

City of Chelmsford Mencap

Report of the Board of Trustees



President: Sandra Morton-Nance

From 1st January 2021 to 31st December 2023

Reference and Administrative Details	
Charity Name	City of Chelmsford Mencap
Registered Charity number	245421 (England, Northern Ireland and Wales)
Principal Address	Mencap Hall, 56, Mildmay Road Chelmsford Essex CM2 0DZ
2022 - Report	The trustees present their report and accounts for the year ending 31 st December 2023. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with City of Chelmsford Mencap's governing document, the Charities Act 2012, and the Statement of Recommended practice, <i>Accounting and Reporting by Charities</i> , issued in March 2005.

Names of trustees managing the Charity in the period since the last Report			
Trustee name	Office	Dates acted	Appointed by
Sandra Morton-Nance	President	Full term: April 2023 – May 2024	Proposed: Sarah Sadler Seconded: Phil Preston
Bryan Powell	Vice President	Full term: April 2023 – May 2024	Proposed: Alan Stoppard Seconded: Phil Preston
Anthony North	Chairperson	Full term: April 2023 – May 2024	Proposed: Chris Newson Seconded: Alan Stoppard
Alan Stoppard	Vice Chairperson	Full term: April 2023 – May 2024	Proposed: Neil Barnes Seconded: Anthony North
Sarah Sadler	Vice Chairperson	Full term: April 2023 – May 2024	Proposed: Anthony North Seconded: Phil Preston
Chris Newson	Treasurer	Full term: April 2023 – May 2024	Proposed: Neil Barnes Seconded: Sarah Sadler
Neil Barnes	Secretary	Full term: April 2023 – May 2024	Proposed: Chris Newson Seconded: Alan Stoppard
Abigail Krone	Trustee	Full term: April 2023 – May 2024	Proposed: Anthony North Seconded: Sarah Sadler
Elliot Johnstone	Trustee	Full term: April 2023 – May 2024	Proposed: Anthony North Seconded: Sarah Sadler
Phil Preston	Trustee	Full term: April 2023 – May 2024	Proposed: Anthony North Seconded: Chris Newson
Rachel Scott	Trustee	Full term: April 2023 – May 2024	Proposed: Anthony North Seconded: Chris Newson

Names of advisors regularly used during 2023	
Type of Advisor	Name and Address
Banks	HSBC, 99 High Street Chelmsford CM1 1EQ CAF Bank, 25 Kings Hill Avenue, West Malling ME19 4TA
Independent Examiner of the Charity's Accounts	NSO Associates LLP, 75 Springfield Road, Chelmsford CM2 6JB

Structure, Governance and Management	
Type of governing document	City of Chelmsford Mencap was established by a charitable trust deed and amended on 12 th November 1979, 4 th September 2002 and 21 st February 2013.
How the Charity is constituted	City of Chelmsford Mencap is constituted as an Association with plans to become a Charitable Incorporated Organisation (CIO).
Trustee selection methods	<p>Under the Articles of Association, the Charity is required to have a minimum of 6 and a maximum of 12 Trustees.</p> <p>The Executive Committee shall consist of the following persons any of whom may have learning disabilities:</p> <p>Honorary Officers: who shall be elected at an Annual General Meeting and;</p> <p>Co-opted members: being persons having a special interest in and qualifications for furthering the work of the Society.</p> <p>All Trustees usually retire from office during the following AGM after the date on which they came into office but they may be re-elected or re-appointed. Members of the Executive Committee appointed at an AGM shall take office from the end of that meeting.</p>
Additional governance issues	<p>Organisational policies and procedures:- Are in place for the induction and training of staff, volunteers and trustees. Risk assessments and procedural guidelines are in place to manage all known risks.</p> <p>The Charity's organisational structure:- Consists of members, Board of Trustees, Services Manager; Financial Administrator, Advocacy & Community Support Manager, Senior Support Leads, Support Leads; Specialist Support Workers; Club Managers; Club Leaders; Volunteers; Administrative Staff.</p> <p>Wider networks:- City of Chelmsford Mencap is a Network Partner of Royal Mencap Society. CCM also works collaboratively with other multi-agencies.</p>
Admission of members	The subscribers to the memorandum and such other persons as are admitted to the membership in accordance with the Articles shall be members of the Charity. Membership of the Charity shall be open to all people (whether with or without a learning disability) who declare their support for and are in sympathy with, the objects stated in the memorandum. Membership shall be granted to those individuals who submit an application in a form prescribed by the Executive Committee provided that applicants meet the membership criteria and pay any subscriptions or payments required.
Risk management	<p>The Trustees hold a register of risks identified within the Charity.</p> <p>As part of this process the Trustees have implemented a risk management strategy which comprises:</p> <ul style="list-style-type: none"> • Annual review of the register of risks that the Charity may face; • The establishment of systems and procedures designed to mitigate those risks identified; • The implementation of procedures designed to minimise any potential impact on the Charity should any of these risks materialise. <p>Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the Charity's premises at Mildmay Road, Chelmsford or any other venue where services are being carried out.</p>
Organisational structure	<p>The Trustees meet at least quarterly as a Trustee board and are responsible for the strategic direction and policy of the Charity. Certain responsibilities, including decision making and entering into contractual commitments, may be delegated to a sub-committee from time to time.</p> <p>Day to day responsibility for the provision of services of the Charity rests with the Services Manager. The Charity employs three full time members of staff (Services Manager and two Senior Support Leads), the remainder being made up of part time staff, bank staff and volunteers. The Charity also enters into contracts with self-employed tutors to provide certain services.</p>
Other related parties	City of Chelmsford Mencap is affiliated to the Royal Mencap Society The parties work together in a collaborative way to develop a clear, productive and mutually beneficial

	<p>relationship that will enhance the services we both provide for people with a learning disability.</p> <p>The Royal Mencap Society 123, Golden Lane, London EC1Y 0RT Registered Company Number: 550457 Registered Charity Number: 222377</p>
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Objectives and Activities	
Objectives	<p>The Charity provides social clubs and respite schemes for people of all ages as well as information and support services for members and their families and carers. The Charity, in pursuing its aims, co-operates with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects of the Charity or of similar charitable objects. The Charity is self-funding and is required to raise funds and to ask for and receive contributions (including subscriptions, donations, legacies, grants and other gifts). The Charity operates its activities in accordance with its governing documents to ensure people with a learning disability are valued and supported.</p> <p>The Board of Trustees has approved aspirational vision and mission statements for the Charity as follows:</p> <p>Our vision is that every person impacted by learning disability, directly or otherwise, is empowered to live life to the fullest – without impediment, exclusion or disadvantage.</p> <p>Our mission is to nurture and power every individual impacted by learning disability enabling their own unique sense of belonging, dignity, resilience, independence, and achievement.</p>
Summary of the objectives of the Charity	<p>The aims and objectives of City of Chelmsford Mencap:-</p> <ul style="list-style-type: none"> • To provide services offering learning and recreational opportunities to children and young people with a learning disability. • To provide lifelong learning, social opportunities and community access to people aged 19+ who have a learning disability and associated additional needs. • To promote a healthy, independent lifestyle to people with a learning disability and to signpost/refer to, and liaise with, health and social care agencies as appropriate. • To provide support to members and their families about different aspects of living with learning disabilities, and to develop new services and courses in response to identified needs. • To promote the needs and abilities of people with a learning disability through awareness campaigns and by publicising the activities and achievements of the Charity’s members.
Additional details of objectives and activities	<p>The Board of Trustees have had a due regard to the guidance issued by the Charity Commission on public benefit.</p> <p>The powers of the Charity are to increase public awareness and understanding of the abilities of people with a learning disability, their needs and abilities and those of their families, dependents and carers, in order to assist their integration in society.</p> <p>Outreach Academy, Virtual Academy, Gateway Club, Gateway Juniors, on-site and remote family support and welfare monitoring are the main activities provided by CCM.</p> <p>Objective and public benefits: 1 <i>To provide services offering learning and recreational opportunities to children and young people with a learning disability.</i></p> <p>Our weekly youth club, Gateway Juniors, is for young people aged 16 to 25. It offers sports and dance workshops for the energetic and arts and crafts, puzzles and quizzes for those who prefer a quiet evening with friends. Special activities including theatre trips and meals out are run throughout the year. Above all, Gateway Juniors gives young people with a learning disability the</p>

opportunity to socialise with their peers, form friendships and have fun in a safe and supportive environment.

The club is currently on hiatus whilst services transition back from online to in person following the COVID-19 pandemic. The Trustees intend to re-open this service as soon as practicable.

Objective and public benefits: 2

To provide lifelong learning, social opportunities and community access to people aged 19+ who have a learning disability and associated additional needs.

The Charity's Outreach Academy is a lifelong learning service which runs every weekday, 49 weeks a year. It provides courses to develop students' social, work and life skills in a supported environment that enables them to reach their potential. Courses include Active in the community and environment (ACE), Cooking, Dance, Functional skills, Music, Social enterprise and Yoga.

The Trustees once again place on record their gratitude to the Charity's staff, contractors and volunteers who have once again worked so hard to deliver the highest quality opportunities and learning environment for our service users. The results speak for themselves and further reinforce the importance of the services we seek to provide for those who need them.

The Gateway Club has not yet returned since the pandemic restrictions but, as with Gateway Juniors, we intend to resume the Club as soon as practicable.

Objective and public benefits: 3

To promote a healthy, independent lifestyle to people with a learning disability and to signpost/refer to, and liaise with, health and social care agencies as appropriate.

The Outreach Academy's lifelong learning courses, including Cooking, encourage the development of independent living skills. The Charity has working partnerships with health and social care agencies to ensure appropriate referrals and a multi-disciplinary approach to supporting members at times of heightened need.

Objective and public benefits: 4

To provide support to members and their families about different aspects of living with learning disabilities, and to develop new services and courses in response to identified needs.

City of Chelmsford Mencap runs an Advocacy & Community Support service, which offers person-centred advice, information and advocacy regarding a range of issues, including benefits, housing and support planning. The service's monthly Carers Connect sessions give carers opportunities to learn and share information about these issues. CCM also regularly provides information about services available in the statutory and voluntary sectors and makes direct referrals to health and social care professionals as required.

City of Chelmsford Mencap's lifelong learning service, The Outreach Academy, runs courses designed to support and enhance service users' physical and emotional wellbeing.

Mencap Centre is a designated Hate Incident Reporting Centre, specialising in disability hate crime.

Objective and public benefits: 5

To promote the needs and abilities of people with a learning disability through awareness campaigns and by publicising the activities and achievements of the Charity's members.

City of Chelmsford Mencap participates in many local and national events which promote the rights and abilities of people with a disability. In addition, it works to ensure that the local population with a learning disability are able to access and participate in local cultural festivals and initiatives.

	City of Chelmsford Mencap regularly promotes its members' achievements via its social media platforms and newsletters.
Achievements and Performance	
Report from the Board of Trustees	<p>The Board</p> <p>I am pleased to report that the Charity continues to be overseen by a strong and competent Board of Trustees. There have been no changes to the membership of the Board during the year under review.</p> <p>We have, however, realigned some of our responsibilities to ensure increased productivity around the review of key initiatives and decision making. This has resulted in the establishment of four sub-committees covering human resources, strategy, governance and finance respectively. I am very grateful to my colleagues who give additional time to the Charity in order to chair or sit on our sub-committees. I believe this new structure is working well and improving efficiency at the senior levels.</p> <p>Our Charity has always had an ethic of strong governance and “doing the right thing”. However, the Board recognises that there is always room for improvement and this year, led by the Secretary to the Board, Neil Barnes, we have implemented various new controls and procedures to ensure that we are operating with best practice across every function for which the Board has ultimate responsibility. We take our responsibility to those who regulate us extremely seriously and we now review every enforcement decision made by the Charity Commission to proactively assess our Charity’s reporting and operating model to ensure that issues arising would be identified and contained, if indeed they could arise at all.</p> <p>The Board has continued its initiative to raise the profile of the Charity in the local community and this year we have seen more Trustees speaking to other volunteer groups than in previous years. I am grateful to my colleagues who have shared this important function of trusteeship.</p> <p>Our Board of Trustees has always enjoyed strong relations with our staff and volunteers and this continues to be a priority. We now have three trustees working directly with staff and service users on a timetabled basis and others who visit Mencap Centre on a regular basis. This is very healthy and we intend to increase this further in the coming year.</p> <p>Key Metrics</p> <p>We currently have 210 Service users (199 in 2022) and 266 Members (234 in 2021).</p> <p>We have 3 full time members of staff, 14 part time staff, 1 bank staff and 1 self-employed consultant who work at CCM. We also have contracts with self-employed tutors.</p> <p>Training and development (staff and volunteers)</p> <p>Training for staff and volunteers is a priority as it enables us to ensure that we offer an excellent and supportive service and that our staff and volunteers develop their skills and expertise. In 2023, training included all key staff and a number of volunteers completing a wide range of mandatory courses in safeguarding, care, health and safety and GDPR.</p> <p>We are pleased to provide volunteer training placements for students from local secondary schools, Chelmsford College and Anglia Ruskin University as well as many volunteers from the community. All staff and volunteers are required to undergo an enhanced DBS check to ensure that they are approved to work with our service users.</p>

In 2023, we were delighted to provide placements for student social workers, mental health nurses, adult health nurses and physiotherapists from Anglia Ruskin University and Essex University.

CCM's services

CCM is a thriving and positive organisation offering a high standard of services and person-centred support to our service users. The Outreach Academy currently has a very strong team of experienced, enthusiastic staff, excellent tutors and many talented, keen volunteers.

The service is well led by the Services Manager who has a clear direction and focus for the development of services for the Charity. She ensures that the Board is kept regularly updated on all issues that might impact on the provision of services and the mitigation of risks that may arise.

CCM's *Functional skills* classes focused on health and wellbeing in the Spring term and featured workshops delivered by partner organisations including Essex Learning Disability partnership and Mid & South Essex NHS Trust. In the Summer, students explored the history, geography and ecology of the River Thames and used their learning to create artwork for Black History Month. In the Autumn, *Functional skills* and other classes taught students how to keep safe at home, online and in the community. CCM was grateful to receive a grant from the Police, Fire and Crime Commissioner's Community Safety Fund to support this initiative.

CCM's social enterprises continued to grow. *In!Designs* continued to create products for sale in Chelmsford city centre and also designed a new range of Christmas cards. A new horticultural enterprise, *In!Spades*, was formed and the team gained its first regular contract, maintaining the gardens at Essex Community Foundation's premises. The *In!Production* team wrote and starred in a short film about aspiration and pneumonia for Essex County Council and worked with Mid & South Essex NHS Trust on a number of information videos.

CCM's *Working out* initiative, which provides fully supported and long-term work trainee placements, returned after the pandemic with new and exciting opportunities. A partnership with Chelmsford CVS and Chelmsford Indoor Market enabled a team of four trainees to set up and run a weekly café. A new partnership with Havens Hospices also provided placements for four trainees in a local charity shop.

CCM's *Express yourself* students were invited by Essex Library Service to participate in Essex Book Festival. Author Syd Moore helped them develop characters and storylines through a series of workshops and their book covers, synopses and author biographies were exhibited in Chelmsford Central Library during Learning Disability Awareness Week in June. *Express yourself* students also produced a short radio play in partnership with Chelmsford Community Radio; this featured at the inaugural Chelmsford Radio Drama Festival and aired on Local Radio Day. Lifelong learning students also participated in focus groups for Chelmsford Theatre, helping to ensure that people with a learning disability were involved in shaping local cultural events.

Person-centred support and pastoral care for both service users and their families and carers is at the heart of CCM's mission. Staff provided hundreds of hours of support and expertise to individuals and families in need and worked closely with referral agencies in the voluntary, health and social care sectors.

Events In 2023

In addition to Essex Book Festival and Chelmsford Radio Drama Festival, CCM was pleased to participate in Chelmsford CVS's VolFest and Chelmsford Carnival and to attend civic events. In April, CCM's Chair was a speaker at Essex Community Foundation's Spring Reception where he updated guests, including many dignitaries, on the recent progress of the Charity.

In June, CCM was delighted to welcome the Chief Executive of Royal Mencap Society, Edel Harris, and Head of Equity and Inclusion, Lorraine Robinson, to Mencap Centre. Edel and Lorraine participated in classes and met with CCM's Chair Anthony North and representatives from the Board.

CCM was delighted to be able to restart its annual Christmas Concert in 2023, and to renew its longstanding partnership with the renowned Waltham Singers. The concert was held in the beautiful surroundings of Chelmsford Cathedral and sponsored by Chelmsford For You. CCM's *Music* students revelled in performing two songs, and readings were given by students, volunteers and staff.

CCM's monthly *Carers Connect* sessions, organised by the charity's Advocacy & Community Support Manager, provided information and guidance on a wide range of issues, from local housing options to building healthy friendships and relationships. Importantly, speakers included those with lived experience, who brought additional value to the evenings. The Advocacy & Community Support Manager was involved in a number of awareness and information events, including attending the Inclusive Communication Essex Sharing Day and presenting at the Learning Disability England conference, in partnership with Together Matters.

CCM's social media platforms featured campaigns for awareness weeks on topics including Mental Health, Down Syndrome, Volunteers, Carers, Learning Disability, Professional Carers, and Trustees.

Funding

We work hard to raise funds through writing bids and encouraging our supporters to attend events or make us their chosen charity. We are very grateful for every penny and continue to be inspired by the many innovative ways people support us!

CCM was honoured to be appointed Chelmsford Bowling Club's Charity of the Year for 2023. Thank you to their President, Keith Kerr

Key grants and donations received in 2023 were:

Donations:

Chelmsford Bowling Club	£2,500.00
Anthony North	£ 600.00
Evelyn Hicks	£ 570.00
P. Newson	£ 500.00
TK Maxx	£ 500.00

Grants:

Essex Police, Fire & Crime Commissioner's Community Safety Fund: £11,250.00

Royal Mencap Society / Sport England's Together Fund: £9,936

Chelmsford City Council's Discretionary Fund: £6,077

Essex Community Foundation: £5,000

Aviva Community Fund: £2,935

In summary, 2023 was a strong year for City of Chelmsford Mencap. Our staff delivered a rich programme of engaging and educational services and our service users continued to impress both us and themselves. Our Charity has a wonderful skill of identifying and then nurturing the talent of every single service user and the results are life-affirming. Our service users continue to be the very advertisement for our services and we encourage all friends of the Charity to come and see us at work.

Subject to the approval of our members, this will be my final report to you under our current charitable structure. After many years of hard work by our Board, we intend to convert to a Charitable Incorporated Organisation (CIO) in the coming weeks. Whilst the transition will be largely

seamless for our staff and service users, this change will put the Charity on a more modern and nimble footing, allowing us to operate with increased flexibility and authority. I would like to place on record the thanks of the entire CCM Family to all those trustees who have worked so hard on getting us to this point. I would particularly like thank Nick Ross (former Chair), Deborah Ginn (former Treasurer and trustee), and Neil Barnes and Chris Newson from our current Board. CCM, and I personally, are indebted to you.

Anthony North
Chair of Trustees
9th May 2024

Financial review	
Brief statement	The full accounts and financial report results for the year ending 31 st December 2023 are set out in the Statement of Financial Activities.
Details of any deficits	The last recorded annual deficit was in 2014 and amounted to £8399.
Further financial review	<p>Principal source of funds: Principal sources of funds are grant funding, services fees and donations.</p> <p>How Expenditure has supported key objectives: Expenditure has been focussed directly on the provision of fully supported services and the future development and security of the Charity. See attached copy of end of year financial statement (2023).</p>

Financial Risk

The trustees have agreed that the sum of £40,000 be set aside as 'financial reserves'. This amount, is held separately from the Charity's operating account and is reviewed on a regular basis.

Declaration

The Trustees declare that they approve the Trustees' report above.

Signed on behalf of the Charity's Trustees.

Signature:



Full Name: Anthony North

Position held: Chair of Trustees, City of Chelmsford Mencap

Date: 09.05.2023