

# Hartlepool Special Needs Support Group

## Trustees Annual Report 2016



### Hartlepool Town Hall 2016



“At the Movies”

# TRUSTEES REPORT 2016

*From 1st January to 31st December*

## **Structure Of The Organisation**

Hartlepool Special Needs Support Group is a Voluntary Organisation and consists of:-

### **Trustees**

Jayne Shepherd	-	Chair	Re-Elected January 2015-2018
Julie Carter	-	Secretary	Re-Elected January 2016-2019
Kevin Brookes	-	Treasurer	Elected January 2015-2018
Ewelina Bartram	-		Elected January 2015-2018
Jamie Allison	-		Co-opted November 2015-2018
Grace Guerin	-		Co-opted November 2015-2018

**Recruitment of Trustees**—Members can nominate trustees or themselves for positions, also trustees can appoint co-opted trustees.

### ***Met a total of 24 times***

The Trustees meet monthly to monitor and set targets and discuss a range of issues relating to the efficient running of the group, including operational and financial reports from the Manager-Co-ordinator to whom the Trustees have delegated the day to day running of the Group. Additional or informal meetings are also held as required. Full members meeting are held at least three times a year.

### **Staff**

Pat Allison	-	Manager-Co-ordinator
Julie Parker	-	Senior Administration
Michelle Hall	-	Administration
Hilary Ward & Trevor Roe	-	Supervisors
Bank of Staff 15	-	Support & Care
Extra re: Summer 23	-	Support & Care

### **Beneficiaries**

- 94 Families made up of the following:
- 83 Families with 1 child who have a disability
- 6 Families with 2 children who have a disability
- 5 Affiliated members

### **Address**

Resource Centre  
109 Park Road  
Hartlepool  
TS26 9HR

### **Chartered Accountants**

Waltons Clark Whitehill Ltd  
Maritime House  
Harbour Walk,  
The Marina  
Hartlepool  
TS24 0UX

### **Bankers**

Yorkshire Bank  
118 York Road  
Hartlepool  
TS26 9BT

## Chairs Report 2016

Another fantastic and successful year for all at Hartlepool Special Needs Support Group. As always my gratitude goes to Pat and Julie, staff members and volunteers who not only ensure the continued smooth running of the group but who also play a huge part in enhancing the lives of our children and young adults.

The Core Fund Raising Group has gone from strength to strength this year, working hard to raise funds to create a brand new multi-sensory room.

Other plans to update the centre are also being considered by the trustees and we look forward to sharing our ideas soon. Watch this space!  
Looking forward to an exciting 2017!

Jayne Shepherd  
Chair of Trustees



**Core Fundraising Group—Superhero Stroll**

## **History**

Hartlepool Special Needs Support Group was established in 1989 and became a Registered Charity in 1990, **No. 1031151**, which is governed by its Constitution.

We have been providing this service for twenty seven years and have a proven track record of managing large sums of money effectively. In 1999, we started operating from our own premises.

Over the years, we have become recognised as a specialist provider of services in our field. It is very apparent that our young people have an enhanced quality of life, are growing in confidence and are gaining the firm foundations and experiences upon which they can build in order to enjoy future opportunities.

## **Aims and Objectives**

The Charity shall serve families, children and young people in the Borough of Hartlepool and those attending schools in this Borough (herein called “the Area”). From birth onwards, (herein referred to as young people). Such young people who enrol as children may remain as members after the age of 18, if deemed mutually appropriate by all parties.

To alleviate the needs and advance the education of children and young people with various profound physical or learning disabilities with varying complex needs, including life limiting conditions, and to support their families and carers. An essential part of our service is to raise public awareness and change preconceptions about disability by encouraging inclusive activities through taking part in activities set in the public domain.

## **The Manager-Co-ordinator and her team work hard to achieve the Groups objectives by carrying out the following:**

- Develop the group, encourage participation, recruit, train and support volunteers
- Design appropriate programmes of activities both at centre and outreach and look for new opportunities
- Support the children and young adults under their care
- Provide support and information to parents
- Develop links with other agencies
- Maintain links with existing funding sources and research potential funders
- Ensure the smooth running of the resource centre

## **Contingency Policy**

The Trustees agreed to continue this policy of keeping a contingency fund equal to six months running costs of the group. This policy is reviewed and monitored regularly.

## **Risk Management**

The trustees have put systems in place to mitigate any major risks which affect the Charity.

## **Public Benefit**

The Charity Trustees consider they have complied with their duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

## Resource Centre and Out In The Wider Community

The following services are enjoyed at our centre and extra social events continue to be popular:

- Support, information sessions for parents, carers.
- Parent, carer, baby, toddler group - Thursday, 10 am to 12 pm. Term time only. Signalong and singsong sessions plus a Santa visit.
- Children's Fun Club, once a week term time plus extra outings.
- Youth Club, once a week plus occasional outings.
- Get Together Club, once a week during term time.
- Drama Group, once a week plus extra sessions, events and outings.
- Friends Fun Club sessions and events.
- Members own children's parties.
- Training and awareness sessions.
- Associated group's use.
- Family Nights- Fish and Chips, BBQ suppers all with bingo, games.
- Fundraising events (*see Donations-Fundraising*). We had our own Santa's Grotto by decorating a gazebo beautifully and placing in the main hall. This was well used by all resource centre activities and regular clubs.



**The Resource Centre**

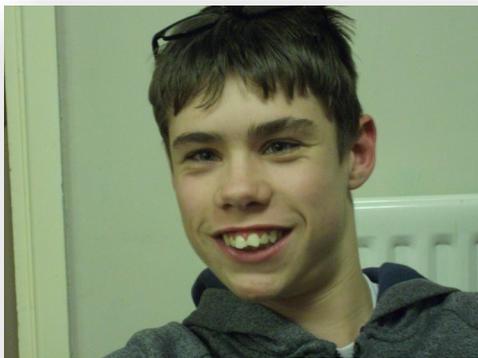
## Children's Fun Club x 35 sessions - plus 5 extra sessions

This club is held every Monday evening during term time. It is a popular club for children aged 3-12 years that involve activities such as arts, crafts, light room, playroom and themed parties. The children also enjoyed participating in extra sessions with children's entertainers magic, disco and circus tricks; these sessions also included lunch. The children loved creating their own 'Fluffy Friend' which included Easter ducks, Christmas teddies and polar bears in October, their Halloween party went down a treat and Santa gave out gifts at their Christmas party. Other members are invited to attend these extra sessions. Attendance at this club is always popular and is 15 at present.



## Youth Club x 38 sessions

This is held every Wednesday evening during term time, for young people aged 12 years plus, or when agreed it is appropriate for the needs of a young person. The young people meet up to chill, chat and relax with their friends, the new relax corner with comfortable easy chairs is thoroughly enjoyed. Other activities include watching films, playing pool or computer games. At Christmas the young people decorated Santa and snowmen decorations to take home. They took part in the groups' Christmas Jumper Day fundraiser, finishing the year with a Christmas party and a visit from Santa. Youth Club attendance continues to be at its full capacity.



## **Get Together Club x 38 sessions**

This is held every Wednesday during term time for over 18's. Their tasks have included crafts for the core fundraising group, wrapping Santa gifts for other clubs, itemising articles after various events, shopping, delivering messages, general office duties and preparing items for our fundraising events. The club also set up and hosted our Autumn fayre -a first on a Wednesday - which proved to be a great success. The young adults enjoyed serving delicious refreshments at their Easter and mince pie afternoons to members and the public. Their social visits to Sambuccas, The Windmill and AVenue for lunch have thoroughly been enjoyed.

## **Constellation x 34 sessions**

Constellation are a group of young people aged 13+ who really enjoy performing. Sessions are held on a Thursday 6-8pm during term time. There is lots of individual and group work, practicing, dancing, singing, mime and signing as well as time to chat and meet friends. The year started with the stars performing at Mary Fleet Ceremonial Mayors Church Service. They competed in the Pulse sub regional competition and were again given positive feedback , also performed at Catcote Academy for their European visitors and summer fair. The stars held their annual show "Constellation and Friends at the movies" at the Town Hall Theatre Hartlepool—their home town. Constellation have attended some live theatre shows and are always an enthusiastic and supportive audience.



## **Friends Fun Club x 31 sessions plus 2 with Constellation**

The Friends Fun Club continues to run on a Sunday at present. The children age 3-13 years, really enjoy singing on the microphone, dancing and performing –and there is always time for some fun and games! What a bunch of characters this group are - the Town Hall Theatre, Hartlepool did not bear any resemblance to the fun and games in our practices, however it was a success and the children have made excellent progress over the year leaning new skills and gaining confidence. The children receive their achievement awards at the annual Constellation and Friends presentation evening, held at the Grand Hotel, Hartlepool. Their Christmas celebration at the resource centre got all the audience in the spirit of the season and the year was finished off with a party and a visit from Santa bearing gifts.

## Hartlepool Special Needs Support Group – Summer Scheme 2016

The summer programme as usual was a great success with an increase of new beneficiaries participating in the activities and looking forward to the various other services to be involved in.

69 Children and young adults with additional needs

24 Siblings

42 Support & Care Staff

14 Volunteers

1 Work Placement

4 Personal Assistants

2 Administration Staff

1 Manager

### The majority of parents responding said:-

That their child or young adult came home happy, enjoyed the activities and all the staff were helpful.

“**Sophie** has really enjoyed summer scheme the carers have been brilliant, caring and friendly.”

“Great guidance and structure for **Chloe.**”

“**Alex** has loved being in the big room this year loves the bikes. “

“Vital summer service provides social and leisure opportunity for my son that I trust “:**Rhys**

“**Sam and Amy** both enjoyed the scheme always happy when arriving and home time”



### **The majority of staff and volunteers said:-**

The senior staff were very helpful and they got enough support to help with their role.

They enjoyed themselves and are interested in coming back

All staff were supportive and helpful at all times.

“Loved all children and young adults, its been a pleasure working with them” - **Chelsea**

“Children and young adults are well supported and ensured safe throughout the scheme” - **Louise**

“I loved the fact there is lots of different activities for all children and young adults to enjoy, I cannot wait to come back” - **Shelby**

### **The majority of children said:-**

They enjoyed the variety of activities on offer and would love to come again.

“Our children and young adults identified the summer scheme gave them the opportunity to come along socially to meet, make new friends and enjoy the varied programme of activities always finding something for individuals to participate in.”

### **Activities on offer included**

Swimming, sport sessions, crafts, computer games (Wii), pottery painting, stuff a fluffy friend, specialised bikes and outside play, belly-dancing, zumba, tandems, bouncy castle, children's entertainers, fire engines, trampoline sessions, photography training and competition, ice-creams and face-painting. Outings – Adventure Valley & Cinema-Pizza Hut.



<b>Out of School Activities-Trips and Parent-Carers Social Events</b>	<b>TOTAL VISITS</b>	<b>TOTAL PEOPLE</b>
Little Mix - Metro Radio Newcastle	1	46
Billy Elliott—Sunderland Empire Theatre	1	61
X Factor—Metro Radio Newcastle	1	56
Disney On Ice—Metro Radio Newcastle	1	61
Caribbean Cocktail Night—resource centre	1	28
Pamper Session, facial, massage, and afternoon tea—College of Further Education	1	8
Race Night—Belle Vue	1	62
American Themed Night—resource centre	1	21
Retro Rewind Evening - resource centre	1	22
Curry Night—resource centre	1	28
Lion King—Hartlepool Town Hall Theatre	1	60
Indian Themed Night—resource centre	1	10
Italian Themed Night—resource centre	1	24
Stockeld Christmas Adventure, Enchanted Forest, Ice Skating, Maze and Skiing	1	74
Children's Fun Club Extra Sessions— Feb, Easter, Whit, Summer, Oct	1	100
Social Evening Flix Cinema	1	24
Cinema visit and Pizza Hut lunch	6	177
Social Afternoons—Greensides, Lloyds, Sizzlers, Sambuccas, Toby Carvery	5	98
Jump 360—Trampoline park	1	33
Fun Shack Soft Play Clip & Climb Stockton	2	66
Adventure Valley Outside Play, Farm and Activities Durham	1	30
AMF Bowl—Washington	1	28
Family Night—Fish & Chips, Pizza & Garlic Bread, BBQ	2	35
Christmas Party with disco, buffet, prizes and gifts—Catholic Club	1	121
Sleeping Beauty Pantomime, Sunderland Empire Theatre	1	98

## Information Sharing

We continue to work closely with the voluntary and statutory sector, inviting speakers to our base and also visiting events in the community.

## Work Placements

Continue for some of our young adults and Catcote Academy students who complete set tasks term time weekly.

## In House Training

### Course

Basic First Aid –Local Authority

### Attendees

1 Tutor

20 Support staff and volunteers

Personal Profiles, Disability Awareness,  
Child protection, Health & Safety Awareness

Manager and Trustee

20 Support staff and volunteers



**Clip & Climb Stockton**



**Funshack**

## Hartlepool Special Needs Support Group Annual Awards

This is from 1<sup>st</sup> January to December 2016, restarting each year.  
The following volunteers and friends have completed 50-400 hrs

Emma Adamson	50	Beth Allison	80
Bobbie Allison	360	Jamie Allison	240
Michael Baggott	90	Mel Dunn	70
Nicola Gelson	190	Sam Gretton	150
Grace Guerin	160	Helen Grinter	50
Holly Haydon	50	Laura Jones	60
Thomas Mallinson	90	Natalie McIntyre	70
Emily Nelson	80	Erin Nicholson	60
Evie Pattison	90	Lorraine Potts	250
Shaun Potts	350	Jayne Shepherd	80
Kelsie Roberts	100	Emily Rodgers	120
Laura Stoddart	80	Katie Wallace	50

Congratulations to all those who have received a certificate for completing the Award.

We rely heavily on our volunteers to assist with the provision of our services and currently have the support of a dedicated team.

We are very proud of all our volunteers including those who have done some occasional hours. The total number of hours of voluntary work completed for the year is **3948** Hours. We much appreciate their contribution, "**WELL DONE**".

### Volunteers Reward System

We held the following to reward our committed team of volunteers:  
Christmas Event –Wildcats of Kilkenny, live band, The ARC Theatre, Stockton



**Caribbean Cocktail Evening**

## Grants, Trusts and Businesses

We would like to acknowledge and thank the following for financial assistance.  
Hartlepool Families First—Extended Activities & Play Schemes—via Hartlepool Borough Council.

Hartlepool Borough Council Employee Lottery—via Vicky Daley

Hartlepool Rotary Club -via Mark Rycraft

Mayors Charity—Cllr Mary Fleet

Nationwide Community Match Scheme—winning charity for North East –via Julie Parker  
Steven Bloch Disability Charity Trust

St. James’s Place Wealth Management –via Julie Parker

Trondheim to Oslo Europe's oldest cycling event—via Simon Hunter

## Donations and Fundraising

Members, friends, families and supporters who have donated or participated:

Mr and Mrs Foster—via Adam Burgon

Malcom Craig—via Ffion Williams

Constellation and Friends Christmas Family Show

Spring, Autumn and Christmas Fayre

Pauline Hunter –Cakes made & decorated

Money was also raised from Webb Ivory, production of shows DVD’s, use of centre, sale of unused equipment and in lieu of Christmas cards.

Personal donations from families Adam Burgon, Rosie Scott and Alfie Smailes.

Photographs & storage space compliments of “The Picture Gallery ” Robert L. Allison

Many hours of voluntary work were contributed by our Members & Supporters, it is impossible to place a value on the time given, but without it, much of the work undertaken could not be achieved.

We very much appreciate all the donations and assistance from our Members, Friends & Supporters, not forgetting all the prizes.



**Thank you to every-**

**Fluffy Ducks Session**

**one**

## **Core Fundraising Group:**

This is a group of dedicated volunteers:-

Beth Allison, Jamie Allison, Nicola Gelson, Sam Gretton, Helen Grinter, Grace Guerin, Thomas Mallinson, Shaun Potts and Laura Stoddart.

Their key aims are to organise events and come up with ideas to increase funds and also general awareness of Hartlepool Special Needs Support Group.

### **Events for 2016 were:**

- Caribbean Cocktail Evening
- Race Night
- Easter Egg Craft Competition
- Retro Rewind Evening
- Super Hero Stroll
- Lion King movie showing
- Great North Run Curry Night
- Great North Run 2016
- Illumination Charity Dinner
- Christmas Shopping Extravaganza
- Transporter Abseil
- Christmas Jumper Day

Since setting up our Core Fundraising Group in 2014 we have organised a wide range of events. These have become very popular with our members and the general public. We have raised in excess of £11,500 which is an amazing achievement. We plan to build on the success of past events to harness more support for our future.

**All 2016 core fund raising collected** has been set aside for the planned light room improvements, which we hope to start working on in 2017.

We moved our Christmas shopping event to the AVenue which proved to be our most successful event in terms of attendance from the local community.

In addition to the fundraising we also aim to raise the profile and awareness of the group through the various events we organise. We have been continuing to use our Facebook page to help us achieve these goals and it has now grown to over 1100 followers proving to be a valuable asset in our toolkit.

We would like to take this opportunity to thank all members, friends, family and local public for their support throughout the year and we look forward to this continuing.

## FINANCIAL REVIEW - Accounts for the year end 1 October 2016

Full Accounts 2015/16 are available at the Resource Centre

<b>INCOME</b>	<b>£ 124,631</b>
<b>EXPENDITURE</b>	<b>£ 122,090</b>
<b>BALANCE</b>	<b>£ 92,074</b>

### **Finally - A message from your Manager, Pat Allison:-**

As another year passes I am pleased to report that the group has had a very successful year not only continuing to provide all our usual activities throughout this financially difficult period of austerity, expanding the use of our resource centre with various clubs and activities and also out in the community with a variety of events and days out, all subsidised by the group for our members. Our staff have made this possible due to all their hard work and dedication in acquiring financial support.



I am proud to say our team of core fundraisers have organised a busy programme of events that have been well supported by our members and the local public who are always very generous with sponsorships etc.

In 2017, with the help of our core fundraisers, we are hoping to provide a new multi-sensory room as well as expand the space in the hall, wait and see.

The links we have with Catcote Academy continue to grow with students attending our centre for increased work placement sessions. I am also delighted to report that we have a new group of parents with young pre-school children who regularly use our multi-sensory room, crèche, information sharing and supporting each other. We held some signalong and singsong sessions, which has enabled the children to develop their basic language skills.

Through the use of Facebook and other social media we are building up quite an interest within the group and also the wider community.

We have been recruiting some new support staff recently and would like to welcome them to our dedicated team of staff and volunteers and look forward to a long and mutually beneficial relationship.

I would like to thank all the trustees for their moral support and hard work helping to steer the group successfully throughout the year. My thanks and appreciation must also go to our wonderful team of staff and volunteers who show so much dedication and care in supporting the members and myself.

Well done everyone I look forward to another year.

*Pat Allison*

This Annual Report is circulated to all our supporters, further copies are available from the Resource Centre.

# Summer Scheme





# Hartlepool Special Needs Support Group

109 Park Road  
Hartlepool TS26 9HR

**Contact:** -Manager/Co-ordinator  
Pat Allison

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**Out in the community**

