

COMPANY REGISTRATION NUMBER: NI031054
CHARITY REGISTRATION NUMBER: 108628

Camphill Community Holywood
Company Limited by Guarantee
Financial Statements
31 January 2024

Camphill Community Hollywood

Company Limited by Guarantee

Financial Statements

Year ended 31 January 2024

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Camphill Community Holywood

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

Year ended 31 January 2024

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 January 2024.

Reference and administrative details

Registered charity name Camphill Community Holywood

Charity registration number 108628

Company registration number NI031054

Principal office and registered office 8 Shore Road
Holywood
Down
BT18 9HX
Northern Ireland

The trustees

Mrs A Diesel
Mr S Baird
Ms E Le Fevre
Ms H Steffen
Mr S Wilson
Ms A Y Clayton (Appointed 17 October 2023)
Mr M D Holecki (Appointed 17 October 2023)

Company secretary Camphill Community Holywood

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

Bankers Ulster Bank
Belfast City Business Centre
3rd Floor
11 - 16 Donegall Square East
Belfast BT1 5UB

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

Year ended 31 January 2024

Structure, governance and management *(continued)*

Governing Documents

Camphill Community Holywood is a charity registered with the Charity Commission for Northern Ireland and is a 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.

Charitable status

Camphill Community Holywood received confirmation of their Charitable status on the 17th February 2022. The financial statements for the year ended 31st January 2023 represent the first period of accounting as a charity.

Recruiting and Appointing New Council Members

All Trustees shall be appointed at the AGM. Up to one- third may be nominated by Coworkers, for consideration for appointment in accordance with its articles.

Decision making

The Management Council, as trustees of Camphill Community Holywood, 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.

Camphill Community Holywood has an established Consultative Forum consisting of representatives from the residents, coworkers, friends of the community, parents or representative residents, person known or associated with the Community or another Camphill Community, for more than one year. This forum has met on a quarterly basis.

The community maintains the agreed meeting structure of monthly care meetings, monthly resident house meetings. If there are specific community issues or topics that require additional time, then specific meetings are arranged.

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 Community Trust (NI), Camphill Community Mourne Grange, Camphill Community Clanabogan, Camphill Community Glenraig, Camphill Social Fund (NI) and Association of Camphill Communities UK and Ireland.

The wider Network of Camphill

Camphill Community Holywood also engages in the Northern Neighbourhood forum 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 care staff are registered with NISCC and the agreement of only registering employees or community

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Structure, governance and management *(continued)*

members who engage with the community for more than one year is still in place.

Policies and procedures

Camphill Community Holywood maintains a suite of policies and procedures in line with all required standards as detailed by RQIA and H&SCTs. A 3 yearly cycle of review is in place for all policies and procedures, and this was adhered to throughout 2023/24. 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 ensuring that it can be accessed by all staff at any time. There are also regular notifications of updates or changes to any policy and procedure.

Recruitment

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

Camphill Community Holywood uses a separate provider for Access Ni checks and follows good practice guidelines of completing a 3 yearly check of all Coworkers. Camphill Holywood also has its own process to register applicants for NISCC and ensures that the required renewal timeframes are adhered to for all registrants.

Contracts and job descriptions are in place for all roles within Camphill Community Holywood and are updated as required. HR files are also held and maintained for inspections as required.

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

Training Development/Supervision/Appraisal

Camphill Community Holywood provides induction training for all new coworkers in line with regulation requirements. Training is delivered through face to face and online Platform and also through outside providers. Annual refresher training is completed by all permanent coworkers.

There is a supervision and appraisal policy in place. Short-term coworkers are also included in this process.

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

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Year ended 31 January 2024

Safeguarding/child protection

There is a safeguarding and child protection policy in place. The Registered Manager maintains the role of Safeguarding Champion and a safeguarding position report is completed on an annual basis. The Manager and Senior coworkers receive Safeguarding & Child protection training and a nominated person is appointed for each area in the community.

Objectives and activities

The principal aim of the company is 'The provision of residential care and running of day opportunities within Camphill Café for adults with learning disabilities within the framework of a Camphill Community.'

Public Benefit

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

- The advancement of health
- The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage
- Provision of care to and advance the education and training of people with a disability, the young, the old, or people otherwise in need

Mission statement

To contribute to the creation of opportunities for people with moderate to mild learning disabilities, low care needs and unimpaired mobility, within the overall development of the Camphill Communities of Northern Ireland and throughout the UK and further afield. To maintain a person-centred approach with appropriate support, care and the provision of a social, therapeutic environment within the context of a Life Sharing community as practised by Camphill Communities worldwide. To provide a supportive environment which will facilitate the attainment of a level of independence appropriate to each individual and within which they can work and socialise without fear or undue risk. To provide work for, and with, volunteers and people with disabilities in a commercial setting.

Explanation of Main Objectives for the Year

Camphill Community Hollywood continues to work towards its Strategic Plan 2021-2026- **'Steps Towards a Thriving Community.'**

The main objectives of the Community's Strategic Plan are-

- Inspire and support more people to join the community: through day opportunities programmes, living and care opportunities, volunteer and employment opportunities and Board opportunities.
 - Strive for and foster a sustainable community: through financial stability and prudent use of community resources, promoting and developing environmentally responsible practices within the houses and workshops and by reducing carbon footprint of the community.
 - Support individuals to learn and develop skills: through social therapeutic practice, supporting individual social, cultural activities, and intellectual training and development opportunities for all community members, providing opportunities to take on responsibility and grow the community.
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Year ended 31 January 2024

Strategies for achieving Objectives

Over the year Camphill Community Hollywood has implemented some of the key steps to progress the development of its Strategic Plan 2021-2026. These are:

- Installation of a new boiler heating system in the residential unit.
- Development of our floor space and passageway in the Camphill Café, electrical rewiring and the introduction of LED lighting as well as overall improvements and a refresh of the internal spaces.
- Complete the application for variation with RQIA and admitted a new resident.
- Staff continued training for level 3 and completed staff level 4 Health and Social Care.
- Successful Application of Tier 5 -Volunteer Visa seen a return of annual international life sharing Coworkers.
- Continued engagement with other organisations to develop the garden spaces for residents and successful grand application for new garden furniture.

Achievements and performance

Camphill Community Hollywood key focus area in 23/24:

- (1) Rejuvenation of Community life now that covid restrictions have been fully stood down, introduction of a 5th resident and reintegration of international volunteers into the community
- (2) Investment in facilities to support the objectives in the Strategic Plan 2021-2026.
- (3) Restructuring and development of the Camphill café.

To monitor the wellbeing of the community annual surveys have been conducted. A Summary of the result are as follow:

Staff and resident engagement

Annual resident survey revealed that 100% of the resident community are happy living in Camphill Community Hollywood Houses. Furthermore, all residents have felt part of the community, are supported to have contact with family and friends and are able to participate in activities. Resident's stated that they most enjoyed having a laugh, story time with staff and going out on trips.

"I get to do lots of activities"

Camphill Communities Engagement Survey evidenced an increase in coworker satisfactions. 100% agree that they were appreciated for the work they do in the community. 88% agree they were part in the decision-making process and have been listened to. 88% agree there is a good work life balance provided. The survey revealed following comments:

"cannot imagine not working here"

"Fab manager, friendly staff, resident cared for, varied and interesting work and a nice spiritual ethos"

"very caring and professional organisation, with consistently high standards, giving priority to the care and nurturing of residents at all times."

"Very well run and nurturing organisation, ideal living conditions for the residents, with very good day opportunities and a good home environment for them. Staff/volunteers are well looked

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after, making it a pleasant and friendly place to work."

Community Life

The year started with universal masking to be replaced by a daily risk assessing process and by April 23 the standing down of all covid restrictions. This was a great milestone and allowed the community to open to its family, friends and customers without restrictions.

Easter was the first community festival that took place without any restrictions and was enjoyed greatly.

Across the year a high volume of maintenance and improvement work has been completed. Work consisted of new heating system and an additional resident room in the residential Home. Re-organising of the floor layout in Camphill café, electrical work and investment in energy efficient LED lighting and additional new equipment to support Camphill Café Day Opportunities. Residents were able to join regular work in Camphill Café and/or other day activities.

Together with other initiatives three volunteer garden days took place. The community received donations of additional plants and spaces have been further developed. New garden furniture has been sourced.

Residents have been supported to visit family and friends. Individual transports, flight assistance and cross boarder travel has been facilitated by Camphill Community Hollywood to facilitate family time.

The introduction of an additional house for coworker accommodation to receive its first group of international volunteers post Brexit and pandemic.

Camphill Community Hollywood was a finalist in the Care Awards for best Manager.

Festivals/Outings

Camphill Community Hollywood followed its annual cultural festival calendar. Lifting of the remaining restriction has allowed for a variety of events. Celebrating the cycle of the year with the wider community and friend. Residents enjoyed a variety of trips out in the local area, attending music festivals and holidays with family and friends. Christmas time saw the return of bell ringing and carol singing performances and celebrating the Hollywood town Light switch-on featuring Camphill Hollywood residents, Coworkers and local customers.

The community took the opportunity to visit other community open days and joint community festivals.

Covid -19 Management

The Community continued to follow guidance in place for residential care to safely manage Camphill Community Hollywood during the pandemic. A daily risk assessment process was introduced to ensure the communities safety when universal masking was discontinued. In April 23 all restrictions were stood down. The Community noted one outbreak during 2023/24. All affected recovered without complication. Camphill Community Hollywood maintains LFT, PPE supply and has reviewed its outbreak management procedure as and when required. Regular communication within the residential care unit and Camphill Café, day attendees, parents and other stakeholders continued.

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Camphill Café/Day opportunities

Day opportunity has been provided five days per week and attendee numbers have remained stable throughout the year. Attendees participated in a range of activities from baking, food preparation and cooking, customer service and barista skills, restocking of goods, pricing and working supported at the till. Camphill Café continued to improve its range of organic artisan goods produced on the premises with the support of its day attendees. Camphill Café developed new menus, hosted workshops and events. New Point of sale equipment has helped to provide a more efficient service.

In March 2023 Camphill Café won Retail Bakery of the Year in the Food Awards.

Essential maintenance work has been completed, including redevelopment of the passageway, installation of LED lighting and general improvements.

Governance

RQIA inspection carried out 2 inspections.

May 2023 an announced Estate inspection and in September 2023 an unannounced care inspection. No Quality improvements actions were identified. The annual contract reviews were completed with the Southeastern and Belfast HSC Trusts and no issues were identified. Annual Care reviews have been conducted and annual resident surveys were completed.

Training- all mandatory training requirements were adhered to. Training delivery was conducted, face to face, online and zoom training. All staff engaged in relevant training opportunities, not only to satisfy the mandatory requirements but to further professional development. Permanent Coworkers have continued to be engaged in Health & Social care training Level 3. Health and Social Care level 4 training was successfully completed by a senior coworker.

There has been one formal complaint in 2023 and was resolved satisfactorily, all compliments and positive feedback are collated. The annual safeguarding position report has been produced and shared with HSCT.

Financial review

During the current financial year, Camphill Community Hollywood experienced a net expenditure (excess of expenditure over income). Although this represents an increase in net expenditure, it is important to note that the prior year's operational position was heavily bolstered by Covid support grants and assistance from Camphill Communities Trust (NI), amounting to a combined total of £95,833. In light of the substantial support received in the previous financial year, Camphill Community Hollywood has made significant progress towards establishing a sustainable business model, as evidenced by:

An increase in residential care income from £233,442 (2023) to £279,854 (2024) and came about as a result of stability in residential care with an increase in provision and all bedspace occupied throughout the year.

An increase in charitable trading income from £206,039 to £271,164 has come about due to the loyalty of our customers and an increase in product lines which include:

- our cafes wholesome organic menu,
- range of organic Breads
- wide range of foods, seasonal fruits & vegetables.
- Speciality health supplements.

The financial support received by Camphill Communities Trust (NI) (£22,000) continues to provide stability during these unpredictable and challenging economic times. The Trustees of Camphill

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Community Hollywood are greatly appreciative of this continued support from the Chief Executive & Board of Trustees of Camphill Communities Trust (NI).

Further detail of our financial performance can be found within these Financial Statement.

Reserve Policy

During each year the Trustees (Trustees) of Camphill Community Hollywood (Hollywood) consider the levels of reserves to be maintained by the organisation. Currently, Camphill Hollywood seeks to hold unrestricted reserves representing two months operational expenditure. Camphill Hollywood requires this level of unrestricted reserve for the following purpose

- Operational cashflow
- Mitigate impact of any loss of trade within the workshop
- Loss of residential care funding
- The event of organisational wind up or redundancy.

The Trustees policy is to attempt to build up the unrestricted reserves by means of operational surplus, when available. The short to medium term objective of the Trustees is to build reserves in an effort to create a platform of stability and growth in realising the objectives laid out within the 5-year business plan.

Plans for future periods

In the prior year the foundation was laid for the development work completed in Camphill Café and Residential Care unit. The building work and essential maintenance has now been completed. It is expected that in the coming year the following work will be progressed:

- Development of packaging workshop to increase day opportunity provision and purchase of new equipment to continue to develop Camphill café menu.
- Continue to work in partnership with other NI Communities through Neighbourhood and collective events.
- Continued development of international volunteer Coworker
- Establish and grow cultural events with inclusion of wider community, friends and family.
- Review of staffing structure

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;
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- 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

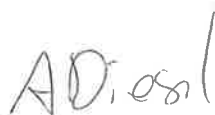
Each of the persons who is a trustee at the date of approval of this report confirms that:

- 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.

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 15 October 2024 and signed on behalf of the board of trustees by:



Mrs A Diesel
Trustee

Camphill Community Holywood
Charity Secretary