mencap

City of Chelmsford

Annual Report 2025



















The Queen's Award for Voluntary Service

About City of Chelmsford Mencap

City of Chelmsford Mencap (CCM) is a registered charity which was established in 1951. It provides lifelong learning, social opportunities and specialist support for people with a learning disability in mid-Essex. We currently support more than 350 people.

CCM is affiliated to Royal Mencap Society (RMS) but is a wholly independent and autonomous charity and receives no direct funding from RMS or government. Instead, we are reliant on grants, donations and fundraising to supplement our income from service fees. The board of trustees has ultimate responsibility for setting our strategy, budget and priorities and ensuring we meet our obligations to the Charity Commission, our employees and our beneficiaries.

In 2020, City of Chelmsford Mencap received the Queen's Award for Voluntary Service, the highest honour for voluntary groups. This award recognised the strong voluntary ethos that runs through our Charity, from the Board to the occasional voluntary supporter.

In July 2024, CCM fulfilled a long held ambition to transform into a Charitable Incorporated Organisation (CIO), giving the Charity greater protection, flexibility and operational efficiency.

Our Vision

Every person impacted by learning disability, directly or otherwise, is empowered to live life to the fullest - without impediment, exclusion or disadvantage.



About Learning Disability

Learning disability is a reduced intellectual ability and difficulty with everyday activities which is lifelong. It is often confused with learning difficulty and mental health issues. However, learning difficulties, such as dyslexia, do not affect intellect. Mental health problems can affect anyone at any time and may be overcome with treatment, which is not true of learning disability.

Learning disability can be caused by specific conditions, such as Down Syndrome, birth trauma or early childhood illnesses. Learning disability may be mild, moderate or severe and people may also have associated sensory and/or physical impairments.

CCM supports service users who have a wide range of conditions including Down Syndrome, Autistic Spectrum Disorders, Global Development Delay, Edwards Syndrome and ADHD. Many of our service users also have mobility and/or sensory impairments and chronic health conditions such as diabetes, asthma and arthritis.

People with a learning disability tend to take longer to learn and may need support to develop new skills, understand complicated information and interact with other people.

It is important to remember that, with the right support, most people with a learning disability in the UK can lead independent lives and fulfil their potential.



Our Objects and Services

Under charity law, CCM is required to demonstrate that its governance and service provision is within the boundaries of its constitution. The Charity's objects are defined as follows: For the public benefit, to relieve the needs of people with a learning disability, their families, dependents and carers, by:

a. providing or assisting in the provision of services, support and information, in order to enhance their opportunities to express their individuality, choice and control, improve their quality of life and fulfil their potential;

b. promoting activities that advocate for a reduction in inequality of access to public services and justice for people with a learning disability.

In furtherance of that object but not otherwise, the trustees shall have power to engage in political activity provided that the trustees are satisfied that the proposed activities will further the purposes of the Charity to an extent justified by the resources committed and the activity is not the dominant means by which the Charity carries out its objects.

To fulfil its objects, City of Chelmsford Mencap develops, implements and reviews a range of services to support people impacted by a learning disability, either directly or indirectly:

- The Outreach Academy, a lifelong learning service which runs every weekday, 49 weeks a year. Courses develop students' social, work and life skills in a supported environment that enables them to reach their potential.
- Working Out, a work placement initiative.
- Enterprises and volunteering projects promote the talents of our service users and their ability to make meaningful contributions to their local community.
- An Advocacy and Community Support service covering central Essex enables service users to maximise their independence and resilience. It offers person-centred advice, information and advocacy regarding a range of issues, including benefits, housing and support planning. Monthly *Carers Connect* sessions give carers opportunities to learn and share information.



Governance and Board Activity

The Charity continues to be overseen by a dedicated and capable Board of Trustees. In 2025, we maintained our commitment to strong governance through regular meetings, focused sub-committees, and careful oversight of all strategic and operational matters.

This year saw some changes to our Board's composition. We said farewell to two trustees: Rachel Scott and Phil Preston. Their contributions to both the day-to-day work of the Board and to the strategic development of CCM were deeply valued. We thank them warmly for all their work. Long-standing trustee Alan Stoppard also stepped down in order to become CCM's inaugural Patron with Lived Experience.

At the same time, we were delighted to welcome two new trustees: Lucy Burgess and Vivien Molulu. Both bring considerable skill and experience - in fundraising and governance respectively - and we are very pleased to have them as part of the team.

We remain fully committed to best practice in governance and continue to benchmark ourselves against sector guidance, including that provided by the Charity Commission. We believe that strong governance is an enabler of great service delivery – and that every decision made in the boardroom should ultimately benefit our service users and community.

Our Mission

To nurture, empower and celebrate every individual impacted by learning disability, enabling their own unique sense of belonging, dignity, resilience, independence and achievement.



Key Metrics

331

Members

312 in 2024

251

Service users

240 in 2024

62

Students

64 in 2024

5

Full-time staff

8

Part-time staff

5

Bank staff

1

Self-employed consultant

5

Self-employed tutors

23

Volunteers

28,500 hours

Individual learning delivered

940 hours

Community support

960 hours

Supported traineeships

11 placements

Mental health nursing / Occupational therapy students

1 placement

Social work university student

14 placements

Health & Social Care college students

Staff and volunteer development remains central to our ethos at City of Chelmsford Mencap. We believe that those who give their time, skills and care to our service users deserve just as much investment and encouragement as the service users themselves.

Our annual training week brought our team together to refresh core skills, explore new approaches to care, learning and inclusion, and ensure that pastoral care and active support is woven into every aspect of the Charity. This was complemented by a suite of online courses taken throughout the year, covering everything from GDPR to learning disability awareness. All staff and volunteers continued to receive regular safeguarding training and are supported to maintain high standards of professional conduct.

We are proud of our commitment to developing people from within. In 2025, CCM welcomed three new members of staff, all of whom had either volunteered or completed work placements with the Charity. The staff team was also delighted to celebrate Senior Support Lead Jules Cessford's 10th anniversary of working for CCM (see picture below).

Our volunteer community continues to grow in both numbers and impact, aided in 2025 by the development of our new volunteering brochure. We are always pleased to welcome new volunteers, whether they can spare a few hours occasionally or offer a more regular commitment. Each contribution matters, and all are valued.

We also extended our relationships with Anglia Ruskin University, Chelmsford College and University of Essex, offering placements to T-Level and Occupational Therapy students in addition to trainee social workers and nurses. This placement programme not only strengthens our delivery, but also enriches the life of the Charity.



CCM has always been a place where people grow – and we remain fully committed to being as supportive and ambitious for our staff and volunteers as we are for our beneficiaries.

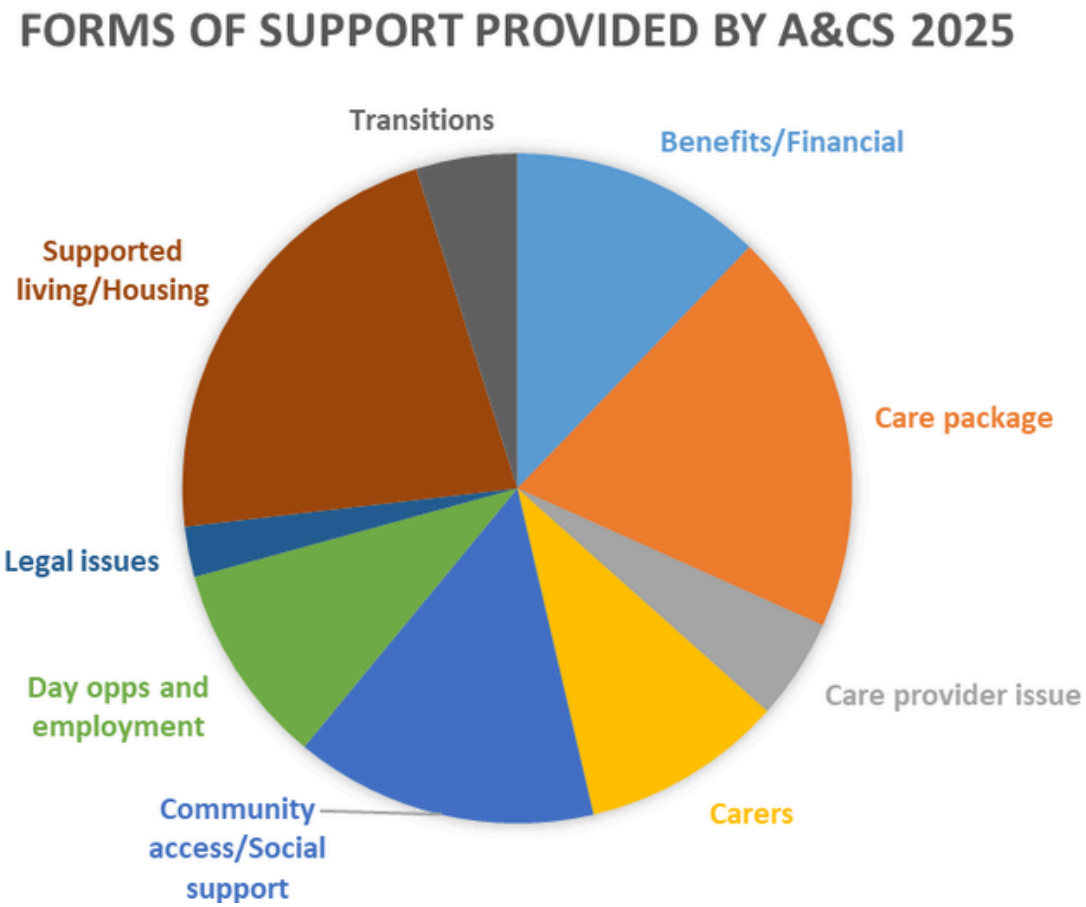
Advocacy and Community Support

Our Advocacy and Community Support service continues to be a vital part of CCM's work, ensuring that the voices of our service users, families and carers are heard – and that people with a learning disability are fully included in decisions that affect their lives.

Throughout 2025, our Advocacy and Community Support service provided tailored support to service users and families facing a wide range of issues (see below), contributed to sector conversations, and forged links with organisations that share our values.

Our *Carers Connect* sessions, now well established as a monthly fixture, offered accessible, up-to-date information and emotional support to family carers. Topics included inclusive employment, technology enabled care, ageing well, and communication. These sessions often featured speakers with lived experience, who added real insight and value.

Alongside this outward-facing work, the service played a key pastoral role within CCM. Our Advocacy and Community Support Manager worked closely with colleagues in the senior management team to respond to the needs of individual students and their families, offering practical advice and warm, informed support at times of challenge.



Lifelong Learning: The Outreach Academy

Our Outreach Academy continued to offer a vibrant and inclusive learning environment throughout 2025, where students developed skills, confidence and friendships in equal measure.

Our first cohort of Gateway Award participants completed their Bronze programme, which included independent living skills, outdoor activities and challenges, and community volunteering projects with local organisations including Kinder Chelmsford and St John's Church. We are grateful to Essex County Council for funding elements of this programme.

In late 2024, we were delighted to join the Beyond Words Book Club scheme, which uses wordless books to facilitate discussion and learning about a range of health and relationships topics. This year, as the Book Club proved so popular, it became a key part of our new *Well Me* programme on Friday afternoons. We have further strengthened our focus on health and wellbeing by developing *Enable Me,* a programme of occupational therapy, mindfulness gym, specialist yoga and health education sessions.

Our partnership with Adult Community Learning Essex continued, with students working towards certificates in *Creative Art* and *Employability & Enterprise*. Both courses supported students along our progression pathway, teaching skills and values that prepare them for our *Active in the Community and Environment (ACE)* volunteering programme, *In!* enterprises, and *Working Out* work experience initiative.

Whilst health, wellbeing and employability featured prominently again this year, our curriculum continued to offer a rich blend of creative, academic, life-skills and therapeutic sessions, delivered by talented and passionate staff.



We are fortunate to work with a team of tutors who bring expertise, imagination and empathy to every session. Special thanks go to Amanda, Becky, Carole, Dave, Jean, Sarah, and our many guest tutors whose contributions across the year were consistently thoughtful and inspiring.



Learning

Creative Art course

13 students completed a course in Creative Art, learning skills that benefit their social enterprise, In!Designs, and their own personal development as artists.
Thanks to tutor Becky and ACL Essex for delivering this course.



Working out

CCM's work placement initiative enabled 15 students to progress into supported traineeships in catering, retail and horticulture. The development of our PopUp Cafe @ Mencap Centre is enabling more students to develop work skills.



Gateway Bronze Award

19 students achieved their Gateway Bronze Awards after completing five different elements over 18 months - Lifestyle, Fitness, Hobbies, Volunteering and Challenge. From independent living to Couch to 5k, they have taken every opportunity to develop their skills, confidence and community involvement and we are so proud of them.

Outcomes



Employability

12 students successfully completed Part 1 of a bespoke course in employability and enterprise. This is enabling them to develop their own social enterprise and to gain skills in product design, crafts, marketing and business.



Enterprises

15 students have progressed to our In!Enterprises. The In!Catering team provided homemade lunches for external partners' events, In!Spades continued to fulfil gardening contracts, and In!Designs developed their seasonal Fayres.

Well Me

Our Well Me programme benefitted 16 students in 2025. It features Gentle Gym, delivered by a specialist multidisciplinary coach, and our Beyond Words Book Club, which encourages reflection, discussion and learning about a broad range of health and wellbeing topics.



Events and Community Engagement

CCM has always placed great value on being an active and visible part of the local community, and 2025 was another year of lively participation, partnership and public celebration.

We were delighted once again to take part in projects and events organised by Chelmsford CVS, including their Community Gardening Event (with lunch provided by our In!Catering enterprise) and Volfest, the city's annual celebration of the voluntary sector and its importance to our community.

In June, we marked Learning Disability Awareness Week with a social media campaign *Do you see me?* celebrating the achievements of individual service users.

We started Christmas at Tiptree's fabulous Fayre, organised by supporter Evelyn Hicks, and we returned to Chelmsford Cathedral for our annual Christmas Concert, this year joined by the wonderful Chelmsford Singers. The performances that evening were hugely memorable and our own choir (Awesome Beats Collective) and soloist (Charlotte Fieldson) ensured that everybody left feeling suitably festive, whilst aware of the important work we undertake in the community.

We continued to develop strong partnerships with external organisations, including Essex Carers Network, Havens Hospices, Kinder Chelmsford, Old Chelmsfordians and St John's Church, creating new opportunities for engagement and advocacy.

Events like these help to keep us connected, raise awareness of our mission, and ensure that CCM remains not just a service provider, but a vibrant part of Chelmsford's civic and cultural life.



Fundraising and Finances

The 2025 financial year saw the Charity receive various generous donations and grants along with a steady income from our lifelong learning service, The Outreach Academy.

Our total operating income for the year was £280,350. Our net expenditure and movement in funds was 2.7% lower than in 2024 at £24,225. Income from charitable activities increased by £34,260 (17.8%) to £226,597, which helped to offset the continued increase in expenditure, particularly staff costs, the principal expenditure for the Charity at £214,666. CCM endorses the principle of paying staff a living wage, however this has resulted in significant staff cost increases over the last three years as we make sure everyone has a living wage and then maintain parity throughout the pay scales. In 2025 we continued to work towards a higher cost band for our lifelong learning service, knowing that historically we have been significantly cheaper than other providers in our space. However, our overriding objective is to always be affordable to our service users.

In addition to our main income stream, we received donations totalling £40,748, including generous gifts from Anthony North, the North family, The Hawthorne Charitable Trust, Rotary Chelmsford Phoenix and Rotary Club Mildmay. We were also grateful to again receive support from RSM Chelmsford, who brought gifts throughout the year, including Easter eggs and toiletries sets.

In 2025 we were thankful for donations given in memory of Ms Mason, and two cherished and much missed students, Michael Childs and Allan Seagar.

We were fortunate to benefit from community fundraising efforts by friends of CCM. Simon Cuthbert (pictured on page 13) bravely took up our charity place in the London Marathon and raised an amazing £3,300. Our tennis coach, Piers Nightingale, impressed everyone in the Suffolk Five Rivers Ultra and raised £1,500. One of CCM's long-term supporters, Evelyn Hicks, continued her creative fundraising efforts and raised £730 in 2025. We were delighted to be made the chosen charity for Caprice's Spring concert, which raised £1,500.

CCM's additional revenue streams continue to enhance our income and to enable us to reinvest funds into our In! enterprises for further purchases of resources, etc.

We were also successful in applying for grants in 2025, receiving £17,049 in total. Many thanks to Essex County Council's Locality Fund, Walter Farthing Trust, Essex Community Foundation, and Chelmsford City Council's Community Funding Scheme for supporting our services.

Although the summary financial position for 2025 reads well, with only a small shortfall, we are mindful that, in these challenging times, the situation could have been very different without the generosity of our donors, community fundraising and generous grants. CCM also continues to owe a huge debt to our volunteers and trustees who contributed significantly to the Charity, giving possibly the most valued commodity of all - their time.

Summary of 2025 Accounts		
	2025	2024
Income from charitable activities	£226,597	£192,337
Total income	£280,350	£259,895
Support costs associated with charitable activities	£266,084	£248,313
Total expenditure	£306,903	£285,038
Fund balances at 31st December 2025	£642,369	£666,595



Chris Newson
Treasurer in 2025

Our grateful thanks to supporters who donated in 2025:

Mr and Mrs Clement
Mrs D Mountford
Anthony North
The North Family
Bryan and Pearl Powell
The Schultz Family
Mike Wall



Meet the 2026 Board



Chris Newson

Chair of Trustees

Chartered Accountant



Lucy Burgess

Vice Chair

Fundraising Manager



Vivien Molulu

Secretary to the Board

Programme Management Office Lead - Health System Transformation



Ruth Thompson

Trustee since 2024

Dementia Support Services Manager



Sharon Symon

HR Lead

Speech and Language Therapist, Community Learning Disability Team



Tracey Schneider

Safeguarding Lead

Co-opted April 2026

Head of Strategic Commissioning

Read our trustees' full profiles at www.cityofchelmsfordmencap.org.uk/board-of-trustees

Senior Management Team



Grace Lidstone

Services Manager

Designated Safeguarding Lead



Bernadette Bass

Financial Administrator



Jan Hewett

Advocacy & Community Support Manager



Jules Cessford

Senior Support Lead

Horticulture and Hospitality Enterprise Lead



Emma O'Riordan

Senior Support Lead

Learning Facilitator

Gateway Award Programme Lead

Read our SMT's profiles at www.cityofchelmsfordmencap.org.uk/senior-management-team

Charity Information



Bryan Powell
Honorary President



Alan Stoppard
Patron with
Lived Experience

Contact us:

Mencap Centre, 56 Mildmay Road
Chelmsford, CM2 0DZ
01245 268 303
info@cityofchelmsfordmencap.co.uk

Follow us:

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/cityofchelmsfordmencap

www.cityofchelmsfordmencap.org.uk

Registered Charity Number 1171835

REGISTERED CHARITY NUMBER: 1171835

Report of the Trustees and

Unaudited Financial Statements

for the Year Ended 31st December 2025

for

CITY OF CHELMSFORD MENCAP

Clemence Hoar Cummings
Chartered Accountants
Riverside House
1-5 Como Street
Romford
Essex
RM7 7DN

CITY OF CHELMSFORD MENCAP

Contents of the Financial Statements
FOR THE YEAR ENDED 31ST DECEMBER 2025

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CITY OF CHELMSFORD MENCAP

Report of the Trustees
FOR THE YEAR ENDED 31ST DECEMBER 2025

The trustees present their report with the financial statements of the charity for the year ended 31st December 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Under charity law, CCM is required to demonstrate that its governance and service provision is within the boundaries of its constitution. The charity's objects are defined as follows:

For the public benefit, to relieve the needs of people with a learning disability, their families, dependents and carers, by:
a. providing or assisting in the provision of services, support and information, in order to enhance their opportunities to express their individuality, choice and control, improve their quality of life and fulfil their potential;
b. promoting activities that advocate for a reduction in inequality of access to public services and justice for people with a learning disability.
In furtherance of that object but not otherwise, the trustees shall have power to engage in political activity provided that the trustees are satisfied that the proposed activities will further the purposes of the charity to an extent justified by the resources committed and the activity is not the dominant means by which the charity carries out its objects.

To fulfil its objects, City of Chelmsford Mencap develops, implements and reviews a range of services to support people impacted by a learning disability, either directly or indirectly:
- The Outreach Academy, a lifelong learning service which runs every weekday, 49 weeks a year. Courses develop students' social, work and life skills in a supported environment that enables them to reach their potential.
- Working Out, a work placement initiative.
- Enterprises and volunteering projects promote the talents of our service users and their ability to make meaningful contributions to their local community.
- An Advocacy and Community Support service covering central Essex enables service users to maximise their independence and resilience. It offers person-centred advice, information and advocacy regarding a range of issues, including benefits, housing and support planning. Monthly Carers Connect sessions give carers opportunities to learn and share information.

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The City of Chelmsford Mencap (CCM) Annual Report 2025 reflects a year of growth, innovation, and community engagement, driven by dedicated staff, volunteers, trustees, and students. Under the leadership of Chair Anthony North, CCM strengthened its impact while remaining true to its mission: empowering people with learning disabilities to lead rich, meaningful, and ambitious lives.

Governance remained strong , with the Board of Trustees overseeing strategic and operational developments through a well-functioning sub-committee structure. Long-serving trustee Alan Stoppard resigned in order to take up the new role of Patron with Lived Experience. The Board also bid farewell to two long-serving trustees, Phil Preston and Rachel Scott, and welcomed two new trustees, Lucy Burgess and Vivien Molulu, whose skills and experience further strengthen our governance and fundraising capabilities.

Staff and volunteer development was a priority throughout the year. An annual training week and online courses equipped staff and volunteers with skills including first aid, safeguarding, GDPR, and health and safety. CCM welcomed three new members of staff, all of whom had either volunteered or completed work placements with the charity. The staff team was also delighted to celebrate Senior Support Lead Jules Cessford's 10th anniversary of working for CCM. Partnerships with Anglia Ruskin University, the University of Essex and Chelmsford College continued to provide high-quality placement opportunities, enhancing both se rvice delivery and the charity's culture.

The Outreach Academy continued to offer a diverse curriculum spanning life, work and social skills, wellbeing and employability. The Gateway Awards scheme facilitated students to develop independent living skills, experience different forms of exercise and volunteering and fulfil community challenges. Partnerships with Bright Ideas for Tennis and Old Chelmsfordians supported physical activity, while a collaboration with Adult Community Learning Essex delivered courses in employability, enterprise and creative arts.

Supported traineeships and social enterprises provided real-world work experiences. The Working Out initiative and In! enterprises continued to develop. The In!Catering team extended their PopUp Cafes, serving the community while building hospitality skills. Partnerships with Havens Hospices and Essex Community Foundation offered retail and horti culture placements, reinforcing work readiness.

The **Advocacy and Community Support** service remained crucial to meeting local needs, with tailored assistance for adults with a learning disability, their families and carers, monthly Carers Connect sessions, and contributions to sector conversations. The service ensured clients' voices were heard and supported within CCM and beyond.

Pastoral care and safeguarding were strengthened with specialist training in communication, assistive technology and expanded staff roles. This comprehensive approach to individual wellbeing remained central to CCM's ethos.

Community engagement included participation in Chelmsford's Volfest, CCM's annual Christmas Concert at Chelmsford Cathedral, and partnerships with local organisations and Rotary Clubs. These events celebrated CC M's work and strengthened its community presence.

The report concludes with a tribute to CCM's culture of creativity, inclusion, and resilience, highlighting that every achievement supports and enables the service users at its heart. With thanks to all staff, trustees, volunteers, families, funders, and friends, CCM looks forward to another year of progress and positive impact.

FINANCIAL REVIEW

Financial position

City of Chelmsford Mencap's principal sources of funds are day opportunities fees, grant funding and donations. Expenditure is focussed directly on the provision of fully supported services and the future development and security of the Charity.

In 2025, the charity's net reduction in funds for the year was £24,225, compared to £24,895 in 2024. This relatively similar reduction to the previous year was due to increased income from charitable activities being offset by increased staff costs, the main expenditure for the charity.

Costs continue to rise so there is no room for complacency. In 2026, we obtained a rate correction for our day opportunities provision, The Outreach Academy, recognising the educational element and quality of support we provide. We have also used the services of a fundraising consultant with the aim of speeding up and improving the process of applying for grants.

Our financial position is primarily due to the generosity of our donors (with special thanks to Anthony North), community fundraising (with special thanks to Simon Cuthbert, our marathon runner) and local grant funders. CCM also continues to owe a huge debt to our volunteers and trustees who contributed significantly to the charity, giving possibly the most valued commodity of all - their time.

Reserves policy

The charity's reserves policy is that it should hold no less than three months' and no more than six months' current operating costs to safeguard against fluctuations that may arise in funding. This policy is intended to maximise the amount available for CCM's charitable activities during the current economic climate while also planning for a sustainable future.

Reserves are defined as funds specifically held as unrestricted and that do not have a designated use. At the end of the year, the level of reserves was £117,153 which covered 4.6 months of operating costs based on the full year 2025 costs.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure, governance and management

The charity is a Charitable Incorporated Organisation governed by a Constitution.

The charity transferred to a Charitable Incorporated Organisation on 1st July 2024. Previously, as a Charitable Association, City of Chelmsford Mencap was established by a charitable trust deed and amended on 12th November 1979, 4th September 2002 and 21st February 2013.

The trustees who served during the year and up to the date of signature of the financial statements were:
A North (Resigned 13 April 2026)
A Stoppard (Resigned 15 May 2025)
C Newson
A Krone (Resigned 6 January 2026)
L Burgess (Appointed 10 April 2025)
P Preston (Resigned 6 August 2025)
R Scott (Resigned 6 August 2025)
R Thompson
S Symon
V Molulu (Appointed 17 April 2025)
T Schneider (Appointed 8 April 2026)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The charity is required to have not less than 5 nor more than 15 elected trustees.

At every annual general meeting of the members of the CIO, one-third of the elected trustees shall retire from office. If their number is not three or a multiple of three, then the number nearest to one-third shall retire from office. The trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot. Any person who retires as a trustee by rotation or by giving notice to the CIO is eligible for reappointment. A trustee who has served for four consecutive terms may not be reappointed until after an interval of at least one year.

Membership of City of Chelmsford Mencap is open to anyone who uses the Charity for provision of services (including guardians and carers), trustees, former trustees and other people at the invitation of the trustees, who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in the Charity's constitution.

Organisational structure

Organisational policies and procedures are in place for the induction and training of staff, volunteers and trustees.

Risk assessments and procedural guidelines are in place to manage all known risks.

The Charity's organisational structure consists of members, Board of Trustees, Services Manager; Financial Administrator, Advocacy & Community Support Manager, Senior Support Leads, Support Leads; Specialist Support Workers; and Volunteers.

The trustees meet at least quarterly as a Board and are responsible for the strategic direction and policy of the Charity. Certain responsibilities, including decision making and entering into contractual commitments, may be delegated to a sub-committee from time to time.

Day to day responsibility for the provision of services of the Charity rests with the Services Manager. The Charity employs five full time members of staff (Services Manager, two Senior Support Leads, a Support Lead and a Specialist Support Worker), the remainder being made up of part time staff, bank staff and volunteers. The Charity also enters into contracts with self-employed tutors to provide certain services.

Wider network

City of Chelmsford Mencap is affiliated to the Royal Mencap Society (123, Golden Lane, London EC1Y 0RT; Registered Company Number: 550457; Registered Charity Number: 222377). The parties work together in a collaborative way to develop a clear, productive and mutually beneficial relationship that will enhance the services we both provide for people with a learning disability. CCM also works collaboratively with other statutory and voluntary sector agencies.

Principal risks and uncertainties

A register of risks identified within the Charity is held by the trustees. As part of this process the trustees implement a risk management strategy which comprises:

· Annual review of the register of risks that the Charity may face;
· The establishment of systems and procedures designed to mitigate those risks identified;
· The implementation of procedures designed to minimise any potential impact on the Charity should any of these risks materialise.
· Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the Charity's premises at Mildmay Road, Chelmsford or any other venue where services are being carried out.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1171835

Principal address
56 Mildmay Road
Chelmsford
Essex
CM2 0DZ

Trustees
T A Schneider (appointed 8.4.26)
V Molulu (appointed 17.4.25)
L Burgess (appointed 10.4.25)
S Symon
R Thompson
C Newson

Independent Examiner
Clemence Hoar Cummings
Chartered Accountants
Riverside House
1-5 Como Street
Romford
Essex
RM7 7DN

Approved by order of the board of trustees on 10 September 2026 and signed on its behalf by:

C Newson
.....
Trustee

Independent examiner's report to the trustees of City of Chelmsford MENCAP
I report to the charity trustees on my examination of the accounts of City of Chelmsford MENCAP (the Trust) for the year ended 31st December 2025.

Responsibilities and basis of report
As the charity trustees of the Trust 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 Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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.

David Belbin BSc FCA DChA

Clemence Hoar Cummings
Chartered Accountants
Riverside House
1-5 Como Street
Romford
Essex
RM7 7DN

Date: .....10 September 2026

CITY OF CHELMSFORD MENCAP

Statement of Financial Activities
FOR THE YEAR ENDED 31ST DECEMBER 2025

	Notes	Unrestricted funds	Designated unrestricted fund	Restricted funds	**2025 Total funds**	2024 Total funds
		£	£	£	**£**	£
INCOME AND ENDOWMENTS FROM						
Charitable activities	2	**4,044**	**35,908**	**17,845**	**57,797**	58,304
Charitable activities						
Charitible activities		**213,154**	**-**	**-**	**213,154**	192,337
Other trading activities	3	**6,638**	**-**	**-**	**6,638**	5,659
Investment income	4	**2,761**	**-**	**-**	**2,761**	3,595
Total		**226,597**	**35,908**	**17,845**	**280,350**	259,895
EXPENDITURE ON						
Charitable activities						
Charitible activities		**251,141**	**37,667**	**18,095**	**306,903**	285,039
Net gains on investments		**2,328**	**-**	**-**	**2,328**	249
NET INCOME/(EXPENDITURE)		**(22,216)**	**(1,759)**	**(250)**	**(24,225)**	(24,895)
RECONCILIATION OF FUNDS						
Total funds brought forward		**624,580**	**41,764**	**250**	**666,594**	691,489
TOTAL FUNDS CARRIED FORWARD		**602,364**	**40,005**	**-**	**642,369**	666,594

The notes form part of these financial statements

CITY OF CHELMSFORD MENCAP

Balance Sheet
31ST DECEMBER 2025

	Notes	Unrestricted funds	Designated unrestricted fund	Restricted funds	**2025 Total funds**	2024 Total funds
		£	£	£	**£**	£
FIXED ASSETS						
Tangible assets	7	**500,530**	**-**	**-**	**500,530**	500,530
Investments	8	**5,331**	**-**	**-**	**5,331**	3,003
		505,861	**-**	**-**	**505,861**	503,533
CURRENT ASSETS						
Debtors	9	**22,310**	**-**	**-**	**22,310**	17,647
Cash at bank and in hand		**77,239**	**40,005**	**19,000**	**136,244**	149,164
		99,549	**40,005**	**19,000**	**158,554**	166,811
CREDITORS						
Amounts falling due within one year	10	**(3,046)**	**-**	**(19,000)**	**(22,046)**	(3,750)
NET CURRENT ASSETS		**96,503**	**40,005**	**-**	**136,508**	163,061
TOTAL ASSETS LESS CURRENT LIABILITIES		**602,364**	**40,005**	**-**	**642,369**	666,594
NET ASSETS		**602,364**	**40,005**	**-**	**642,369**	666,594
FUNDS	11					
Unrestricted funds					**642,369**	666,344
Restricted funds					**-**	250
TOTAL FUNDS					**642,369**	666,594

The financial statements were approved by the Board of Trustees and authorised for issue on 10 September 2026 and were signed on its behalf by:

C Newson
Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.
Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- in accordance with the property
Fixtures and fittings	- 33% on cost

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.

continued...

2. CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	**2025 Total funds £**	2024 Total funds £
Donations	**39,952**	**796**	**40,748**	28,324
Grants	**-**	**17,049**	**17,049**	29,980
	39,952	**17,845**	**57,797**	58,304

Grants received, included in the above, are as follows:

	2025 £	2024 £
Essex County Council	**-**	2,474
Chelmford City Council Discretionary Fund	**-**	6,000
Essex Community Foundation - In Spades	**-**	719
John Lewis	**-**	1,500
ECC Fund from 2020	**-**	7,420
Walter Farthing Trust	**5,000**	-
ECF Essex Fund and Tyler Family Fund	**4,506**	-
ECC Locality Fund	**5,360**	-
Chelmsford City Council CIL Funding	**2,183**	-
Anglia Ruskin University	**-**	8,117
PFCC's Community Safety Fund Incoming	**-**	3,750
	17,049	29,980

3. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	**2025 Total funds £**	2024 Total funds £
Fundraising events	**6,638**	**-**	**6,638**	5,659

4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	**2025 Total funds £**	2024 Total funds £
Deposit account interest	**2,666**	**-**	**2,666**	3,536
Interest receivable - trading	**95**	**-**	**95**	59
	2,761	**-**	**2,761**	3,595

continued...

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2025 nor for the year ended 31st December 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2025 nor for the year ended 31st December 2024.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Designated unrestricted fund	Restricted funds	Total funds
	£	£	£	£
INCOME AND ENDOWMENTS FROM				
Charitable activities	12,986	23,455	21,863	58,304
Charitable activities				
Charitible activities	192,337	-	-	192,337
Other trading activities	5,659	-	-	5,659
Investment income	3,595	-	-	3,595
Total	214,577	23,455	21,863	259,895
EXPENDITURE ON				
Charitable activities				
Charitible activities	225,946	23,724	35,369	285,039
Net gains on investments	249	-	-	249
NET INCOME/(EXPENDITURE)	(11,120)	(269)	(13,506)	(24,895)
RECONCILIATION OF FUNDS				
Total funds brought forward	635,700	42,033	13,756	691,489
TOTAL FUNDS CARRIED FORWARD	624,580	41,764	250	666,594

continued...

7. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1st January 2025 and 31st December 2025	**500,530**	**1,147**	**501,677**
DEPRECIATION			
At 1st January 2025 and 31st December 2025	**-**	**1,147**	**1,147**
NET BOOK VALUE			
At 31st December 2025	**500,530**	**-**	**500,530**
At 31st December 2024	500,530	-	500,530

8. FIXED ASSET INVESTMENTS

	Listed investment £
MARKET VALUE	
At 1st January 2025	**3,003**
Revaluations	**2,328**
At 31st December 2025	**5,331**
NET BOOK VALUE	
At 31st December 2025	**5,331**
At 31st December 2024	3,003

There were no investment assets outside the UK.

Cost or valuation at 31st December 2025 is represented by:	**Listed investment £**
Valuation in 2025	**2,328**
Cost	3,003
	5,331

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade debtors	**22,310**	17,167
Prepayments and accrued income	**-**	480
	22,310	17,647

continued...

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	3,046	3,750
Other creditors	19,000	-
	22,046	3,750

Deferred income relates to monies received during the year under grants which included funding for a Learning Facilitator role commencing in 2026. The income will be recognised in the coming year.

11. MOVEMENT IN FUNDS

	At 1.1.25	Net movement in funds	At 31.12.25
	£	£	£
Unrestricted funds			
General fund	474,580	(22,216)	452,364
Designated unrestricted funds	41,764	(1,759)	40,005
Unrestricted funds- Revaluation	150,000	-	150,000
	666,344	(23,975)	642,369
Restricted funds			
Restricted income funds	250	(250)	-
TOTAL FUNDS	666,594	(24,225)	642,369

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
General fund	226,597	(251,141)	2,328	(22,216)
Designated unrestricted funds	35,908	(37,667)	-	(1,759)
	262,505	(288,808)	2,328	(23,975)
Restricted funds				
Restricted income funds	17,845	(18,095)	-	(250)
TOTAL FUNDS	280,350	(306,903)	2,328	(24,225)

continued...

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.24 £	Net movement in funds £	At 31.12.24 £
Unrestricted funds	635,700	(11,120)	624,580
Designated fund			
Designated unrestricted funds	42,033	(269)	41,764
Restricted fund			
Restricted income funds	13,756	(13,506)	250
TOTAL FUNDS	691,489	(24,895)	666,594

Comparative net movement in funds included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds	214,577	(225,946)	249	(11,120)
Designated fund				
Designated unrestricted funds	23,455	(23,724)	-	(269)
Restricted fund				
Restricted income funds	21,863	(35,369)	-	(13,506)
TOTAL FUNDS	259,895	(285,039)	249	(24,895)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.24 £	Net movement in funds £	At 31.12.25 £
Unrestricted funds	635,700	(33,336)	602,364
Designated fund			
Designated unrestricted funds	42,033	(2,028)	40,005
Restricted fund			
Restricted income funds	13,756	(13,756)	-
TOTAL FUNDS	691,489	(49,120)	642,369

continued...

11. MOVEMENT IN FUNDS - continued

Net movement in funds included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds	441,174	(477,087)	2,577	(33,336)
Designated fund				
Designated unrestricted funds	59,363	(61,391)	-	(2,028)
Restricted fund				
Restricted income funds	39,708	(53,464)	-	(13,756)
TOTAL FUNDS	540,245	(591,942)	2,577	(49,120)

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2025.

Detailed Statement of Financial Activities
FOR THE YEAR ENDED 31ST DECEMBER 2025

	2025 £	2024 £
INCOME AND ENDOWMENTS		
Charitable activities		
Donations	**40,748**	28,324
Grants	**17,049**	29,980
	57,797	58,304
Other trading activities		
Fundraising events	**6,638**	5,659
Investment income		
Deposit account interest	**2,666**	3,536
Interest receivable - trading	**95**	59
	2,761	3,595
Charitable activities		
Other Charitable activities	**213,154**	192,337
Total incoming resources	**280,350**	259,895
EXPENDITURE		
Charitable activities		
Outreach	**7,950**	8,609
Activities undertaken directly	**28,706**	28,116
	36,656	36,725
Support costs		
Management		
Wages	**214,666**	198,076
Rates and water	**1,549**	1,524
Insurance	**3,202**	2,793
Light and heat	**5,958**	4,133
Telephone	**9,050**	8,323
Postage and stationery	**2,073**	1,667
Advertising	**2,800**	4,028
Sundries	**4,333**	4,278
Premises expenses	**22,168**	17,711
Advertising	**285**	-
	266,084	242,533
Finance		
Bank interest	**137**	233
Governance costs		
Accountancy and legal fees	**4,026**	5,548
Total resources expended	**306,903**	285,039
Net expenditure before gains and losses	**(26,553)**	(25,144)

Detailed Statement of Financial Activities
FOR THE YEAR ENDED 31ST DECEMBER 2025

	2025 £	2024 £
Unrealised gains/(losses) on investments	**2,328**	249
Net expenditure	**(24,225)**	(24,895)

REGISTERED CHARITY NUMBER: 1171835

Report of the Trustees and

Unaudited Financial Statements

for the Year Ended 31st December 2025

for

CITY OF CHELMSFORD MENCAP

Clemence Hoar Cummings
Chartered Accountants
Riverside House
1-5 Como Street
Romford
Essex
RM7 7DN

CITY OF CHELMSFORD MENCAP

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FOR THE YEAR ENDED 31ST DECEMBER 2025

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CITY OF CHELMSFORD MENCAP

Report of the Trustees
FOR THE YEAR ENDED 31ST DECEMBER 2025

The trustees present their report with the financial statements of the charity for the year ended 31st December 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Under charity law, CCM is required to demonstrate that its governance and service provision is within the boundaries of its constitution. The charity's objects are defined as follows:

For the public benefit, to relieve the needs of people with a learning disability, their families, dependents and carers, by:
a. providing or assisting in the provision of services, support and information, in order to enhance their opportunities to express their individuality, choice and control, improve their quality of life and fulfil their potential;
b. promoting activities that advocate for a reduction in inequality of access to public services and justice for people with a learning disability.
In furtherance of that object but not otherwise, the trustees shall have power to engage in political activity provided that the trustees are satisfied that the proposed activities will further the purposes of the charity to an extent justified by the resources committed and the activity is not the dominant means by which the charity carries out its objects.

To fulfil its objects, City of Chelmsford Mencap develops, implements and reviews a range of services to support people impacted by a learning disability, either directly or indirectly:
- The Outreach Academy, a lifelong learning service which runs every weekday, 49 weeks a year. Courses develop students' social, work and life skills in a supported environment that enables them to reach their potential.
- Working Out, a work placement initiative.
- Enterprises and volunteering projects promote the talents of our service users and their ability to make meaningful contributions to their local community.
- An Advocacy and Community Support service covering central Essex enables service users to maximise their independence and resilience. It offers person-centred advice, information and advocacy regarding a range of issues, including benefits, housing and support planning. Monthly Carers Connect sessions give carers opportunities to learn and share information.

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The City of Chelmsford Mencap (CCM) Annual Report 2025 reflects a year of growth, innovation, and community engagement, driven by dedicated staff, volunteers, trustees, and students. Under the leadership of Chair Anthony North, CCM strengthened its impact while remaining true to its mission: empowering people with learning disabilities to lead rich, meaningful, and ambitious lives.

Governance remained strong , with the Board of Trustees overseeing strategic and operational developments through a well-functioning sub-committee structure. Long-serving trustee Alan Stoppard resigned in order to take up the new role of Patron with Lived Experience. The Board also bid farewell to two long-serving trustees, Phil Preston and Rachel Scott, and welcomed two new trustees, Lucy Burgess and Vivien Molulu, whose skills and experience further strengthen our governance and fundraising capabilities.

Staff and volunteer development was a priority throughout the year. An annual training week and online courses equipped staff and volunteers with skills including first aid, safeguarding, GDPR, and health and safety. CCM welcomed three new members of staff, all of whom had either volunteered or completed work placements with the charity. The staff team was also delighted to celebrate Senior Support Lead Jules Cessford's 10th anniversary of working for CCM. Partnerships with Anglia Ruskin University, the University of Essex and Chelmsford College continued to provide high-quality placement opportunities, enhancing both se rvice delivery and the charity's culture.

The Outreach Academy continued to offer a diverse curriculum spanning life, work and social skills, wellbeing and employability. The Gateway Awards scheme facilitated students to develop independent living skills, experience different forms of exercise and volunteering and fulfil community challenges. Partnerships with Bright Ideas for Tennis and Old Chelmsfordians supported physical activity, while a collaboration with Adult Community Learning Essex delivered courses in employability, enterprise and creative arts.

Supported traineeships and social enterprises provided real-world work experiences. The Working Out initiative and In! enterprises continued to develop. The In!Catering team extended their PopUp Cafes, serving the community while building hospitality skills. Partnerships with Havens Hospices and Essex Community Foundation offered retail and horti culture placements, reinforcing work readiness.

The **Advocacy and Community Support** service remained crucial to meeting local needs, with tailored assistance for adults with a learning disability, their families and carers, monthly Carers Connect sessions, and contributions to sector conversations. The service ensured clients' voices were heard and supported within CCM and beyond.

Pastoral care and safeguarding were strengthened with specialist training in communication, assistive technology and expanded staff roles. This comprehensive approach to individual wellbeing remained central to CCM's ethos.

Community engagement included participation in Chelmsford's Volfest, CCM's annual Christmas Concert at Chelmsford Cathedral, and partnerships with local organisations and Rotary Clubs. These events celebrated CC M's work and strengthened its community presence.

The report concludes with a tribute to CCM's culture of creativity, inclusion, and resilience, highlighting that every achievement supports and enables the service users at its heart. With thanks to all staff, trustees, volunteers, families, funders, and friends, CCM looks forward to another year of progress and positive impact.

FINANCIAL REVIEW

Financial position

City of Chelmsford Mencap's principal sources of funds are day opportunities fees, grant funding and donations. Expenditure is focussed directly on the provision of fully supported services and the future development and security of the Charity.

In 2025, the charity's net reduction in funds for the year was £24,225, compared to £24,895 in 2024. This relatively similar reduction to the previous year was due to increased income from charitable activities being offset by increased staff costs, the main expenditure for the charity.

Costs continue to rise so there is no room for complacency. In 2026, we obtained a rate correction for our day opportunities provision, The Outreach Academy, recognising the educational element and quality of support we provide. We have also used the services of a fundraising consultant with the aim of speeding up and improving the process of applying for grants.

Our financial position is primarily due to the generosity of our donors (with special thanks to Anthony North), community fundraising (with special thanks to Simon Cuthbert, our marathon runner) and local grant funders. CCM also continues to owe a huge debt to our volunteers and trustees who contributed significantly to the charity, giving possibly the most valued commodity of all - their time.

Reserves policy

The charity's reserves policy is that it should hold no less than three months' and no more than six months' current operating costs to safeguard against fluctuations that may arise in funding. This policy is intended to maximise the amount available for CCM's charitable activities during the current economic climate while also planning for a sustainable future.

Reserves are defined as funds specifically held as unrestricted and that do not have a designated use. At the end of the year, the level of reserves was £117,153 which covered 4.6 months of operating costs based on the full year 2025 costs.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure, governance and management

The charity is a Charitable Incorporated Organisation governed by a Constitution.

The charity transferred to a Charitable Incorporated Organisation on 1st July 2024. Previously, as a Charitable Association, City of Chelmsford Mencap was established by a charitable trust deed and amended on 12th November 1979, 4th September 2002 and 21st February 2013.

The trustees who served during the year and up to the date of signature of the financial statements were:
A North (Resigned 13 April 2026)
A Stoppard (Resigned 15 May 2025)
C Newson
A Krone (Resigned 6 January 2026)
L Burgess (Appointed 10 April 2025)
P Preston (Resigned 6 August 2025)
R Scott (Resigned 6 August 2025)
R Thompson
S Symon
V Molulu (Appointed 17 April 2025)
T Schneider (Appointed 8 April 2026)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The charity is required to have not less than 5 nor more than 15 elected trustees.

At every annual general meeting of the members of the CIO, one-third of the elected trustees shall retire from office. If their number is not three or a multiple of three, then the number nearest to one-third shall retire from office. The trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot. Any person who retires as a trustee by rotation or by giving notice to the CIO is eligible for reappointment. A trustee who has served for four consecutive terms may not be reappointed until after an interval of at least one year.

Membership of City of Chelmsford Mencap is open to anyone who uses the Charity for provision of services (including guardians and carers), trustees, former trustees and other people at the invitation of the trustees, who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in the Charity's constitution.

Organisational structure

Organisational policies and procedures are in place for the induction and training of staff, volunteers and trustees.

Risk assessments and procedural guidelines are in place to manage all known risks.

The Charity's organisational structure consists of members, Board of Trustees, Services Manager; Financial Administrator, Advocacy & Community Support Manager, Senior Support Leads, Support Leads; Specialist Support Workers; and Volunteers.

The trustees meet at least quarterly as a Board and are responsible for the strategic direction and policy of the Charity. Certain responsibilities, including decision making and entering into contractual commitments, may be delegated to a sub-committee from time to time.

Day to day responsibility for the provision of services of the Charity rests with the Services Manager. The Charity employs five full time members of staff (Services Manager, two Senior Support Leads, a Support Lead and a Specialist Support Worker), the remainder being made up of part time staff, bank staff and volunteers. The Charity also enters into contracts with self-employed tutors to provide certain services.

Wider network

City of Chelmsford Mencap is affiliated to the Royal Mencap Society (123, Golden Lane, London EC1Y 0RT; Registered Company Number: 550457; Registered Charity Number: 222377). The parties work together in a collaborative way to develop a clear, productive and mutually beneficial relationship that will enhance the services we both provide for people with a learning disability. CCM also works collaboratively with other statutory and voluntary sector agencies.

Principal risks and uncertainties

A register of risks identified within the Charity is held by the trustees. As part of this process the trustees implement a risk management strategy which comprises:

· Annual review of the register of risks that the Charity may face;
· The establishment of systems and procedures designed to mitigate those risks identified;
· The implementation of procedures designed to minimise any potential impact on the Charity should any of these risks materialise.
· Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the Charity's premises at Mildmay Road, Chelmsford or any other venue where services are being carried out.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1171835

Principal address
56 Mildmay Road
Chelmsford
Essex
CM2 0DZ

Trustees
T A Schneider (appointed 8.4.26)
V Molulu (appointed 17.4.25)
L Burgess (appointed 10.4.25)
S Symon
R Thompson
C Newson

Independent Examiner
Clemence Hoar Cummings
Chartered Accountants
Riverside House
1-5 Como Street
Romford
Essex
RM7 7DN

Approved by order of the board of trustees on 10 September 2026 and signed on its behalf by:

C Newson
.....
Trustee

Independent examiner's report to the trustees of City of Chelmsford MENCAP
I report to the charity trustees on my examination of the accounts of City of Chelmsford MENCAP (the Trust) for the year ended 31st December 2025.

Responsibilities and basis of report
As the charity trustees of the Trust 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 Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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.

David Belbin BSc FCA DChA

Clemence Hoar Cummings
Chartered Accountants
Riverside House
1-5 Como Street
Romford
Essex
RM7 7DN

Date: .....10 September 2026

CITY OF CHELMSFORD MENCAP

Statement of Financial Activities
FOR THE YEAR ENDED 31ST DECEMBER 2025

	Notes	Unrestricted funds	Designated unrestricted fund	Restricted funds	**2025 Total funds**	2024 Total funds
		£	£	£	**£**	£
INCOME AND ENDOWMENTS FROM						
Charitable activities	2	**4,044**	**35,908**	**17,845**	**57,797**	58,304
Charitable activities						
Charitible activities		**213,154**	**-**	**-**	**213,154**	192,337
Other trading activities	3	**6,638**	**-**	**-**	**6,638**	5,659
Investment income	4	**2,761**	**-**	**-**	**2,761**	3,595
Total		**226,597**	**35,908**	**17,845**	**280,350**	259,895
EXPENDITURE ON						
Charitable activities						
Charitible activities		**251,141**	**37,667**	**18,095**	**306,903**	285,039
Net gains on investments		**2,328**	**-**	**-**	**2,328**	249
NET INCOME/(EXPENDITURE)		**(22,216)**	**(1,759)**	**(250)**	**(24,225)**	(24,895)
RECONCILIATION OF FUNDS						
Total funds brought forward		**624,580**	**41,764**	**250**	**666,594**	691,489
TOTAL FUNDS CARRIED FORWARD		**602,364**	**40,005**	**-**	**642,369**	666,594

The notes form part of these financial statements

CITY OF CHELMSFORD MENCAP

Balance Sheet
31ST DECEMBER 2025

	Notes	Unrestricted funds	Designated unrestricted fund	Restricted funds	**2025 Total funds**	2024 Total funds
		£	£	£	**£**	£
FIXED ASSETS						
Tangible assets	7	**500,530**	**-**	**-**	**500,530**	500,530
Investments	8	**5,331**	**-**	**-**	**5,331**	3,003
		505,861	**-**	**-**	**505,861**	503,533
CURRENT ASSETS						
Debtors	9	**22,310**	**-**	**-**	**22,310**	17,647
Cash at bank and in hand		**77,239**	**40,005**	**19,000**	**136,244**	149,164
		99,549	**40,005**	**19,000**	**158,554**	166,811
CREDITORS						
Amounts falling due within one year	10	**(3,046)**	**-**	**(19,000)**	**(22,046)**	(3,750)
NET CURRENT ASSETS		**96,503**	**40,005**	**-**	**136,508**	163,061
TOTAL ASSETS LESS CURRENT LIABILITIES		**602,364**	**40,005**	**-**	**642,369**	666,594
NET ASSETS		**602,364**	**40,005**	**-**	**642,369**	666,594
FUNDS	11					
Unrestricted funds					**642,369**	666,344
Restricted funds					**-**	250
TOTAL FUNDS					**642,369**	666,594

The financial statements were approved by the Board of Trustees and authorised for issue on 10 September 2026 and were signed on its behalf by:

C Newson
Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.
Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- in accordance with the property
Fixtures and fittings	- 33% on cost

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.

continued...

2. CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	**2025 Total funds £**	2024 Total funds £
Donations	**39,952**	**796**	**40,748**	28,324
Grants	**-**	**17,049**	**17,049**	29,980
	39,952	**17,845**	**57,797**	58,304

Grants received, included in the above, are as follows:

	2025 £	2024 £
Essex County Council	**-**	2,474
Chelmford City Council Discretionary Fund	**-**	6,000
Essex Community Foundation - In Spades	**-**	719
John Lewis	**-**	1,500
ECC Fund from 2020	**-**	7,420
Walter Farthing Trust	**5,000**	-
ECF Essex Fund and Tyler Family Fund	**4,506**	-
ECC Locality Fund	**5,360**	-
Chelmsford City Council CIL Funding	**2,183**	-
Anglia Ruskin University	**-**	8,117
PFCC's Community Safety Fund Incoming	**-**	3,750
	17,049	29,980

3. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	**2025 Total funds £**	2024 Total funds £
Fundraising events	**6,638**	**-**	**6,638**	5,659

4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	**2025 Total funds £**	2024 Total funds £
Deposit account interest	**2,666**	**-**	**2,666**	3,536
Interest receivable - trading	**95**	**-**	**95**	59
	2,761	**-**	**2,761**	3,595

continued...

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2025 nor for the year ended 31st December 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2025 nor for the year ended 31st December 2024.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Designated unrestricted fund	Restricted funds	Total funds
	£	£	£	£
INCOME AND ENDOWMENTS FROM				
Charitable activities	12,986	23,455	21,863	58,304
Charitable activities				
Charitible activities	192,337	-	-	192,337
Other trading activities	5,659	-	-	5,659
Investment income	3,595	-	-	3,595
Total	214,577	23,455	21,863	259,895
EXPENDITURE ON				
Charitable activities				
Charitible activities	225,946	23,724	35,369	285,039
Net gains on investments	249	-	-	249
NET INCOME/(EXPENDITURE)	(11,120)	(269)	(13,506)	(24,895)
RECONCILIATION OF FUNDS				
Total funds brought forward	635,700	42,033	13,756	691,489
TOTAL FUNDS CARRIED FORWARD	624,580	41,764	250	666,594

continued...

7. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1st January 2025 and 31st December 2025	**500,530**	**1,147**	**501,677**
DEPRECIATION			
At 1st January 2025 and 31st December 2025	**-**	**1,147**	**1,147**
NET BOOK VALUE			
At 31st December 2025	**500,530**	**-**	**500,530**
At 31st December 2024	500,530	-	500,530

8. FIXED ASSET INVESTMENTS

	Listed investment £
MARKET VALUE	
At 1st January 2025	**3,003**
Revaluations	**2,328**
At 31st December 2025	**5,331**
NET BOOK VALUE	
At 31st December 2025	**5,331**
At 31st December 2024	3,003

There were no investment assets outside the UK.

Cost or valuation at 31st December 2025 is represented by:	**Listed investment £**
Valuation in 2025	**2,328**
Cost	3,003
	5,331

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade debtors	**22,310**	17,167
Prepayments and accrued income	**-**	480
	22,310	17,647

continued...

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	3,046	3,750
Other creditors	19,000	-
	22,046	3,750

Deferred income relates to monies received during the year under grants which included funding for a Learning Facilitator role commencing in 2026. The income will be recognised in the coming year.

11. MOVEMENT IN FUNDS

	At 1.1.25	Net movement in funds	At 31.12.25
	£	£	£
Unrestricted funds			
General fund	474,580	(22,216)	452,364
Designated unrestricted funds	41,764	(1,759)	40,005
Unrestricted funds- Revaluation	150,000	-	150,000
	666,344	(23,975)	642,369
Restricted funds			
Restricted income funds	250	(250)	-
TOTAL FUNDS	666,594	(24,225)	642,369

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
General fund	226,597	(251,141)	2,328	(22,216)
Designated unrestricted funds	35,908	(37,667)	-	(1,759)
	262,505	(288,808)	2,328	(23,975)
Restricted funds				
Restricted income funds	17,845	(18,095)	-	(250)
TOTAL FUNDS	280,350	(306,903)	2,328	(24,225)

continued...

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.24 £	Net movement in funds £	At 31.12.24 £
Unrestricted funds	635,700	(11,120)	624,580
Designated fund			
Designated unrestricted funds	42,033	(269)	41,764
Restricted fund			
Restricted income funds	13,756	(13,506)	250
TOTAL FUNDS	691,489	(24,895)	666,594

Comparative net movement in funds included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds	214,577	(225,946)	249	(11,120)
Designated fund				
Designated unrestricted funds	23,455	(23,724)	-	(269)
Restricted fund				
Restricted income funds	21,863	(35,369)	-	(13,506)
TOTAL FUNDS	259,895	(285,039)	249	(24,895)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.24 £	Net movement in funds £	At 31.12.25 £
Unrestricted funds	635,700	(33,336)	602,364
Designated fund			
Designated unrestricted funds	42,033	(2,028)	40,005
Restricted fund			
Restricted income funds	13,756	(13,756)	-
TOTAL FUNDS	691,489	(49,120)	642,369

continued...

11. MOVEMENT IN FUNDS - continued

Net movement in funds included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds	441,174	(477,087)	2,577	(33,336)
Designated fund				
Designated unrestricted funds	59,363	(61,391)	-	(2,028)
Restricted fund				
Restricted income funds	39,708	(53,464)	-	(13,756)
TOTAL FUNDS	540,245	(591,942)	2,577	(49,120)

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2025.

Detailed Statement of Financial Activities
FOR THE YEAR ENDED 31ST DECEMBER 2025

	2025 £	2024 £
INCOME AND ENDOWMENTS		
Charitable activities		
Donations	**40,748**	28,324
Grants	**17,049**	29,980
	57,797	58,304
Other trading activities		
Fundraising events	**6,638**	5,659
Investment income		
Deposit account interest	**2,666**	3,536
Interest receivable - trading	**95**	59
	2,761	3,595
Charitable activities		
Other Charitable activities	**213,154**	192,337
Total incoming resources	**280,350**	259,895
EXPENDITURE		
Charitable activities		
Outreach	**7,950**	8,609
Activities undertaken directly	**28,706**	28,116
	36,656	36,725
Support costs		
Management		
Wages	**214,666**	198,076
Rates and water	**1,549**	1,524
Insurance	**3,202**	2,793
Light and heat	**5,958**	4,133
Telephone	**9,050**	8,323
Postage and stationery	**2,073**	1,667
Advertising	**2,800**	4,028
Sundries	**4,333**	4,278
Premises expenses	**22,168**	17,711
Advertising	**285**	-
	266,084	242,533
Finance		
Bank interest	**137**	233
Governance costs		
Accountancy and legal fees	**4,026**	5,548
Total resources expended	**306,903**	285,039
Net expenditure before gains and losses	**(26,553)**	(25,144)

Detailed Statement of Financial Activities
FOR THE YEAR ENDED 31ST DECEMBER 2025

	2025 £	2024 £
Unrealised gains/(losses) on investments	**2,328**	249
Net expenditure	**(24,225)**	(24,895)