME

Clubs generated a surplus of £4.3k. However, Fundraising fell short by £57.2k.  
Total target shortfall: £52.9k

### EXPENDITURE

The charity underspent by £7.1k, which was mainly due to lower expenses on Facilities & HR.

### RING-FENCED FUNDS

Overall restricted funds totalled £42,990.32 (£98,072.28 when including Think BIG!)

Think BIG! fund is money put to one side to help finance large projects. Ideas include a covered outside area in the garden, and additional renovation projects to Cobtree Hall.

Short Breaks - Junior Gateway	£3,565.95
Short Breaks - Youth Club	£6,657.70
National Lottery Grant	£3,942.08
DAF	£15,073.91
SENIFF	£8,750.68
Flooring	£5,000.00
Think BIG!	£55,081.96

I'd like to thank Tina, Liane, Mark & Sue for assisting me in managing the accounts from afar.

Thank you to Lynn, our new Secretary, who embraced her new role under difficult circumstances, following the sudden passing of Hazel, and has brought a much-needed sense of continuity and stability to the position. Thank you to Sarah, our new Grants Manager, whose knowledge has helped the Finance Committee to determine areas that need to be improved, which will further strengthen the charity's finances.

As always, the staff and volunteers were the smiling faces, warm hugs, and dependable cogs of the charity. Their reliability, compassion and dedication ensure the charity continues to be the happy and safe place our children and young adults enjoy spending time with friends and carers. Thank you to each one of you.

The finances for 2022 continued to build upon excellent work from previous years. The charity will continue to develop its processes to increase its chances of securing further funding to improve our service offering to create an even better place for all those who work, learn and play at Cobtree Hall.

James Burrows  
Honorary Treasurer

## **FUND-RAISING REPORT**

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.

'30 Event' July 2022 – this event to celebrate 30 years of Maidstone Mencap was our first event following the Covid pandemic. We were fortunate to enjoy good weather, having a bbq in the garden and various stalls and raffles which were popular with the small crowd who attended.

'Christmas Bazaar' 2022 – this event was 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.

Thank you to all our supporters who fundraised through our Just Giving website pages.

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  
Trustee

## **GRANT MANAGER REPORT**

We have been generously supported by the following organisations:

- The Cobtree Charitable Trust
- Golding Homes
- Kent Community Foundation
- The Frank Brake Foundation

MMCT has spent the last year increasing the profile of the organisation in the following ways:

- Improving external relations with funders
- Improving external relations with other voluntary sector organisations eg Funding for All, Stronger Kent Communities
- Increase partnership working e.g. West Kent Health Alliance connected to the Kent and Medway Integrated Care Board
- Application to Kent Charity Awards

# Cobtree Playschool for Special Children

Annual report (January - December 2022)

Cobtree Playschool continues in all their best practices to our families and children. We have recognised the continuing impact on families from COVID, that the children have needed greater support with their communication strategies and confidence in their social interactions and transitions.

We supported new children joining us throughout the year with and with the new school year commencing in September 2022. With show rounds increasing from recommendations from outside support agencies are registers quickly filled up to December with further children now planned to join us in January 2023.

We must continue to raise awareness of our provision with those within the community, although it is good to see recommendations increasing from the children's therapy support network and word of mouth we need to be proactive in maintaining the sustainability of our service and all the valuable support and care we are able to give to the children.

We supported families with their educational and health care plan, completing with them the paperwork needed to ensure that the children leaving our care in the summer would have the right support in place at their new schools. It was lovely to see those that moved on at the end of September, making a special effort to come along and support our Christmas fayre.

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.

Although recruitment of volunteers is proving to be challenging, we continue to be grateful for the continuing support from our team of dedicated volunteers – those that have been with us for many years and those who help us between all their studies . it is thankyou to 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.

I would again especially like to highlight the dedication and commitment of all our staff volunteers and helpers. Our team is expanding due to the additional funding we can receive for individual children, enabling and supporting the consistency in strategies and techniques implemented to meet all the children personal needs and next steps in their early developmental goals. 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.

## **Juniors**

With thanks to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision .Due to the continuing 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.

We have children joining our Saturdays from their experiences at Playschool or Summer club, a testament to the care, commitment, hard work, enthusiasm from our staffing support, that families have developed their trust in the caring relationships that have been formed, and the consistency of support we can continue to provide for them. Having the consistency and knowledge from our team of staff across clubs, has meant the family's request for places at juniors is forever increasing.

We have an evolving 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.

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.

## **Youth Club**

With thanks to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision.

The team has 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 activities or Bingo- the young adults have had such fun. We prepare a supper together, encouraging the young people to make a pizza, a toasted sandwich, make choices of what they would like on their baked potato for example. We encourage their independent skills to help with clearing away washing up They have especially loved the dancing and singing at the end of each session, you can see the confidence and friendships formed with their peers and with our staff, making the sessions a joyfully energetic social experience for all.

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.

## Holiday Club

With thanks to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision.

During the Summer, we did run our holiday club for 4 weeks over August., providing respite for the families of over 70 children and young adults between, 5-18.

Activities are hall based, we are able to utilise both floors of the hall, the sensory room and garden, with each day divided to have a planned activity in the afternoon for the children including visit to the swimming pool. We themed each week including very messy fun day or bikes rides around the hall area, with a visit from the "bubble lady" and tessellation dance proving to be a very memorable days 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 & 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.

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.

Another thank you must go Peggy Heron and the William Brake foundation for their huge donation which contributes significantly to the activities and resources we are able to provide for our Clubs

Liane



# **BUILDING REPORT**

## Maidstone Mencap AGM Building Report for works 2022

### Works carried out during 2022

- Hired maintenance man for small jobs/repairs
- Garden fencing re-painted
- Wall outside stonework to back of building cleaned- June
- Clean and Re-stained shingles to front
- Decoration garden end downstairs hall, panels cut, painted, fixed where radiators were removed
- Clear out mezzanine, re-organize storage ongoing
- Build storage cupboard to extend upstairs April
- Gas meter removed and pipes purged September

### Planned work for 2023

- Cess pit emptied January
- Stonework front/kitchen walls
- Water heater ladies toilet to be replaced
- Old boiler to be removed from outside cupboard.
- Flooring throughout
- Garden project whole garden overhaul to make fully accessible to all
- Re-decorate inside building kitchen end.
- Redecoration where radiators removed toilets/hallway.
- Health and safety fire risk assessment due by outside company
- Fire marshall training
- Yearly/ 6 monthly maintenance checks fire, extinguishers, heating etc
- Facilities used at Cobtree Hall
- Cleaning services Blue Mountain Management (4 hours weekly)
- 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
- Electric British Gas

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

Tina.

## **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 2022.

2022	January	96	Mrs Elsbet Minall
2022	February	99	Derek White
2022	March	73	Ann West
2022	April	64	Hayley Golding
2022	May	50	Lee Taggart
2022	June	82	Mrs Jennifer Raikes
2022	July	80	Mr Edward Raikes
2022	August	74	Enid Endersby
2022	September	30	Wendy West
2022	October	46	Mr & Mrs E Leeds
2022	November	12	Mr P Warsnop
2022	December	60	Mrs Mavis Springford