

Everyone Deserves to reach their full potential

Gateway into the Community

Annual Report 2020



Gateway into the Community

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Registered Charity 1093566

Chair's Report – January 2021

Any Chair of an Organisation, thinking to tweak the previous year's report (surely not!) would have been very mistaken given that 2020 was a year like no other!

Our previous AGM was in November 2019 and the year 2020 began normally – busy, full of plans and rich in optimism: the funding for the long-awaited Sensory Room was in place and work on the installation of that special facility was completed in January much to members' delight. There had been the usual Christmas social events, craft making for the Christmas Market, a great drama performance and a disco. The last 'normal' event was the Valentine disco and then a month later we were in 'lockdown'.

As one of our Trustees said, "Gateway could easily have gone into 'hibernation' but they didn't – instead they came up with so many new ways of working." It will be understood that some of our members have struggled to understand the idea of a virus having such an impact; all have found the impact on their lives very difficult, not only for them, of course, but their families too. Individual Support, Day Services, Social and Life-skills groups and Team Sports have become so much part of each week's activities much looked forward to.

This is where the Senior Team and Sessional Staff have stepped up to the plate in the new situation and have worked so hard to keep in touch with members by telephone and video calls and distributing activity packs. During a short relaxation of restrictions in the late summer months, small socially distanced groups were able to take turns to come into the Den or take walks together.

I cannot find words to express my own appreciation and that of all the Trustees for such commitment of time, energy and creativity on the part of all the Staff. Naming names, of course, is always difficult, but CEO Julia, and Managers, Sharyn and Jo must be named. Our administrator, Gabby, assisted by Clare, has had a mammoth job keeping up with the twists and turns of furloughing and Covid rules.

Looking ahead there is one Project which is going to be so welcomed by members – the Gateway into Nature project which will give members the pleasure of turning a piece of land currently part of a farm into a stunning garden. Funds will be sought to provide a substantial socialising and learning classroom space. But this story will have to wait until next year's report! Meanwhile, do enjoy the pictures which, as I always say, communicate much better than words the amazing contribution which Gateway makes to individual and family lives and the wider Community.

Chief Executive Report

This has been one of the most challenging years many of us have ever had to face. We could never have foreseen that this would ever happen in our lifetime. The Pandemic has swept the world and has brought challenges and hardship to so many people in so many different ways. However, as we have progressed through the months and faced new challenges we have also built resilience and a real sense of community and solidarity within our local communities.

I really feel that especially at the start of the Pandemic, communities came together. Everyone started their greetings with, “hope you are ok” and finished with “stay safe”. I really hope that this sense of shared humanity will continue. Whether you work for an independent charity, in the local supermarket, in the accounts of the local building firm or contracts for the council, there is a sense of “we are all in this together”, we all have families and loved ones that we are worried about.

As time goes by, we are appreciating the small things in life, a hug, sitting in a café with friends, visiting family and having a picnic in the park. I know that this experience will have made a huge impact on so many lives. Ten months on, and we have had to confront problems we never thought we would. But we must look forward and think that we will do again those little things that mean so much. It will happen.

I would like to share with everyone the role Gateway has played in providing vital support to our members throughout the Pandemic. When lockdown was first announced on March 23rd we did not know what was going to happen. Our earned income was virtually suspended overnight. Our activities and support to over 100 people had to be drastically modified to ensure that we were able to provide support, but also ensure that everyone was kept safe.

The Government Job Retention Scheme known as Furlough played a huge part in supporting our workforce. It helped to save the jobs of our Community Support Staff, thereby securing the future of Gateway. We kept our Senior team going and had to apply for emergency Covid-19 funding for our Core. We developed three-monthly budgets for our Core as everything was so unsure and the impact of the virus so unpredictable. We have certainly had to respond quickly and effectively as restrictions and guidelines changed. As mentioned before, the Furlough Scheme really helped us and once the Flexible Furlough Scheme was introduced, we were able to respond and deliver services when safe to do so and then adapt to lockdowns when they were reintroduced.

You will find more detail later on in our Annual Review with reports from Jo and Sharyn. However, we would like to think that Gateway did what Gateway does best. We responded effectively to changing needs and worked in a flexible and creative way that meant we were able to support members who were experiencing real challenges.

We supported members to attend vital medical appointments. We provided a safe place for people to come. We developed group chats and socially distanced visits and walks. Our priority was to stay connected.

We are still experiencing an extremely challenging time. However, we continue to look forward to a future of sunny afternoons on the Sele, of playing sports at the cricket club and having tea and biscuits with friends at the Den.



Health and happiness continue to be at the heart of what we do. We have kept our strong links and partnerships such as Northumberland Cricket Board and Newcastle United Foundation throughout the Pandemic. When restrictions allowed, we delivered outdoor weekly sports sessions which really helped our members not only with their physical health but also their mental health and well-being and social interaction.

We have supported over 60 members every week and over 100 throughout the whole Pandemic so far. We have delivered support sessions around mental health and well-being and have provided individual support services where needed.

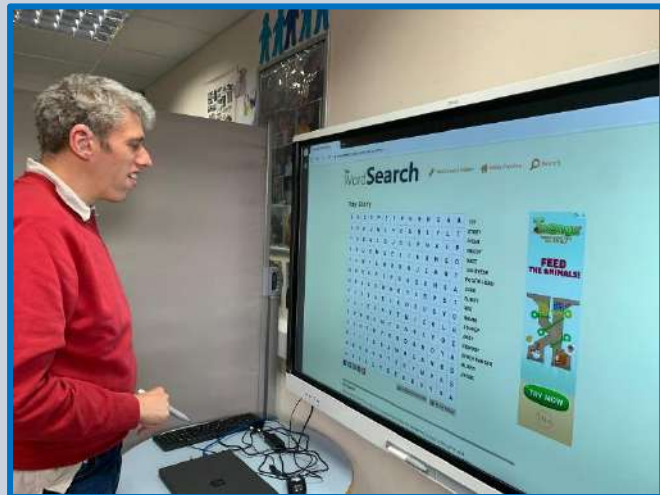
We know that as we emerge from the Pandemic we will be needed more than ever and we are ready to respond with essential support for our members.

Gateway within the Local Community

Our presence within the community continues to build from strength to strength. We would like to thank Egger UK for their continued support. Two of their employees have also fundraised in their own time, Noel has raised a fantastic total of £5,356 and Lukas has raised £554. We would also like to thank Tesco and Waitrose which have provided donations for our Christmas activity packs and Brocksbushes for their fundraising which they donated to Gateway. Brocksbushes are very keen to build links with us and support our Gateway into Nature Project at our Gateway Garden. Hexham in Bloom also continue to provide support and partnership opportunities which benefit not only our members but also the local community.

Our Den, based in the middle of Hexham, continues to be a real hub for our members and we are certainly building valuable friendships with our neighbours: Molly Moo's, Relate Charity Shop, Derek's Shoe Bar, Italia Café, The Grapes pub, Bunters Coffee Shop, to name but a few. This community setting has contributed greatly to our members feeling a real sense of belonging within their community.

We received £2,299 from the Northumberland County Council Members' Local Improvement Scheme. The application was submitted by Derek Kennedy. We were able to purchase an Interactive Smart Board. This has been a great resource for our members throughout lockdown, enabling them to access learning, fun, games and sensory activities when opportunities have been so restricted.



We were thrilled to receive £5,000 from The Freemasons of Northumberland. We purchased a massage chair that provides a full body massage. This again has contributed greatly to members' well-being by providing therapy with compression and rollers to alleviate muscle aches. It is also extremely valuable for members with sensory processing disorders who require compression to alleviate stress and anxiety. This is ever more needed at the moment, when during lockdown and restrictions, therapy sessions are all closed. This could not have been more needed than at this moment in time.

Gateway likes to feel that we are able to benefit so many people with so many different needs. Our services are bespoke and designed around individual need and our groups and activities are created out of conversations with our members.

Individual Support



It has been a very strange year that nobody could anticipate. However, there does seem to be light at the end of the tunnel. I wish everyone a Happy and safe New Year and would like the opportunity to specifically congratulate our members for their bravery and positivity throughout such difficult times. Although we were not able to continue with our service on the premises during the first lockdown we were able to conduct remote sessions and home visits with many of our members. Gradually, we were able to introduce socially distanced walks with some of our

members who receive little or no service. This proved to be invaluable as the effects of lockdown began to impact negatively on many people.

Once lockdown was eased we were able to increase Individual Support minimally so that we could ensure many members could at least receive some support. To ensure the safety of everyone, we needed to allocate each member an individual room where they could socially distance with their staff. We are extremely lucky that our building is able to accommodate this so that everyone was able to stay safe in their own space. Although we have since had further lockdowns we have been able to continue delivering a reduced service. Also, with the restrictions lifted, some of our members were able to complete rigorous walks in the most stunning of countryside. However, as I write in January 2021, this has been put on hold for now, but we look forward to being able to access our beautiful landscape again in the hopefully not too distant future.



Over the last year, we have been lucky to have secured a large plot of land (480m²), within the grounds of a local farm, for our 'Gateway into Nature' project. We have raised funds to begin using the plot, which comes with a supply of electricity, toilet facilities and a large shed. This is a new project that has been made more urgent by the current global pandemic as we have had to halt the social groups we ran previously. One of the groups



was a gardening group which used to be held at the Walled Garden at Queen Elizabeth High School. The Walled Garden has, however, been lost due to redevelopment of the school itself and so we were already looking for alternative plots where we could continue with our group. The farm is an even better space than we could have hoped for because we can accommodate members on a 1:1 basis, allowing them to access nature in a safe and nurturing environment.



The existing facilities include an old stone outdoor toilet in need of refurbishment. We intend to create a sensory flower garden and a fruit and vegetable patch. At the back of the garden there is a greenhouse and a large shed which we plan to replace in the future with a much larger, weatherproof, insulated workshop/classroom. This will allow members to partake in craft activities and have somewhere to shelter in wet weather.



At the moment, two of our members access the garden on a weekly basis. They have been busy helping our staff member Peter to replace the windows of the old shed with PVC. Members also enjoy collecting wood from the local woodland area and having fun in the stream that runs through it. The farm is situated next to the River Tyne which also contributes to the beautiful serene setting. Members who have yet to visit the Garden have contributed in other ways and they have all designed and decorated wooden signs that have been placed in areas to show which flowers and vegetables we intend to grow over the course of the year.



We have already secured some grant funding and received some generous donations. We were delighted when Brocksbushes announced that we were one of their chosen beneficiaries to receive a very generous donation of £2,000 from the bookings that were taken for the Pick Your Own Pumpkins for Halloween. We were chosen from 1,800 nominations so feel incredibly lucky and honoured. When I spoke to Brocksbushes, they told me that one of the reasons we were picked was because of the very nature of our project and how we aim to provide a safe space for our members to help design, create and maintain the garden, grow vegetables and simply enjoy the peaceful surroundings of the farm. In addition, they also offered to support us by supplying some raspberry plants over the coming months.

For the last three years Egger (UK) Limited have named Gateway into the Community as one of their chosen charities and in December 2020 their Charity Committee very kindly donated £7,000.

We have decided to put a substantial amount towards our 'Gateway into Nature' project and specifically the renovation of the outdoor toilet facility. This will allow us to have members at the Garden for more sustained periods of time once restrictions have been lifted.

In addition, in December we were successful in our application to the Postcode Local Trust and we were awarded the sum of £19,450. A substantial amount of this will go towards the salary of a part-time project manager. We also propose to buy a hen house, tools, bulbs, plants and fencing so that the garden will be secure and contained. We still have funding opportunities in the pipeline and have submitted an application to cover the running costs of two sessional groups when this becomes safe.



Lastly I would like to say yes, it has been a tough year, but we are fighting our way through the storm and the team at Gateway into the Community, which includes staff, trustees and members and all our supporters, have undoubtedly united as ever, true to our motto 'Everyone deserves to reach their full potential'. I believe in the coming months/years the experience will have made us all stronger.

Jo Robinson – Development Manager

Day Services

What a year it's been! I don't think anyone could have predicted the events that sadly have become part of our daily lives.

Our members have been amazing and adapted so well to the restrictions during the first wave of the pandemic. Sadly, as I write in January 2021, a rise in cases locally has meant that for us to protect our members, staff and the wider community, we have had to once again make some cut backs to our Day Services.



We are, however, offering 1-1 individual support to our most vulnerable members where the need is greatest. All members attending services have their own rooms, areas and designated toilets.

We are keeping in regular contact with members and supporting them and their families from a distance. Weekly activity packs are being put together and distributed to those members who enjoy keeping busy. The Senior Management Team are in contact by phone and making some weekly doorstep visits. We will hopefully be re-starting some socially distanced walks when it is safe to do so.



Prior to the second wave we worked really hard to utilise our upstairs space so that groups could be much smaller and spread out. Most rooms are used for 1-1 work and we ran a maximum of three people, including staff, per room. Staff wear masks and have their own personal PPE kits; rooms are cleaned at the beginning and end of each day and frequently throughout the day. Hand washing and sanitising is practised regularly and members are encouraged to follow these rules also.

Our members were kept busy over the year with various activity packs, projects, quizzes, tasks at home and our famous Gateway window display. We started with a rainbow of butterflies, followed by a Scary Halloween rainbow, followed by a beautiful Poppy display and then the Christmas extravaganza.



Some of our members and their families have needed lots of additional and emotional support. Many have been very anxious and worried about the pandemic. It had become apparent that during 2019 the Day Service provision had been in so much demand that perhaps our group became bigger than was ever anticipated. It was felt that some members who were previously accessing Day Service would benefit from more bespoke individual personal support. This has been now been trialled and has been very successful.

We have been supporting one of our members who lives in Haltwhistle. We were unable to bring her back to the Den for safety reasons but we were able to hire the Haltwhistle youth building and she has been accessing our support three days per week there.

Prior to the second wave, we were running some very small social groups of three to four members. There had been some walks and craft sessions with social distancing, sanitising and good housekeeping practised at all times.

Sadly, we have had to postpone our planned week away to Centre Parcs until next year, but that gives us something to look forward to. We have received some very generous donations from the families of some of our members which will pay towards activities whilst we are there.

Christmas was very different this year: no parties, pantos, discos or Christmas lunches; but we have made up for this with lots of different activities. We have made some amazing decorations, done Christmas baking, signed and sung Makaton Christmas carols and done loads of other fun things. We even designed and printed our very first Gateway Christmas card, using some of the craft creations and photos.



With some help from our friends at Waitrose and Tesco, to make up for missing lots of Christmas fun, we were able to put together and distribute over 50 bags of Christmas goodies to our members, spreading some Christmas joy.



I would like to say a huge thankyou to Catharine, Brian and Ryan Williams for the continued support they have given us throughout the year. The Pandemic has not stopped their fabulous fundraising events.

I would also like to thank our staff team who have worked so hard to provide such a great service and support to our members during this difficult and testing year. Finally, an enormous thankyou to our amazing members for making it so much fun. Looking forward to 2021 and hopefully a return to Hugs, Fun and Good times.

Sharyn Castelow – Day Service Manager

Our Funders

Ballinger Charitable Trust
Bernard Sunley Charitable Foundation
Brocksbushes Farm Shop
Clothworkers Foundation
David Solomons Charitable Trust
Edward Gostling Foundation
Egger UK Ltd
European Social Fund
Freemasons of Northumberland
Hadrian Trust
Hexham Rotary Club
Inman Charity
Joicey Trust
LA6 ESF Community Grant
Morrisons Foundation
National Lottery Covid-19 Community Support Fund
Northumberland County Council Members' Local Improvement Scheme
Northumberland Cricket Board
NHS Charities Together
Postcode Local Trust
Stocksfield Flower Club
Tesco
Waitrose



In partnership with
**THE NATIONAL LOTTERY
COMMUNITY FUND**



**and through the Community
Foundation Tyne & Wear and
Northumberland:**

Giving Network
John Bell Fund
Kellett Fund
NET Coronavirus Appeal
Prime Fund
Thornton Family Grassroots Fund
Vital Northumberland (Community First)
Wellesley Trust Fund
1989 Willan Charitable Trust
Winter Family Fund



Prudhoe Town Council supported Prudhoe Leisure Group

Thank you to everyone who gave personal donations of money, time and goods. We really appreciate your help and support.

GATEWAY INTO THE COMMUNITY
(A registered Charity)

CHARITY NUMBER 1093566

**TRUSTEES REPORT AND
UNAUDITED FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 30 April 2020

Richard Alsept Chartered Accountant
16 Burlington Terrace
Cardiff
CF5 1GG

GATEWAY INTO THE COMMUNITY

LEGAL AND ADMINISTRATIVE INFORMATION

NAME OF CHARITY: Gateway into the Community

REGISTERED No.: 1093566

TRUSTEES: Mrs Rosemary Theobalds (Chair)
Mr Timothy Raine
Mr David McNally
Ms Caroline Harris
Mr Peter Ninnim (resigned 3rd December 2020)
Mr John Herbert (appointed 27th November 2019)
Mrs Eleanor Gallagher (resigned 5th November 2020)
Mrs Joyce Winder
Mrs Catherine Mousette (appointed 9th December 2020)

PRINCIPAL OFFICE: 3 St Marys Wynd
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Northumberland
NE46 1LW

INDEPENDENT EXAMINER: Richard Alsept Chartered Accountant
16 Burlington Terrace
Cardiff
CF5 1GG

BANKERS: Unity Trust
Nine Brindleyplace
Birmingham
B1 2HB

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TRUSTEES REPORT FOR THE YEAR ENDED 30 APRIL 2020

Introduction

The Trustees present their report and the financial statements for the year ended 30 April 2020.

The Trustees have prepared the annual report and financial statements in accordance with the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in January 2015.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance

Gateway into the Community is a registered charity. Its Constitution was adopted on 10 April 2002 and amended by special resolution on 30 July 2014. The principal activity of the charity is to support, promote and encourage the provision of facilities for recreation, learning and other leisure time opportunities, for people living in West Northumberland who have a learning disability, with the object of improving their quality of life.

Trustees

The Management Committee comprises a minimum of four and a maximum of twelve Trustees, who are charity trustees for the purpose of charity law.

Membership of the Charity is open to all people with a learning disability who are resident or receiving education or care or otherwise relevantly active in West Northumberland and at least 50% of the Trustees are members of the Charity. Trustees are elected by the members at the Annual General Meeting and, if willing to stand, offer themselves for re-election each year. The officers of the Charity for the ensuing year are nominated and elected (by ballot if necessary) at every AGM.

Trustee Induction and Training

A Trustee Information Pack is available to potential and new Trustees. Potential Trustees are invited to attend a Trustee meeting to find out more about the workings of the Management Committee and the governance of the Charity, after which they might feel better informed to make a decision to become a Trustee.

New Trustees are introduced to the Charity, their legal obligations under charity law, the content of the governing document, the Trustees and the decision-making process, the business plan and financial performance of the Charity during an induction period soon after appointment. Trustees are also encouraged to attend appropriate training events that will support effective conduct in their role.

Risk Management

Where appropriate, policies and procedures or systems have been put in place to mitigate the risks the Charity might face. Significant external risks to funding, and the nature of

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funding across the Community and Voluntary Sector, have led to the development of a long-term strategic plan including the identification of priority activities in relation to income generation. Policies and procedures exist to ensure compliance with health and safety of all staff, volunteers and beneficiaries of the Charity. This includes the provision of adequate insurance cover and risk assessment of all charitable activities. These policies and procedures are reviewed annually or more frequently, on change of circumstances, to ensure that they continue to meet the needs of the Charity.

OBJECTIVES AND ACTIVITIES

The principal activity of the Charity is to support, promote and encourage the provision of facilities for recreation, learning and other leisure time opportunities, for people living in West Northumberland who have a learning disability, with the object of improving their quality of life.

Gateway into the Community supports people who have learning disabilities and live in West Northumberland, to take part in a broad programme of leisure and learning opportunities.

When planning our activities for the year, we have had regard to the Charity Commission's guidance on public benefit. We work to ensure that the inclusion of people who have learning disabilities is enjoyable and beneficial to everyone. We support integrated activities whenever possible.

Achievement and performance

At the beginning of the year, our Coordinator Fiona Macdonald retired after 21 years. She had been an inspirational leader and was fundamental in the process of enabling Gateway into the Community to become a real community hub for people with learning disabilities living in West Northumberland.

This has certainly been a year of two parts. In the first ten months we successfully ran social and specialist groups and delivered a range of activities such as discos, outings and events. We maintained valuable partnerships, as well as developing new partnerships, and had an extremely busy and fun-filled time. When the Covid-19 pandemic hit us, we very quickly modified our services to enable us to continue to provide vital support. These modified services took the place of the groups and activities that we delivered before March 2020. Even though we have experienced and are still experiencing extreme challenges through the pandemic, we have had what we feel is an extremely successful year. The pandemic must not overshadow the work that we have delivered previously, although it has played a major part in how we have supported and delivered work in the second part of the year.

Groups - Overall, before the pandemic, we were delivering 14 vibrant groups to meet the varied needs of people with learning disabilities. We ran 2 youth groups, 3 adult social groups, 2 older persons' groups, 3 sporting groups, a computer club, a creative arts group, the 'All Stars' performing arts group and a small gardening group.

We were supporting over 100 people on a weekly basis and over 200 throughout the whole year. Approximately 30% of our membership were individuals who received a contracted service and 70% were those who receive very little social care funding, or none

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at all. This highlights the importance of our weekly groups and shows how we provide a vital service.

Day Service and Individual Support - Our contracted Day and Individual Support services were thriving before March 2020, providing essential support to individuals who needed a more bespoke service within a small group setting, or individual support tailored to their needs. The Day Service was proving to be extremely valuable in helping members to develop their existing social skills and to acquire new skills. Both these services proved how flexible Gateway into the Community is, in adapting services to meet the very differing needs of our members.

Activities - In June to August 2019, we worked with the Josephine and Jack project to deliver separate male and female sessions around men's and women's sexual health. This was extremely successful and something we want to do more of when funding allows. In July 2019, we delivered a wonderful Disability Cricket Festival at Hexham Leazes Cricket Club, in partnership with Northumberland Cricket Board and with help from Queen Elizabeth High School Sports Leaders. The Cricket Festival led to a very enjoyable trip to Durham Cricket Ground where we took part in sessions with other disability sports groups from Newcastle and Durham, which was a great way for some of our members to meet new people. Until lockdown, our sports sessions were extremely popular, and we were providing weekly activities to over 40 people. Our Monday sports group in partnership with Northumberland Cricket Board is now in its seventh year and is as strong as ever and we also worked with Newcastle United Foundation.

We held a family fun day at Leazes Cricket Ground, organised by one of our supporters, who has raised funds for us before. We are extremely grateful for his support. One of our members also made the news by taking part in the longest wheelchair users' line, in an attempt to beat the World Record. Unfortunately, we didn't make the world record, but we did beat the UK record.

We took part in the local community Christmas Fair where we were able to sell Christmas crafts that our members had made throughout the year. The value of these events is not necessarily to make a profit, but to enable our members to help plan and work on the stall and meet many people within the community. The Christmas festivities also included an amazing performance from our 'All Stars' performing arts group in 'The Twisted Tales of Maggie Snatcher'. This was an extremely enjoyable evening where family and friends were able to come together and watch our very talented members. The acting was outstanding and due to demand they repeated the performance in January 2020. Before the pandemic struck, we continued to develop our presence within the local community. In August 2019, some of our members took part in a fashion show with McKays fashion shop in Hexham. The members loved being models for the evening. With our building, the Den, located in the centre of Hexham, we have been able to hold events and invite members of the public. We ran an extremely successful Macmillan Cancer Coffee morning in September 2019. Our members made fabulous cakes which were enjoyed by families and friends.

In February 2020, the new sensory room was completed, and we were able to provide much more sensory input for our members. It was an exciting start to a year which was to become so challenging.

Lockdown 23 March 2020

Who could have foreseen the global pandemic that we have faced? Not only has this impacted us financially and the economy nationally, but it has also had a huge detrimental effect of the health and well-being of our members.

During the first lockdown, we unfortunately had to close all our contracted services and so our earned income reduced dramatically overnight. We were able, however, to make use of the government Job Retention Scheme and furlough all 24 of our Community Support workers. This was a great help and meant that we could protect the jobs of our valued support staff.

It was crucial, however, that we continued to keep our core going as we had members in the community some of whom were living on their own with little or no support. It was more vital than ever that we continued to reach and support our members throughout the pandemic.

We were able to modify our services and deliver activities in such a way that the core staff provided support to many members. Since members were unable to come to the Den at first, we provided long distance support with regular phone and video calls and socially distanced doorstep visits. We linked members with their friends via video group chats and social media. Members were kept busy with various activity packs, projects, quizzes and tasks to do at home.

Organisation Development

Our Senior Management Team comprises Julia Ferguson: Chief Executive, Sharyn Castelow: Day Service Manager, Jo Robinson: Development Manager, Gabby Keaveny: Administrator, Clare Woodley: Assistant Administrator. They have utilised all their strengths to create an exceptionally strong team that has faced a global pandemic together. As the Charity comes through this, we are building our resilience, which will strengthen Gateway into the Community for the future and further challenges we may have to face.

Plans for Future Periods

Once the first lockdown eased, we were able to increase Individual Support to some extent. We were well placed to continue to offer at least some Individual Support to members who previously received a service from us. It has been a very challenging time for everyone, particularly those with learning disabilities and autism, whose routines have been severely disrupted. Our support has been needed more than ever.

Gradually, we were able to introduce socially distanced walks and prior to the second wave we worked really hard to utilise the space in the Den so that groups could be much smaller and spread out. Most rooms were used for 1-1 work; staff wore masks and carried their own personal PPE kits; rooms were cleaned at the beginning and end of each day and frequently throughout the day; hand-washing and sanitising was practised regularly and members were also encouraged to follow these rules. When restrictions allowed, we began to deliver weekly sports sessions safely outside, which were a lifeline for many. They provided structure to the week and social contact as well as fitness and outdoor activity.

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We have been extremely fortunate to have secured a large plot of land located on the farm of one of our members. We are developing this land and have already been able to use it as a vital outdoor space. This has been extremely valuable as it has enabled outdoor activities in a safe environment. The plot plays a large part in our Gateway into Nature project which will help to support the mental health and well-being of people with learning disabilities living in West Northumberland as we come through the pandemic.

We continue to be vigilant with regard to the planning and delivery of our services and activities. As things can change so rapidly with the coronavirus, we plan with short term aims to ensure that we are able to respond quickly to any changes that occur. We continue to manage our earned income carefully so we can provide essential support to members in receipt of contracted services in as safe a way as possible and mitigate risk as effectively as possible. We also continue to source grant funding to ensure that we can support those vulnerable members who do not receive any social care funding. Core costs have been and continue to be our priority through the pandemic. We developed three-monthly budgets that enabled us to plan what urgent funding was required to maintain our Core, especially at those times when our earned income was lower due to government guidelines and restrictions. We are cautiously optimistic that we are in a reasonable financial position if we continue to identify and source funding and manage our services in a safe and careful way.

We are proud to say that we have been able to support over 60 people with learning disabilities throughout this difficult time. We congratulate them on their bravery and positivity. The pandemic continues to restrict our lives and provide challenges on a daily basis, but Gateway into the Community is and has always been an organisation that responds effectively and efficiently to change. The positive is that we are still here to continue to provide vital support and services. We have been able to support members before their situations have become critical, which has been the most important element of our response to the pandemic, and we will still be here to support our members when we come through on the other side.

FINANCIAL REVIEW

The charity remains grateful for the help and support given by government agencies, charitable trusts and other sources of fundraising and donations.

The charity generates a significant proportion of its income from individual support and Day Service fees. Total income, including these fees, grants, fundraising and donations, in the year ended 30 April 2020 was £567,773 (2019: £472,039). The increase in income was generated largely as a result of an increase in individual support and Day Service fees. Earned income from these two sources represented 75.6% of total income (2019: 73.9%)

Total costs were £473,272 (2019: £422,570), and as a result the charity generated a surplus for the year of £94,501 (2019: £49,469 surplus). Payroll costs, which represent the significant part of the charity's costs, increased over the year to £331,938 (2019: £279,863) equalling 70.1% of total expenditure (2019: 66.2%). Costs also include £21,478 relating to the new sensory room.

Total funds at 30 April 2020 were £278,125, of which £249,405 was held in cash. Of the total funds at 30 April 2020, £232,861 related to unrestricted funds (2019: £155,014). The trustees decided to transfer on a monthly basis, from May 2018, 5% of individual support

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and Day Service income from the unrestricted general fund to a designated maintenance fund to support ongoing maintenance of the charity's leasehold premises. At 30 April 2020, this designated fund stood at £23,151. The charity held no fixed assets at 30 April 2020 so free unrestricted reserves were £209,710 (2019: £142,922).

The charity also recognises the valuable contribution made by individuals and supporters under our regular giving schemes.

Grant Making Policy

The Charity does not make grants.

Investment Policy

The charity holds no investments, other than reserve funds held in interest bearing bank deposit accounts, and as such has no formal investment policy.

Reserves Policy

The Trustees aim to have a reserve of sufficient unrestricted funds to cover three months' operating costs, plus exit charges. This figure has been identified following consideration of the main financial risks to the charity. At 30 April 2020 free unrestricted reserves held amounted to approximately 5.3 months' operating costs, and therefore this policy was met.

The strategy is to continue to maintain reserves through economies of scale wherever possible, suitable cost control, and seeking additional funding to meet essential expenses which underpin the provision of service to members. The Trustees regularly review the level of unrestricted reserves at Management Committee meetings with the aim of ensuring that a temporary shortfall in grant funding does not have an immediate impact on services for members. Funding is sought against individual projects to enable the charity to fulfil its aims and objectives without a disproportionately high drawdown of unrestricted reserves; the Trustees authorise a new project only when sufficient funds have been obtained.

Statement of Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year; in preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the charity will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Responsibilities of the Trustees

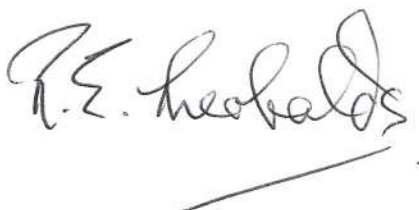
Trustees who served during the year and up to the date of this report are set out under Legal and Administrative Information. In accordance with charity law, as the charity's Trustees, we certify that:

- so far as we are aware, there is no relevant information of which the charity's examiner is unaware; and
- as Trustees we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounts information and to establish that the charity's examiner is aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in January 2015).

Approved by the Trustees on 27th January 2021 and signed on their behalf by:

Rosemary Theobalds, Chair

A handwritten signature in black ink, appearing to read 'R.E. Theobalds', with a horizontal line drawn underneath it.

**INDEPENDENT EXAMINERS REPORT ON THE UNAUDITED FINANCIAL STATEMENTS
TO THE TRUSTEES OF GATEWAY INTO THE COMMUNITY.**

I report on the accounts of Gateway into the Community for the year ended 30 April 2020, which are set out on pages 9 to 18.

Respective responsibilities of trustees and examiner

The trustees of Gateway into the Community are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a Chartered Accountant.

Having satisfied myself that the charity is not subject to audit, and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report


My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- (i) to keep accounting records in accordance with section 130 of the Act; and
- (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Act, and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

have not been met; or to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Richard Alsept
Chartered Accountant
16 Burlington Terrace
Cardiff
CF5 1GG

27th January 2021

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 April 2020

		Unrestricted Funds	Restricted Funds	Total y/e 30 April 2020	Total y/e 30 April 2019
	Note	£	£	£	£
INCOME					
Donations and Gifts	3	16,078	3,457	19,535	17,001
Grants received	3	19,912	97,637	117,549	102,804
Charitable activities	3	430,555	-	430,555	352,123
<i>Investment income:</i>					
Interest received		134	-	134	111
Total Income		466,679	101,094	567,773	472,039
EXPENDITURE					
Charitable activities	4	388,832	84,440	473,272	422,570
Total Expenditure		388,832	84,440	473,272	422,570
Net Income/(expenditure)		77,847	16,654	94,501	49,469
Transfer between funds		-	-	-	-
Net Movement in Funds		77,847	16,654	94,501	49,469
Funds Reconciliation: Fund balances brought forward		155,014	28,610	183,624	134,155
Fund balances carried forward		232,861	45,264	278,125	183,624

The statement of financial activities includes all gains and losses in the year / period.
All incoming resources and resources expended derive from continuing activities.

GATEWAY INTO THE COMMUNITY

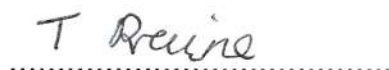
BALANCE SHEET AS AT 30 April 2020

	Notes	April 2020 £	£	April 2019 £	£
FIXED ASSETS	2		-		986
CURRENT ASSETS					
Debtors	5	32,054		51,650	
Cash at bank and in hand		<u>249,405</u>		<u>136,797</u>	
		281,459		188,447	
CURRENT LIABILITIES					
Amounts falling due within one year	6	(3,334)		(5,809)	
Net Current Assets			278,125		182,638
NET ASSETS			<u>278,125</u>		<u>183,624</u>
Restricted Funds		45,264		28,610	
Designated Funds	10	23,151		11,106	
Unrestricted General Funds	10	209,710		143,908	
TOTAL CHARITY FUNDS			<u>278,125</u>		<u>183,624</u>

These financial statements were approved by the Board of Trustees on 27th January 2021 and signed on its behalf by:



Rosemary Theobalds, Chair



Timothy Raine, Trustee

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 April 2020

1 ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

a. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the provisions of Financial Reporting Standard 102, Section 1a Small Entities, and the Charity Statement of Recommended Practice, (Charities SORP (FRS 102) 2015), as well as the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

b. Fund accounting

Unrestricted funds are incoming resources received or generated for charitable purposes. They are available for use at the discretion of the trustees in the furtherance of the general objectives of the charity. Unrestricted funds comprise the unrestricted general fund and the designated maintenance fund to support ongoing maintenance of the charity's leasehold premises.

Restricted funds can only be applied for a particular purpose as defined within their objects.

c. Income

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Income which is received by way of grants, donations and gifts to the charity is included in full in the Statement of Financial Activities upon receipt. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Bank interest and other investment income is included when receivable.
- Income from charitable activities is derived from contracts and service agreements, and is accounted for as the charity earns the right to consideration by its performance.

Gift Aid receivable is included in income when there is a valid declaration from the donor.

Volunteers – the value of any volunteer help received is not included in the accounts, but is described and acknowledged in the Trustee's report.

d. Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes unrecoverable VAT.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Operation and development of the charity includes all costs incurred by the charity in the delivery of its activities and services.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees.

e. Fixed assets

Fixed assets are stated at cost less accumulated depreciation. All items with a useful life of more than one year, and a cost of at least £500 are capitalised. Depreciation is provided at rates calculated to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Plant and Equipment	-	33% straight line
Vehicles	-	33% straight line
Leasehold Improvements	-	over the term of the lease

f. Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

g. Trade debtors

Trade debtors are amounts due from funders for merchandise sold or services performed in the ordinary course of business. Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

h. Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities. Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

2. Tangible Fixed Assets

	Fixtures, Fittings & Equipment £	Total £
Cost		
As at 1 May 2019	15,686	15,686
Additions	-	-
As at 30 April 2020	<u>15,686</u>	<u>15,686</u>
Depreciation		
As at 1 May 2019	14,700	14,700
Charge for year	986	986
As at 30 April 2020	<u>15,686</u>	<u>15,686</u>
Net book value At 30 April 2020	<u>-</u>	<u>-</u>
 At 30 April 2019	<u>986</u>	<u>986</u>

3. Income

	Unrestricted Funds	Restricted Funds	Total y/e 30 April 2020	Total y/e 30 April 2019
Activities, <i>Gifts and Donations</i>	£	£	£	£
Activities	4,431	-	4,431	2,620
Gifts and Donations	4,563	3,457	8,020	6,685
Group fees	7,084	-	7,084	7,696
	16,078	3,457	19,535	17,001
Charitable activities				
<i>Grants received / receivable:</i>				
CJRS (Furlough) Grant	19,912	-	19,912	-
Baily Thomas Charitable Trust	-	-	-	10,000
Barchester Healthcare	-	-	-	1,500
Bernard Sunley Foundation	-	5,000	5,000	-
Chrysalis Fund	-	-	-	2,910
Clothworkers Foundation	-	15,000	15,000	-
Community Foundation (Getty Charitable Trust Fund)	-	-	-	10,000
Edward Gosling Foundation	-	2,000	2,000	-
Egger UK Ltd	-	3,554	3,554	-
European Fund for Agricultural Development (LEADER)	-	5,774	5,774	17,037
European Social Fund	-	11,956	11,956	-
Greggs Foundation	-	5,000	5,000	10,000
Inman Charity	-	5,000	5,000	-
Kellett Fund	-	19,950	19,950	-
Linden Family Fund	-	-	-	5,000
Lions Club of Tynedale	-	-	-	6,000
Morrisons Foundation	-	6,495	6,495	-
Northumberland CC	-	2,299	2,299	-
Northumbria Police Commissioner	-	-	-	2,000
Sir James Knott Trust	-	-	-	2,000
Northstar Fresh Ideas Fund	-	-	-	19,898
Prime Fund	-	4,235	4,235	-
Tesco Bags of Help	-	1,000	1,000	3,000
Thornton Family Fund	-	1,984	1,984	-
Truemark Trust	-	-	-	5,000
Wellesley Trust Fund	-	-	-	5,459
Winter Family Fund	-	3,390	3,390	-
Other small grants received	-	5,000	5,000	3,000

GATEWAY INTO THE COMMUNITY

Fees and other income:

Individual support	326,550	-	326,550	275,032
Day Service	102,610	-	102,610	73,620
Other income	1,395	-	1,395	3,471
	450,467	97,637	548,104	471,928

Interest receivable

Bank interest receivable	134	-	134	111
Total	466,679	101,094	567,773	472,039

GATEWAY INTO THE COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 April 2020

4. Expenditure

	Unrestricted Funds	Restricted Funds	Total y/e 30 April 2020	Total y/e 30 April 2019
	£	£	£	£
Charitable Activities:				
<i>Projects:</i>				
Activities and Events	2,031	7,021	9,052	1,367
Other project costs	5,026	8,535	13,561	17,068
<i>Staff Costs:</i>				
Salaries and sessional costs	285,327	25,607	310,934	261,456
Employers NIC	11,738	1,571	13,309	11,963
Employers Pension costs	7,180	515	7,695	6,444
<i>Other Staff Costs:</i>				
Health and Safety	1,743	572	2,315	2,275
Staff Clearance	542	-	542	650
Recruitment costs	-	-	-	-
Training	554	380	934	2,202
Travel and expenses	24,921	1,099	26,020	25,181
<i>Property Costs:</i>				
Insurance	1,704	-	1,704	2,052
Rent	25,504	5,496	31,000	31,000
Room Hire	352	1,394	1,746	1,697
Maintenance and repairs	8,651	2,195	10,846	7,047
Leasehold Improvements	-	-	-	34,551
Fixtures and fittings	3,608	26,033	29,641	3,474
Utilities	4,192	1,152	5,344	3,761
<i>Volunteer Costs</i>	84	-	84	346
<i>Office Costs</i>	3,311	2,846	6,157	6,263
<i>Bank Charges</i>	307	8	315	266
<i>Licences and subscriptions</i>	621	16	637	1,018
<i>Bad Debt expense</i>	-	-	-	-
<i>Depreciation</i>	986	-	986	986
<i>Miscellaneous costs</i>	-	-	-	23
	388,382	84,440	472,822	421,090
<i>Governance</i>				
Professional fees	-	-	-	1,030
Examination fees	450	-	450	450
	450	-	450	1,480
Total	388,832	84,440	473,272	422,570

GATEWAY INTO THE COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 April 2020

5. Debtors

	30 April 2020 £	30 April 2019 £
Trade Debtors	7,543	46,999
CJRS Grant	19,912	-
Prepayments	4,599	4,651
Total	<u>32,054</u>	<u>51,650</u>

6. Creditors: amounts falling due within one year

	30 April 2020 £	30 April 2019 £
PAYE and NIC	2,454	2,492
Creditors & accruals	880	3,317
Deferred grants	-	-
Total	<u>3,334</u>	<u>5,809</u>

7. Staff costs and numbers

During the financial period the charity had a maximum of 35 employees and their remuneration was made up as follows:

	2020 £
Salary and wages	310,934
National insurance costs	13,309
Employer pension costs	7,695
Total	<u>331,938</u>

No employee received emoluments of more than £60,000.

8. Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Tangible Fixed Assets	-	-	-	-
Current Assets	213,044	23,151	45,264	281,459
Creditors	(3,334)	-	-	(3,334)
Total	209,710	23,151	45,264	278,125

9. Remuneration of management committee

Trustees received no remuneration, other than the reimbursement of expenses properly incurred in relation to attendance at meetings and charity activities.

10. Fund balances

	Balance 1 May 2019 £	Incoming Resources £	Resources Expended £	Trfs £	Balance 30 April 2020 £
Unrestricted Funds	143,908	466,679	379,371	(21,506)	209,710
Restricted Funds	28,610	101,094	84,440	-	45,264
Designated Funds	11,106	-	9,461	21,506	23,151
	183,624	567,773	473,272	-	278,125

The designated fund represents a maintenance fund to be used to support ongoing maintenance of the charity's leasehold premises. The fund is based upon an allocation of 5% of the charity's earned income each year.

11. Transactions with trustees and other related parties

No payments were made to trustees or other related parties for services as a Trustee.