

formerly

Choices Counselling Buxton Limited

Trustees'
Annual Report and Accounts
for year ending 31st December 2020

Registered Corporate Charity No: 1135434

Trustee Directors' Annual Report and Accounts for year ending 31st December 2020

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1. Reference and administrative details

Charity name: Choices Counselling Buxton Limited (until 30 June 2020)

Choices Counselling Buxton CIO (from 1st July 2020)

Charity Registration no: 1135434

Registered Office: The Source, 7 Terrace Road,

Buxton, Derbyshire, SK17 6DR

Changing from 1st January 2021 to:

2 St James Terrace,

Buxton, Derbyshire, SK17 6HS

Trustees: Dr Helen Bradbrook BSc (Hons) PhD MBChB MRCGP

Dr Susan Read, MBE, FRCN, PhD,

Dr Graham Todd, MBChB, DCH, MRCGP (Chair)

Mrs Ailsa Walker, BSocSc Mr Chris Walker, BSc

Company Secretary: Mr Chris Walker

Bankers: CAF Bank Ltd

25, Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

Structure, governance and management

1.1 Introduction

The Trustees of Choices Counselling Buxton CIO are pleased to present their Annual Report and Financial Statements for the year ended 31st December 2020.

The Trustees 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 FRS102 (2016) guidelines and the charity's governing document as detailed below.

The report has been prepared in line with FRS102 (2016) guidelines for smaller charities. An Independent Examination of the Financial Statements is not required as the charity's turnover in 2020 did not exceed the Charity Commission threshold of £25,000.

1.2 Governing document and constitution

The charity was 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 on approval by the Charity Commission as a registered charity on 9th April 2010.

The charity's name was formally changed on 30th December 2014 to "Cherish (Pregnancy and Family Support) Limited". The name was formally changed again on 12th July 2018 to "Choices Counselling Buxton Limited."

To simplify the governance of our small charity, it was formally converted to a Charitable Incorporated Organisation (CIO) on 1st July 2020, governed by a Charities Act 2011 compliant Foundation Constitution.

1.3 Trustee appointment, induction and training

New Trustees 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 Trustees serve for a term of 3 years, after which they are eligible for re-appointment in accordance with the Constitution.

Trustee induction is achieved through making new Trustees aware of the Charity Commission website, email updates and publications, and other relevant publications, together with inhouse documents and discussions at various meetings throughout the year.

Ongoing training and advice is made available to Trustees 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 is governed by a Board of Trustees, 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. Most meetings in 2020 were conducted by video link, although it did prove possible to hold the AGM face to face in the open air.

The Board of Trustees was unchanged during 2020. 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 Trustees. The other Trustees were Dr Susan Read and Dr Helen Bradbrook.

Mrs Annette Baines relinquished her part-time role as Administrator / Co-ordinator for the counselling activity at the end of June 2020. Mrs Chloe Donoghue was appointed to the role in July 2020.

2.5 Risk management

The Trustees 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.

The particular restrictions caused by the Covid 19 pandemic made it necessary for our counsellors to receive training to enable them to continue client sessions by either telephone or video link. Such sessions proved satisfactorily effective. Some face to face sessions took place when they could be carried out in compliance with then current Government guidance.

The charity 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 Trustees 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 marginally exceeded income in 2020, 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 remained unchanged on the charity's conversion to a CIO, having been incorporated into the new Constitution:

- (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 postnatal 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 Trustees were pleased to receive a number of such donations during 2020.

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, who offer sessions to Choices free of charge.

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

Choices continued to support Mrs Mackenzie through her final year of counselling training.

4. Objectives and activities

During 2020, Choices continued to offer services of public benefit according to these charitable objects by providing two projects:

- A professional counselling service offering free caring support for ante-natal and postnatal depression or anxiety, pregnancy concerns, parenting difficulties, miscarriage, termination and stillbirth.
 - This is the core activity upon which the charity was founded. The Trustees 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 2020, the Choices counselling team offered one to one counselling and psychotherapy support to 17 new clients (cf 19 in 2019), 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 2021 in the light of the continuing shortfall in statutory provision.

Following the introduction of the first lock-down, we are pleased to report that our counsellors received the necessary training to enable them to continue their work online. They are mainly holding client sessions either by video or by telephone until restrictions are lifted sufficiently to allow routine face to face consultations to resume.

These ranged between 5 and 22 sessions.

The main reasons for referral remained loss, anxiety and depression, including antenatal and post-natal depression. There were also cases involving anger management and eating disorders.

- b) The activity of the Family Support Fund showed a slight increase over the previous year. year. However, only two grants of clothing, toys and baby equipment were made during the year, with a value of £50 (cf £140 in 2019), bringing the number of grants made since opening the fund in April 2013 to 64, with a total value of £6,998.
 - Recipients of the grants of equipment were identified by key workers as being in urgent need due to financial hardship and difficult circumstances.

6. Plans for next year

Subject to funding and staffing capacity, the following objectives are proposed for the development of the charity in 2021:

- 1) To seek opportunities to promote the work of the charity through speaking engagements, when relaxation of Government pandemic restrictions allows;
- 2) To complete and circulate a marketing video to help promote the charity both to potential clients and to referring agencies;
- 3) To increase the counselling activity by seeking and, where necessary, training additional counsellors;
- 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 seek further Trustees both to bring new skills and experience to the Board and to prepare for future retirements; and
- 9) To find new office and counselling accommodation because of the impending closure of our current facilities;

Note: The Covid19 pandemic has resulted in the delayed implementation of most of our 2020 action plans. However, we hope to be in a position to consider those later in 2021.

7. Financial review

7.1 Financial Position

During 2020, the total income of Choices Counselling Buxton CIO was £9,880 (cf £8,634 in 2019). Total expenditure was £9,990 (cf £10,124 in 2019), resulting in a shortfall of £110 for the year (cf £1,490 in 2019).

There was one major one-off incoming donation in the year. Given the circumstances, the Trustees were delighted that regular donations from individual supporters held up well during the year. Donations from clients, totalling £1,273 were a welcome record.

Although not a legal requirement because Choices' total income is below the £25,000 threshold, the Trustees had intended to have the financial accounts for 2020 independently examined as in previous years up to 2018. The Trustees intend to resume such examinations for the 2021 financial accounts, subject to necessary relaxation in restrictions.

7.2 Reserves Policy and Funds

The Reserve Fund balance at the end of the year remained at £3,780. The Trustees 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 remained at £522.

The Family Support Fund balance at the end of the year was £62 (cf £112 in 2019). The Fund made only one small grant during the year.

The General Fund balance at the end of the year was £10,144 (cf £10,144 in 2019).

The Trustee Directors report that total funds were standing at £15,643 (cf £15,753 in 2019) at the end of the financial year.

8. Acknowledgements

The Trustees 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.

The Trustees wish to acknowledge the continuing voluntary service offered by our counsellors, through what has been a very challenging year. Without their commitment, the charity could not exist.

Charity: 1135434

Company Information

for the Year Ended 31 December 2020

TRUSTEES

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

SECRETARY

Mr C J Walker

REGISTERED OFFICE

The Source 7 Terrace Road Buxton Derbyshire SK17 6DR

REGISTERED CHARITY NUMBER

1135434

<u>Choices Counselling Buxton CIO</u> <u>Charity: 1135434</u>

Report of the Trustees for the Year Ended 31 December 2020

The Trustees present their Report with the Financial Statements of the company for the year ended 31st December 2020

DIRECTORS

The Trustees shown below have held office during the whole of the period from 1st January 2020 to the date of the Report:

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

This Report has been prepared in accordance with the special legislative provisions relating to small CIOs as well as the SORP FRS102 (2016), insofar as they apply to the company

ON BEHALF OF THE BOARD

C J Walker - Secretary

Date 22rd Ime 2021

Choices Counselling Buxton CIO Charity: 1135434

Report of the Trustees for the Year Ended 31 December 2020

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Choices Counselling Buxton CIO Charity: 1135434

<u>Profit and Loss Account</u> <u>for the Year Ended 31 December 2020</u>

	Notes	31.12.20 £	31.12.19 £
TURNOVER		9,851	8,601
Cost of Sales		0	0
GROSS SURPLUS		9,851	8,601
Administrative Expenses		9,990	10,124
OPERATING SURPLUS / (DEFICIT)	2	-139	-1,523
Interest receivable and similar income		29	33
SURPLUS / (DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION		-110	-1,490
Tax on surplus / (deficit) on ordinary activities	3	0	0
SURPLUS / (DEFICIT) FOR THE FINANCIAL YEAR		-110	-1,490

Charity: 1135434

Balance Sheet

for the Year Ended 31 December 2020

	Notes	3	31.12.20		;	31.12.19	
			£	£		£	£
FIXED ASSETS							
Tangible Assets	4			310			59
CURRENT ASSETS						0	
Stocks	_		0			0 1,010	
Debtors	5		856			1,010	
Cash at bank and in hand		F F04			5,868		
CAF Cash Account		5,591 3,048			3,024		
CAF 60 Day Notice Account		5,839			5,835		
CAF Gold Account		0			18		
Petty Cash		0			0		
PayPal Account Floats		0			40		
Cash in hand		0			0		
	sh Total		14,478			14,784	
					-	15,794	
			15,334			15,/94	
CREDITORS	6		0			100	
Amounts falling due within one year	6		U			100	
NET CURRENT ASSETS				15,334			15,694
TOTAL ASSETS LESS CURRENT				15,643			15,753
LIABILITIES							
				15,643			15,753
RESERVES							approximate the format of the control of the contro
Profit and loss account	7			15,643			15,753

The Trustees acknowledge their responsibilities for:

(a) ensuring that the company keeps accounting records in accordance with SORP FRS102 (2016)

(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 current legislation relating to CIOs so far as applicable to the company

The financial statements have been prepared in accordance with the financial provisions of SORP FRS102 (2016)

The financial statements were approved by the Board of Trustees on 221 June 2021 and were signed on its behalf by:

C J Walker

Trustee and Company Secretary

The Notes form part of these financial statements

Notes to the Financial Statements for the Year Ended 31 December 2020

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the SORP FRS102 (2016)

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:

,	31.12.20	31.12.19
	£	£
Depreciation - owned assets	109	263
Loss on Disposal of Asset to Charity	0	0
Loss on Donation of Stock to Charity	0	0
Directors' remuneration and other benefits	0	0

3 TAXATION

Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year ended 31 December 2020 nor for the year ended 31 December 2019

4 TANGIBLE FIXED ASSETS

Fixtures	Computer	Totals
and fittings	Equipment	
£	£	£
494	1,155	1,649
0	360	360
494	1,515	2,009
459	1,131	1,590
35	74	109
0	0	0
494	1,205	1,699
0	310	310
35	24	59
	and fittings £ 494 0 494 459 35 0 494	and fittings Equipment f f 494 1,155 0 360 494 1,515 459 1,131 35 74 0 0 494 1,205 0 310

6

7

Notes to the Financial Statements for the Year Ended 31 December 2020

5 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

DER LOK2	: ANIOUN 13 FALLING DUE WITHIN	ONE ILAN			
			31.12.20 £		31.12.19 £
Prepayme	ents and accrued income				
Gift Aid	On Donations	558		634	
	On Donated Goods	0		0	
	On Small Donations	0		67	
Cash ban	ked after year end	0		0	
Prepayme	ent on Insurance	298		309	
Prepayme	ent on PCN Conference	0		0	
Donation	cash & cheques not banked	0		0	
		_	856		
			856		1,010
CREDITO	RS: AMOUNTS FALLING DUE WITH	IN ONE YEAR			
			31.12.20		31.12.19
			£		£
	Supervision Fees	0		100	
	Expenses	0		0	
	Accounting	0		0	
	Purchases	0		0	
			0		100
RESERVE	S				
At 1 Janu	arv 2020				15,753
	for the year				-110
	cember 2020				15,643

Choices Counselling Buxton CIO Charity: 1135434

Detailed Profit and	Loss Account
for the Veer Ended	21 December 2020

Detailed Profit and Loss Account for the Year Ended 31 December 2020								!	am ing ing min	2
TOT THE TOTAL ETTERS OF A STATE OF THE TOTAL ETTERS OF THE TOTAL E	Choices Charitable					Administ	ration	Choices Buxton CIO - Total		
	Restricted Designated G		Gene	General		ral				
	£ £		£	Ξ	£	£	£	£	£	£
Gifts and donations		0				8,667 a		0		8,667
Gift Aid	delicas con processor de la constantina		ANDRONOVERS			1,184		0 0		1,184 9,851
		0		0		9,851		U		3,831
Stock							0		0	0 F
Opening stock	0						U		0	
Grants to FSF from Stock Closing stock	U								0	
Stock movement		0						0		0
				0		9,851		0		9,851
GROSS PROFIT		0		U		9,031		0		0
Other income (incl Grants) Deposit account interest		Ü				29		0		29
Deposit decoders and a second	waganing or other	0		0		9,880		0		9,880
Expenditure										E 5 5 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2
Rent / Room Hire					0		50		50 0	
Water and electricity					0		0 474		826	1
Insurance					352 4,435		0		4,435	8 8 8
Wages & Payroll					4,433		0		0	1
Social security Child Care					0		0		0	
Telephone					180		72		252	E 20 20 20 20 20 20 20 20 20 20 20 20 20
Post, stationery & office supplies					40		96		135	1 1 0
Conference Fees					859		0		859 110	5 8
Marketing and Website					0 337		110 0		337	10 at 15 at
Travelling					0		0		0	2 2 0
Cleaning, maintenance & equipment Training expenses	0				35		0		35	0 10 8
Supervision, Fees and Subscriptions	•				2,334		227		2,561	4 a 9
Sundry expenses					13		0		13	1
Legal & Accountancy					219		0		219 50	8 8 8
Family Support Fund Grants		0	0		50	8,853	0	1,028	. Jo	9,881
		0	0	0	-	1,027		-1,028	6 6 8 8 6 6 6	-1
Depresiation									# # # # # # # # # # # # # # # # # # #	
Depreciation Fixtures and fittings							35		35	
Computer equipment							74		74	
Loss on Disposal							0	400	0	109
								109	10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	103
NET SURPLUS		0	antanonna	0	-	1,027		-1,137		-110
									1	

(a)	
BCITP	1,500
Supporter Donations	4,944
Client Contributions	1,273
One-off Donations	950
	8 667

<u>Choices Counselling Buxton CIO</u> <u>Charity: 1135434</u>

Statement of Financial Activities for the Year Ended 31 December 2020

	SOFA Category	Restri Fur		Desigi Fur		Gen Fu	eral ınd	Total Fur			2019 nds
		£	£	£	£	£	£	£	£	£	£
Incoming Resources											
Gifts and Donations	A1a						9,851		9,851		8,601
Grants	A1a		-						-		-
Sponsorship and Fundraising	A1b								-		-
Shop and Online Sales	A1b						-		-		-
Investment Income	A1c				~		29		29		33
Charitable Activities	A2								-		-
Total Incoming Resource	es	-	-	-	-		9,880		9,880		8,634
Resources Expended											
Generating Funds	B1							***			
Voluntary Income	B1a					109		109		263	
Cost of Goods Sold and Other Costs	B1b							-		-	
Charitable Activities	B2	50				9,662		9,662		9,719	
Governance	В3					219		219		142	
Total Resources Expende	d	-	50		-		9,940		9,990		10,124
Gross Transfers Between Funds	С		-		-		-		-		-
Net Incoming Resources befor other recognised gains and losse		-	- 50	-			- 60		- 110		- 1,490
Other recognised gains and losses	D	-				-				~	-
Reconciliation of Funds	Е	-	50	-	-		- 60	•	- 110		- 1,490
Total Funds brought forwar	d		1,307		4,302		10,144		15,753		15,753
Prior Year Adjustmer	nt										
Total Funds carried forwar	d	=	1,257	-	4,302		10,084		15,643		15,753

Charity: 1135434

<u>Independent Examination</u> <u>for the Year Ended 31 December 2020</u>

Although there is no legal requirement for the Trustees to commission an Independent Examination of the Annual Financial Accounts, in normal times it has been their practice to do so.

Present circumstances make it difficult to follow normal practice.

The Trustees intend to re-introduce Independent Examination of future Annual Financial Accounts when it becomes safe and practical to do so.