Mid Surrey mencap & Leatherhead Link

Registered Charity no. 1160493

MID SURREY MENCAP TRUSTEES REPORT - 31 March 2026

Reference and Administration Details

Charity name	**Mid Surrey Mencap**
Registered Charity Number	**1160493** (Registered in England and Wales)
Charity's Principal Address	Fortyfoot Hall Fortyfoot Road Leatherhead Surrey KT22 8RY
Telephone	01372 374555
Email	info@midsurreymencap.org.uk
Website	www.midsurreymencap.org

Names of the charity trustees who manage the charity

Sharon Lukey	Chair
Richard Black	Treasurer
Gillian Keens	
Barbara May	
Dan Maybury	

Names of the charity committee members who attend monthly meetings with the trustees

Catherine Shrimpton	Manager, Leatherhead Link Day Service
Jan Maybury	Secretary
Caroline Black	
Carol Maybury	
Jan Maybury	
Phillip Harris	
Sue Ellinor	
Michael Lukey	

Structure, Governance and Management

Type of governing document	The Constitution was adopted on 22/04/2015
How the Charity is constituted	Mid Surrey Mencap is a Charitable Incorporated Organisation with voting members comprising its Trustees and Management Committee. Its registration as a Charity was effective from 1st April 2016
Trustee selection method	Trustees are appointed by vote at the Charity's Annual General Meeting. Vacancies or new appointments may be filled by the Trustees and must be confirmed at the next Annual General Meeting.
Decision making	Proposals are discussed at our monthly meetings. Decisions are made by the Trustees by a simple vote, taking into account the Committee's views. In the event of a matter being raised to the members for a decision then a simple majority is required from the voting members.

Other relevant governance matters

Mid Surrey Mencap has policies and procedures in place covering the operation of the charity and what is expected of our volunteers. We also have policies for equal opportunities, health and safety, safeguarding for vulnerable adults and children and how to manage our income and expenditure. These policies are reviewed on a regular basis.

The trustees give their time voluntarily and receive no remuneration or other benefits. The charity is run by a dedicated group of volunteers who give freely of their time and many skills.

Objectives and activities

The objectives of Mid Surrey Mencap are:

- The promotion and dedication to improving the lives of adults and children with learning disabilities living in Banstead, Epsom & Ewell and Mole Valley.
- To provide support and information to parents and carers of children and adults with learning disabilities.
- To provide social inclusion and meaningful activities by means of evening clubs for adults, social events and a day centre for adults.
- To reduce the social stigma associated with physical and learning disabilities for all age groups by creating a safe environment where the contribution of each person is equally acknowledged.
- The promotion of volunteering to increase engagement within the community, enhancing the use of community resources and raising confidence and self-esteem of our members.

Activities and Achievements

A significant focus over the past year has been progressing our approximate £500K capital build project, which represents an important step forward for the charity. A local architect and structural engineer were appointed to develop the detailed plans and technical specifications required for construction. The final drawings were submitted to Building Control in May 2026, followed by a comprehensive fire safety report, which resulted in a few minor amendments.

We now have full approval with Building Control. Tender packs have been prepared and issued to five local building contractors, and our next step is to appoint a Project Manager. We remain hopeful of commencing construction this year.

In preparation for the disruption caused by the building works, the Board of Trustees temporarily paused the intake of new service users at Leatherhead Link. The project will require a period of relocation, and staff felt that focusing on existing service users would provide the safest and most stable environment during this time. This is a temporary measure, and once the building is complete we look forward to increasing capacity and welcoming people currently on our waiting list.

Against the backdrop of reductions in local authority funding for adult learning disability services, the Board has continued to ensure that Leatherhead Link remains accessible. Charity funds provided four adults with fully funded placements for one day a week, while a further 26 individuals benefited from significantly reduced rates, helping them make the most of their personal budgets. Following completion of the build, we intend to increase the financial support available through additional free sessions.

Leatherhead Link remains one of the lowest-priced full-day services in Surrey and the only day centre in Mid Surrey to integrate people with profound and complex needs within a mixed-ability service.

During the year, Leatherhead Link supported **48 people, attending 105 sessions each week**, with an average of 22 people attending each weekday. The service is staffed by seven members of staff, alongside personal assistants who attend with the people they support.

We also increased the number of social activities available to members and the wider community. These included summer barbecues, live music evenings, quiz nights, discos, the Wednesday Social Club and our popular Open House tea parties. Seasonal day trips continued throughout the year, including theatre visits for more than 40 people and several seaside outings. These activities are particularly valuable for members who have limited family support and provide opportunities to create lasting memories.

Reaching Out in Our Community

For the third consecutive year, Mid Surrey Mencap took part in Ashtead Village Day, raising funds through our popular bottle tombola and a selection of plants grown by our gardening club and charity members. The event continues to provide an excellent opportunity to engage with the local community, and our stalls generated a profit of **£856**.

We also participated in Brockham Village Church's *Teas on the Green* event. Despite poor weather, the event attracted a steady stream of visitors and raised **more than £700** for the charity, while helping us promote our work within the wider community.

Volunteers and Support

Volunteers remain fundamental to the work of Mid Surrey Mencap. We are grateful to Bytes Technology Group based in Leatherhead, whose employees continued to provide volunteer teams for our Sports Day and Christmas *Deck the Halls* workshop.

Parents, carers, friends and other volunteers also continue to undertake many operational roles, allowing more of our fundraising income to be directed towards supporting our members.

This year, we also recruited five people with learning disabilities to volunteer within our day service. Feedback has been very positive, with clear benefits for both the volunteers and the service.
We are extremely grateful to all our volunteers, community groups and donors for their continued support.

Plans for the Future

Our priority remains the completion of the new extensions to our premises. The additional space will provide modern, flexible facilities, improve our ability to teach essential life skills and promote greater independence, while enabling personal care to be delivered with greater dignity, privacy and comfort.

Once the build is complete, we aim to increase our capacity, welcome people from our waiting list and introduce additional funded sessions to support more families in our community.

We also plan to expand social opportunities for people with learning disabilities living locally.

Feedback from parents and carers has highlighted a significant need for more evening and weekend activities for both adults and children. Our enhanced facilities will provide a strong foundation for developing a wider programme of social activities that reduces isolation and creates more opportunities for friendship, enjoyment and community participation.

Our aim is simple: **to provide accessible inclusive services that reduce isolation, promote independence and improve the quality of life of people with learning disabilities and their families across our community.**

Financial Review

Summary £000	This Year	Last Year	Better / (Worse)	Note
Services income	394	390	3	1
Staff costs	(245)	(233)	(12)	2
Activity costs	(15)	(17)	2	
Gross surplus	134	140	(6)	
Administration costs	(39)	(41)	2	
Other income	50	46	4	
Operating result	**145**	**146**	**(1)**	
Refurbishment costs	(17)	(10)	(7)	
Result before investment	**128**	**136**	**(8)**	
Equipment cost	(5)	(4)	(0)	
Surplus	**123**	**131**	**(9)**	

1 A day rate increase of 3.4% was received from Surrey County Council. Income was impacted by payment delays which are detailed below.

2 Staff received a payrise in 2025/26. Agency staff costs also increased to meet the demand of our service users.

Reserves

Our balance sheet shows unrestricted funds of £700,636 on a cash basis, an increase of £123,153. Reserves are understated compared to the prior year by approximately £30,000 due to a delay over year-end in the payments from Surrey County Council. Overdue payments have now been received and will be reported as income next year. We continue to monitor their payment performance closely.

Our reserves are held in bank accounts at the financial institutions listed on Page 8.

Current Year Outlook

Our financial position has remained strong. We monitor closely our monthly management accounts together with both service user numbers and our staff and other running costs. Our investment plans outlined earlier in the report are significant and now closer to realisation. They will be subject to a rigorous review process to ensure they are both appropriate and affordable.

Reserves Policy

The Trustees consider the increased level of reserves as appropriate. We will always maintain higher levels of reserves to cover our operating costs if our income reduces, or we experience delays in receiving that income.

Our redevelopment plans, once underway, will present additional risks to our financial position and we will maintain contingency funds to cover such uncertainties.

Declaration

The trustees declare that they have approved the trustee's report above. Signed on behalf of the charity's trustees on 17 September 2026.

Full Name	**Sharon Lukey / Chair**	**Richard Black / Honorary Treasurer**

Mid Surrey Mencap	1160493			CC16a
For the year from	01-Apr-25	To	31-Mar-26	

Section A - Receipts and payments

A1 Receipts	Unrestricted funds £	Restricted funds £	Total funds £	Last year £
Income from Service Users	393,523	-	393,523	390,109
Legacy Income	20,000	-	20,000	5,256
Hall Lettings	1,115	-	1,115	3,150
Fund raising	3,846	-	3,846	3,148
Donations	5,860	-	5,860	17,961
Supporters Subscriptions	2,684	-	2,684	2,672
Bank Interest	16,445	-	16,445	14,198
Total receipts	443,472	-	443,472	436,494
A3 Payments				
Staff Costs	244,575	-	244,575	232,858
Activity Running Costs	14,889	-	14,889	16,990
Equipment	4,739	-	4,739	4,273
Repairs and Maintenance	3,091	-	3,091	5,090
Premises	14,559	-	14,559	11,014
Insurance	5,301	-	5,301	3,844
Motor Expenses	5,304	-	5,304	6,881
Staff Training and Development	1,409	-	1,409	2,175
Administration	9,221	-	9,221	11,544
Refurbishment Project	17,230	-	17,230	10,412
Total payments	320,319	-	320,319	305,081
Net of receipts and payments	123,153	-	123,153	131,413
A6 Opening Balance	577,483	-	577,483	446,070
Transfers between funds	-	-	-	-
Cash funds this year-end	700,636	-	700,636	577,483

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

B1 Cash funds

Categories / Details	Unrestricted funds £	Restricted funds £	Total £
Barclays - Current and Instant Access Savings	165,457	-	165,457
Bath Building Society - Instant Access	83,265	-	83,265
United Trust Bank - Easy Access Account	115,068	-	115,068
Cambridge and Counties - 95 day Notice Account	118,239	-	118,239
Redwood Bank - 95 Day Notice Account	113,620	-	113,620
United Trust Bank - Bond Matures 22/9/26	104,987	-	104,987
Total cash funds	700,636	-	700,636

B4 Assets retained for the charity's own use

Details	Fund	Cost (optional)	Current value (optional)
Freehold of land at Fortyfoot Road, Leatherhead - KT22 8RY	Unrestricted	-	-
Improvements at Fortyfoot Road - KT22 8RY	Unrestricted	-	-
Minibus - purchased in 2012	Unrestricted	-	1,000
Minibus - purchased in 2023	Unrestricted	-	30,000
Interest accrued on term deposits at 31 March	Unrestricted	-	5,000
Invoices outstanding for day services at 31 March	Unrestricted	-	57,786

B5 Liabilities

Details	Fund	Amount due	When due
Other liabilities - Payroll Liabilities	Unrestricted	920	April 2026

Signed by on behalf of all the trustees	Date	Name
S.L. Lukey	17-Sep-26	S.L. Lukey
R.H. Black	17-Sep-26	R.H. Black

Independent examiner's report to the trustees of Mid Surrey Mencap

I report to the trustees on my examination of the accounts of the Mid Surrey Mencap ("the Charity") for the year ended 31 March 2026.

Responsibilities and basis of report

As the trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name: Dan Andrew CA

Address: South Terrace, Dorking

Date: 17 September 2026