

# Muddy Fork

*gardening together for wellbeing*

## **Annual Report to the Charities Commission for the period November 2017-October 2018**

**Name of charity:** Muddy Fork

**Status:** Charitable Incorporated Organisation

**Registration number:** 1120128

**Established:** 11 November 2016

**Registered address:** Retford Enterprise Centre, Randall Way, Retford, Notts DN22 7GR

**Bank:** CAF Bank

**Website:** [www.muddyfork.org](http://www.muddyfork.org). **Email:** Info@muddyfork.org.uk

### **Objects of the Charity:**

To assist in the treatment and care of persons suffering from mental illness of any description or in need of rehabilitation as a result of such illness, in North Nottinghamshire and the surrounding areas, by the provision of therapeutic gardening and horticulture.

### **Trustees:**

Christopher Locke, appointed November 2016 (for 3 years)

Christopher McGlen, appointed November 2016 (for 2 years-retired November 2018)

Robert Pedley, appointed November 2016 (for 4 years -resigned March 2018)

Michael Albert Bennett, appointed April 2017 (for 3 years).

Trustees are required to be persons of good standing within the local community with relevant skills and experience and an appropriate degree of empathy with those for whose benefit the charity was established. Trustee vacancies are advertised via the charity's website and the Bassetlaw Community and Voluntary Services network. A new trustee, Rachel Orgill-Jones, was appointed in November 2018.

### **Governing document:**

Constitution, adopted (and last amended) 11 November 2016

### **Structure:**

The Trustees meet quarterly to oversee the work of the charity and its Director and sole employee (Mr Dominic Schad). The Director is accountable to the Trustees and reports to and is appraised by the chair of the Trustees, Mr Locke. The Director manages the day to day operation of the charity and oversees the work of support volunteers, devises work programmes, supervises and assists

participants, and liaises with stakeholders and supporters. He is employed on a part-time basis (3 days a week) with additional paid time for skills development funded by external grants.

During the period in question the Trustees met formally on a total of 4 occasions including their Annual General Meeting (on 16 July 2018).

The governance of the charity is centred on standing committees given designated authority by the Trustees. These now comprise a Finance Group, Project Management Group and Steering group,. Membership of the Steering group, which met 5 times during the period in question, included the Director, the Trustees, and any of the support volunteers wishing to attend.

The Charity has a suite of policies governing all aspects of its activities including for example, safeguarding, data protection, equality and diversity, and health and safety, and a comprehensive suite of standing operating procedures which are kept under regular review.

#### **Activities during the year:**

Activities took place at two sites: the principal site, the Idle Valley nature reserve, which is subject to a lease agreement with the Nottinghamshire Wildlife Trust, and a second (development) site at Babworth, subject to a sublease agreement with the leaseholders Mr D and Mrs C Clarke. The charity has recently decided to relinquish use of the second site and from 2019 all activities, including income generating activities through horticulture-based wellbeing days provided for local employers and professional groups, are taking place at our Idle Valley site.

The relevant details of activities during the year in question are summarised as follows:

#### *Participants:*

<b>Designation</b>	<b>Number</b>
Staff (part time)	1
Support Volunteers	10
Participants*	35

\*Participants = 'clients' or 'service users'

#### *Participants' Mental Health Conditions:*

<b>Mental Health Condition</b>	<b>No. of Participants</b>
Paranoid Schizophrenia	4
Anxiety with Depression	8
Depression	7
Personality Disorder with Depression	1
Anxiety	1
Anxiety with Depression, underlying Asperger's	1
Anxiety, underlying Asperger's	1
Anxiety, underlying Learning Disability	1
Sensory Processing Disorder with Depression	1
PTSD	2
PTSD with Depression	1
Acute Schizophrenia, underlying Learning Disability	1
Bipolar, Schizophrenia, underlying Learning Disability	1

Bipolar	1
Asperger's	1
ADHAD with Autistic spectrum	2
Not known	1

*Sessions Delivered For the period 11.11.2016 – 10.11.2017:*

Sessions delivered	102
Staff sessions	90
Support Volunteers	337
Participants	427

Sessions start at 10am and end at 2:30pm, Wednesdays and Fridays, and are held at our Idle Valley site. The service was delivered throughout the year, except for a fortnight break over the Christmas and New Year period.

### **Monitoring & Evaluation:**

We use the Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS) to provide a periodic numerical assessment of mental wellbeing. Data is not available for all clients but the average change in score for the participants who were able to volunteer data over the course of the year was **+1.40**.

Self-reporting. We record changes reported by participants which demonstrate improvements in personal functioning and community engagement such as starting to use public transport, joining social groups, starting unsupported volunteering or employment. Each participant defines goals that will make a positive difference to their life, and progress is measured by milestones on the way to those goals. For many participants the pinnacle of success is entering employment.

### **Access to the service:**

The majority of participants accessed our service as a result of referrals from health and social care professionals but clients are also free to self-refer. Numbers are as shown in the table below.

Number of Referrals	Source of referral
9	GP
1	SHO Doctor
4	Community Psychiatric Nurse
4	Occupational Therapist
1	Support Time Recovery Worker
1	Psychotherapist
2	Psychological Wellbeing Practitioner
1	Counsellor
1	Cognitive Behavioural Therapist
1	Promoting Independence Worker
1	Work Coach
1	Operations Manager
1	Volunteer Coordinator
2	Manager
2	(Self)

**Public Benefit:**

100% of sessions were free to the participants. Tea, coffee and water were provided for free. Those using public transport to access the service had their fares refunded in full. Some accepted the offer of a lift to and from the train station or bus stops.

There were no paid-for sessions through the Wellbeing Days programme during the period in question as the programme was in its infancy, although two free taster sessions were delivered for one local business (Co-op).

We participated in a number of community -based events throughout the year like tree -planting and maintaining local amenity spaces with Bassetlaw District Council and the Nottinghamshire Wildlife Trust.

Through open days, lectures, and articles in local media (including television) about our activities we raised awareness of the charity but also served to fulfil the object of raising public awareness and understanding of problems faced by people with mental health problems and eradicating stigma. On 10 October 2018 we hosted a community engagement event to help publicise awareness of mental ill health in the community on World Mental Health Day. The event at Idle Valley was well attended by representatives of local organisations , including schools, charities, employers, the local authority and health services, and has led to a number of positive collaborations between our charity and other bodies.

**Finance:**

The unaudited financial statements for the year in question are attached to this report as a separate document.

The trustees' main priority since establishment has been to obtain sufficient funding to deliver the objects of the charity and ensure we have the means to be financially self-sufficient in the longer term. We have maintained a degree of financial stability due to regular donations from supporters and public fundraising and moderate success in obtaining charitable grants. We are confident of our prospects of obtaining further grant income and income from our Wellbeing days programme.

The donations totalled in our accounts for the reporting year included contributions from District Councillors' charitable funds and amounts raised on our behalf by local companies DDC and Moto. Charitable grants included £5468 from the Coalfields Regeneration trust, £1,500 in respect of business development training from SSE and further grants from the Fore Trust.

Expenditure is detailed in the financial statements attached.

**Business plan:**

The objectives in our business plan for 2019 and beyond can be summarised as follows:

- Increase the number of clients benefiting from our services
- Widen the range of therapeutic activities we offer
- Improve and expand facilities at Idle valley
- Deliver a programme of wellbeing days to local organisations and employers to secure an effective alternative income stream
- Continue to apply for relevant grant funding
- Develop our network of friends and supporters

- Continue to work collaboratively with the NHS, Local authorities, and like-minded charities and the local community
- Continue to collect data relevant to research into mental ill health prevention
- Continue to raise awareness of mental health problems and ways to mitigate these and eliminate stigma through social and therapeutic horticulture.

**Signed (on behalf of the Trustees):**

A handwritten signature in black ink, appearing to be 'C. Locke', written on a light blue background.

(C. Locke, Chair of Trustees, Muddy Fork)

**Date:** July 2019

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended  
30 September 2018  
For**

**MUDDY FORK**

**Castle Accounting Ltd  
18-20 The Ropewalk  
Nottingham  
NG1 5DT**

**Contents of the Financial Statements  
for the Year Ended 30 September 2018**

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## **MUDDY FORK**

### **Report of Muddy Fork for the Year Ended 30 September 2018**

Muddy Fork present their report with the financial statements of the charity for the year ended 30 September 2018. Muddy Fork has adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number 1170128**

#### **Principal address**

Retford Enterprise Centre  
Randall Way  
Retford  
DN22 7GR

#### **Muddy Fork Director**

Dominic Schad

#### **Muddy Fork Trustees**

Christopher Locke  
Christopher McGlen  
Robert Pedley  
Michael Albert Bennett

#### **Independent Examiner**

Castle Accounting Ltd  
18-20 The Ropewalk  
Nottingham  
Nottinghamshire  
NG1 5DT

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### **Risk management**

Muddy Fork have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **ON BEHALF OF THE COMMITTEE:**



Chris Locke - Trustee

Date: 05 July 2019.



## **Independent Examiner's Report to Muddy Fork**

### **MUDDY FORK**

I report on the accounts for the year ended 30 September 2018 set out on pages five to seven.

#### **Respective responsibilities of Muddy Fork and examiner**

Muddy Fork is responsible for the preparation of the accounts. Muddy Fork consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 43(3)(a) of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

#### **Basis of the 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 Muddy Fork concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**CASTLE ACCOUNTING LTD**  
**Chartered Accountants**  
**18-20 The Ropewalk**  
**Nottingham**  
**NG1 5DT**

Date: 05 July 2019

## **MUDDY FORK**

### **INCOME & EXPENDITURE ACCOUNT** **Year ended 30 SEPTEMBER 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Donations	7,299	15,844
Grants	12,845	17,099
Sale of Products	1,223	982
Fees for Services		217
<b>TOTAL INCOME</b>	<b>21,367</b>	<b>35,162</b>
<b>GENERAL EXPENDITURE</b>		
Salaries & National Insurance	18,026	7,491
Payroll Service	202	108
Disclosure & Barring Service (DBS)	36	74
Insurance	510	482
Rent (Virtual Office)	389	325
Data Security Service		48
SSE Expenditure	1,363	
Phone, Internet, Postage	204	114
Bank Charges	60	45
YBS Expenditure	1,636	
Training		35
Beneficiary Travel Support	86	30
Gardening & Beekeeping Consumables	202	43
Costs for Product Sales	327	88
Repairs & Maintenance	15	43
	<u>23,056</u>	<u>8,926</u>
<b>(DEFICIT)/ EXCESS OF INCOME OVER EXPENDITURE</b>	<b><u>(£1,689)</u></b>	<b><u>26,236</u></b>

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## MUDDY FORK

### BALANCE SHEET as at 30 SEPTEMBER 2018

		2018	2017
	£	£	£
<b>FIXED ASSETS</b>			
Gardening Tools & Equipment	527		318
Garden Structures	3,044		400
Computer & Office Equipment	574		574
	<u>4,145</u>		<u>1,292</u>
<b>CURRENT ASSETS</b>			
Bank Balances	20,402		24,944
		<b><u>£24,547</u></b>	<b><u>26,236</u></b>
<b>ACCUMULATED FUND</b>			
<b>BALANCE at 01 Oct 2017</b>	£26,236		
Excess of expenditure over income	<u>(£1,689)</u>		<u>26,236</u>
<b>BALANCE at 30 Sep 2018</b>		<b><u>£24,547</u></b>	<b><u>26,236</u></b>

The financial statements were approved by Muddy Fork Trustees

on 05 July 2019 and were signed on its behalf by:



Chris Locke - Trustee

## **MUDDY FORK**

### **Notes to the Financial Statements for the Year Ended 30 September 2018**

#### **1. ACCOUNTING POLICIES**

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2008), the Charities Act 1993 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### **2. ACTIVITIES FOR GENERATING FUNDS**

	£
Surplus On Activities	(1,689)