



# ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020

**BEACON BOLTON COUNSELLING SERVICE**

Registered Charity CIO Number: 1181596

## CLIENT COMMENTS

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*I was very anxious and upset when I First came to beacon. But every session made me feel better and made me look at things differently. It really has changed my outlook on home and relationship for the future. There is nothing I feel needs to be improved. Everything was just what I needed. Thank you so much*

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*I've felt like this is a safe place without judgement. I think its remarkable that this is a free service run by volunteers*

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*I felt I was listened to and was able to express myself and the feelings that matter to me most*

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*It has helped me to talk thing through with someone who is none judgemental and understanding. All good*

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*I feel we achieved so much for me to be able to deal with small things and think more how my reactions affect others.*

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## LEGAL AND ADMINISTRATIVE DETAIL

### TRUSTEES

Mrs Anne Gill  
Mrs Victoria Entwistle (1 March 2019)  
Mr Martin Wakeling (1 March 2019)  
Mrs Rita Liddell (1 March 2019)

### REGISTERED OFFICE

Beacon Bolton Counselling Service  
Bolton Hub  
Bold Street  
Bolton  
BL1 1LS

### ACCOUNTANTS

Alexander Bursk Limited  
Parkgates  
Bury New Road  
Prestwich  
Manchester  
M25 0JW

### BANKERS

National Westminster Bank plc (NatWest Bank)  
4 Standishgate  
Wigan  
WN1 1UE

## STRUCTURE, GOVERNANCE AND MANAGEMENT

Beacon Bolton Counselling Service started trading under its new structure as a Charity Incorporated Organisation (CIO) on 1<sup>st</sup> April 2019. The timeline for the completion of the transfer was as follows:

### **Official signing dates: Transferring from old charity (1002925) to new charity (No: 1181596)**

- Asset Transfer Agreement between old and new was signed was **07/03/2019**. The longstop date was 23/01/2020
- Licence to Assign (old Beacon giving permission to sign the lease over to the new for re-entry into the lease) signed on **07/03/19**.
- Deed of Assignment) was transferred on **07/03/19**. (new charity takes over the outstanding term of the lease for offices and counselling rooms)
- Bank account applied for in Feb 2019; new account up and running on 4<sup>th</sup> June 2019.
- Staff TUPED over to the new charity – contracts signed **31st May 2019**.

## GOVERNING DOCUMENT

Beacon Bolton Counselling Service is Charity Incorporated Organisation. This governing document was registered with the Charity Commission on 16/01/2019 and establishes the objectives and the powers of the organisation. An error was identified, amended, approved by the Charity Commission, and ratified by the Trustees on 17/02/2020. The ratified version was uploaded to Charity Commission website on 22/02/2020.

## OBJECTIVES

Beacon Bolton Counselling Service's primary activities are to provide a generic counselling service and give counsellors a platform to continuously develop their skills and gain qualifications. The objectives, as outlined in Beacon Bolton Counselling Service's constitution are:

1. To help relieve persons suffering from mental and emotional problems among all inhabitants of the North West area of England, and in particular, ensure equality of access to persons in need of help and guidance and for this purpose but not otherwise to establish, maintain and develop a counselling and information service.
2. To promote and provide education and training for counsellors working in either professional or voluntary settings, whether full or part time, with a view to raising the standards of counselling for the benefit of all in the community and in particular, those who are recipients of counselling.

These objectives are continually monitored to ensure consideration of the Charity Commission's guidance on public benefit.

The trustees believe that the implementation of the above satisfies the Charity Commission's general guidance on Public Benefit.

Details of services and activities delivered during 2019/20 are set out further in this report.

## **APPOINTMENT OF TRUSTEES**

Trustees of the Charity are appointed or reappointed by resolution passed at a properly convened meeting of the charity trustees.

New Trustees are supported through an individual induction process including details of: their responsibilities, Charity Commission publications, our constitution and they are encouraged to meet Beacon's staff and volunteers.

All Trustees give their time freely and are reimbursed for 'out of pocket' expenses. Trustees are encouraged to disclose all relevant interests and register them with Beacon's Chair of Trustees and Service Manager and, withdraw from decisions where a conflict of interest may arise.

## **ORGANISATIONAL STRUCTURE**

The Board of Trustees meet as a minimum every two months and are responsible for the governance of the organisation as set out in, but not limited to, the constitution. Decisions on the day to day running of the organisation are taken by the Service Manager, and Service Coordinator. The Board receives regular reports from the Executive. Decisions and matters with significant implication on the organisation are brought to the Board. These include

- Policy Development
- Organisational Priorities
- Service Development
- Risk Identification (management, mitigation, and review)
- Brand and Public Relations Development

## **RISK MANAGEMENT**

Beacon Bolton Counselling Service has conducted a review of major risks to which it is exposed and where appropriate, systems and procedures have been established to mitigate these risks.

Procedures are in place to ensure compliance with health and safety regulations within premises occupied by the charity. These are periodically reviewed.

Beacon Bolton Counselling Service is committed to the safeguarding of its stakeholders and holds various policies and procedures including, but not limited to, a safeguarding policy, DBS checks, complaints policy and inductions for all volunteers.

Disclosure and Barring Service (DBS) checks are made for all Board members, managers and volunteers who regularly work with children and adults at risk. Our policy is regularly reviewed.

The Board does not consider any activities that could be construed as being harmful or detrimental to the public however if anyone has any cause for concern, they are to bring it to the attention of the Chair of Trustees as outlined in the complaint's procedure.

## **ACTIVITIES**

Dedication and passion run through all of Beacon's stakeholders – we're part of a family that's proud of what we do and we want to make a change, both in ourselves and to our communities.

Beacon is reliant on a tirelessly dedicated workforce of volunteers who go out of their way to improve our clients' abilities to improve their lives. Their hard work and commitment do not go unnoticed and the strength in which Beacon is moving forward, is testament to that. Our service would not be able to run without them and we take this opportunity to thank them for all they do.

Supporting hundreds of people each year and offering thousands of counselling sessions, Beacon is a lifeline to some.

With a team of more than 50 volunteers, Beacon provides free therapeutic counselling support for anyone aged 16 or over irrespective of race, religion, gender or sexuality.

Clients can access 1:1 daytime, evening and Saturday morning counselling. Beacon also provides group counselling sessions on a fortnightly basis for survivors of childhood sexual abuse and survivors of bereavement by suicide.

A member of the British Association for Counsellors and Psychotherapists (BACP), Beacon holds high standards, and we endeavour to engage the highest quality output.

### **SEXUAL ABUSE VICTIM SUPPORT (SAVS)**

SAVS at Beacon offers female and male survivors of childhood sexual abuse aged 18 or over the opportunity to work within support groups facilitated by qualified counsellors trained in sexual abuse.

During the year, the group altered its structure from two groups meeting for 12 fortnightly sessions to a group that met weekly for 6 weeks, followed by 6 fortnightly sessions. These changes were made after consulting with clients and identifying their needs and preferences. Due to the increased need of this service additional facilitators are currently being trained with the intention of providing more group availability.

The group offers a set programme where during each session a particular area of work is introduced and discussed between the group members. This work includes responsibility, guilt and shame, preparation by the person who abuses prior to abuse taking place, introduction to the Inner Child, Assertive Rights, Cognitive Behavioural Therapy Techniques, How the Brain Works Following Trauma etc.

Survivors of sexual abuse often gain strength and courage from hearing the journeys of other Survivors, how they have worked to survive, and in particular from learning that *"I am not on my own - this has happened to other people too"*.

A small pot of funding from the Bolton Fund, administered by CVS, enabled us to provide books and sundry items to support the work of SAVS and to support clients with travel costs to attend the group.

### **SURVIVORS OF BEREAVEMENT BY SUICIDE (SOBS)**

Research has shown that people bereaved by suicide have different emotional experiences of grief and a potentially higher risk of poor grief outcomes than other bereaved people. Those bereaved by suicide commonly experience feelings of rejection, abandonment, blame, anger, helplessness, remorse, guilt, responsibility, stigma, isolation, shame, and embarrassment. The need to understand why and the search for motive of the suicide commonly preoccupy their thoughts. (Lifeline Australia).

In addition to the above, the grieving process of people bereaved by suicide can be complicated or prolonged by police enquiries, a coroner's inquest and sometimes, litigation.

During the past year, Beacon offered group therapy for adults Bereaved by Suicide. Counselling took place in a safe, private, and confidential space where a small group of people came together for 12 fortnightly sessions of therapeutic and mutual support. Led by qualified counsellors, the group shared their experiences and identified common themes, which together with psychoeducation and counselling around specific topics, helped them to explore, understand and process their grief. At the end of therapy, each person shared what they had gained. All experienced lightbulb moments, all felt that they were in a better place than when they started. It was a privilege to work with people experiencing so much pain and sadness, people who for many reasons were searching for a way through their grief to continue to live their lives.

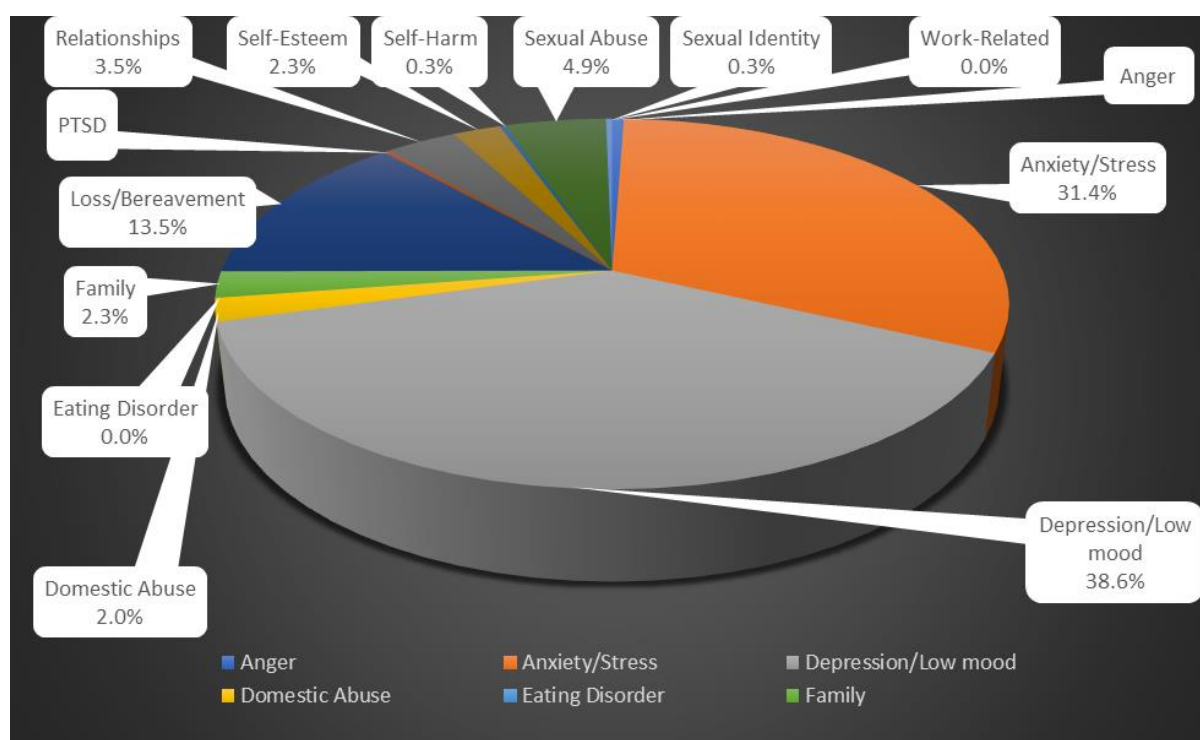
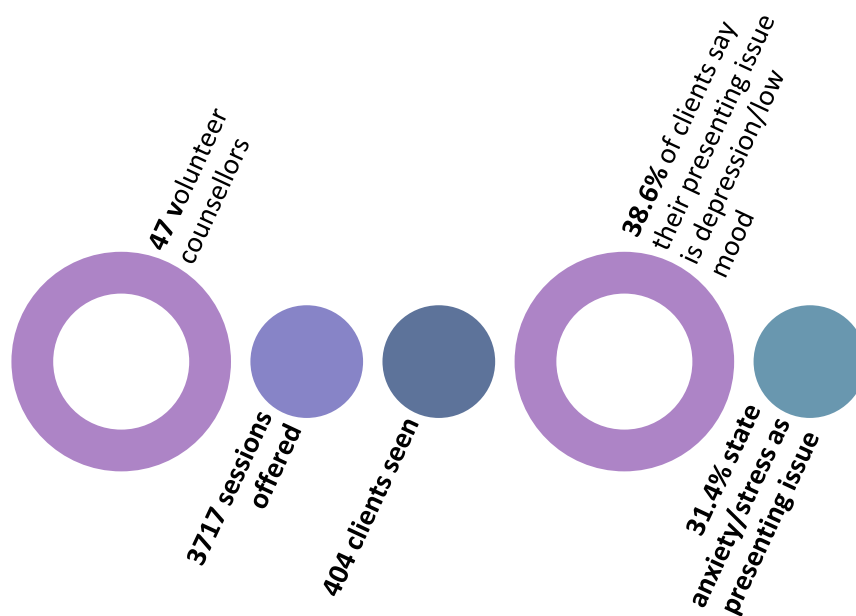
### **ST MARY'S PARTNERSHIP**

A new partnership was formed with St Mary's which enabled Bolton victims of sexual abuse and violence to receive counselling support locally from our Bolton office. In return for the use of our rooms, St Mary's will be providing specialist training around these issues to our counselling team.

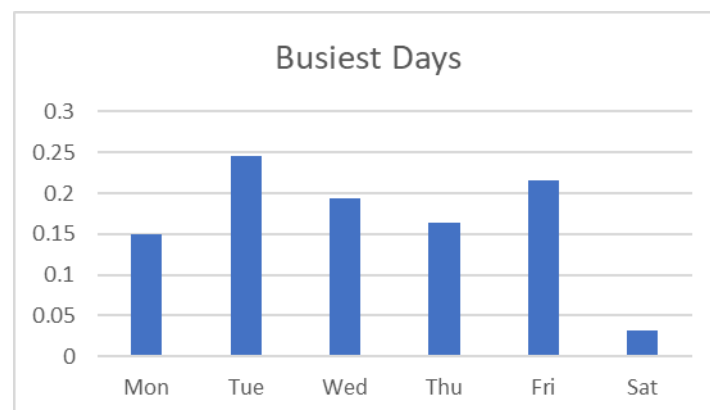
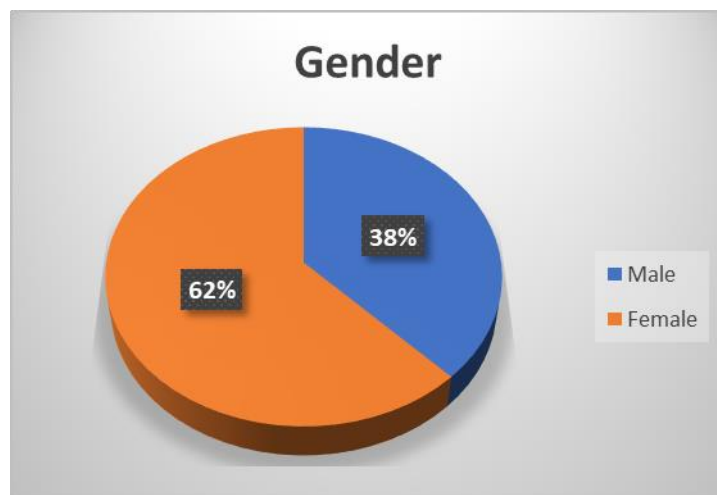
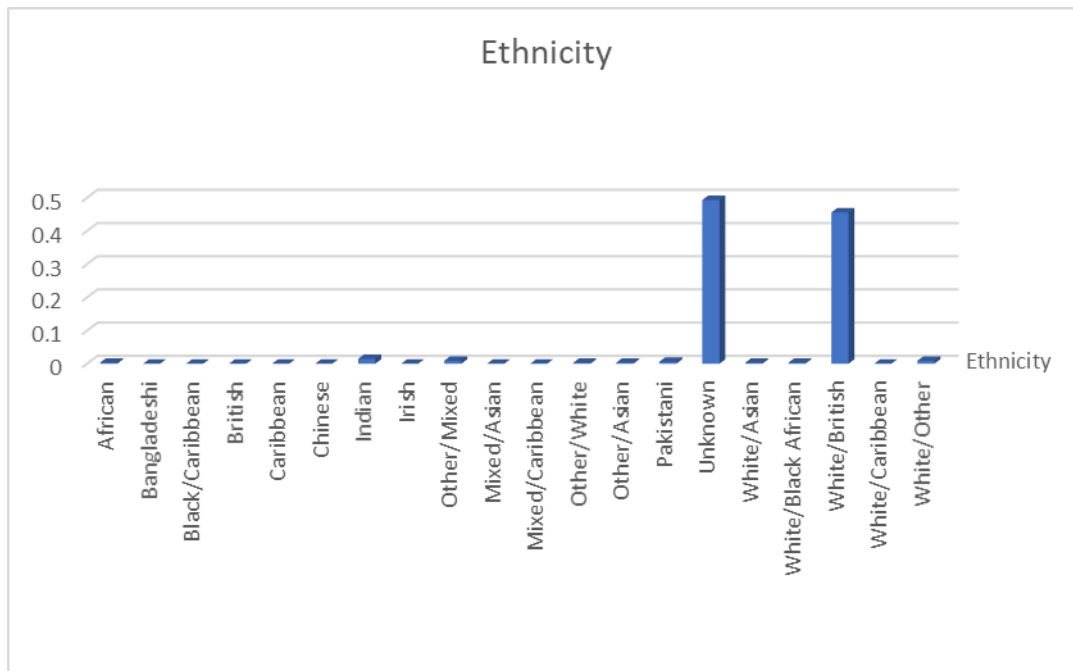
### **COVID-19**

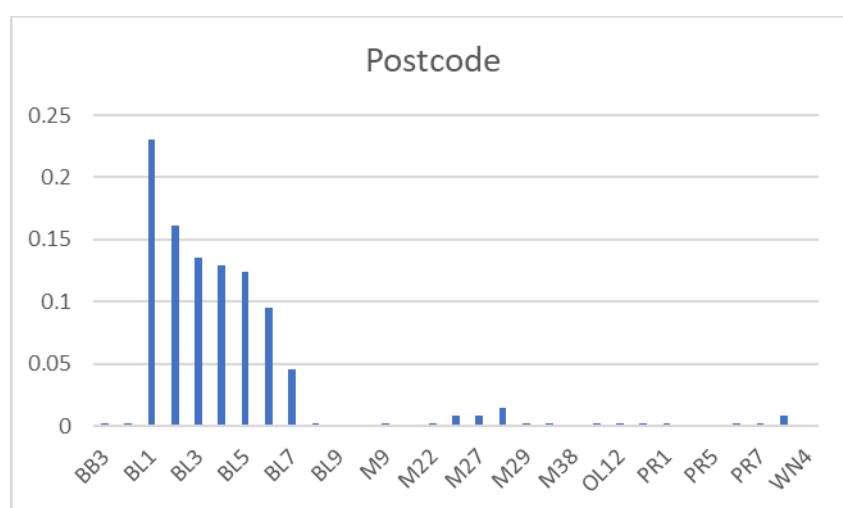
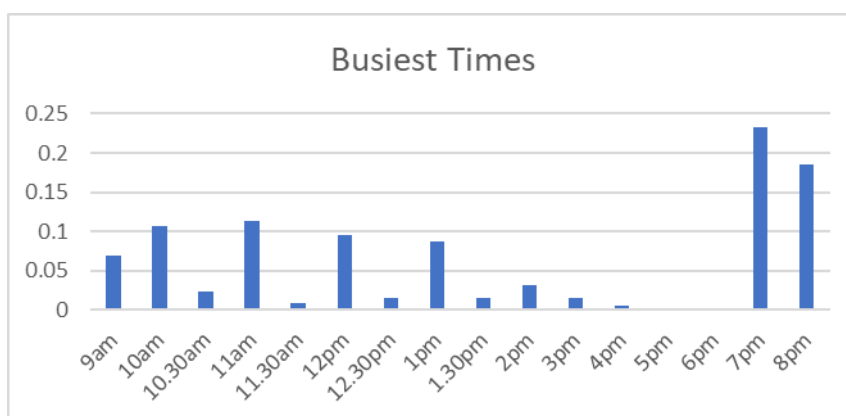
The pandemic began to affect our services from February 2020. Lockdown resulted in Beacon and St Mary's counsellors working from home. In line with directives from Colleges and professional awarding bodies, newly recruited Students on placement were put on hold or withdrawn from service until further notice. The impact of these measures will be reported in the next financial year.

## SERVICE STATS









## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for the preparation of the financial statements for each financial year, which give a true and fair view of the charities state of affairs. In preparing these reports, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed.
- Prepare the financial accounts and submit them in line with Charity Commission requirements.

The Trustees are also responsible for ensuring that the charity has appropriate systems of internal control across the organisation. They are responsible for keeping proper accounting records, which disclose with reasonable accuracy at the time, the financial position of the charity and enable them to ensure that the financial statements follow best practice. They are further responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The systems of internal control are designed to provide reasonable, but not absolute reassurance against material misstatement of loss. Internal control processes implemented by the Trustees include:

- Agreement of policy and service development.
- An annual budget approved by the Trustees.
- Regular consideration by the Trustees of financial results.
- Delegation of authority to appropriate levels of management.
- Identification and management of risk.

By order of the Trustees dated 6 January 2021

A handwritten signature in black ink, appearing to read 'Rita Liddell', written in a cursive style.

Signed on behalf of the Board of Trustees

Rita Liddell

Chair

## **FINANCIAL NOTES**

### **PRINCIPAL FUNDING SOURCES**

Our principal funding source is 1Point (North West) Ltd, an alliance of Bolton-based mental health support organisations. 1Point work with local and regional health commissioners to identify support needed. This support is delivered primarily by the five member agencies of the 1Point alliance.

Beacon also received a grant from Bolton at Home to support work with clients referred from their services.

### **RESERVES POLICY**

The Board of Trustees' examination of the charity's need for reserves concludes that in order to allow the protection of current activities and the meeting of day-to-day responsibilities a sum is needed.

Beacon has no restricted or endowment funds and the Trustees conclude reserves to cover six months of running costs is prudent. This policy is reviewed annually.

**BEACON BOLTON COUNSELLING SERVICE**

**CHARITY CIO NUMBER: 1181596**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
BEACON BOLTON COUNSELLING SERVICE CIO

On accounts for the year  
ended

31 MARCH 2020

Charity no  
(if any) 1181596

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/3/2020

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

9/2/2021

Name:

BARRY FINE

Relevant professional  
qualification(s) or body  
(if any):

FELLOW OF THE INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES

Address:

ALEXANDER BURSK LTD  
PARKGATES, BURY NEW ROAD,  
PRESTWICH, MANCHESTER, M25 0JW

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**BEACON BOLTON COUNSELLING SERVICE**  
**CIO NO: 1181596 (FORMERLY CHARITY NO: 1002925)**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020**

<b>Income</b>	<b>Mar 20</b>	<b>Mar 19</b>
	<b>£</b>	<b>£</b>
Grants	66,826.39	72,273.18
Donations	4,575.69	3,021.20
Bank interest	17.35	11.63
Other income	-	80.00
	<u>71,419.43</u>	<u>75,386.01</u>
<b>Administration Expenses</b>		
Salaries	44,579.73	38,296.65
Employer's NI contributions	671.48	-
Staff pension costs	212.13	99.79
Rent	16,519.96	16,519.96
Insurance	1,876.70	2,728.05
Cleaning	1,053.46	1,038.35
Repairs and maintenance	6.09	35.19
Printing, postage & stationery	1,183.94	685.96
Advertising	667.36	-
Telephone	662.19	442.65
Computer costs	3,757.39	1,170.77
Group therapy costs	1,387.02	-
Training costs	1,262.12	2,287.67
Residential costs	451.00	-
Counsellors' expenses	8,850.91	8,149.43
DBS checks	16.40	202.80
Professional fees	160.00	155.00
Accountancy & audit	600.00	720.00
Sundries	858.26	1,458.50
Function costs	865.38	814.14
Subscriptions	694.00	561.00
	<u>86,335.52</u>	<u>75,365.91</u>
<b>(Loss)/Profit</b>	<u><u>(14,916.09)</u></u>	<u><u>20.10</u></u>



## BEACON BOLTON COUNSELLING SERVICE

### BALANCE SHEET AS AT 31 MARCH 2020

<b>Current assets</b>	<b>Mar 20</b>	<b>Mar 19</b>
	<b>£</b>	<b>£</b>
Debtors & prepayments	25,039.97	26,447.99
Bank current account	54,599.04	57,655.35
Bank deposit account	-	9,417.72
Petty cash	348.93	142.05
Cash card	-	375.15
	<hr/>	<hr/>
	79,987.94	94,038.26
<b>Current liabilities</b>		
PAYE control account	1,192.98	175.66
Creditors & accruals	1,192.37	1,325.00
Pension contributions - creditor	-	19.82
	<hr/>	<hr/>
	2,385.35	1,520.48
	<hr/>	<hr/>
<b>NET ASSETS</b>	<hr/>	<hr/>
	77,602.59	92,517.78
	<hr/>	<hr/>
<b>FINANCED BY</b>		
<b>Retained surplus</b>		
Balance brought forward	92,516.68	92,497.68
(Loss)/profit for the year	(14,914.09)	20.10
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	77,602.59	92,517.78
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