



# Trustees' Annual Report for the period

Period start date		Period end date	
From	20 02 2017	To	31 03 2018

## Section A Reference and administration details

Charity name	1nclu5ive Sandbach		
Other names charity is known by	1nclu5ive		
Registered charity number (if any)	1171679		
Charity's principal address	11 Park House Drive		
	Sandbach		
	Cheshire		
	Postcode	CW11 1YW	

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Miss Lorna Johnson	Chairperson		Founding members
2	Mr Ben Michaelis	Treasurer	20/2/17 – 21/2/18	Founding members
3	Mrs Diane Noble	Secretary	20/2/17 – 15/11/17	Trustees
4	Miss Carol Holland	Secretary	15/11/17 - present	Trustees
5	Mr Stephen Caulfield	Treasurer	21/2/18 - present	Trustees
6				
7				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
CVS Development Officer	Mark Smith	CVSCE, 11 Hope Street, Sandbach, CW11 1BA

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

*Constitution*

How the charity is constituted  
(eg. trust, association, company)

*Charitable Incorporated Organisation*

Trustee selection methods  
(eg. appointed by, elected by)

*Elected by trustees*

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

*Trustees must attend Trustee training from CVS Cheshire East before appointment.*

## Section C Objectives and activities

*Summary of the objects of the charity set out in its governing document*

*The relief for the public benefit of those in need by reason of disability (which includes health conditions or other impairments) who are living, working, studying or using the facilities in Sandbach and the surrounding Cheshire East area by, in particular but not exclusively:*

- *providing recreational opportunities and social activities;*
- *raising awareness and promoting the benefits of fostering inclusive attitudes and practices within local communities, organisations, businesses and service providers;*
- *promoting social inclusion by the provision of education and training opportunities for those in need by reason of disability, health condition or impairment;*
- *facilitating inclusion and improving access within our*



*local communities, including the removal or reduction of disabling barriers.*

*In planning our events for the year, we kept in mind the Charity Commissions guidelines on Public Benefit at our meetings.*

*Our main activities are as follows:*

- *a programme of social events and recreational opportunities*
- *raising awareness in the wider community of the benefits of adopting inclusive attitudes*
- *offering the opportunity for personal growth through education and training*

*These events and activities benefit all members by: promoting a sense of belonging, improving self confidence and social skills, improved physical and mental wellbeing, reduced social isolation, greater physical activity and more time outdoors, peer support, and by providing an opportunity for all members, regardless of ability, gender, faith or circumstance, to contribute or partake at their own level.*

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

*We would like to acknowledge the significant contribution from our volunteers without whom we could not function. Volunteers hours for the year were incredible.*

*We would also like to acknowledge the invaluable support, guidance, training and enthusiasm from Community and Voluntary Services, Cheshire East.*

**Summary of the main achievements of the charity during the year**

Our main project planned for the year was **Project ALFIE** (Accessible Location For Inclusive Events). This relied upon an offer of a 6 months rent free venue in the centre of town. Unfortunately, the venue owner retracted the offer 9 days before we were due to move in due to the possibility of a paying tenant. As a result we had to significantly scale back and re-plan our range of events and activities, which in turn meant that we could no longer reach many of our anticipated beneficiaries. However, we miraculously managed to find a room for two of the three days of Disabled Access Day 2017 Weekend which was to be the opening event of Project Alfie. This allowed us to promote the group and our work, provide some taster sessions of activities, network with other local organisations, reach new members and raise awareness within our local community. Project Alfie has been put on hold while we continue to investigate other options for accommodation.

Throughout the year our **monthly socials** proved popular and were well attended, providing peer support and feedback from members re: preferred activities.

**Activities to promote wellbeing** included picnics, accessible dog walks, members and families swimming sessions, reflexology and Indian head massage, mental wellbeing workshop

**Educational events and skill sharing opportunities** included training from CVS CE (e.g. GDPR training, Trustee training, etc), arts and crafts sessions, assistance dog demonstration and talk, opportunities to try mobility equipment, and sharing knowledge of local resources and providers of practical support.

While most of our events had a social element, purely **social and entertainment activities** included members birthday celebrations, a visit to the circus, visiting a member in respite care, meals out, Christmas party, CVS volunteers gala, Invacar restoration and cake, film nights, BBQs

**Promoting awareness** events included manning a stand at the CVS CE volunteers fayre, having several stands and displays over Disabled Access Day weekend, exchange visits with a friendship group in Salford.

We were also gifted and have taken delivery of a used and non-roadworthy **minibus**. We have combined cleaning and evaluating the state of the minibus with cake, chilling and chatting (and the occasional water fight) to turn a necessary chore into fun afternoons.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Cash at bank on 31/03/18 was £1275 in unreserved and £1925 in reserved funds.

The main financial risk to the charity is reduction in / loss of grant funding and/or donations.

The funds are held to cover one year of essential governance costs and unforeseen circumstances that may occur.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

S. Caulfield

Full name(s)

STEPHEN CAULFIELD

Position (eg Secretary, Chair, etc)

TREASURER

Date

18.1.20



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity name  
Inclu5ive Sandbach

No. (if any)  
1171679

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
20/02/2017

To

Period end date  
31/03/2018

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants and Donations	129	3,386	-	3,515	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	129	3,386	-	3,515	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	129	3,386	-	3,515	-
<b>A3 Payments</b>					
Costs of charitable activities	-	1,544	-	1,544	-
Governance costs	-	590	-	590	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	2,134	-	2,134	-
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	-	2,134	-	2,134	-
<b>Net of receipts/(payments)</b>	129	1,252	-	1,381	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	1,146	673	-	1,819	-
<b>Cash funds this year end</b>	1,275	1,925	-	3,200	-



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	1,275	1,925	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>1,275</b>	<b>1,925</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Donated secondhand minibus		-	-
	Office furniture and equipment		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Reimbursement of Trustees for purchases		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	STEPHEN CAULFIELD	18.1.20
Carol Holland	CAROL HOLLAND	18.1.20