

COMPANY REGISTRATION NUMBER: NI08860
CHARITY REGISTRATION NUMBER: NIC100884

Camphill Community Mourne Grange
Company Limited by Guarantee
Financial Statements
31 March 2023

Camphill Community Mourne Grange
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2023

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Camphill Community Mourne Grange

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Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2023

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2023.

Reference and administrative details

Registered charity name	Camphill Community Mourne Grange
Charity registration number	NIC100884
Company registration number	NI08860
Principal office and registered office	169 Newry Road Kilkeel Down BT34 4EX Northern Ireland

The trustees

Mr P Dewdney	Chairperson
Mrs M Cotter	
Mrs J E Houston	
Mr A O'Neill	
Ms C Ehrhardt	
Mr M Rascher	
Ms R Purdy	
Mr J McLoughlin	
Mr D Gaw	
Mr D Hanna	(Resigned 8 June 2022)

Company secretary Ms Elizabeth Dixon

Auditor Muir & Addy
Chartered Accountants & statutory auditor
Muir Building
427 Holywood Road
Belfast
BT4 2LT

Bankers AIB
42-44 Hill Street
Newry
Co Down
BT34 1AU

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Year ended 31 March 2023

Solicitors

DWF (Northern Ireland) LLP
42 Queen Street
Belfast
BT1 6HL

C Murnion & Co.
7 Greencastle Street
Kilkeel
BT34 4BH

Structure, governance and management

Governing Document

The company is an incorporated company limited by guarantee. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up, liability is limited to £5 per member.

Recruiting and Appointing New Council Members

The method of selection for all new council members is through appointment by existing council members.

Decision Making

The Management Council, as trustees of Camphill Community Mourne Grange, are responsible for the overall legal and financial management of the Community.

The existing management structure of the Management Council remains in place and the registered manager is included as part of the structure. The council meets on a monthly basis and the registered manager meets with the Council and reports on activity and issues to date. The AGM was held on the 30th of July 2022.

Mourne Grange has an established consultative forum consisting of representatives from the residents, the employees, and life sharing community members. This forum has met on a quarterly basis.

The Community maintains the agreed meeting structure of one main Focus meeting every Monday and a Work Group meeting every month. In addition to this all long term life sharing house coordinators meet on a monthly basis for Home Group to connect on the wellbeing of the houses and residents. Each house continues to meet on weekly basis for a team meeting that includes all house members, residents and employees. If there are specific Community issues or topics that require additional time then specific meetings are arranged.

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2023

Structure, governance and management *(continued)*

Relationships with Any Other Charity or Organisation

The charity is part of a world wide charitable organisation and has relationships with the following companies within the Camphill movement in Northern Ireland - Camphill Communities Trust (NI), Camphill Community Holywood, Camphill Community Clanabogan, Camphill Community Glencraig, Camphill Social Fund (NI) and Association of Camphill Communities UK and Ireland. The Community rents properties owned by Craigowen Housing Association.

The wider Network of Camphill

The Registered Manager continues to fulfil the role of one of the Northern Ireland representatives for the AOCC and has participated in a regular schedule of meetings and the AGM. She is also a Director of the Camphill Insurance Agency.

Mourne Grange also engages in the Northern Neighbourhood and shared interest group meetings that are arranged as and when required. This forum meets regularly and is well attended and fulfils an important role in maintaining a connection between the four communities for sharing issues and future planning.

All staff are registered with NISCC and the agreement of only registering employees or community members who engage with the Community for more than one year is still in place.

Statement of Risks

The main risks to the Company are associated with being adequately funded to continue with caring for the residents supported by Mourne Grange. The ongoing lack of uplifts by one of the key funders, Supporting People, is one of the main issues that impacts on the long-term financial wellbeing of the Company. This issue is consistently raised on a regional level through a range of organisations and progress is negatively impacted by the lack of an operating local Government in NI. The Management Council is responsible for all risks faced by the Community. Detailed considerations of risk are delegated to the mandated groups established to deal with each of these areas. There is a Corporate Risk Register in place which is reviewed annually or more frequently as required and the Management Council is satisfied that all major risks identified have been adequately mitigated, where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

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Year ended 31 March 2023

Policies and Procedures

Camphill Community Mourne Grange maintains a fleet of policies and procedures in line with all required standards as detailed by RQIA, Supporting People and the H&SCTs.

A 3 yearly cycle of review is in place for all policies and procedures, and this was adhered to throughout 2022. Relevant policies or procedures are reviewed more frequently in response to new developments or guidance as required.

A central file for all policies and procedures is held in the main office and on the team site to ensure it can be accessed by all staff at any time. There are also regular notifications of updates or changes to any of the policies and procedures.

Recruitment

There is a recruitment policy in place that includes all of the required checks and processes as detailed by the domiciliary care and ACCESSNI standards.

Mourne Grange has its own licence to complete ACCESSNI checks and follows good practice guidelines of completing a 3 yearly check on all staff and Community members. An inspection was completed by ACCESSNI and no issues identified. Mourne Grange also has its own licence to process applications for NISCC registration and also ensure that the required renewal timeframes are adhered to for all registrants. Mourne Grange continues to hold a grade A status licence to issue Tier 5 charity visas and also skilled worker visas. At present the annual allocation for Tier 5 visas is 25 and all skilled worker visas are applied for on an as and when required basis.

Contracts and job descriptions are in place for all roles within Mourne Grange and updated as required. HR files are also held and maintained for inspection as required.

During 2022 Mourne Grange engaged in a review of the employee structure of two houses within the Community to inform a transition to a life sharing model of provision. This process was supported by external HR support and led to a redundancy process for 9 employees. Following this process there has been an ongoing restructuring of the employees in both houses. The process of establishing a life sharing model of provision, with an appropriate cohort of employee support, will be an ongoing area for development.

Mourne Grange continues to attract an appropriate number of employees and to date has not experienced the same pressures with recruitment and retention experienced by the social care sector in Northern Ireland. This is a positive reflection on the ethos and culture of a positive working environment within Mourne Grange and has also meant that agency staff have not had to be accessed.

In addition to this three new long term life sharing House Coordinators have joined Mourne Grange and this enabled the Community to reopen one of the houses, Aurora, to increase the number of life sharing houses back up to 11 in total.

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To date BREXIT has not impacted negatively on the recruitment of short-term co-workers and at any one time there are 24 from a range of different countries. They complete a recruitment process similar to that of an employee and complete the same range of mandatory trainings and induction. The visa processing timeframe has been affected by the war in Ukraine as UKVI had to direct its resources towards processing visa for Ukrainian refugees but towards the end of 2022 into 2023 this process has improved.

Training/Development

There is a 3 day structured induction and then a process for completion of all mandatory trainings. This also includes the completion of an induction booklet based on NISCC requirements. This process continues to include the area of COVID-19 and reflects any changes in requirements and guidance.

All mandatory training is completed within the required timeframes and a central training database is maintained. Since the employment of an in-house trainer there has also been additional investment in the development of an internal learning management system to inform the provision of tailored online modules for relevant training. Mourne Grange has also successfully registered with the Open College Network and is now able to deliver Health & Social Care modules from level 1 through to level 3.

Specialist additional training is also provided linked to the specific needs of residents, for example in relation to epilepsy and also stoma care.

In addition to the realm of mandatory training there has also been additional training to help to develop connections and positive working relationships between employees and long term community members. A three day felting workshop facilitated by Bernard Graves was arranged and provided a positive forum for people to connect and work together in an alternative way to the normal routines of training and supporting the Community. There are plans to repeat this approach to training as it is important to support and extend people's experiences of training and working together beyond the mandatory expectations.

Mourne Grange continues to enjoy a very positive connection with the Southern Regional College. They provide a tutor to visit Mourne Grange every week to provide classes for our residents in life skills and reading and writing. The residents have a great sense of achievement, particularly on graduation day when they celebrate together and are presented with their certificates.

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Year ended 31 March 2023

Supervision/Appraisal

There is a supervision and appraisal policy in place and all staff who fulfil this role are provided with training. Short term co-workers are also included in this process.

Supervision is provided twice a year and appraisal once a year for all employees and Community members and a central database is maintained to ensure this is adhered to and available for inspection. Records are maintained in each HR or short-term co-worker file.

The format for supervision and appraisal follows the key areas for NISCC registration and also RQIA requirements.

Safeguarding/Child protection

There is a safeguarding and child protection policy in place that has been updated to include the introduction of the Deprivation of Liberty Safeguards element of the NI Mental Capacity Act. The Registered Manager maintains the role of Safeguarding Champion and a safeguarding position report is completed on an annual basis and inspected by RQIA and shared with all relevant H&SCTs.

The registered manager and in house trainer avail of external training in these areas to ensure they are deemed competent to fulfil these roles and also deliver training. The registered manager also continues to attend the ARC Safeguarding Champions network to ensure that she is appraised of any new developments or operational issues.

Health & Safety

Mourne Grange continues to contract with an external H&S consultant who reviews all health and safety standards, fire safety in line with HMO guidelines, associated policies and procedures, practices within the workshops and plans for any new developments and projects. This consultant also engages in the delivery of all related training as part of the induction and mandatory training schedule.

The registered manager fulfils the role of the designated H&S member of staff responsible for this area and works in partnership with the consultant to ensure all areas are compliant and that the corporate risk register is regularly updated. This process continues to ensure all relevant COVID-19 guidance is adhered to.

CCTNI funded the replacement and refurbishment of signage throughout the estate and also repainting the speed bumps and parking areas. New fencing around the duck pond and other areas in the estate was also put in place. A new wheelie bin bay was also built near to the entrance of Mourne Grange which has improved the storage and process of leaving the bins to be emptied.

All planned and response maintenance for both landlords, CCTNI and CHA, continues to be maintained and follow the agreed plans from the stock condition surveys. A Mourne Grange App has been developed which enables house and workshop coordinators to log all maintenance requests with associated photographs. This has helped to maintain a central database of all maintenance requests and also ensure that contractors are more informed about the work that needs to be completed.

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From February 2023 Mourne Grange has taken over all operational responsibility for maintenance for CCTNI properties and to date this is being managed appropriately.

The process of considering a merger between CHA and CCTNI is currently on hold. This impacts on plans to demolish the main block but full planning for a replacement dwelling has been secured. The plans for the replacement building or buildings are still to be confirmed and may involve a nursing care facility or an extension of additional housing for supported living.

CHA plan to complete an energy review of the buildings they are responsible for, to date this has not started. Running alongside this process Mourne Grange has undertaken to address some of the insulation and energy efficiency issues with some of the houses.

There are also plans to extend the use of solar power but the original contractor for this project has merged with another contractor and there is also a delay with NIE processing applications for new solar energy projects. Due to these issues, it has not been possible to progress this project in 2022.

Mourne Grange still intends to apply for planning permission to extend the existing car park and this will be combined with a planning application for minor refurbishments and extensions to the coffee shop building. The plans have yet to be fully agreed and were not at a stage to proceed further in 2022. The plan to reopen the coffee shop will require employing part time staff and the financial wellbeing of Mourne Grange needs to be considered before proceeding with this plan.

The building of two additional houses for long term co-workers has been completed and they have been named as Larch and Cherry. This enabled one life sharing family to move to Larch freeing up Aurora for a new Life sharing couple to join and reopen Aurora as a life sharing house for 3 residents. The second house, Cherry, now offers accommodation for an existing life sharing house coordinator to take over the role of managing St Bronagh. This in turn provided the opportunity for a new life sharing house Coordinator to join Mourne Grange to manage Skellig Michael house.

Objectives and activities

Explanation of the Charity's Aims

The principal aims of the company are the provision of supported living, care and day opportunities for adults with a learning disability and associated difficulties within the framework of a Camphill Community.

Public Benefit

In ensuring that the activities of Camphill Community Mourne Grange provide a public benefit, all our activities are related to one of the following charitable objects:

- The advancement of education
- The advancement of health
- The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

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Year ended 31 March 2023

Explanation of Main Objectives for the Year

The main objectives of the Community are -

- To uphold the ideals of Camphill as outlined in the Memorandum of the Camphill Community.
- Life sharing, through a participatory style promoting inclusion within a mutually supportive social setting facilitating friendship and living and working together as equals.
- Individualised support and care for people with learning disabilities and other associated needs according to the values of dignity, privacy, respect, choice, independence, individuality, empowerment and self-development.
- To create cultural, artistic, and social opportunities both within and outside Mourne Grange.
- To promote work that is personally meaningful, rewarding and contributes to the Community.
- Opportunities include work in the farm, garden, bakery, weavery, wood workshop, flower workshop, candle workshop, food processing and household tasks.
- To create a sense of ownership and responsibility for the development and wellbeing of the Community into the future.
- To provide effective healthcare through involvement of mainstream health care services and multi-disciplinary teams.
- To provide therapeutic support through eurythmy, art, mindfulness and other therapies.
- To work in partnership with stakeholders, residents, families, commissioners, funders, regulators and professional colleagues.
- To provide a high-quality holistic service delivered by trained well supported and motivated workers

Strategies for Achieving Objectives

Mourne Grange will work to ensure continuous improvement to achieve change and higher standards in all of these areas. The Community completes an annual Quality Improvement and Assurance plan, informed by the views of residents, families, employees and community members which is implemented and reviewed on an annual basis. During 2022 the Community focused on

- Restructuring the support for two houses to return all houses to a life sharing model and reopen Aurora to add to the available accommodation.
- There was also a focus on the processes around financial management and the introduction of a new SOLDDO system to minimise the use of cash and offer a more robust financial structure.
- There has been a focus on increasing the provision of day opportunities.
- Consolidating the role of the Voices advocacy group on a regional basis

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Year ended 31 March 2023

Achievements and performance

Details of Significant Activities

During the year the Community undertook a wide range of activities. Some of the highlights include:

Community Life

The changes to COVID regulations and restrictions have meant that the Community has been able to return to a more connected approach to celebrating the key festivals throughout the year and increased social and cultural events. For example, Newry Chamber Orchestra, Abba Tribute band, concerts and plays and the annual dinner dance.

Mourne Grange held a series of craft fairs throughout the year that were open to friends, families and the general public. This included Family Day held at the time of Michaelmas and combined with an Autumn craft fair. In addition to this the Community arranged two pop up restaurant evenings during the summer months.

The changes to COVID regulations have also meant that the Community could start offering the opportunity for groups to come and visit and learn about Mourne Grange and a number of groups from schools and local Community groups have visited, for example the University of the 3rd Age.

Mourne Grange was able to support a range of villager holiday groups both at Christmas and Easter which has been a positive development since COVID regulations have changed.

A number of Community members also enjoyed being able to attend a 5 day Joyful Leadership event hosted by Camphill Glenraig.

A positive connection has also been established with the NI Woodland Trust and a number of joint projects agreed, for example providing a tree bank facility for growing local trees from seed to the stage of being able to be planted in a range of local settings to increase biodiversity.

There have been ongoing events with the other Communities in NI through the annual Community picnic, hosted by Mourne Grange in August, and also a collective gathering for Camphill Community day on the 30th of November.

The Village News continues to be a very positive and accessible way to celebrate the weekly events and share with friends and families.

The Friends of Mourne Grange charity shop is thriving and generates much needed funds for Mourne Grange, for example additional equipment in a range of workshops and also additional outdoor furniture for some of the houses. Mourne Grange also arranged a special event to celebrate the 50th Anniversary of the Friends of Mourne Grange and their lengthy and positive contribution to the life and wellbeing of the Community.

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Connections also go beyond the NI region and a group from Mourne Grange was able to attend the AOCC AGM hosted by Camphill Tiphereth in Edinburgh. A group of residents were also supported to attend the International Disability Congress in Zurich in Switzerland.

The Voices group has continued to meet regularly and engages with the SHSCT Local Engagement Partnership and also the Patient & Client Council Disability Platform.

A group from Mourne Grange also enjoyed attending the annual Learning Disability and Autism award ceremony at the Hilton hotel in Belfast.

Northern Neighbourhood can now be held in person and each Community has enjoyed being able to regularly host the meeting.

Changes to Community Membership

As previously stated, there was a significant restructuring process undertaken to review and change the model of support for St Bronagh and Fairy Grove. This involved a number of employees being made redundant and reconfiguring the remaining staff groups. This process was started in 2022 but will continue to be an ongoing area of development into 2023.

An existing life sharing house coordinator has undertaken the role of supporting St Bronagh and the process of identifying a life sharing support for Fairy Grove is ongoing. In the interim an employed member of the Mourne Grange team continues to support Fairy Grove.

A new life sharing house coordinator has joined to take over Skellig Michael and a new life sharing couple have taken over Aurora house enabling it to reopen as a house for 3 residents. In addition to this there has been an increase to the long-term life sharing team for Avalon as this will support one of the existing house coordinators to become more involved with the plans for reopening the coffee shop.

One long term life sharing house coordinator moved on from Mourne Grange to new opportunities. The Community also had to support one of the long-term life sharing members, who had supported as an art therapist for many years, to move onto nursing care.

Two residents had to be supported to move onto alternative placements. The option of placements for two people were explored on a trial basis but sadly it was not the right setting for them. On a positive note, two new residents have joined the Community and their placements are going well.

It has also been very positive to see the growth in the number of people attending for day opportunities and during 2022 this number increased to 15 in total. This has provided a solid foundation for further developments into 2023.

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Governance

The annual unannounced RQIA inspection was completed on the 7th of November 2022. It was a positive inspection and there were no requirements or recommendations.

Mourne Grange continues to work to all of the requirements of the Information Commissioners Office and in relation to GDPR and there were no data breaches that had to be reported in 2022.

Mourne Grange continues to adhere to all Supporting People standards and the annual contract review was completed with no identified areas of concern.

The annual contract reviews were completed with the Southern, Northern and South Eastern Trusts and no issues were identified. The quality assurance and monitoring reports continue to be completed on a quarterly basis and this also includes the assurance of following Supported Living guidance for management of residents finances.

Annual reviews for all residents were completed for 2022 and were all face to face and included the care managers from the relevant H&SCT teams, families and carers.

A Mourne Grange App for the recording of medication and appointments has been developed and implemented. The system meets all GDPR requirements and ensures that there is an overview of all changes to medication and also that house teams can share appointments and relevant outcomes for residents in a more timely manner.

There are accounting and financial controls in place and the accounts are externally audited on an annual basis. A quarterly letter is sent to the RQIA highlighting all residents with a balance of over £20K.

The financial SOLDO system has become more established and embedded as working practice for the Community and house coordinators. There are regular meetings held with SOLDO to ensure the system continues to meet the financial management needs of Mourne Grange.

There have been no formal complaints for 2022. All compliments and positive feedback are collated.

Financial review

Review of the business

The Community is non-profit making with net deficit before transfers of £205,340 for the year ended 31st March 2023. This level of outgoing resources would have been greater if not for the donations & legacies amounting to £5,465 received in year and the profits on disposal of several motor vehicles amounting to £27,000. Capital assets acquired during the year amounted to £106,109 and included replacement motor vehicles for the community, and the preliminary planning works for the reconstruction of the main block in community.

The deficit incurred in year consumed part of the unrestricted reserve fund brought forward balance of £950,599 to an unrestricted reserve carried forward of £750,214. The community continues to investigate efficiency measures to curb the operational deficit, generate new incomes whilst ensuring a continuity in our excellent service provision.

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Reserves Policy

During the year the Management Council have considered the levels of reserves required by the Charity to be maintained. The Management Council have set a policy that reflects the need to maintain current operations while providing for future commitments. The current policy is to retain within the unrestricted General Fund reserves equivalent to approximately six months normal expenditure.

The unrestricted free reserves of the charity are currently £550,330. This is sufficient to fund approximately 3 months expenditure, which is short of the Management Councils target of six months expenditure.

The Management Councils policy, therefore, is to attempt to build up their unrestricted reserves by means of annual operating net incoming resources, when available. The primary concern of the Management Council is to continue to provide an appropriate level of care and support within the community. Any net incoming resources created will be secondary to this aim and will be dependent on the level of funding provided by the community's funders.

Plans for future periods

Future Developments

Mourne Grange will continue to preserve and promote the principles of the Camphill movement and continue to provide care and support for its residents and day opportunity attenders. In terms of future developments

- It had been hoped that the Coffee shop could have reopened during 2022 and it has been available for residents internally. The needs to refurbish the premises and also employ staff to support the initiative has meant that plans have taken longer to progress than previously anticipated. It is hoped that these can be taken forward and that the coffee shop can reopen in 2023. This will also include associated plans to extend the car park.
- To progress the extension of the use of solar energy within the Community by working in partnership with the identified contractor, NIE and also source funding.
- Continue to proactively support succession planning for life sharing within the Community and also for the therapeutic realm of Community life.
- Progress appropriate plans for the replacement planning permission granted, this will either be for nursing care provision or an extension of the provision of supported living.
- Continue to engage with Supporting People to increase funding and increase the number of places from 54 to 60.
- Continue to work in partnership with the other NI Communities through Neighbourhood and also collective events.
- Continue to engage with the international and regional Camphill networks, this includes hosting the Camphill Youth Conference in May 2024
- Continue to engage with support the consolidation of the Social Fund as an ongoing support to the life sharing realm of Camphill.
- Continue to support and work with the Friends of Mourne Grange as an important source of funding for Community and work life in Mourne Grange
- To continue to develop the Voices advocacy group and their links to other advocacy groups,

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attendance at relevant regional groups and informing policy development.

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 22 July 2023 and signed on behalf of the board of trustees by:



Ms Elizabeth Dixon
Charity Secretary