



**Open House Bedford  
Trustees' Annual Report  
Year ended 30th September 2020**

The trustees present their report and the unaudited accounts of the charity for the year ended 30<sup>th</sup> September, 2020.

**Registered Charity name: Open House Bedford**

**Charity Registration Number: 1180204**

**Location of Principal Office:**

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

**The Trustees**

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

**Structure, Governance and Management**

The charity was registered on 5<sup>th</sup> October 2018, as a Charitable Incorporated Organisation (CIO) and the trustees were appointed for the above terms. Term of office came to an end for Mrs Laura Farthing, Revd Jennie Cappleman and Mr Richard Ledger on the 5<sup>th</sup> October 2020. At a meeting of the Trustees on the 14<sup>th</sup> October, 2020, Richard decided not to stand for re-election and Laura and Jennie were re-appointed for a further term of three years. Currently, there is a vacancy for one trustee. The skills, knowledge and experience of individuals will be taken account of when appointing the new trustee to ensure the effective administration of Open House Bedford.

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

Luton Training and Mentoring continue to have delegated responsibility for the operational running of Open House. The trustees are very grateful to the leader and volunteers for their commitment, dedication and hard work which ensures the smooth running of Open House.

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

### **Objectives and Activities**

The key objective of Open House Bedford:

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

We do this by:

providing a range of activities and experiences which promote:

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

providing opportunities to extend knowledge and learn new skills

### **Financial Review**

The unaudited financial statements show net income over expenditure for the year totalling £11,910.44.

Financial operations for this period have been supported by the grant funding received. We have been successful in securing £23,988.36 of grants during the past twelve months. Of this, £13,188.36 was restricted for purchasing specific items to support the club and the remainder to support day to day running costs. The trustees consider that the charity has sufficient funds to continue to operate at current levels of activity for the coming year. However, further funding will need to be secured to provide some stability for Open House over the next few years.

It is our intention to pursue further revenue funding in the coming year.

### **Achievements and Performance**

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

Numbers have remained fairly constant since our last report with 41 people registered for Open House and an average weekly attendance of 30. The majority of those attending

reside within Bedford Borough. From October 2019 to March 2020, the club continued to run in St Mark's Church and Community Centre. In March 2020, the Trustees decided to temporarily suspend Open House Bedford due to the COVID pandemic.

During the six months that the club was operating normally, the leader and volunteers provided a wide range of activities for the service users. These included:

#### **October 2019**

- Making hand puppets
- Planting crocus bulbs
- Remembrance Day talk and activities

#### **November 2019**

- Fund raising for Children in Need with Pudsey Bear – this was well supported by the local community
- Making calendars for Christmas

#### **December 2019**

- Decorating chocolate logs for Christmas
- Making snowmen and decorations for the Christmas Party
- Christmas Party with Christmas jumpers, carol singing and a visit from Father Christmas who gave everyone a present

#### **January 2020**

- Pipe cleaner crafts
- Indoor bowling

#### **February 2020**

- Garden walk
- Making heart mobiles for Valentines Day
- Making pancakes for Shrove Tuesday

#### **March 2020**

- Making Mother's Day cards

These were in addition to the regular activities which take place, including the circle of news, bingo, karaoke and other musical activities, exercise sessions and birthday celebrations. Service users are encouraged to be as independent as possible by taking on responsibility for small tasks within the group.

#### **New Equipment**

With some of our grant funding we have purchased additional equipment for the club including:

- A Soundbeam system

- Karaoke machine and discs
- Microphone
- 2 tablet computers
- Tactile and visual effect sensory items

### **Future Plans**

We plan to resume Open House as soon as Government guidelines allow us to do so and when we can ensure the health and safety of our service users. A full risk assessment will be carried out prior to re-opening.

During 2020-2021 we will seek to recruit more volunteers to assist with the running of the club; extend the range of activities and experiences on offer and continue to fund raise to ensure we are able to cover our running costs and secure the longer term future of Open House Bedford.

**Charity Registration Number 1180204**

**Open House Bedford  
Unaudited Financial Statements  
Year Ending 30 September 2020**

**Open House Bedford  
Balance Sheet  
for year ending 30/09/2020**

	2019/2020	2018/2019
	£	£
<b>Current Assets</b>		
Cash in Hand	264.85	253.10
CAF Bank Account	<u>15,540.19</u>	<u>3,641.50</u>
	<u>15,805.04</u>	<u>3,894.60</u>
Debtors Loans and prepayments	-	
Creditors and provisions	<u>-</u>	<u>3,894.60</u>
	<u>15,805.04</u>	<u>3,894.60</u>
<b>Represented by</b>		
Brought forward from previous year	3,894.60	
Excess of Income over expenditure	<u>11,910.44</u>	<u>3,894.60</u>
	<u>15,805.04</u>	<u>3,894.60</u>
<b>Funds of the Charity</b>		
Restricted Funds	8,033.91	
Unrestricted Funds	<u>7,771.13</u>	<u>3,894.60</u>
<b>Total Charity Funds</b>	<u>15,805.04</u>	<u>3,894.60</u>

**Independent Examiners Report**

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

Signed



Mr J Williams

Dated

22.10.20.

Open House Bedford is a registered charity number 1180204

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

	2019/2020	2018/2019
	£	£
<b>Income</b>		
Day Centre Donations	1,004.07	2,295.98
Other Donations	–	50.00
Grants (1)	23,988.36	4,820.00
Other income	–	244.07
<b>Total Incoming Resources</b>	<u>24,992.43</u>	<u>7,410.05</u>
 <b>Expenditure</b>		
<i>Day Centre Service Provider</i>	1,278.75	1,480.50
Day Centre Supplies	869.60	1,826.95
Activity Items	5,277.17	–
Fundraising Expenses	4,809.87	–
Misc Expenses	846.60	208.00
<b>Total Resources Expended</b>	<u>13,081.99</u>	<u>3,515.45</u>
 <b>Income Less Expenditure</b>	11,910.44	3,894.60
	<u>24,992.43</u>	<u>7,410.05</u>

**Notes**

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