

The Beeches Resource Centre
Report of the Trustees
for the Year Ended 31 December 2023

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 2023. 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 2023

ACHIEVEMENT AND PERFORMANCE- April 2023-March 2024

The following information is 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.

To this end the Centre has sought to use a wide range of local individuals and organisations to provide practical and informative advice, provides a diverse range on on-site activities and events that encourage each client to make and nourish social connections with friends and peers and to take care of their mental and physical health.

“Moving On and Planning Ahead” workshop

Caroline McGrath (SET Community Health Development Practitioner)

- Chi Me
- Online Safety Workshop
- Personal Relationship Seminar

Recycling Workshop (facilitated by LCCC)

RSPB Educational Talk & Nature Walk through Portmore Nature reserve

Musical Showcase in Aghalee Village Hall (Lottery funding)

“Singing for the Brain” with Edele (Alzheimer’s Society)

Magic Lee Act (June 2023)

Tom the Music Man

As well as these events, Centre staff follow an in-house programme of varied activities and events designed to support the development and maintenance of key personal, daily living, and social skills of our clients. They help to build the participants’ confidence and cover a variety of disciplines including communication, healthy living, mental health, and mindfulness,

The needs and progress of each client is assessed continuously, and regular reviews are held to discuss and review the personal and social development of each client as well as any challenges they face and changes in need that may affect their placement.

Feedback from our annual quality assurance survey demonstrated high level of satisfaction among stakeholder for the benefit of the service we delivered.

Future

We remain mindful that both statutory and voluntary community services face serious challenges in respect of both long-term funding and recruitment and retention of staff. Despite continuing to advertise job posts, management are finding it increasingly difficult to fill several current vacancies for the centre.

Our key action for the next year is to focus on recruitment and retention of staff to ensure the service’s sustainability through a robust and well led staff team.

The Beeches Resource Centre

Report of the Trustees for the Year Ended 31 December 2023

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 enjoys 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

Except for 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.

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 2023 is £297,054, therefore the target is between £72K and £77K 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 £153,248 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 has 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.

The Beeches Resource Centre

Report of the Trustees for the Year Ended 31 December 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

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. 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.

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 shown at note 11 on the Financial Statements.

The Beeches Resource Centre
Report of the Trustees
for the Year Ended 31 December 2023

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. The trustees are satisfied that appropriate actions have been taken and policies are in place to ensure that as far as possible, the charity is compliant with the requirements of GDPR.

Uncertainties: The charity's operational funding relies on a single statutory source. We are encouraged that a new assembly is in place. However, this has not yet translated into a published programme for government, and we await details about the regional strategy for delivery of health and social care services in the future. As such, our funding continues to be renewed on a year-to-year basis. The charity has a good reputation, has consistently excellent monitoring reports from RQIA and its services and programmes are effective and highly valued by its beneficiaries. The trustees believe the charity has an excellent management team, strong staff, and good governance protocols.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

NI024481 (Northern Ireland)

Registered Charity number

103707

Registered office

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

The Beeches Resource Centre
Report of the Trustees
for the Year Ended 31 December 2023

Trustees

Mr J B Wilson
Mr J Wilson

Company Secretary

Mr J B Wilson

Independent Examiner

John McCleary FCA
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 J P Wilson
Mr J B Wilson

Staff team:

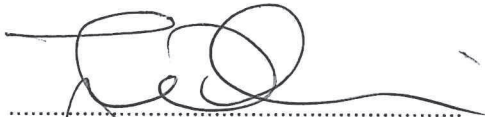
J Lamont, Registered Manager
O Hamill, Deputy Manager
J Campbell, Deputy Manager
A Woods, Day Care Worker
A Curran, Day Care Worker
T Farr-Watson, Day Care Worker
L Bunting, Day Care Worker
A McCann, Assistant Day Care Worker
L Haughian, Assistant Day Care Worker

The Beeches Resource Centre

**Report of the Trustees
for the Year Ended 31 December 2023**

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 23 July 2024 and signed on its behalf by:



.....
Mr J B Wilson - Trustee