



**Open House Bedford  
Trustees' Annual Report  
Year ended 30th September 2019**

The trustees present their report and the unaudited accounts of the charity for the year ended 30<sup>th</sup> September, 2019.

**Registered Charity name: Open House Bedford**

**Charity Registration Number: 1180204**

**Location of Principal Office:**

St Mark's Church Community Centre  
Calder Rise  
Bedford  
MK41 7UY

**The Trustees**

Mrs Morag Stewart (for 4 years)  
Mrs Lynne Seymour (for 3 years)  
Mrs Laura Farthing (for 2 years)  
Mrs Jennie Cappleman (for 2 years)  
Mr Richard Ledger (for 2 years)

**Structure, Governance and Management**

The charity was registered on 5<sup>th</sup> October 2018, as a Charitable Incorporated Organisation (CIO) and the trustees were appointed for the above terms. Subsequent trustees will be appointed for a term of three years by a resolution passed at a convened meeting of the charity trustees. The skills, knowledge and experience of individuals will be taken account of when appointing new trustees to ensure the effective administration of Open House Bedford.

Open House was set up in 2011 and until the 5<sup>th</sup> October 2018 it was managed and fully supported by St Marks Church Community Centre. An arrangement was in place with Luton Training and Mentoring who had delegated responsibility for the operational running of the

club. The premises were provided free of charge and the church also covered the running costs of the club.

Open House meets in St Mark's Church Community Centre once a week on Wednesdays from 10.00 am to 2.00 pm for those with learning disabilities, with their friends, family and carers. This service is provided at no cost to those attending.

Luton Training and Mentoring continue to have delegated responsibility for the operational running of Open House. A leader is supported by a group of committed and enthusiastic volunteers who listen to and encourage the users of the service. We are very grateful for the valuable contribution of time, energy and expertise which they provide.

A safeguarding policy is in place and Disclosure and Barring Service checks are carried out prior to commencement of employment or trusteeship and checks are carried out again in line with statutory requirements. Checks are also carried out on all of our volunteers.

Since becoming a registered charity, a key aim of the trustees is to establish the running costs of the club and secure grant funding to cover those costs and to develop the service objectives and activities.

### **Objectives and Activities**

The key objective of Open House Bedford:

To provide relief of sickness and the preservation of health of people with Learning Disabilities residing permanently or temporarily in Bedford Borough, by the provision of day centre facilities for learning, social engagement and recreational activities.

We do this by:

providing a range of activities and experiences which promote:

- independence, dignity, self-confidence and respect for self and others
- physical and mental health and wellbeing
- social interaction

providing opportunities to extend knowledge and learn new skills

### **Financial Review**

The unaudited financial statements show net income over expenditure for the year totalling £3,894.

Following charity registration, financial operations for this period have been supported by grant funding received. It is our intention to pursue further grants for the forthcoming period to achieve our objectives as stated.

The trustees consider that the charity has sufficient funds to continue to operate at current levels of activity for the coming year.

## **Achievements and Performance**

Our main activities are described below. All our charitable activities are undertaken to further our charitable purposes for the public benefit.

There are 41 people registered for Open House and on average, the weekly attendance is 30. The majority of those attending reside within Bedford Borough.

The club takes place in St Marks Church and Community Centre. Service users are encouraged to be as independent as possible and assist with the running of the club. The coffee shop environment is very popular and service users can buy snacks, fresh fruit and hot and cold drinks. Each week, there is a 'circle of news' activity where individuals talk briefly about something they have done during the week and there is also a short exercise session. Service users bring their own packed lunch and are encouraged to help with the clearing up and washing of dishes. After lunch there is a bingo session which is very popular and clients help to call out the numbers. Colouring, drawing and jigsaw puzzles are enjoyed by most people along with karaoke and music-based activities. A volunteer attends regularly to do art and craft activities with the group.

As well as the routine weekly activities, there are also special themed days to fit in with key events on the calendar including Mothers Day, Fathers Day, Easter, Christmas, Pancake Day, St Georges Day and Children in Need.

Members of the community also attend to give talks and demonstrations. Highlights in the last year included:

- A Health and Wellbeing Day
- A visit from Ark Farm - a mobile farm which brings a range of small animals for the group to observe and touch, providing both an educational and tactile experience
- A Reiki and Reflexology talk and demonstration
- Talks on fire safety, nutrition, and local health walks
- A talk on a visit to Iceland

A key highlight of the year was the 'Children in Need' event which took place in November. Users of the service, supported by the leader, volunteers and 'Pudsey Bear', set up and ran a number of stalls including homemade cakes, jams and pickles, tombola, recycled items and a raffle to raise funds for Children in Need. The event was advertised and well supported by members of the local community who were invited for coffee and to buy items from the various stalls. The event raised the magnificent sum of £800.

## **Future Plans**

During 2019-20 we will do further consultation with all of our stakeholders to inform the planning of our activities to ensure it meet the needs of the users of our service and we will continue to secure grant funding so that we can fully support the club and extend the range and quality of the activities we provide.

**Charity Registration Number 1180204**

**Open House Bedford  
Unaudited Financial Statements  
Year Ending 30 September 2019**

**Open House Bedford  
Balance Sheet  
for year ending 31/09/2019**

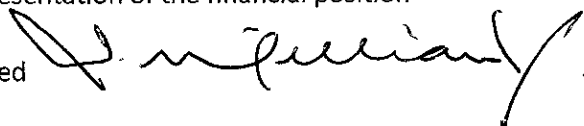
**2018/19**

|                                    | <b>£</b>        | <b>£</b>        |
|------------------------------------|-----------------|-----------------|
| <b>Current Assets</b>              |                 |                 |
| Cash in Hand                       | 253.10          |                 |
| CAF Bank Account                   | 3,641.50        |                 |
|                                    | <u>3,894.60</u> |                 |
| Debtors Loans and prepayments      | —               |                 |
| Creditors and provisions           | —               | <u>3,894.60</u> |
| <b>Represented by</b>              |                 |                 |
| Brought forward from previous year | —               |                 |
| Excess of Income over expenditure  | <u>3,894.60</u> | <u>3,894.60</u> |

**Independent Examiners Report**

I have examined the books of the Charity and agree that the Income and Expenditure Account for the year and the Balance Sheet presented above give a true and fair representation of the financial position

Signed



Mr J Williams

Dated 4th November 2019

Open House Bedford is a registered charity number 1180204

**Open House Bedford  
Income and Expenditure Account  
for year ending 30/09/2019**

2018/19

£

**Income**

|                                 |                        |
|---------------------------------|------------------------|
| Day Centre Donations            | 2,295.98               |
| Other Donations                 | 50.00                  |
| Grants (1)                      | 4,820.00               |
| Other income                    | 244.07                 |
| <b>Total Incoming Resources</b> | <b><u>7,410.05</u></b> |

**Expenditure**

|                                 |                        |
|---------------------------------|------------------------|
| Day Centre Service Provider     | 1,480.50               |
| Day Centre Supplies             | 1,826.95               |
| Misc Expenses                   | 208.00                 |
| <b>Total Resources Expended</b> | <b><u>3,515.45</u></b> |

**Income Less Expenditure** 3,894.60

7,410.05

**Notes**

(1) Funds from Grant Making Body following an application process

Open House Bedford is a registered charity number 1180204