



Annual Report & Accounts

April 1st 2012 to March 31st 2013

Charity Number 1090367

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

CONTENTS

	<u>Page</u>
Trustees' Annual Report	Pages 3 – 7
Independent Examiner's Report	Page 8
Receipts and Payments Account	Page 9
Statement of Assets and Liabilities	Page 10
Notes to the Accounts	Page 11
Activities and Achievements	Page 12 - 15
Funding Information	Page 16

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013

Next Steps, also known as 'Next Steps Mental Health Resource Centre' is governed by its constitution which was adopted on 12 January 2011 by the membership.

THE OBJECTS OF THE CHARITY ARE

The support of persons within Ryedale who have, or have previously experienced mental health issues and carers of such persons, in particular, but without limitations by the provision of resource centres offering assistance, support and information to such persons by outreach projects and activities.

The charity has continued to work actively towards its objectives. A more detailed review of the year's activities is contained within the Chair's Report.

THE TRUSTEES WHO SERVED DURING THE YEAR WERE:

Di Keal	Chair
Joy Storrs-Fox	Vice Chair
Alan Evans	Treasurer
Michael Beckett	Secretary – resigned 05/12/12
Paul Hayward	
Eddie Bunny	
Lisa Keenan	Resigned 05/12/12
Gillian Payne	
Leisa Taylor	
David Whitting	
Nigel Miller	
Bridget Robinson–Clark	Resigned 25/10/12
Janet Newman	Appointed 25/10/12
Caroline Harper	Appointed 25/10/12

TRUSTEE SELECTION METHOD

The trustees are selected from service users and local professionals. Nominated trustees are proposed and seconded by the Next Steps members and trustees. Currently the committee has 5 trustees who are service members and it is Next Steps' aim to maintain this level of service user representation on the committee.

PUBLIC BENEFIT

The trustees have had due regard to guidance published by the Charity Commission on public benefit.

RESERVES POLICY

The trustees aim to maintain sufficient general reserves to cover approximately one quarter of the annual projected expenditure for the forthcoming year.

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013

LEGAL INFORMATION:

Registered Charity Number:	1090367
Principal Address:	7 Church Street Norton Malton North Yorkshire YO17 7HP
Bankers:	
Main	CAFCASH Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ
	Barclays Bank 23 Yorkersgate Malton North Yorkshire YO17 7AE
Outreach	Yorkshire Bank 11 Smiddy Hill Pickering North Yorkshire YO18 7AN
Independent Examiner:	Colin Payne FCA Hardcastle France Chartered Accountants 30 Yorkersgate Malton North Yorkshire YO17 7AW

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

CHAIR'S REPORT 2012/13

It has been another successful year for Next Steps, supported by our hardworking staff and volunteers who have all contributed to ensuring that the centre runs smoothly. Next Steps has continued to grow in reputation amongst the public, community and our professional partners.

Like many charities in the current economic climate, we have continued to struggle financially and the last few months in particular have been very challenging. The battle to keep the funds coming in goes on and is by no means over, but recent donations and successful grant applications have secured the Centre for the near future. A huge word of thanks to the Trustees, Mike and especially Lisa who works very hard for us searching out possible funding sources in a very competitive market.

Thanks also to members, friends and families who have also continued to contribute throughout the past year to various fund-raising events. Everyone's contribution, large or small, is essential to the ongoing running of Next Steps.

Our coffee shop continues to be ever popular under Steph's supervision and it now offers a much appreciated range of snacks and meals that are enjoyed both by members and others from the wider community. An outside catering service providing sandwiches to local offices has made a tentative, but successful start and this may be something we can expand over time. Many thanks to Steph and her band of helpers.

Thanks also go to Leisa who oversees Next Steps on a Friday and runs the 'out-of-hours' activities which a growing group of members are now really enjoying – trips to the cinema, meals, shopping etc.

The outreach groups in Pickering and Kirkbymoorside continue to run successfully offering support and services in these rural communities and many thanks again must go to the volunteers who manage these groups.

2013-14 will continue to be challenging for Next Steps especially in such a competitive funding market, but we have a fantastic team and I believe that we can and will survive the current 'troubled waters'. The recent sponsored walk that staff from the Princess Road Clinic organised bears witness to how much they value the work of Next Steps and I hope signals their recognition that they and their employers need to support our work going forward. As trustees, we will continue to strive to let everyone know just what valuable work takes place within these walls and in the wider community by Next Steps.

Finally, I would like to thank our growing band of volunteers who really are the unsung heroes who keep the centre running smoothly. Many thanks, as ever, to Joy as my vice-chairman – who still puts me to shame by the amount of work she is able to do for the centre. I don't want to single out everyone who contributes to making Next Steps such a great place - but you know who you are and together you make this place work so well.

And finally, as I say every year, I want to propose a huge vote of thanks to Mike. It still never fails to amaze me how he copes with everything that is involved in running Next Steps, both here in this building and as the public face of the organisation. Mike's commitment to Next Steps is obvious for all of us to see and his professionalism and skill is recognised amongst the many professional partners we work with.

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

DECLARATION

I declare, in my capacity of charity trustee that

- The trustees have approved the above report, and
- Have authorised me to sign it on their behalf

Signature:

Date:

26-11-13



Name: Dinah Keal

Position: Chair, Next Steps

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013

POLICIES

The trustees have adopted a number of policies to help govern the work of Next Steps.

Policies are regularly reviewed.

These include:-

- Complaints Procedure
- Confidentiality Policy
- Equal Opportunities Policy
- Grievances Procedure
- Health and Safety Policy
- Safeguarding Adults Policy

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NEXT STEPS

I report on the accounts of the charity for the year ended 31 March 2013 which are set out on pages 3 to 11.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes a consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



C G Payne FCA

Harrogate France
Chartered Accountants
30 Yorkersgate
Malton
North Yorkshire
YO17 7AW

Date: 26 November 2013

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2013

<u>Receipts</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>2013</u> <u>Total</u>	<u>2012</u> <u>Total</u>
	£	£	£	£
NYCC	-	20,651	20,651	20,651
Other grants	33,893	2,215	36,108	39,628
General donations	-	2,028	2,028	3,564
Rent of rooms	-	2,576	2,576	2,385
Café receipts	-	10,435	10,435	10,933
Outreach income	-	210	210	260
Bank interest	-	33	33	52
Sundry income	-	103	103	845
Fundraising	-	1,061	1,061	-
Members' contributions	2,265	-	2,265	-
	-----	-----	-----	-----
Total receipts	36,158	39,312	75,470	78,318
	-----	-----	-----	-----
 <u>Payments</u>				
Staff pay cost	10,944	42,779	53,723	52,414
Outreach projects	710	280	990	910
Volunteer expenses	-	43	43	489
Members activities	9,015	160	9,175	7,189
Café food and consumables	-	5,127	5,127	5,756
Subs and insurance	-	959	959	756
Lease and room hire	900	9,100	10,000	-
Premises costs	-	3,586	3,586	3,753
Office costs	443	1,519	1,962	1,731
Repairs and maintenance	-	549	549	288
Equipment	-	163	163	344
Bank charges	-	-	-	3
Independent examiner's fee	-	-	-	275
Legal and professional fees	-	300	300	693
Training	1,087	21	1,108	-
Sundries	-	125	125	755
	-----	-----	-----	-----
Total payments	23,099	64,711	87,810	75,356
	-----	-----	-----	-----
Net surplus/(deficit)	13,059	(25,399)	(12,340)	2,962
Cash funds last year end	9,000	13,244	22,244	19,282
	-----	-----	-----	-----
Cash funds this year end	22,059	(12,155)	9,904	22,244
	=====	=====	=====	=====

Next Steps
(Charity Number – 1090167)

Year ended 31 March 2013

STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2013

Cash funds

	<u>Restricted</u>	<u>Unrestricted</u>	<u>2013</u>	<u>2012</u>
	<u>£</u>	<u>£</u>	<u>This year</u>	<u>Last year</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Cash at bank	22,059	(12,165)	9,894	22,234
Cash in hand	-	10	10	10
Total funds	<u>22,059</u>	<u>(12,155)</u>	<u>9,904</u>	<u>22,244</u>

OTHER ASSETS

There were no other known assets at 31 March 2013 (2012: £Nil).

LIABILITIES

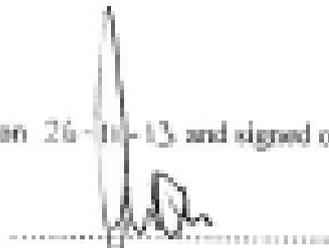
Known liabilities at the year end were as follows:

	<u>2013</u>	<u>2012</u>
	<u>£</u>	<u>£</u>
Independent examiner's fee 2012	600	600
Independent examiner's fee 2013	600	-
Legal and professional fees	300	-
Other invoices received not yet paid	315	-
	<u>1,815</u>	<u>600</u>

Approved by the Board of Trustees on 26-10-13 and signed on their behalf by



Dinesh Keel – Chairperson



Alan Evans – Treasurer

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

NOTES TO THE ACCOUNTS

1. FUNDS

The accounts have been analysed between the restricted projects for which specific grant funding has been received and unrestricted general core funds.

Restricted funds are as follows:

	<i>Brought forward from last year</i>	<i>Receipts in year</i>	<i>Payments in year</i>	<i>Carried forward to next year</i>
	£	£	£	£
Trusthouse Charitable Foundation	9,000	-	6,429	2,571
Ecominds – Big Lottery	-	13,802	10,042	3,760
Santander Charitable Giving	-	6,621	3,261	3,360
Ryedale District Council Community Investment Fund	-	7,470	629	6,841
Two Ridings Community Catalyst Fund	-	1,000	-	1,000
The Wilderness Oak Charitable Trust	-	5,000	473	4,527
Members' contributions	-	2,265	2,265	-
	----- 9,000	----- 36,158	----- 23,099	----- 22,059
	=====	=====	=====	=====

The restrictions on these funds are as follows:

<u>Funder</u>	<u>Restricted use</u>
Trusthouse Charitable Foundation	Outreach activities
Ecominds – Big Lottery	Green Steps to Wellbeing Project
Santander Charitable Giving	Memory café
Ryedale District Council Community Investment Fund	After hours group
Two Ridings Community Catalyst Fund	Pilot project “Positive Steps”
The Wilderness Oak Charitable Trust	Community café
Members' contributions	Members' contributions

2. RESERVES POLICY

The unrestricted general fund aims to be approximately one quarter of the annual projected expenditure for the forthcoming year. It is recognised that this has not been achieved in 2013.

3. POST BALANCE SHEET EVENT

On 1 April 2013 all assets, liabilities and activities of this charity were transferred to Next Steps Limited (company number 07570609) and this charity became dormant.

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

ACTIVITIES & ACHEIVEMENTS 2012/13

NEXT STEPS COMMUNITY CAFÉ

The café is staffed by Steph, our café supervisor, members and volunteers. This year we have had 3 members who work on the permitted work scheme. In addition there have been a good number of volunteers working at the café, gaining a boost to their confidence and valuable work experience at the same time. The total number of volunteers who have worked during the last year is 8.

Working and volunteering in the café is a great way of gaining confidence. Learning a new skill can be a real boost to your self esteem and regular work gives a routine to build your day around. Volunteers can access further training and acquire skills which will help them in other work. The café acts as a drop in centre and focal point for all the activities available to members.

The Next Steps
community cafe



GREEN STEPS TO WELLBEING

Our Ecominds project continued throughout the year. The project aims to get people involved in environmental activities to improve mental wellbeing.

Bridget Robinson Clark is the walk leader for the ‘Green Steps’ walking group. The group undertook short walks around Norton and Malton to help increase fitness and get people outside.

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

ACTIVITIES & ACHEIVEMENTS 2012/13 CONTINUED

ALLOTMENTS

A regular group has worked at local allotments and this year a great harvest has been produced, some of it being sold locally and some used in the café.



MEMBERS' ACTIVITIES

Next Steps run a wide range of user-chosen activities in the centre including music sessions, art classes and scrabble sessions. These activities provide opportunities for social interaction and give people a framework on which to build their day around. All activities are provided free to members, so there are no barriers to attending.

A recent art class was very popular and the results were displayed in a Malton shop window.

AFTER HOURS GROUP

The After Hours group continues to be an important part of our work. The group run by Leisa Taylor is a service which offers support at weekends and evenings. The group chose different activities to attend and helps build people's confidence.

Weekly sessions have included cooking an evening meal followed by a trip to the cinema, outings to York and fund-raising activities suggested by the members – tombola and a jumble sale. Between 8 and 12 people regularly attend this group, rising to 20 for the very popular bingo sessions.

The group hire a minibus for some sessions so they can travel together, and a volunteer member drives for us.

This year the members asked for a trip to London, which took place in November. It was a great success, with shopping and a trip to the musical 'The Lion King'. This was a rare treat for our members, for some the first time they had travelled to London and the first time of staying in a hotel.

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

ACTIVITIES & ACHEIVEMENTS 2012/13 CONTINUED



An overnight trip to London

OUTREACH SERVICES

Outreach groups in Pickering, Kirkbymoorside have continued throughout the year, meeting on a weekly basis. These groups are essential to those who cannot access the drop in centre in Norton and so continue to be a support to people across Ryedale. The group members determine their own sessions.

MEMORY CAFE

This year we were able to run a weekly memory café for people with memory difficulties. The group provided support to members and a break for their carers. The group ran on Saturday morning with 2 dedicated staff members and a volunteer.

Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

ACTIVITIES & ACHEIVEMENTS 2012/13 CONTINUED

PARTNERSHIP WORKING

Next Steps continues to be part of Ryedale Charities Together – a consortium of local social care charities.

Next Steps continues to work closely with the Community Mental Health team at Princess Road Clinic to provide a good service to local people with mental health issues. We are also aiming to work more closely with the local GP surgeries, as they move towards GP commissioning.

A VERY SPECIAL AWARD

During the floods in Malton and Norton in November and December 2012, members of Next Steps joined with the local Salvation Army to support the emergency services whilst they tackled the severe flooding in Malton and Norton. Being based so close to the County Bridge, Next Steps café became an ideal meeting and resting point which stayed open 24 hours a day for nearly a week. Next Steps members and Salvation Army members provided hot drinks and food throughout out this time. Despite it being a very difficult time for the people of Malton and Norton, everyone pulled together to make the best of it.

Next Steps was then delighted to be nominated for a Flood Hero Award, run by Radio York and even more delighted to receive the Gold Award, jointly with the Salvation Army for their work.

Next Steps members Linda and John received the award in March 2013



Next Steps
(Charity Number – 1090367)

Year ended 31 March 2013

FUNDING INFORMATION

THE TRUSTEES OF NEXT STEPS ARE GRATEFUL FOR THE FOLLOWING FINANCIAL HELP
TO ACHIEVE THESE ACTIVITIES

CORE FUNDING

North Yorkshire County Council	£20,651
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ACTIVITIES & OUTREACH WORK

Ecominds – Big Lottery	£13,802	<i>Green Steps project</i>
Santander Charitable Giving	£6,621	<i>Memory Cafe</i>
Ryedale District Council CIF	£7,470	<i>Outreach support</i>
Two Ridings Catalyst Fund	£1,000	<i>Positive Steps project</i>
Trusthouse Charitable Foundation (brought forward from 2012)	£9,000	<i>After Hours Group</i>

COMMUNITY CAFÉ

The Wilderness Oak Charitable Trust	£5,000
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And many thanks to Barclays Bank, Malton Soroptomists, My Possible Self, The Simpson Trust, St Peter's PCC, The Salvation Army, Slingsby Methodist Church, North Yorkshire Fire & Rescue, Ripon Fire Brigade, St John's PCC, Newton and others for individual donations.