



# **Gateshead Clubhouse**

Worcester Green

Gateshead, Tyne & Wear

NE8 1NH

## **Trustees' Annual Report**

1/4/2016 – 31/3/2017

Published for the Annual General Meeting on the  
30th November 2017

**Registered charity number: 1160853**



## 1 The Structure, Governance & Management of Gateshead Clubhouse

- Gateshead Clubhouse is a Charitable Incorporated Organisation
- Type of governing document: Constitution
- Trustee Selection Method: Clubhouse members elected at AGM / co-opted by Trustees

### Current Trustees

Trustee Name	Office
Anthony Johnson	Chair
David Walton	Secretary
Teresa Morley	Treasurer
Paul Gwynn	
Paul Ogle	
Jeff Harris	
Alan Jeavons	
Robert McMullen	
Elaine Allen	

## 2 Clubhouse Member wanting to be elected at this AGM

Pauline Hawkins	
-----------------	--

### Gateshead Clubhouse Advisers

Type of Adviser	Name
Mental Health Professional	Andrew Jay
Service User Involvement Worker	Bill Scott

Trustees have had regard to the guidance issued by the Charity Commission on

public benefit.

Our service is completely user-run and led. Currently, all of our trustees are members and mental health service users. The trustees have subgroups relating to funding and finance, the Clubhouse café, health and safety. To be a member of a subgroup one has to be a member of the clubhouse but not necessarily a trustee. The majority of decisions are taken at our monthly members' meetings.

Whilst we have strong connections across the voluntary and statutory sector, including primary and secondary health, we need to give specific thanks to Gateshead Council for their continuing support in developing our service and assisting us with policy and planning. Our key stakeholders are, in addition to Gateshead MBC: -

- Our Members
- Gateshead Adult Learning
- Mental Health Matters, especially Pathways / Advocacy, Housing Support Team, GMHUV.
- NTW Mental Health NHS Trust
- Gateshead Housing Company
- Carers Trust
- Referral agencies e.g Doctors, Hospitals, Gateshead Council Departments etc.
- Tyneside Recovery College (ReCoCo)
- Tyneside & Northumberland MIND
- Launchpad

We continue to work with a large network of partners to enhance our service.

### **3 Objectives & Activities**

#### **3.1 Our Mission Statement**

Gateshead Clubhouse aims to provide a place where people with mental health needs can find, and help create, a supportive and safe place, where the process of recovery and self-growth can be facilitated through: -

- Ownership and involvement in the service,
- Building on existing skills and abilities,
- Providing opportunities for education, training and work,
- Promoting empowerment and peer support in an authentic User Run Organisation.

### **3.2 Our Main Aspirations:-**

- \* Continue to develop our role as a mental health community resource, which has access to and links with other services in Gateshead.
- \* Continue to provide and enhance our community café and room hire functions.
- \* Continue as a staff free service, to obtain further funding for activities or groups, for which we may hire tutors.
- \* Help develop service user run and led facilities with other service users across Tyne & Wear

Recognition of the model that we have developed, in the mental health community on a national level and, an independent evaluation of our model, is something we aim for. This should include publicizing the positive outcomes for our Members, Member Representatives and our Trustees.

### **3.3 Achievements & Performance**

Gateshead Clubhouse was established in 2008 as a community hub for people with mental health problems who live in Gateshead Borough.

As of March 31st 2017, the Clubhouse has 300 members and is steadily growing.

In developing Gateshead Clubhouse, we have created a type of organisation that can be replicated elsewhere. In these times of austerity and acute lack of mental health services, organisation's such as ours can provide a valuable contribution to what is already available for mental health service users. We respect the fact that we are all people with lived mental health experience and feel that it is better to grow our services organically, at a steady pace.

Thanks to Big Lottery Fund 'Celebrate' grant we held 2 open days in this financial year (4 in total) to celebrate diversity in mental health, with free buffet, live music and lots of information stalls and activities, over 100 people attended each day.

We completed the Community Asset Transfer for the clubhouse building, meaning that we have a 35-year lease from the council with a peppercorn rent.

We have greatly enhanced our online presence with our own website, built from scratch by a member ([www.gatesheadclubhouse.com](http://www.gatesheadclubhouse.com)) as well as frequently updating our Facebook page.

### **3.4 Membership Involvement / Contribution**

Members are at the heart of our service and are involved in all aspects of our organisation including its strategic and operational management. The clubhouse is unique in the UK. We have no paid staff and everyone who helps run the service is a mental health service user. Having no paid staff encourages user empowerment, enhancing skills and abilities of members. This approach is unique and encourages members to use their experience to develop the services we offer. We encourage members to 'own' the service and contribute whatever they can offer in terms of the skills they have developed or wish to develop. We have been hugely impressed by the expertise and the wide range of life-skills that members have to offer.

### **3.5 Gateshead Clubhouse Performance and Outcomes**

We support members on their own terms and deliver a wide range of health and well-being outcomes connected to social inclusion and community participation. Our informal delivery model produces many qualitative outcomes, for example:

- Acknowledgement of the Clubhouse as a place of safety – a sanctuary.
- The appreciation of peer support.
- Improved health and emotional wellbeing.
- Increased confidence and self-esteem.
- An improved quality of life.
- Making a positive contribution to the community.
- Increased choice and control of our facilities and the activities we offer.
- An improvement of the experience of feeling valued.

From March 31st 2016 until April 1st 2017, we have provided a weekday service from 11am to 4:30pm. The clubhouse was open every Bank Holiday including Christmas Day - the only day we were closed was New Year's Day. The clubhouse has become a focal point for people with mental health problems in Gateshead. We have a broad mix of members who can choose whether to talk to their peers or get involved in the many various activities available.

Quantitative data monitoring is also achieved through: - attendance records of the clubhouse & groups. For the Financial Year of: 2016 – 2017

- How many different types of groups running this this year: 18 Groups
- Cumulative amount of total groups held this year: 333 Groups
- Cumulative data for member group attendance this year: 2307.

### **3.6 Personal Development**

Members are encouraged and supported to develop themselves and others, through our wide range of courses and activities. We believe that social interaction and participation in activities improves confidence and self-esteem. The following groups were available during the last financial year: Mindfulness, Hearing Voices group, Women's Friendship group, Digital Life Skills, Baking, Cooking Skills. Other training and educational activities were available including Video and Photography, Arts and Crafts groups, Personality Disorder Support group and Gateshead User Forum. We have organised a range of leisure activities and day trips.

As well as providing free Wi-Fi, we have seven networked computers for members to use the Internet, learn online and generally keep in touch with the digital world.

### **4 Financial Review**

See 2017 Independent Financial Examination

### **5 Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Charity's Trustees by Anthony Johnson, Chair.

A handwritten signature in black ink, appearing to read 'A. Johnson', written in a cursive style.

Date: 5<sup>th</sup> November 2017

**Gateshead Clubhouse CIO**

**Charity Registration no 1160853**



**Financial Statements and Reports**

**For the year ended**

**31 March 2017**

Worcester Green  
GATESHEAD  
Tyne & Wear  
NE8 1NH

## Contents

1.	Reference and Administrative Information	Page 3
2.	Structure and Governance	Page 4
3.	Trustees Report	Pages 4 to 5
4.	Independent Examiner's Report	Page 6
5.	Statement of Financial Activities	Page 7
6.	Balance Sheet	Page 8
7.	Notes to the Accounts	Pages 9-11

## Reference and Administrative Information

**Name:** Gateshead Clubhouse CIO

**Charity No:** 1160853

**Trustees/Directors:** Anthony Johnson – Chair  
Teresa Morley – Treasurer  
David Walton – Secretary  
Alan Jeavons  
Paul Gwynn  
Paul Ogle  
Robert McMullen  
Geoffrey Harris  
Elaine Allen

**Registered Address:** Worcester Green  
GATESHEAD  
Tyne & Wear  
NE8 1NH

**Bankers:** Lloyds Bank plc  
17 Ellison Walk  
GATESHEAD  
Tyne & Wear  
NE8 1BF

**Independent Examiner:** Kate Tully FMAAT FCIE  
4 Brandon Close  
Winlaton  
Blaydon on Tyne  
NE21 6PN

## Structure and Governance

Gateshead Clubhouse is a Charitable Incorporated Organisation managed by its Trustees.

### Objectives

Gateshead Clubhouse is a mental health community hub run entirely by its members. It has a community café with internet access for our members, we run various activities from the clubhouse as well as out in the community.

## Trustee's Report

### Achievements

In partnership with Tyne & Wear and Northumberland NHS trust, Gateshead adult learning services, recovery college (ReCoCo), museums service, Gateshead Housing Company we ran a total of 18 different activities, with 333 sessions in total & with a cumulative attendance of 2,307. These groups included – mindfulness, yoga, art and crafts, hearing voices support group, cooking skills, baking group, wellness recovery action plan (WRAP), spirituality and mental health, history group.

We succeeded in gaining funding for four open day events at the clubhouse to celebrate diversity in age ethnicity and culture in mental health. These four events were extremely successful with attendance varying between 80 to 120 people on the day. We had information and advice stalls from many different organisations, three events had live music, mindfulness awareness, head and shoulder massages, exercise therapy and foods from different cultures. With a lot of the visitors being average members of the public we think we succeeded in reducing stigma and promoting positive mental health.

Once again we succeeded in opening from 11 AM to 4:30 PM every weekday including bank holidays and Christmas day, the only day we were closed was New Year's day.

the following organisations were kind enough to donate to the clubhouse, many thanks – Community Foundation, Big Lottery Fund (Celebrate), Gateshead Housing Company, Capacity Building Fund, Greggs, Gateshead Relief in Sickness Fund, Medics in the Community, Oxford Terrace and Rawling Road Medical Group, Windmill Hills, Breaks Wholesalers.

### Public Benefit Statement

The trustees have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

### Financial Review

The financial position for the year shows net incoming funds of £49,315 and total outgoing resources of £47,025 with funds brought forward from last year of £11,161 the total funds carried forward are £13,450

### Risk Management:

The Trustees are examining the major risks, which the charity faces in relation to external factors, governance and management, internal operations and business. They are considering the likelihood and the impact of risks and are reviewing what systems should be in place to control and reduce those risks. The systems are being designed to provide reasonable, but not absolute, assurance against material loss or misstatement of loss.

### Reserves Policy

It is the policy of the charity to try to build up unrestricted funds, which are free reserves of the charity, to a level that equates to approximately 6 months unrestricted expenditure. This will provide sufficient funds to cover management and administration support costs and any emergencies that may arise from time to time.

**Plans for the Future**

In these times of austerity and acute lack of mental health services, organisations such as ours can provide a valuable contribution to what is already available for mental health service users out there in the community. Around the United Kingdom there are buildings suitable for organisations such as ours that could be utilised for a fraction of the cost of a staffed service.

Recognition of the model that we have developed in the mental health community on a national level and independent evaluation of that model is something we would like to see happen in the future. This should include publicising the positive outcomes not only for our Members, but for Member Representatives and our Trustees.

Our Main Aspirations are:

- Secure long term funding
- To continue to develop our role as a mental health community resource, which has access to and links with other services in Gateshead
- To continue to provide and enhance our community cafe and room hire functions.
- To continue as a staff free service but to gain further funding for activities or groups

All of the above will ensure that the service does not stagnate and become institutionalised.

**Trustees' Responsibilities**

The Trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable Charity Law and United Kingdom Generally Accepted Accounting Practice.

Charity Law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Comply with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Approved by the trustees and signed on their behalf:**

Name:.....Signature:.....

Date:.....

## Independent Examiners Report

Report to the trustees of Gateshead Clubhouse CIO on Accounts for the year ended 31 March 2017 set out on pages 7 to 11

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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. The charity's gross income does not exceed £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Kate Tully FMAAT FCIE

Date

Signed



Kate Tully is a Fellow Member of the Association of Charity Independent Examiners and a Fellow Member of the Association of Accounting Technicians

## Statement of Financial Activities

### for the year ended 31 March 2017

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016-17 £	Total Funds 2015-16 £
<b>Note</b>				
<b>Income and Endowments from:</b>				
<b>2</b>				
<i>Donations and Legacies</i>	12	28,479	28,491	8,740
<i>Charitable Activities</i>	20,456		20,456	40,257
<i>Other Trading Activities</i>	365		365	0
<i>Investment Income</i>	3		3	2
<i>Other</i>			0	10
<b>Total</b>	<b>20,836</b>	<b>28,479</b>	<b>49,315</b>	<b>49,009</b>
<b>Expenditure on:</b>				
<b>3</b>				
<i>Raising Funds</i>			0	0
<i>Charitable activities</i>	19,377	27,648	47,025	43,043
<i>Other resources expended</i>			0	0
<b>Total</b>	<b>19,377</b>	<b>27,648</b>	<b>47,025</b>	<b>43,043</b>
<b>Net income/(expenditure)</b>	<b>1,459</b>	<b>831</b>	<b>2,290</b>	<b>5,966</b>
Transfers between funds	(6,314)	6,314	0	0
<b>Net movement in funds</b>	<b>(4,855)</b>	<b>7,145</b>	<b>2,290</b>	<b>5,966</b>
<i>Funds carried forward from 2015-16</i>	11,161		11,161	5,195
<b>Total funds carried forward</b>	<b>6,306</b>	<b>7,145</b>	<b>13,450</b>	<b>11,161</b>

The notes on pages 12-14 form an integral part of these financial statements.

**Balance Sheet**  
as at 31 March 2017

	Note	2016-17 Funds £	2015-16 Funds £
<b>Fixed Assets:</b>			
		<i>Tangible Assets</i>	
<b>Total Fixed Assets:</b>		0	0
<b>Current Assets</b>			
	7		
		<i>Debtors</i>	
		<i>Shop Stock</i>	
		4,002	
		<i>Savings</i>	
		9,721	11,562
		<i>Current Account</i>	
		128	
		<i>Cash in Hand</i>	
<b>Total Current Assets</b>		13,850	11,562
<b>Liabilities</b>			
	8	(400)	(400)
		<i>Creditors: Amounts falling due within one year</i>	
		<i>Creditors: Amounts falling due after one year</i>	
<b>Total Assets less total liabilities</b>		13,450	11,161
<b>The Funds of the Charity:</b>			
		7,145	0
		<i>Restricted funds</i>	
		6,306	11,161
		<i>Unrestricted funds</i>	
<b>TOTAL CHARITY FUNDS</b>		13,450	11,161

**Approved by the trustees and signed on their behalf:**

Name:.....Signature:.....

Date:.....

The notes on pages 12-14 form an integral part of these financial statements

**Notes to the Financial Statements**  
**for the period ending 31 March 2016**

---

**1 Accounting Policies**

**Basis of Preparation**

These Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015) – Charities SORP (FRS 102).

Gateshead Clubhouse meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**Reconciliation with previous Generally Accepted Accounting Practice**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by the Charities SORP FRS 102 the restatement of comparative items was required.

At the date of transition no restatements were required.

**Incoming Resources**

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Capital Grants are released over the economic useful life of the asset to which they relate

**Resources Expended and Liabilities**

Resources expended have been analysed using a natural classification.

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Tangible Fixed Assets**

The Charity holds no assets of material worth at the present.

## 2 Funds

The Charity has one fund, an unrestricted general fund comprising accumulated surpluses and deficits which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity that have not been designated for other purposes.

Fund Name	Bal. b/f	Income	Expenditure	Transfers	Bal. c/f
<b>Restricted Funds</b>					0
Activities - 1989 WCT	0	3,012	(844)	0	2,168
BLF - Celebrate	0	5,605	(1,888)	(600)	3,117
Boiler Grant	0	4,500	(4,500)	0	0
Core Funding – Community Foundation	0	3,770	(2,154)	0	1,616
Capacity Building - designer/core costs	0	2,484	(2,468)	(16)	0
GP Risk Statement Charges	0	300	(56)	0	244
Gateshead relief in sickness fund	0	294	(1,294)	1,000	0
Greggs core funding Year 1	0	7,000	(13,000)	6,000	0
Medics in the community	0	415	(415)	0	0
Xmas Party	0	200	(130)	(70)	0
Capacity Building - Asset Transfer	0	900	(900)	0	0
	<b>0</b>	<b>28,479</b>	<b>(27,648)</b>	<b>6,314</b>	<b>7,145</b>
<b>General Fund</b>					
Breaks Wholesalers Grant	0	520	(520)	0	0
General Funds	11,161	17,314	(18,857)	(7,314)	2,304
Reserves	0	3,002	0	1,000	4,002
	<b>11,161</b>	<b>20,835</b>	<b>(19,377)</b>	<b>(6,314)</b>	<b>6,305</b>
<b>Total of All Funds</b>	<b>11,161</b>	<b>49,315</b>	<b>(47,025)</b>	<b>0</b>	<b>13,450</b>

## Analysis of Income and Expenditure 2016-17

### Income

<b>Donations and Legacies</b>	<b>This year</b>	<b>Previous year</b>
	<b>£</b>	<b>£</b>
Grants	28479	8740
Donations	12	
<b>Total</b>	<b>28491</b>	<b>8,740</b>
<b>Income from Other Trading Activities</b>	<b>This year</b>	<b>Previous year</b>
	<b>£</b>	<b>£</b>
Fundraising	365	
<b>Total</b>	<b>365</b>	<b>0</b>
<b>Investments</b>	<b>This year</b>	<b>Previous year</b>
	<b>£</b>	<b>£</b>
Bank Interest	3	2
<b>Total</b>	<b>3</b>	<b>2</b>
<b>Incoming resources from charitable activities</b>	<b>This year</b>	<b>Previous year</b>
	<b>£</b>	<b>£</b>
Catering Income	12575	34,641
Room Hire/Refreshments	6193	5,583
Volunteer Income	0	33
Other	1688	10
<b>Total</b>	<b>20,456</b>	<b>40,267</b>
<b>TOTAL</b>	<b>49,315</b>	<b>49,009</b>

## Expenditure

	This year £	Previous year £
<b>Raising Funds</b>		
Fundraising Costs		17
<b>Total</b>	<b>0</b>	<b>17</b>

	This year £	Previous year £
<b>Charitable activities</b>		
Activities/Events	5,516	2345
Adverts/Publicity	167	10
Catering Costs	12,120	25,450
Computer Software/Expenses	1,028	262
Insurance	1,548	1,583
Kitchen Equipment	3,122	2,662
Legal/Professional Fees	3,826	0
Licences/Affiliations/Subs	0	159
Maintenance/Refurbishment	10,968	4,966
Sanitary/Cleaning	86	1,166
Security	0	566
Small Equipment	0	370
Stationery/Postage/Printing	662	540
Telephone/Internet	855	999
Travel Expenses	0	400
Utilities	6,450	500
Volunteer Expenses	0	402
Independent		
Examination/Accountancy	650	400
Other	25	246
<b>Total</b>	<b>47,025</b>	<b>43,026</b>
<b>Total</b>	<b>47,025</b>	<b>43,043</b>

### 3 Fixed Assets

There are no fixed assets of material worth at this time.

### 4 Debtors

There are no debtors at this time

### 5 Creditors

	2016-17 Amounts falling due within 1 year £	2015-16 Amounts falling due more than 1 year £
Trade Creditors	400	400
Other Creditors		
Accruals and Deferred Income		
<b>Total</b>	<b>400</b>	<b>400</b>

### 6 Trustees Expenses

No Trustees claimed any expenses during this financial year.