



# Gateshead Clubhouse

Worcester Green

Gateshead, Tyne & Wear

NE8 1NH

## Trustees' Annual Report

1/4/2017 – 31/3/2018

Published for the Annual General Meeting on the  
30th November 2018

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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

## **1.1 Current Trustees (All will step down at beginning of AGM & stand for re-election)**

<b>Trustee Name</b>	<b>Office</b>
Anthony Johnson	Chair
David Walton	Secretary
Teresa Morley	Treasurer
Paul Gwynn	
Jeff Harris	
Alan Jeavons	
Elaine Allen	
Pauline Hawkins	
Stephen Bell	
Mark Richardson	

## **1.2 Trustees that have stepped down in this financial year**

Robert McMullen
Paul Ogle

## **1.3 Clubhouse Member wanting to be elected at this AGM**

Paul Ogle
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## 1.4 Gateshead Clubhouse Advisers

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

## 2 Overview

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

We believe that Gateshead Clubhouse can truly be described as a unique and inspirational model of operation. It is an entirely peer-led project, with no paid workers. 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. Our key stakeholders are listed below:



We have continued to work with a large network of partners during this year to enhance our service provision.

### **3 Objectives & Vision**

#### **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: -

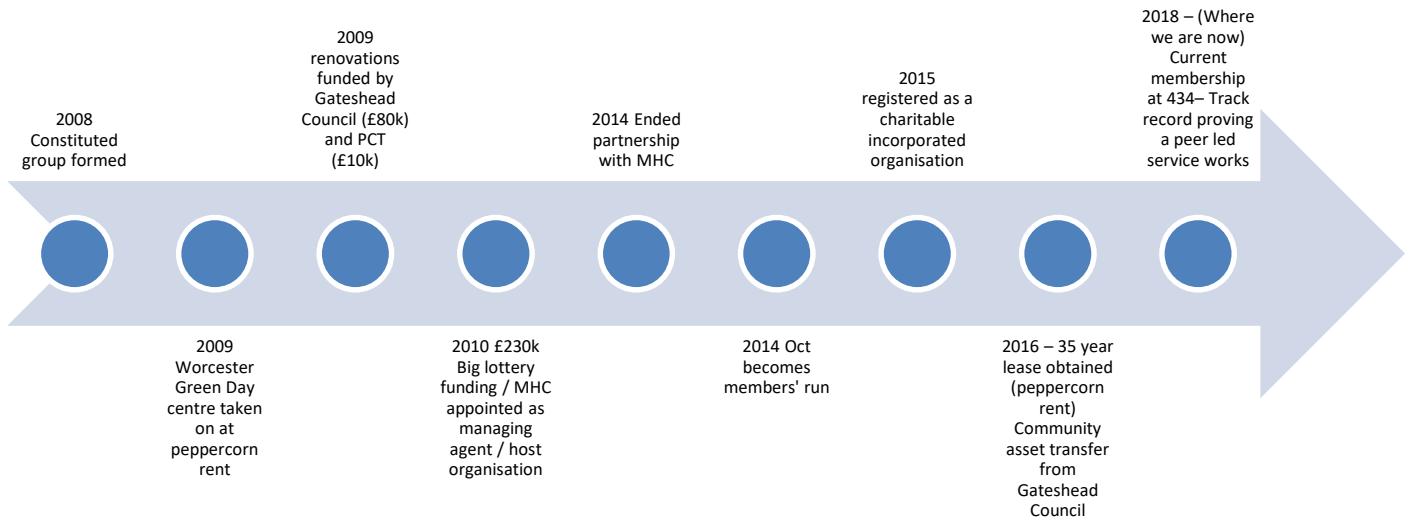
- Ownership and involvement in the service.
- Building on existing skills and abilities; personal development.
- Providing opportunities for education, training and work,
- Promoting empowerment and peer support in an authentic User Run Organisation.

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

1. To continue to develop our role as a mental health community resource, which has access to and links with other services in Gateshead
2. To continue to provide and enhance our community cafe and room hire functions.
3. To continue as a staff free service and enhance our multi-stranded approach to groups & activities (see below)
4. To look into accessing statutory funding and light touch monitoring.
5. To further provide training courses for our member reps & Trustees in dealing with problems and to promote team building.
6. Further development of Gateshead Clubhouse model of working
7. Further development of monitoring to chart and further demonstrate the impact of this way of working on individuals
8. To further promote widely with a view to being piloted elsewhere.

## 4 Achievements & Performance

### 4.1 Clubhouse Milestones:



### 4.2 Our Background

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

As of March 31st 2018, the Clubhouse has over 400 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, organizations 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.

### 4.3 Clubhouse Website and Social Media

We have greatly enhanced our online presence with our own website, built from scratch by a member as well creating a Facebook page and Twitter account, all of which are frequently updated. The links for all of these can be found on the front page of this report.

## **4.4 Membership Involvement / Contribution**

The Clubhouse has a very different dynamic to that of a staffed service. It puts the interests of its members at the center of everything it does and is based on a flat hierarchy.

We have no paid staff: members run all aspects of our organization, including its strategic and operational management. Everyone who helps run the service is a mental health service user and this encourages user empowerment, enhancing skills and abilities of all members. We believe this approach is unique and encourages members to use their experience to develop the services we offer. In effect, members to 'own' the service and contribute whatever they can offer in terms of the skills they have already 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.

## **4.5 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:

- The appreciation of peer support
- Improved health and emotional well-being
- 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
- Acknowledgement of the Clubhouse as a place of safety – a sanctuary

From March 31st 2017 through to April 1st 2018, we have provided a weekday service from 11am to 4:30pm. The Clubhouse has also been open every Bank Holiday, including Christmas Day and closed only on 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: 2017 – 2018. Qualitative data is now being collected via feedback sheets.

## **4.6 Groups / Activities:**

There were 281 groups / activities held in the last financial year –

<ul style="list-style-type: none"><li>• Mindfulness</li><li>• Hearing Voices</li><li>• Women's Friendship Group</li><li>• Baking &amp; Cooking Skills</li><li>• Health Champions</li><li>• Arts &amp; Craft groups</li><li>• Spirituality &amp; Recovery</li><li>• Hearing Voices group</li><li>• Digital Life Skills</li><li>• Video and Photography</li><li>• Personality Disorder Support group</li></ul>	<ul style="list-style-type: none"><li>• History</li><li>• Wrap</li><li>• Yoga</li><li>• Health, Nutrition &amp; Wellbeing</li><li>• Digital Media Savvy</li><li>• Wellbeing</li><li>• GHC Media Group</li><li>• Art Groups</li><li>• Jewellery Group</li><li>• Anxiety Group</li><li>• Gateshead User Forum</li></ul> <p>In addition, we have organised a range of leisure activities and day trips.</p>
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## **4.7 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.
- As part of this approach, we have installed high quality free Wi-Fi and we have six networked computers for members to access the Internet, learn online and generally keep in touch with the digital world.
- Overall, our cultivation of members' individual empowerment and responsibility has led to a significant increase in their positive mental health and well-being. Some of our members have moved onto employment, others have developed new skills that will lead them into recovery, future employment and education.

## **5 Financial Review**

Please see 2018 Independent Financial Examination

## **6 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".

Date: 1<sup>st</sup> October 2018

**Gateshead Clubhouse CIO**

**Charity Registration no 1160853**

**Financial Statements and Reports**

**For the year ended**

**31 March 2018**

Worcester Green  
GATESHEAD  
Tyne & Wear  
NE8 1NH

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## 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  
Robert McMullen  
Geoffrey Harris  
Elaine Allen  
Pauline Hawkins

**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

There were 281 groups/activities held in the last financial year.

Social activities lie at the heart of the Clubhouse, in the context of the safe and relaxed environment it provides for members for opportunities to socialise on a daily basis; and, in the way that they provide an important safety net for members. In effect, this has created a genuinely inclusive community which embraces people who have experienced the corrosive effects of social-exclusion and a myriad of other negative life experiences which have contributed to / have amplified their mental health problems. In addition, a comprehensive range of external activities are organised by the Clubhouse reps, sometimes in collaboration with cross-sector organisations which provide which have an emphasis on outdoor fitness and well-being. These include gardening, walking, football and cycling. There are also regular trips to various geographical locations, local, regional and elsewhere e.g. Bill Quay Farm, Alnwick, Kendal & Bowness, Saltburn, Keswick and the North Lakes, Bury Market, York, Harrogate and Edinburgh.

The way that the Clubhouse is managed and run is a very different dynamic to that of a staffed service. It puts the interests of its members at the centre of everything it does and values common sense. It is based on a flat hierarchy.

### 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 £55,153 and total outgoing resources of £61,756 with funds brought forward from last year of £13,450 the total funds carried forward are £9,224.

### 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**

We will continue to develop the clubhouse in its own right, but at the same time we wish to support other mental health communities in Tyne & Wear to develop their own models of user run services. Over the coming years we will be focusing on that, reaching out for partners to help develop these services working with all sectors in mental health so we could see similar projects to the clubhouse in Tyne & Wear. These would be completely independent services tailored to what local people want.

**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 2018 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

**Gateshead Clubhouse CIO**  
**Statement of Financial Activities**  
**for the year ended 31 March 2018**

Note	Unrestricted	Designated	Restricted	Total Funds 2017- 18	Total Funds 2016-17
	Funds £	Funds £	Funds £	£	£
<b>Income and Endowments from:</b>					
<i>Donations and Legacies</i>	518	0	27,507	28,025	28,491
<i>Charitable Activities</i>	26,149	0	0	26,149	20,456
<i>Other Trading Activities</i>	977	0	0	977	365
<i>Investment Income</i>	0	2	0	2	3
<i>Other</i>				0	0
<b>Total</b>	<b>27,644</b>	<b>2</b>	<b>27,507</b>	<b>55,153</b>	<b>49,315</b>
<b>Expenditure on:</b>					
<i>Raising Funds</i>	15	0	0	15	15
<i>Charitable activities</i>	28,326	0	33,415	61,741	47,025
<i>Other resources expended</i>				0	0
<b>Total</b>	<b>28,341</b>	<b>0</b>	<b>33,415</b>	<b>61,756</b>	<b>47,040</b>
<b>Net income/(expenditure)</b>	<b>(696)</b>	<b>2</b>	<b>(5,908)</b>	<b>(6,602)</b>	<b>2,275</b>
Transfers between funds	(2,000)	2,000		0	0
<b>Net movement in funds</b>	<b>(2,696)</b>	<b>2,002</b>	<b>(5,908)</b>	<b>(6,602)</b>	<b>2,275</b>
<i>Funds carried forward from 2016-17</i>	4,679	4,002	7,145	15,826	11,161
<b>Total funds carried forward</b>	<b>1,983</b>	<b>6,004</b>	<b>1,237</b>	<b>9,224</b>	<b>13,450</b>

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

**Balance Sheet**

as at 31 March 2018

	Note	2017-18 Funds £	2016-17 Funds £
<b>Fixed Assets:</b>			
		<i>Tangible Assets</i>	
		0	0
<b>Total Fixed Assets:</b>		0	0
 <b>Current Assets</b>			
		<i>Debtors</i>	0
	7	13	4,002
		<i>Savings</i>	9,721
		<i>Current Account</i>	9,443
		<i>Cash in Hand</i>	128
<b>Total Current Assets</b>		168	13,850
 <b>Liabilities</b>			
		<i>Creditors: Amounts falling due within one year</i>	0
	8	<i>Creditors: Amounts falling due after one year</i>	(400)
<b>Total Assets less total liabilities</b>		9,224	13,450
 The Funds of the Charity:			
		<i>Restricted funds</i>	6,306
		<i>Designated Funds</i>	1,237
		<i>Unrestricted funds</i>	7,145
<b>TOTAL CHARITY FUNDS</b>		6,004	9,224
			13,450

**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 2018

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## 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).

### 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.

### Analysis of Income and Expenditure 2017-18

#### Income

	Unrestricted £	Designated £	Restricted £	This Year Total £	Previous Year Total £
<b>Donations and Legacies</b>					
Grants	230		27,507	27,737	28,479
Donations	288			288	12
<b>Total</b>	<b>518</b>	<b>0</b>	<b>27,507</b>	<b>28,025</b>	<b>28,491</b>
<b>Income from Other Trading Activities</b>					
Fundraising	977				365
<b>Total</b>	<b>977</b>	<b>0</b>	<b>0</b>	<b>977</b>	<b>365</b>
<b>Investments</b>					
Bank Interest		2		2	3
<b>Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>
<b>Incoming resources from charitable activities</b>					
Catering Income	19,543			19,543	12,575
Room					
Hire/Refreshments	6,416			6,416	6,193
Other	190			190	1,688
<b>Total</b>	<b>26,149</b>	<b>0</b>	<b>0</b>	<b>26,149</b>	<b>20,456</b>
<b>TOTAL</b>	<b>27,644</b>	<b>2</b>	<b>27,507</b>	<b>55,153</b>	<b>49,315</b>

## Expenditure

	Unrestricted £	Designated £	Restricted £	This Year Total £	Previous Year Total £
<b>Raising Funds</b>					
Fundraising Costs	15				0
<b>Total</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>
<b>Charitable activities</b>					
Activities/Events			4,945	4,945	5516
Adverts/Publicity	716			716	167
Catering Costs			12,494	12,494	12,120
Computer Software/Expenses			2,840	2,840	1,028
Insurance	2,786		58	2,844	1,548
Equipment	2,981			2,981	3,122
Legal/Professional Fees	1,796			1,796	3,826
Licences/Affiliations/Subs	125			125	0
Maintenance/Refurbishment	2,000		11,832	13,832	10,968
Sanitary/Cleaning	1,106			1,106	86
Safety/Security	1,914			1,914	0
Small Equipment				0	0
Stationery/Postage/Printing	609			609	662
Telephone/Internet	754			754	855
Travel Expenses		17		17	0
Utilities	8,208			8,208	6,450
Volunteer Expenses		1,179		1,179	0
Independent					
Examination/Accountancy	400			400	650
Other	4,931		50	4,981	25
<b>Total</b>	<b>28,326</b>	<b>0</b>	<b>33,415</b>	<b>61,741</b>	<b>47,023</b>
<b>Total</b>	<b>28,341</b>	<b>0</b>	<b>33,415</b>	<b>61,756</b>	<b>47,023</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

	2017-18 Amounts falling due within 1 year £	2016-17 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.