

# Trustees Annual Report 2018



HARTLEPOOL SPECIAL NEEDS  
*support group*



Town Hall 2018

*supporting local families since 1989*

# Trustees Report 2018

## *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 2018-2021
Julie Carter	-	Secretary	Re-Elected February 2016-2019
Kevin Brookes	-	Treasurer	Elected February 2018-2021
Marlene Barnard	-		Elected February 2018-2021
Ami Carroll	-		Elected February 2018-2021
Karen Taylor	-		Elected February 2018-2021
Jamie Allison	-		Co-opted November 2018-2021
Grace Guerin	-		Co-opted November 2018-2021

#### **Recruitment of Trustees**

Members can nominate trustees or themselves for positions, also trustees can appoint co-opted trustees.

#### **Met a total of 19 times**

The Trustees meet monthly to monitor, set targets and discuss a range of issues relating to the efficient running of the group, including operational and financial reports from the Manager 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 and Volunteers**

Pat Allison	-	Manager
Julie Parker	-	Senior Administration
Michelle Hall	-	Administration
Bank of Staff 16	-	Support & Care
Extra re: Summer 27	-	Support & Care
Volunteers 20	-	Various Roles

#### **Beneficiaries**

100 Families made up of the following:

94 Families with a child or young adult who have a disability

#### **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 2018

Another successful year for Hartlepool Special Needs support Group. A big thankyou must go of course to the tireless work of the office staff, Pat, Julie and Michelle and the valuable contributions made by all staff members and volunteers alike.

I would also like to thank the Core Fundraising Group for their endless hard work to raise funds that will allow Hartlepool Special Needs Support Group to continue to progress and provide activities, experiences and opportunities that our children and young adults deserve.

The future of Hartlepool Special Needs Support Group is looking bright - I'm looking forward to a fantastic 2019.

***Jayne Shepherd—Chair of Trustees***

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

## 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 nine 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 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.

## Resource Centre and Out in the Wider Community

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

- Support, Information sessions for parents and carers
- Children's Fun Club
- Youth Club
- Get-together Club
- Drama Club
- Friends Fun Club
- Multi-sensory Sessions
- Fun sessions—circus tricks, softplay sessions & Halloween party
- Social Film Evenings
- Members own children's parties
- Training and awareness sessions
- Associated group's use
- Fundraising events (*see Donations—fundraising*)

### Our Resource Centre



### **Children's Fun Club x 38 sessions**

This club is held every Monday evening during term time. It is a popular club for children aged 3-12 years that involves activities such as arts, crafts, themed parties, multisensory sessions, active team and table top games. The children look forward to receiving their positive behaviour prizes they also enjoyed participating in extra sessions with children's entertainers, magic, disco, circus tricks; included lunch. The children loved creating their own Christmas baubles ready for Santa, they also enjoyed their Christmas party with gifts. Attendance at this club is always popular and is 15 at present.



### **Get Together Club x 37 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, as well as cleaning equipment and general housekeeping to help keep the Resource Centre attractive to welcome others. The young adults prepared items for our fundraising events which proved to be successful. Also organising our Spring, Autumn and Christmas fayres along with serving delicious refreshments at their mince pie afternoon to members and the public. All members enjoyed their lunch visits to Windmill, Sambuca's and Place in the Park and socialising with the friends they have from the club.

### **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. Activities they have all enjoyed include watching films, playing table top and console games, multisensory sessions, socialising at themed nights including pizza & nachos etc. 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 18 at present.

### **Constellation x 36 sessions - Plus 4 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. The stars held their annual show Constellation and Friends “Tale as old as Time” at the Town Hall Theatre Hartlepool—their home town. Constellation attended theatre shows performed by other local groups and also watched a live showing of The King and I at Vue Cinema, which reminded all the stars of their very first theatre Performance. The stars finished off the year with a Christmas Party which included pizza, entertaining family and friends with a short performance and a visit from Santa.

### **Friends Fun Club x 29 sessions plus 3 with Constellation**

The Friends Fun Club continues to run on a Sunday. The children age 3-13 years, really enjoy singing on the microphone, dancing, performing and there is always time for some fun and games! The stars are a lively group who did themselves proud and were excellent performers at Hartlepool Town Hall Theatre. The children receive their achievement awards at the annual Constellation and Friends presentation evening, held at AVenue, Hartlepool. All children enjoyed the visit from Santa bearing gifts and finished the party with a Christmas performance showing off their talents to their family and friends.



## Hartlepool Special Needs Support Group – Summer Scheme 2018

The summer programme was held at home base High Tunstall School using the main building and hydrotherapy swimming block D. Although we initially had concerns due to being in a different building (at the same location) the scheme was exceptionally successful. Some new activities were included, a sensory relax corner, bring your pet sessions, cold cookery area, our crafts were always busy and all participants had the opportunity to enjoy making and decorating stuff a fluffy friend, pottery and sparkling treasure all to take home. Lots more had fun on the specialized bikes and tandems, table top and computer games, popcorn, ice-creams and entertainers. The weather was very kind to us and all children and young adults had a fabulous time. A full programme of activities were enjoyed by all. Attendance was 90 children and young adults—helping 72 families.

### Quotes from Parents

*First time we have accessed services, thrilled with response from boys, excellent value for money, felt very comfortable leaving them in your care, look forward to continue with developing relationship with group. **Cameron & Luke.***

*He was always very happy, tired and loved showing things he had made. **Alex.**  
Go karts were my best activity. **Connor.***

*Could not wait to get out of the car on arrival. **Sophie***

*Wishes it was on every day. **Riveh.** Staff were fabulous. **Darcy Mae.***

*Well organised. **Lucas.***

### Quotes from helpers

*Enjoyed this experience and feel it is extremely beneficial to the children and young adults with wide variety of accessible activities. **Katy.***

*Wonderful experience. **Hannah.** Very rewarding. **Jennifer.***

*Staff welcoming and helpful. **Kaitlin** also very supportive. **Kiara.***

*Personal profile cards are a great idea. **Lauren.***

The children and young adults identified they were happy and some of their favourite activities were swimming, pets corner, ice-cream and arts & crafts.

Some of the other activities that were enjoyed—games consoles, popcorn, outside play, specialised bikes, tandems and football, children's entertainers, face painting, fire engines, photography training and competition etc.

Our children and young adults accepted the changes of a different location spontaneously participating fully in a safe, fun-filled environment.

**Out in the community  
Trips and Parent-Carers Social Events**

**TOTAL  
VISITS**      **TOTAL  
PEOPLE**

Shrek – Sunderland Empire Theatre	1	59
X-Factor—Metro Radio Arena	1	46
Beauty and the Beast—Billingham Forum	1	55
Matilda—Sunderland Empire Theatre	1	61
Walking with the Dinosaurs—Metro Radio Arena	1	49
Madagascar—Sunderland Empire Theatre	1	67
The Play that goes wrong—Billingham Forum	1	27
Disney on Ice—Metro Radio Arena	1	73
Social Afternoons—Stag and Monkey, Sizzlers, Sambuca's, Windmill	4	64
Cinema Visit and Pizza Hut	4	153
Larry's Bowling—Seaton Carew	4	109
Jump 360 Trampoline Park	1	19
Stockeld Christmas Adventure, Enchanted Forest, Ice Skating, Maze and Skiing	1	43
Christmas Party with disco, buffet, prizes and gifts—Catholic Club	1	72
Cinderella Pantomime, Town Hall	1	51
Aladdin Pantomime—Darlington Hippodrome	1	96

## 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 Futures students who complete set tasks term time weekly.

### TRAINING

#### Course

Emergency First Aid at Work

#### Attendees

1 Tutor  
7 Support staff and volunteers

How to administer Buccal Midazolam

1 Tutor  
7 Support staff and volunteers

Basic First Aid

1 Tutor  
10 Support staff and volunteers

### In-House Training

#### Course

Behaviour Management using Symbols

#### Attendees

Manager and Trustees  
12 Staff and volunteers

Multi-Sensory Support

Manager and Trustees  
23 Staff and volunteers

Positive Behaviour, Personal Profiles  
Summer Scheme procedures

Manager and Trustees  
28 Staff and volunteers

Positive Behaviour

Manager and Trustees  
12 Support staff and volunteers

# HSNSG

## Hartlepool Special Needs Support Group Annual Awards

This is from 1<sup>st</sup> January to December 2018, restarting each year.  
The following volunteers and friends hours above 30.

Emma Adamson	65	Bobbie Allison	900
Jamie Allison	600	Beth Allison	45
Melanie Dunn	45	Nicola Gelson	150
Grace Guerin	90	Sam Gretton	80
Holly Haydon	260	Aran Hetherington	30
Beth Hewitt	30	Thomas Mallinson	80
Lorraine Potts	210	Shaun Potts	320
Amie Steele	30	Laura Stoddart	40
Karen Taylor	60		

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 **3088** Hours. We much appreciate their contribution, "**WELL DONE**".

### Volunteers Reward System

We rewarded our committed team of volunteers with a social evening at the beginning of the year.



## **Grants, Trusts and Businesses**

We would like to acknowledge and thank the following for financial assistance.

Active Documents via Julie Clark

Asda Foundation

ConocoPhillips via Livvy Dunn

Greggs Foundation

Gus Robinson Developments

Hartlepool Families First - Extended Activities & Play Schemes -  
via Hartlepool Borough Council.

Hartlepool Voluntary Development Agency

Tecnicas Reunidas via Colin Reed

## **Donations and Fundraising**

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

Constellation and Friends Hartlepool Town Hall Theatre

Eileen Gibbon via Andrew Allison

Hartlepool Supporters Club via Anthony Farman

John Arthur

Julie Clark and Dave Jackson

Pauline Hunter - Cakes made & decorated

Sylvia Sadler via Andrew Allison

Facebook Donations via Birthday contributions

Spring, Autumn and Christmas Fayre and Raffles

Money was also raised from production of show DVD's, use of centre or  
equipment and in lieu of Christmas cards.

## **Personal donations from families:**

Joan and Ray Scott, Kai Marsh, Chris via Helen Taylor

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 held in 2018 were:

- ◆ Wear Red For Valentines
- ◆ Race Night
- ◆ Afternoon Tea
- ◆ Great North Run
- ◆ Curry Night
- ◆ Christmas Shopping Event
- ◆ 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 £71,000 over the years which includes the £25,000 we received in 2017 from the Masonic Charitable Foundation and is an amazing achievement. We plan to build on the continued success of past events to harness more support for our future.

2018 saw the completion of phase 1 of our building alterations and improvements funded from our previous years fundraising pot. The hall extension, office move and sensory room refit have certainly been of massive benefit to all of our regular clubs. We are now moving towards phase 2 of the building improvements over the coming years with £12,000 already saved towards these we are hoping to extend the front of the building to incorporate new larger fully accessible toilets, additional storage, remodelled entrance and kitchen area along with an additional multi use room.

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 continued to use our Facebook page to promote the charity and our events which has proven very successful as we now have over 1600 followers proving to be a valuable asset in our toolkit.

We would like to take this opportunity to thank all of our members, friends, family and the local public for their continued support as we move forward into 2019.



Great North Run 2018



Asda Foundation Cheque Presentation

## FINANCIAL REVIEW - Accounts for the year end 1 October 2018

Full Accounts 2017/18 are available at the Resource Centre

<b>INCOME</b>	<b>£148,797</b>
<b>EXPENDITURE</b>	<b>£162,525</b>
<b>BALANCE</b>	<b>£104,955</b>

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

I am delighted to report 2018 was again a successful and very rewarding year. Our new major improvements have had a big impact and helped enhance the well-being of all our children and young adults who access the group. The families have also welcomed the changes and the difference this has made. We have continued to provide a wide and varied range of activities at our resource centre and out in the community, all subsidised by the group for our members.



**The unveiling of our new multi-sensory play room and extended hall—John Arthur (MCF Community Awards) and Pat Allison**

I am extremely proud to also report that our core fundraisers have organised an exciting programme of events which have been well supported by our members and the local public who are always very generous with sponsorship etc. Through the use of Facebook and other social media we are building up quite an interest within the group and also the wider community. The links we have with Catcote Futures continues with students attending our centre for work placement sessions.

My appreciation must go to our wonderful team of staff, trustees and volunteers who have continued to show their commitment and dedication to the group. Throughout the year they help steer and ensure the smooth running of the group contributing to its success. Well done everyone I look forward to another year.

**Pat Allison**

# Summer Scheme 2018





# Hartlepool Special Needs Support Group

109 Park Road  
Hartlepool TS26 9HR

**Contact:** - Pat Allison - Manager

**Tel:** (01429) 863766

**Office e-mail:** [info@hsnsg.org.uk](mailto:info@hsnsg.org.uk)

**Website:** [www.hsnsg.org.uk](http://www.hsnsg.org.uk)

**Facebook:** [www.facebook.com/hsnsghartlepool](http://www.facebook.com/hsnsghartlepool)



Christmas Party

*supporting local families since 1989*