



Choices Counselling Buxton Limited

formerly

Cherish (Pregnancy & Family Support) Limited

Trustee Directors'
Annual Report and Accounts
for year ending 31st December 2019

Registered Charity No: 1135434
Company Limited by Guarantee No: 07057194

Trustee Directors' Annual Report and Accounts for year ending 31st December 2019

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1. Reference and administrative details

Charity name: Choices Counselling Buxton Limited

Charity Registration no: 1135434

Company Registration no: 07057194

Registered Office: The Source, 7 Terrace Road,
Buxton, Derbyshire, SK17 6DR

Trustee Directors: Dr Helen A Bradbrook BSc PhD MBChB MRCP *
Dr Susan M Read, MBE, FRCN, PhD,
Dr Graham PA Todd, MBChB, DCH, MRCP **
Mrs Ailsa M Walker, BSocSc
Mr Christopher J Walker, BSc

Company Secretary: Mr Christopher J Walker

Bankers: CAF Bank Ltd
25, Kings Hill Avenue, Kings Hill,
West Malling, Kent, ME19 4JQ

* from 09.12.2019

** Chairperson

Structure, governance and management

1.1 Introduction

The Trustee Directors of Choices Counselling Buxton Limited are pleased to present their Annual Report and Financial Statements for the year ended 31st December 2019.

The Trustee Directors have prepared and approved this document and financial statements to comply with current statutory requirements to report on public benefit and to prepare accounts in accordance with the provisions of the “Statement of Recommended Practice” (SORP) 2005 and FRSSE (2015) guidelines and the charity’s governing document as detailed below.

As the charity is not subject to a statutory audit, the report has been prepared in line with FRSSE (2015) guidelines for smaller charities. Covid19 restrictions prevented the usual independent examination of the Financial Accounts. An independent examination is not a legal requirement because the charity’s turnover in 2019 did not exceed the threshold of £25,000.

1.2 Governing document and constitution

The charity was originally launched on 11th October 2007 as a community project supported by Buxton Church in the Peak, under the name “Choices Pregnancy Advice & Support Services”. Incorporated legal status was granted on 26th October 2009, under the name “Choices-Derbyshire Limited” and was activated when the new company was approved by the Charity Commission as a registered charity on 9th April 2010.

The charity’s name was changed at Companies House and at the Charity Commission on 30th December 2014 to “Cherish (Pregnancy and Family Support) Limited”.

The name was formally changed again with effect from 12th July 2018 to reflect the re-focus on the core counselling activity following the closure of the Little Blessings shop in August 2017. The Memorandum and Articles of Association are unchanged.

1.3 Trustee appointment, induction and training

New Trustee Directors are nominated and selected by the current Board on the basis of their Christian character and maturity, the specific skills and experience they are able to offer and their ability to embrace the vision and non-judgmental ethos of this sensitive and caring work.

The governing document states that one third of Trustee Directors must stand down each year by rotation, with provision for re-election.

Trustee induction is achieved through making new Trustee Directors aware of the Charity Commission website, email updates and publications, Company House guidelines on becoming a Director, and other relevant publications, together with in-house documents and discussions at various meetings throughout the year.

Ongoing training and advice is made available to Trustee Directors and other staff/volunteers through our membership of High Peak CVS (Community and Voluntary Support), an organisation which provides training and workshops to promote good practice among voluntary organisations in the High Peak.

The charity has been a member of High Peak CVS since 2007.

Online support and advice is also made available through the charity's membership of NCVO (National Council for Voluntary Organisations) and through registration with PCN (Pregnancy Centres Network).

2.4 Management

Choices continued to be governed by a Board of Trustee Directors, who met every 1 - 2 months, together with other team members selected for the specific skills and experience they were able to contribute to the meeting.

The Board of Trustee Directors was unchanged until December 2019. It was chaired by Dr Graham Todd. The Officers were unchanged, with Mrs Ailsa Walker as Treasurer and Mr Chris Walker as Company Secretary. Both also served as Trustee Directors. The fourth Trustee Director was Dr Susan Read, MBE. Dr Helen Bradbrook became the fifth Trustee Director, appointed at a Trustees' Meeting held on 9th December 2019.

Mrs Ali Mackenzie relinquished her part-time role as Administrator / Co-ordinator for the counselling activity at the end of December 2019 to concentrate on her training as a counsellor. Choices is continuing to support her through that training. Mrs Annette Baines was appointed as her replacement in the Administrator / Co-ordinator role in December 2019.

Dr Rachel Ruddy took up an appointment away from Buxton so the charity lost her valuable expertise and insight, advising on case management and best practice in peri-natal mental health. Choices is currently seeking a replacement advisor.

2.5 Risk management

The Trustee Directors continued to consider the financial, legal, reputational and organisational risks relating to the charity's activities this year. They remain mindful of their duty of care and prudence in this respect and confirm that appropriate measures are put in place to mitigate anticipated risks.

All Choices Counsellors are either fully qualified or under recognised formal training. They are members of, and operate within the Code of Practice of, the British Association of Counsellors and Psychotherapists (BACP). They also undertake further training as part of their continuing professional development (CPD).

Choices has a robust Safeguarding Policy in place, with written guidelines for those working with under 18's, based on the Derbyshire Safeguarding Board's recommendations. DBS checks are carried out as necessary and safeguarding awareness and training is regularly discussed during caseload management and team development meetings. Mrs Bel Graham continued to serve as Safeguarding Co-ordinator.

The Trustee Directors are mindful of their duty to report any serious incidents without delay to the Charity Commission and if necessary, the police, as prescribed by the Charity Commission's regulations. They hereby confirm that there have been no serious incidents to report this year.

Choices has need of very little financial reserve to cover closure costs. Although expenditure exceeded income in 2019, the charity still holds substantial financial reserves.

2. Public benefit and charitable objects

The Trustee Directors confirm that they have complied with the requirements in section 4 of the Charities Act 2006, to have due regard to the public benefit guidance published by the Charity Commission.

The charitable objects of Choices are given in the Memorandum and Articles of Association and are worded as follows:

- (a) The advancement of education in the subject of pregnancy and the termination of pregnancy and into the effects thereof upon women whether physical, medical or psychological.
- (b) The preservation and protection of women's health.
- (c) The provision of advice, counselling and assistance to women and their partners and families who are suffering from any physical or mental illness, distress or poverty during or as a result of pregnancy or following an abortion, miscarriage, cot death, still birth, loss of a child or sexual abuse.
- (d) The promotion of such other charitable purposes which may conveniently be carried on in connection with the above objects.

Clients of Choices Counselling benefit from support in the areas of ante-natal and post-natal depression, peri-natal anxiety, parenting difficulties and pregnancy loss issues. Pregnancy options counselling can also be offered, on referral.

The counselling is provided free of charge. This is of particular benefit to clients unable to access timely or sufficient support through statutory agencies and who cannot afford to pay for counselling.

Clients are given the opportunity to make a donation towards the charity's costs if they feel financially able to do so.

The counselling is delivered in a quiet, reflective and safe environment. Total confidentiality is guaranteed, and delivery is non-judgmental, leading to client confidence and trust in the counsellor.

Depending on need, counselling can be on either a short or long-term basis, with continuity of contact.

Clients benefit from the services of highly skilled and professionally qualified counsellors, trained to a high level.

Safe and ethical practice in respect of clients is maintained through the counsellors' Continuous Professional Development programmes.

Choices is continuing to support Mrs Mackenzie through her counselling training.

4. Objectives and activities

During 2019, Choices continued to offer services of public benefit according to these charitable objects by providing two projects:

- a) A professional counselling service offering free caring support for ante-natal and post-natal depression or anxiety, pregnancy concerns, parenting difficulties, miscarriage, termination and stillbirth.

This is the core activity upon which the charity was founded. The Trustee Directors are focussed on further developing this activity, for which there is a great demand. There is, however, a need to draw attention to our charity's existence, as part of a planned marketing campaign to raise the charity's profile amongst appropriate agencies and health professionals.

- b) The Family Support Fund enables the charity to offer free baby clothes and equipment for pregnant women and families referred by other agencies/professionals and identified as being in severe hardship.

The fund, restricted in its use, enables the charity to purchase items to meet such needs. Its availability will be brought to attention through the marketing campaign.

5. Achievements and performance

- a) During 2019, the Choices counselling team offered one to one counselling and psychotherapy support to 19 new clients (cf 26 in 2018), most of whom attended for an hour's session on a weekly or fortnightly basis. Referrals came mainly from GPs, midwives and health visitors.

Choices Counselling Service continued to receive excellent feedback from health professionals and clients. We expect that demand for these services will continue to increase in 2020 in the light of the continuing shortfall in statutory provision.

Most clients were seen in our counselling room at The Source or at Charis House women's refuge in Buxton. A few clients were seen for more sessions than would be offered elsewhere. These ranged between 7 and 16 sessions.

The main reasons for referral remained loss, anxiety and depression, including ante-natal and post-natal depression. There were also cases involving domestic violence and abuse, as well as unplanned pregnancy.

- b) The activity of the Family Support Fund showed a slight increase over the previous year. However, only two grants of clothing, toys and baby equipment were made during the year, with a value of £140 (cf £49 in 2018), bringing the number of grants made since opening the fund in April 2013 to 63, with a total value of £6,948.

Recipients of the grants of equipment were identified by key workers as being in urgent need due to financial hardship and difficult circumstances.

- c) The Trustee Directors are pleased to announce the appointment of Dr H Bradbrook, who is a GP, to the Board with effect from 9th December 2019.

6. Plans for next year

Subject to funding and staffing capacity, the following objectives are proposed for the development of the charity in 2020:

- 1) To seek opportunities to promote the work of the charity through speaking engagements;
- 2) To convert Choices to a Charitable Incorporated Organisation (CIO);
- 3) To increase the counselling activity by seeking and, where necessary, training additional counsellors, whilst continuing to support our current student;
- 4) To continue to support expectant mothers and young families in the local community and research gaps in local provision to inform the development of new parenting groups or support programmes;
- 5) To promote the service offered through the Family Support Fund;
- 6) To maintain our relationship with the Pregnancy Centres Network (PCN), through which to offer networking and CPD opportunities to our counsellors;
- 7) To ensure appropriate charitable use of the charity's financial reserves;
- 8) To provide any necessary training and support to our recently appointed Trustee Director;
- 9) To seek further Trustee Directors both to bring new skills and experience to the Board and to prepare for future retirements; and
- 10) To find new office and counselling accommodation because our current landlord requires the current office for his own use.

Note: The Covid19 crisis has resulted in the delayed implementation of some of the above action plans. However, we hope to be able to consider those later in 2020.

We are pleased to report that our counsellors have received the necessary training to enable them to continue their work online. They are holding client sessions either by video or by telephone until restrictions are lifted sufficiently to allow face to face consultations to resume.

7. Financial review

7.1 Financial Position

During 2019, the total income of Choices Counselling Buxton Limited was £8,634 (cf £10,995 in 2018). Total expenditure was £10,124 (cf £8,883 in 2018), giving a shortfall of £1,490 (cf a surplus of £2,112 in 2018) for the year.

There were no major one-off incoming donations in the year. Regular donations from individual supporters were unchanged.

The charity recorded a shortfall of £1,490 for the year.

Although not a legal requirement because Choices' total income is below the £25,000pa threshold, the Trustee Directors had intended to have the financial accounts for 2019 independently examined as in previous years. However, the Covid19 crisis lockdown prevented this. The hope is that the practice can resume for the 2020 financial accounts.

7.2 Reserves Policy and Funds

The Reserve Fund balance at the end of the year was £3,780. The Trustee Directors consider this fund to be more than adequate to meet any potential costs should the charity need to close.

The Discretionary Fund balance at the end of the year was £522.

The Family Support Fund balance at the end of the year was £112 (cf £252 in 2018). The Fund made only two small grants during the year.

The General Fund balance at the end of the year was £10,144 (cf £11,494 in 2018).

The Trustee Directors report that total funds were standing at £15,753 (cf £17,243 in 2018) at the end of the financial year.

8. Acknowledgements

The Trustee Directors would like to thank Buxton Church in the Peak for their monthly donations totalling £1,500 in 2019, and all the faithful individual supporters who continue to support our work through monthly giving or occasional donations.

Choices Counselling Buxton Limited
Reg: 07057194

Report of the Directors
for the Year Ended 31 December 2019

The Directors present their Report with the Financial Statements of the company for the year ended 31st December 2019

DIRECTORS

The Directors shown below have held office during the whole of the period from 1st January 2019 to the date of the Report:

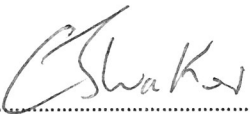
Dr S M Read
Dr G P A Todd
Mrs A M Walker
Mr C J Walker

The Director shown below has held office from 9th December 2019 to the date of the Report:

Dr H Bradbrook

This Report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, as well as the Financial Reporting Standards for Smaller Entities (FRSSE) 2015.

ON BEHALF OF THE BOARD


.....

C J Walker - Secretary

Date.....24/06/20.....

Choices Counselling Buxton Limited
Reg: 07057194

Report of the Directors
for the Year Ended 31 December 2019

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Profit and Loss Account
for the Year Ended 31 December 2019

	Notes	31.12.19 £	31.12.18 £
TURNOVER		8,601	10,595
Cost of Sales		0	-155
GROSS SURPLUS		<u>8,601</u>	<u>10,440</u>
Administrative Expenses		10,124	8,332
OPERATING SURPLUS / (DEFICIT)	2	<u>-1,523</u>	<u>2,108</u>
Interest receivable and similar income		33	4
SURPLUS / (DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION		<u>-1,490</u>	<u>2,112</u>
Tax on surplus / (deficit) on ordinary activities	3	0	0
SURPLUS / (DEFICIT) FOR THE FINANCIAL YEAR		<u><u>-1,490</u></u>	<u><u>2,112</u></u>

Balance Sheet
for the Year Ended 31 December 2019

	Notes	31.12.19 £	£	31.12.18 £	£
FIXED ASSETS					
Tangible Assets	4		59		322
CURRENT ASSETS					
Stocks		0		0	
Debtors	5	1,010		1,949	
Cash at bank and in hand					
Co-op Current Account		0		0	
CAF Cash Account		5,868		6,375	
CAF 60 Day Notice Account		3,024		3,000	
CAF Gold Account		5,835		5,826	
Petty Cash		18		3	
PayPal Account		0		0	
Floats		40		40	
Cash in hand		0		0	
Cash Total		14,784		15,244	
		<u>15,794</u>		<u>17,193</u>	
CREDITORS					
Amounts falling due within one year	6	100		272	
NET CURRENT ASSETS			15,694		16,921
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>15,753</u>		<u>17,243</u>
			<u>15,753</u>		<u>17,243</u>
RESERVES					
Profit and loss account	7		<u>15,753</u>		<u>17,243</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2019

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2018 in accordance with Section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company

The financial statements have been prepared in accordance with the financial provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015)

The financial statements were approved by the Board of Directors on 20th June 2020 and were signed on its behalf by:



C J Walker
Director and Company Secretary

Notes to the Financial Statements
for the Year Ended 31 December 2019

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015)

Turnover

Turnover represents net invoiced sales of goods, excluding value added tax

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life: Fixtures and fittings 33% Computer equipment 33%

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items

Deferred tax

Deferred tax is recognised in respect of timing differences that have originated but not reversed at the balance sheet date

2 OPERATING SURPLUS / (DEFICIT)

The operating profit is stated after charging:

	31.12.19	31.12.18
	£	£
Depreciation - owned assets	263	549
Loss on Disposal of Asset to Charity	0	36
Loss on Donation of Stock to Charity	0	106
Directors' remuneration and other benefits	<u>0</u>	<u>0</u>

3 TAXATION

Analysis of the tax charge

No liability for UK corporation tax arose on ordinary activities for the year ended 31 December 2019 nor for the year ended 31 December 2018

4 TANGIBLE FIXED ASSETS

	Fixtures and fittings	Computer Equipment	Totals
	£	£	£
COST			
At 1 January 2019	494	1,155	1,649
Purchases	0	0	0
At 31 December 2019	494	1,155	1,649
DEPRECIATION			
At 1 January 2019	337	989	1,326
Charge for year	121	142	263
Loss on Disposal	0	0	0
At 31 December 2019	458	1,131	1,590
NET BOOK VALUE			
At 31 December 2019	35	24	59
At 31 December 2018	157	166	322

Notes to the Financial Statements

for the Year Ended 31 December 2019

5 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.19	31.12.18
	£	£
Prepayments and accrued income		
Gift Aid On Donations	634	583
On Donated Goods	0	0
On Small Donations	67	74
Cash banked after year end	0	0
Prepayment on Insurance	309	292
Prepayment on PCN Conference	0	1,000
Donation cash & cheques not banked	0	0
	1,010	
	1,010	1,949

6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.19	31.12.18
	£	£
Supervision Fees	100	200
Expenses	0	72
Accounting	0	0
Purchases	0	0
	100	272

7 RESERVES

At 1 January 2019	17,242
Shortfall for the year	-1,490
At 31 December 2019	15,753

Detailed Profit and Loss Account
for the Year Ended 31 December 2019

	Choices Charitable				Administration		Choices Buxton Ltd - Total	
	Restricted		Designated		General			
	£	£	£	£	£	£	£	£
Gifts and donations		0			7,304	a	0	7,304
Gift Aid					1,297		0	1,297
		<u>0</u>		<u>0</u>	<u>8,601</u>		<u>0</u>	<u>8,601</u>
Stock								
Opening stock						0	0	
Grants to FSF from Stock	0						0	
Donation to Lighthouse Charity						0	0	
Closing stock							0	
Stock movement		0					0	0
GROSS PROFIT		0		0	8,601		0	8,601
Other income (incl Grants)		0					0	0
Deposit account interest					33		0	33
		<u>0</u>		<u>0</u>	<u>8,634</u>		<u>0</u>	<u>8,634</u>
Expenditure								
Rent / Room Hire				0		0	0	
Water and electricity				0		0	0	
Insurance				309		448	756	
Wages & Payroll				3,755		0	3,755	
Social security				0		0	0	
Child Care				0		0	0	
Telephone				656		0	656	
Post, stationery & office supplies				101		144	245	
Conference Fees				1,000		0	1,000	
Marketing and Website				0		353	353	
Travelling				0		0	0	
Cleaning, maintenance & equipment				0		255	255	
Training expenses	0			0		0	0	
Supervision, Fees and Subscriptions				2,325		0	2,325	
Sundry expenses				234		0	234	
Legal & Accountancy				142		0	142	
Family Support Fund Grants				140		0	140	
		<u>0</u>	<u>0</u>	<u>0</u>	<u>8,661</u>	<u>1,200</u>	<u>9,861</u>	
		0	0	0	-27	-1,200	-1,227	
Depreciation								
Fixtures and fittings						121	121	
Computer equipment						142	142	
Loss on Disposal						0	0	
						263	263	
NET SURPLUS		<u>0</u>	<u>0</u>	<u>-27</u>		<u>-1,463</u>	<u>-1,490</u>	
(a)								
BCITP		2,040						
Supporter Donations		4,693						
One-off Donations		<u>572</u>						
		7,304						

Statement of Financial Activities
for the Year Ended 31 December 2019

	SOFA Category	Restricted Fund		Designated Funds		General Fund		Total 2019 Funds		Total 2018 Funds	
		£	£	£	£	£	£	£	£	£	£
Incoming Resources											
Gifts and Donations	A1a					8,601		8,601		10,595	
Grants	A1a		-					-		-	
Sponsorship and Fundraising	A1b							-		-	
Shop and Online Sales	A1b					-		-		-	
Investment Income	A1c			-		33		33		4	
Charitable Activities	A2							-		124	
								-			
Total Incoming Resources			-		-	8,634		8,634		10,599	
Resources Expended											
Generating Funds	B1							-			
Voluntary Income	B1a					263		263		549	
Cost of Goods Sold and Other Costs	B1b							-		-	
Charitable Activities	B2	140				9,719		9,719		7,408	
Governance	B3					142		142		338	
Total Resources Expended			140		-	9,984		10,124		8,296	
Gross Transfers Between Funds	C		-		-		-		-		-
Net Incoming Resources before other recognised gains and losses		-	140		-	- 1,350		- 1,490		2,304	
Other recognised gains and losses	D	-	-			-		-	-	-	-
Reconciliation of Funds	E	-	140		-	- 1,350		- 1,490		2,304	
Total Funds brought forward			1,447		4,302	11,494		17,243		15,131	
Prior Year Adjustment											
Total Funds carried forward			1,307		4,302	10,144		15,753		17,243	

Trading and Profit and Loss Account
for the Year Ended 31 December 2019

	Notes	31.12.19		31.12.18	
		£	£	£	£
Income			8,601		10,595
Cost of Sales					
Opening stock					
Purchases		0		155	
		<u>0</u>		<u>155</u>	
Closing stock		0			
			0		155
GROSS PROFIT			<u>8,601</u>		<u>10,440</u>
Other income			0		0
Deposit account interest			33		4
			<u>8,634</u>		<u>10,444</u>
Expenditure					
Rent		0		390	
Water and electricity		0		0	
Insurance		756		688	
Wages		3,755		2,849	
Social security		0		0	
Child Care		0		169	
Telephone		656		327	
Post and stationery		245		180	
Conference Fees		1,000		0	
Marketing		353		369	
Travelling		0		23	
Cleaning and maintenance		255		29	
Training expenses		0		400	
Supervision, Fees and Subscriptions		2,325		1791	
Sundry expenses		234		192	
Accountancy		142		338	
Family Support Fund Purchases		140		0	
			9,861		7,746
			<u>-1,227</u>		<u>2,698</u>
Depreciation					
Fixtures and fittings		121		165	
Computer equipment		142		385	
Loss on Disposal		0		36	
			263		586
NET PROFIT / (LOSS)			<u><u>-1,490</u></u>		<u><u>2,112</u></u>

This page does not form part of the statutory financial statements

Choices Counselling Buxton Limited
Reg: 07057194

Independent Examination
for the Year Ended 31 December 2019

Note:

It has always been the practice of Choices to have the Annual Financial Accounts independently examined, although not a legal requirement in recent years because the total income has been below the £25,000pa threshold.

The lockdown restrictions due to the Covid19 crisis have resulted in our inability to access an Independent Examiner. The accounts are therefore presented without external examination.

The Trustee Directors will consider the resumption of independent examination of the Financial Accounts for the year 2020, should restrictions no longer be in place.