

## **The Beeches Resource Centre**

### **Report of the Trustees for the Year Ended 31 December 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. 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**

The charity's objects and principal activities are to:

- 1 Advance education by providing opportunities for unemployed people who are learning disabled to participate in programmes of integrated directed training and practical work experience for periods in each case not exceeding twelve months.
- 2 Promote the relief of those individuals with profound learning difficulties who are unable to undertake vocational training by the provision of therapeutic facilities and activities.

##### **Public Benefit**

Purpose 1: The direct benefits which flows from this purpose include improved quality of life, more developed educational and social skills, better health and wellbeing, reduced stress on the disabled beneficiary and their family, a more independent life with greater integration with wider society with opportunities to have a more fulfilled family life, to study, work and be part of the community. Potentially the disabled beneficiary could be exposed to some risk, but benefits gained in terms of independence and self-confidence and improved quality of life far outweigh any real or potential risk. Risk is mitigated by good support planning including contingency plans. These benefits are evidenced through feedback from beneficiaries and their families together with statutory agencies and the other organisations we work with. The beneficiaries are people with learning disabilities in Northern Ireland.

Purpose 2: The direct benefits which flow from this purpose include stimulating beneficiaries with profound learning difficulties who would not otherwise be stimulated or have the opportunity to develop; this can be demonstrated through improved quality of life, better health and wellbeing, reduced stress and beneficiaries with profound learning disabilities not having to travel long distances to receive this level and quality of care. The beneficiaries are people with profound learning disabilities in Northern Ireland. No harm arises from this purpose. Trustees and Employees are required to declare any conflict of interest that might arise.

## **The Beeches Resource Centre**

### **Report of the Trustees for the Year Ended 31 December 2020**

#### **ACHIEVEMENT AND PERFORMANCE**

The following information is presented as evidence of the Beeches Resource Centre's ongoing activities and benefits as related to our stated purposes.

In setting our objectives and planning our activities for the year the Trustees have considered the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities have helped to achieve the charity's purposes and provide a benefit to the beneficiaries.

#### **COVID-19**

Following the declaration by the World Health Organisation (WHO) on March 11, 2020 all community services within the South Eastern Health and Social Care Trust area were advised to cease operations and their staff to be redeployed to other frontline duties as part of the Trust's response to the COVID 19 pandemic.

The Beeches ceased operation on March 20, 2020 and staff were redeployed to the Beeches Nursing Home and Beeches Residential Home.

Resource Centre staff were engaged in providing care and support to clients in these services who under normal circumstances would have attended the Resource Centre as part of their scheduled day care activity plan.

Through April and May there was limited contact with community clients, who along with the rest of the population, were required to remain at home and restrict social contact during the first period of lockdown.

Following an easing of restrictions in late May and June 2020 regional plans were developed to allow a limited return to community services. The Centre reopened on August 10, 2020 with a limited service and restricted capacity due to social distancing measures.

We were able to offer a 2 days per week service to all community clients and we have been able to sustain this level of service throughout both the second and third periods of lockdown.

Unfortunately, we have been unable to facilitate any activities provided by outside providers and clients have been unable to return to college. We recognise that our client group is an extremely high-risk category for developing severe COVID symptoms and our focus has been on ensuring that our service provide them a stimulating, and safe environment.

Early after reopening we focussed on diversional and leisure activities to provide as much enjoyment as possible in the limited time each client attended. The traditional holidays at Halloween and Christmas were particularly special this year due to the ongoing restrictions and the importance of maintaining social contacts and reaching out to others.

From January 2021 there was an increased focus on maintaining health and wellbeing during lockdown. We have provided information sessions and access to online resources prompting exercise, healthy eating and maintaining social contact.

We have worked with Disability Sport NI to offer clients online Zoom classes in low intensity aerobics and Tai Chi classes. Clients have also participated in the NI Virtual Boccia League and the Miles and Smiles Challenge, each part of the Disability NI Stay Active programme.

## **The Beeches Resource Centre**

### **Report of the Trustees for the Year Ended 31 December 2020**

Staff have been using online training resources to increase their skills. A staff member has completed Take 5 Ambassador training. The Take 5 programme is designed to give people of any age and ability five steps to maintain and improve their wellbeing. The Ambassador training raises awareness and understanding of the Take 5 concept and provides resources necessary to disseminate this message to their local community.

The staff member has developed in-house programmes to encourage each client to make and nourish social connections with friends and peers to take care of their mental and physical health.

The Centre has continued to be supported financially throughout the pandemic by its primary funder South Eastern Health and Social Care Trust. This has enabled the Centre to invest on expanding IT infrastructure to maximise the increased use of online resources that have developed during the pandemic. We have expanded our wireless network to provide all clients attending the Centre access to a high bandwidth broadband service.

#### **Future**

The Centre continue to operate under restrictions to its capacity and range of activities imposed by the COVID pandemic. As we approach the end of this current period of lockdown (April 2021) we look forward to a return to a more open service and return to pre-pandemic attendance numbers.

However, we do accept that this is a longer-term goal and that this will be subject to circumstance outside of our control. Whatever situation prevails we hope to continue to provide a beneficial service to as many of our clients as possible. Our approach will continue to be defined by effective infection control measures, effective social distancing, appropriate use of PPE and developing increased use of technology to safely deliver services.

#### **FINANCIAL REVIEW**

##### **Financial Position**

The Beeches operates in an economic environment of financial insecurity for many organisations in the voluntary and community sector. While the Beeches enjoy the continuing financial support of our principal funder (South Eastern Health and Social Care Trust) this support is reviewed annually and this structural uncertainty regarding long-term financial security makes service development an ongoing challenge. Sound corporate governance and adherence to financial management good practice has resulted in a positive outcome for the period.

##### **Principal funding sources**

Aside from a small proportion of income generated via the sale of goods the principal funding sources for the charity are by way of grant income, these are detailed in the notes to the Financial Statements.

##### **Investment policy and objectives**

Aside from retaining reserves each year most of the charity's funds are to be used for continuing operation so there are few funds available for long term investment. The Trustees have decided that the likely return on any investment would not make it prudent to commit any funds at this time to long term investments.

## **The Beeches Resource Centre**

### **Report of the Trustees for the Year Ended 31 December 2020**

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The Trustees have examined the charity's requirements for reserves considering the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be for 3 months. Expenditure for 2020 is £312,934 therefore the target is between £75K and £85K in general funds. This level of reserves is needed to meet the working capital requirements of the charity and the Trustees are confident that at this level we would be able to continue the current activities of the charity in the event of a significant drop in funding. The present level of liquid funds available to the charity is £86,346 which falls well within the target range. In the short term the Trustees have also considered the extent to which existing activities and expenditure could be curtailed, should such circumstances arise.

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

##### **Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 17 May 1990. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

##### **Organisational structure**

Under the requirements of the Memorandum and Articles of Association the Subscribers to the articles shall be members of the Company. The Beeches Resource Centre has a Board of Members of not less than three members (a quorum). Members are approved by the directors. Members may leave at any time by giving the required notice. Membership is not transferable and ceases on death.

Under the requirements of the Memorandum and Articles of Association there shall be no less than two directors. The Directors of the company are also charity Trustees for the purposes of charity law and under the company's articles are known as Directors of the Company.

Directors may exercise all the powers of the Company. At present there are two Trustees who are involved in the delivery of the service. They have overall responsibility for strategic planning, policy development, risk management and financial governance. The Trustees delegate authority to a Registered Manager for day-to-day administration of these matters.

The Registered Manager is responsible for managing all day-to-day operations and service delivery processes in accordance with the charity's stated purposes.

## **The Beeches Resource Centre**

### **Report of the Trustees for the Year Ended 31 December 2020**

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

##### **Induction and training of new trustees**

New Trustees are invited to an induction meeting to familiarise themselves with the charity and the context within which it operates. These are facilitated by an existing director of the Company, they cover:

- The obligations of the Board of Trustees.
- The content of the Memorandum and Articles of Association.
- The Committee and decision-making processes.
- Current financial position.
- Plans and objectives.

Candidates are encouraged to attend a series of quarterly management meetings to familiarise themselves with the work before committing themselves to the role if this is agreed as appropriate. Trustees are encouraged to attend appropriate training events in-house and external, where these will facilitate the undertaking of their role.

##### **Related parties**

Related Party transactions are noted on page 20 of the Financial Statements.

## The Beeches Resource Centre

### Report of the Trustees for the Year Ended 31 December 2020

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Principal Risks and Uncertainties

**Risk Management:** The Trustees have undertaken a review of the risks to which the charity is exposed. Systems or procedures have been established to mitigate the risks the charity faces. These include having in place a Risk Framework and Risk Register. The Trustees delegate elements of the risk management process to the Registered Manager and her management team, while retaining responsibility to review and consider key aspects of the process and results. Trustees retain responsibility to monitor the charity's corporate governance systems. Trustees recognise that a sound internal control system, embedded in operational activities, that is responsive to internal and external changes and immediately addresses identified control weaknesses is a key and essential component of risk management.

Identified principal risks include:

- Governance
- Operational
- Financial
- External
- Compliance (law or regulation)

Key controls used by the charity include:

- Formal agendas, minutes and action plans for all trustee/management activity
- Strategic planning, budgeting and management accounting
- Established organisational structure, lines of reporting, segregation and delegation of duties
- Formal written policies and procedures for HR, finance, risk management, health and safety, etc.
- Clear authorisation and approval levels.

**Data Protection and Information:** The Trustees are very conscious of their responsibilities regarding the use and protection of data in relation to client personal data and its appropriate use. Following the implementation in May 2018 of General Data Protection Regulations (GDPR) the Trustees implemented a review of the management storage and use of data held by the charity.

**Uncertainties:** The charity's long-term funding continues to remain dependent on political decisions regarding the regional strategy for health and social care services. However, the charity has a good reputation, and its services and programme are effective and highly valued by its beneficiaries. The Trustees believe the charity has an excellent management team, strong staff, and good governance protocols. Reserves are currently sufficient to meet its stated requirements and the Trustees believe the charity will be able to continue as a going concern.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Company number

NI024481 (Northern Ireland)

##### Registered Charity number

103707

## **The Beeches Resource Centre**

### **Report of the Trustees for the Year Ended 31 December 2020**

#### **Registered office**

9/11 Lurgan Road  
Aghalee  
Craigavon  
Co. Armagh  
BT67 0DD

#### **Trustees**

Mr J B Wilson  
Mrs D Tregaskis-Sloan

#### **Company Secretary**

Mrs D Tregaskis-Sloan

#### **Independent Examiner**

McCleary & Company Ltd  
Chartered Accountants  
Garvey Studios  
14 Longstone Street  
Lisburn  
Co. Antrim  
BT28 1TP

#### **Solicitors**

Mills Selig Solicitors  
21 Arthur Street  
Belfast  
BT1 4GA

#### **Bankers**

Danske Bank  
Portadown Finance Centre  
45-48 High Street  
Portadown  
BT62 1LB

#### **Subscribers:**

Mr JP Wilson  
Mrs F Wilson  
Mr J B Wilson

#### **Staff team:**

J Lamont-Crawford, Registered Manager  
O Hamill, Deputy Manager  
J Campbell, Deputy Manager  
A Woods, Day Care Worker  
K M McHugh, Day Care Worker  
A Quinn, Assistant Day Care Worker  
A Noade, Assistant Day Care Worker  
N Lamont, Driver

**The Beeches Resource Centre**

**Report of the Trustees  
for the Year Ended 31 December 2020**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 29 April 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'J B Wilson', written in a cursive style.

Mr J B Wilson - Trustee