

Hartlepool Special Needs Support Group

Trustees Annual Report 2017



Hartlepool Town Hall 2017



"GO WESTERN"

TRUSTEES REPORT 2017

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 February 2015-2018
Julie Carter	-	Secretary	Re-Elected February 2016-2019
Kevin Brookes	-	Treasurer	Elected February 2015-2018
Ewelina Bartram	-		Elected February 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
Trevor Roe & Hilary Ward	-	Supervisors
Bank of Staff 20	-	Support & Care
Extra re: Summer 21	-	Support & Care

Beneficiaries

102 Families made up of the following:

- 91 Families with 1 child who have a disability
- 5 Families with 2 children who have a disability
- 6 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 2017

Jayne Shepherd
Chair of Trustees

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 eight 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 relieve 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
- Singalong and singsong sessions
- Children's Fun Club
- Youth Club
- Get Together Club
- Drama Group
- Friends Fun Club
- Fun Sessions—Circus Tricks, Superhero Magic, Face Painting and Games.
- Members own children's parties.
- Training and awareness sessions.
- Associated group's use.
- Fundraising events (*see Donations-Fundraising*)
- We had our own area in hall for Santa's Grotto 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

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, , play and lightroom and themed parties. The children also enjoyed participating in extra sessions with children's entertainers magic, disco, circus tricks, sign and singalong; also included lunch. The children loved creating their own Christmas eve plates ready for Santa, also they enjoyed their Christmas party with gifts. Attendance at this club is always popular and is 18 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 socialise with their friends. They also enjoyed participating in the circus workshop and the magic trick sessions. Other activities include watching films, playing pool or I.T. At Christmas the young people created Christmas bauble 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 is 20 at present.

Get Together Club x 39 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 organised our Autumn and Christmas fayre which proved to be a great success. The young adults enjoyed serving delicious refreshments at their Easter, Strawberry and mince pie afternoons to members and the public. Their social visits to Larry's Bowling, Windmill, Sambuccas and Café 177 for lunch, they also hosted an information stall at the Centre for Independent Living which they thoroughly enjoyed.

Constellation x 33 sessions - Plus 8 out in the community

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. "Pirates do Panto" certainly started the New Year full of fun and laughter. The stars held their annual show Constellation and Friends "Go Western" at the Town Hall Theatre Hartlepool—their home town. A short show was held at St. Georges Church and was a hit with the congregation. Constellation have attended some live theatre shows and are always an enthusiastic and supportive audience. Finishing off the year by being first act at the Hartlepool Christmas lights switch on.

Friends Fun Club x 28 sessions plus 3 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, performing and there is always time for some fun and games! What a bunch of characters the 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 AVenue, Hartlepool. All children enjoyed the visit from Santa bearing gifts and finished the party with a Christmas song for their parents.

Hartlepool Special Needs Support Group – Summer Scheme 2017

The summer programme as usual was a great success with some new beneficiaries participating in the activities and are looking forward to the various other services to be involved in. Attendance was 92 children-young adults - helping 73 families.

Activities on offer included

Swimming, sport sessions, crafts, computer games (Wii), pottery painting, stuff a fluffy friend, sparkling treasures, story telling, specialised bikes and outside play, tandems, bouncy castle, farm bus, fire engines, children's entertainers, photography training and competition, popcorn, candyfloss, ice-creams and face-painting.

Our team attracted some new staff and volunteers who have continued to work with us.

Out of School Activities-Trips and Parent-Carers Social Events	TOTAL VISITS	TOTAL PEOPLE
X Factor—Metro Radio Arena Newcastle	1	56
Flashdance - Sunderland Empire Theatre	1	36
Disney on Ice—Metro Radio Arena Newcastle	1	63
Mamma Mia—Sunderland Empire	1	58
Beauty & the Beast - Sing Along—Billingham Forum	1	27
Steps - Metro Radio Arena Newcastle	1	32
Race Night—Belle Vue	1	61
Curry Night—Sheesh Mahal	1	21
Finding Dory—Hartlepool Town Hall Theatre	1	31
Stockeld Christmas Adventure, Enchanted Forest, Ice Skating, Maze and Skiing	1	51
Children's Fun Club Extra Sessions— Feb, Easter, Whit, Summer, Oct	3	71
Cinema visit and Pizza Hut lunch	4	160
Social Afternoons—Windmill, Sizzlers, Sambuccas, Toby Carvery	4	87
Jump 360—Trampoline park	3	117
Sparkling Treasures	1	27
Masonic Awards Evening—The Avenue	1	26
Larry's Bowl—Seaton Carew	1	32
Halloween Party with disco, buffet, prizes—Catholic Club	1	70
Christmas Party with disco, buffet, prizes and gifts—Catholic Club	1	100
Snow White & Seven Dwarfs Pantomime, Darlington Hippodrome	1	90

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	Attendees
Emergency First Aid –Local Authority	1 Tutor 12 Support staff and volunteers
Positive Behaviour Support & Challenging Behaviour	1 Tutor 13 Parents—helpers—members
Personal Profiles, Disability Awareness, Child protection, Health & Safety Awareness	Manager and Trustee 20 Support staff and volunteers

Hartlepool Special Needs Support Group Annual Awards

This is from 1st January to December 2017, restarting each year.
The following volunteers and friends have completed 50-400 hrs

Emma Adamson	110	Bobbie Allison	410
Jamie Allison	1270	Julie Carter	90
Melanie Dunn	60	Nicola Gelson	200
Sam Gretton	90	Grace Guerin	180
Holly Haydon	140	Thomas Mallinson	130
Lorraine Potts	270	Shaun Potts	310

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 **3224** 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

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.

Happy Days Childrens Charity

Hartlepool Power Station

Hartlepool Round Table

Hospital of God Greatham

Hartlepool Voluntary Development Agency—Transport

MCF (Masons Charitable Foundation) - Charitable Awards

Neville Lodge of Installed Masters—Fr. Youngson– via Pat Allison

Taylor Wimpey Homes

Treadbear Tyres

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

Donations and Fundraising

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

Constellation and Friends Hartlepool Town hall Theatre

Malcom Craig—via Ffion Williams

Mr and Mrs Foster—via Adam Burgon

Eileen Gibbon—via Andrew Allison

Hartlepool Girls & Boys Brigade—via Eppy Bates

Hartlepool United Supporters—Via Anthony Farman

Pauline Hunter –Cakes made & decorated

Michael Landreth Family in lieu of flowers

Oxford Road Baptist Church—via James Price

Spring and Christmas Fayre

St. Georges Church—Constellation & Friends Show

Supporters Club—via Wendy Slee

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

Personal donations from families Adam Burgon, Ben Jones, Joan & Ray 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 everyone

Core Fundraising Group:

This is a group of dedicated volunteers:-

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

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 2017 were:

- Valentines Day (Waltons Accountants)
- Curry Night
- Race Night
- Super Hero Stroll
- Great North Run 2017
- Christmas Shopping Extravaganza
- 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 2017

Full Accounts 2016/167 are available at the Resource Centre

**INCOME
EXPENDITURE**

BALANCE

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



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

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