



Trustees' Annual Report for the period

From 31/05/2023 Period start date To 31/12/2023 Period end date

Charity name: STORRINGTON AREA HELP SCHEME (SAHS)

Charity registration number: 1203336

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the CIO are to relieve persons resident in Storrington, Sullington, Thakeham, Ashington, Washington, West Chiltington and Cootham, and such other places as the charity trustees may from time to time determine (the area of operation) who are in conditions of need, hardship and distress.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The aim of the scheme is to assist those residing in the area of operation who require help with transport to healthcare appointments by the provision of a voluntary car service for the transport of such persons to and from appointments primarily within West Sussex.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Storrington Area Help Scheme trustees have regard to the guidance issued by the Charity Commission on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	<p>SAHS is run entirely by volunteers, without whom the scheme would not exist. The total number of volunteers at the end of 2023 is 42. The trustees are grateful for their valuable contribution.</p> <p>There are no paid employees.</p> <p>Office Volunteers are the telephone link between clients requesting transport to healthcare appointments and an available driver.</p>

	<p>At the end of 2023 there were 8 regular office volunteers and 2 new office volunteers undergoing training.</p> <p>Since becoming a CIO office volunteers contributed in excess of 298 hours of their own time from 31st May to 31st December 2023.</p> <p>Of note, office volunteer Janet Clarke retired at the end of the year after dedicating 23 years' service to the team. She began as a driver, became a joint office co-ordinator and then retired as an office volunteer. The trustees recognised her valuable long term contribution and commitment with a farewell lunch.</p> <p>Volunteer Drivers, using their own vehicles, gave their time to provide transport for 464 journeys totalling 8172 miles to healthcare appointments. Cover was provided seven days a week. At the end of 2023 there were 32 volunteer drivers.</p> <p>It was noted by the trustees that there were some occasions where drivers went above and beyond the call of duty to assist clients with early morning or late evening runs and waiting for clients when appointments went over the normal two hour wait limit.</p> <p>During the period of this report SAHS lost 4 drivers and recruited 2 more.</p> <p>Of note, volunteer driver Ian Dyke retired in August 2023 after 16 years service to the organisation including time spent as a driver, in the office and as joint co-ordinator. Ian received a token of appreciation from the trustees for his valuable contribution to SAHS.</p> <p>Trustees. On 31st May 2023 SAHS was registered as a Foundation Charitable Incorporated Organisation (CIO) with a new constitution.</p> <p>In the months leading up to the 31st May 2023 the trustees commenced a review of governance and sought legal advice and assistance from Shakespeare Martineau Solicitors. Their Head of Charities Catherine Rustomji carefully guided the trustees through the process of registering SAHS as a Foundation CIO with the Charity Commission. The aftermath of becoming a CIO led to a flurry of activity to improve governance procedures as follows;</p>
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		<ul style="list-style-type: none"> • DBS checks for all volunteers completed successfully. • Insurance cover reviewed and updated. • A new Bank Account organised. • New policy documents for Office Staff, Volunteer Drivers and Recruiting Volunteers were produced and distributed. • GDPR statements included in all applications • Recommended passenger donations reviewed and updated. • Development of a SAHS website commenced. <p>In addition to this additional work the trustees continued to monitor the day to day running of the scheme with regular meetings in July, August, September & November 2023.</p> <p>On 26th September 2023 the number of trustees increased from 6 to 7 (the maximum number required by the new constitution) when Paulette Roper, a valued office volunteer, was formally appointed.</p>
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Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The main achievement of SAHS has been its continued contribution to the social well being of the local community by providing an invaluable transportation service for local residents who have no access to transport of their own, are mostly elderly and live in a rural area with very limited public transport options. Our operation has enabled them to attend a wide range of healthcare appointments primarily within West Sussex.</p> <p>The journeys undertaken by our volunteer drivers also provide a valuable opportunity for those living on their own to experience social engagement and benefit from the stimulation this can give.</p> <p>Performance At the end of 2023 there were 280 beneficiaries registered with SAHS. A number of these beneficiaries had multiple needs requiring transportation to various healthcare facilities around West Sussex. Others having ongoing treatment, required repeat journeys to</p>

		<p>the same healthcare facilities and there were many requests for single appointments.</p> <p>In total the office volunteers handled 555 booking requests.</p> <p>32 of these requests were cancelled as a result of the clients' appointment being cancelled by the healthcare organisation, some of them due to industrial action by the doctors.</p> <p>50 were cancelled by the client due to sickness or had made alternative transport arrangements.</p> <p>There were 9 journeys that office volunteers were unable to find drivers for. It was noted that this mainly occurred during summer holiday times.</p> <p>As a result a total of 464 journeys were undertaken during the period of this report.</p> <p>Clients frequently verbally express to office volunteers and drivers their appreciation and gratitude for the service SAHS provides.</p> <p>Kings Award for Voluntary Service (KAVS) In September 2023 SAHS was formally nominated for the Kings Award for Voluntary Service. Equivalent to an MBE, KAVS is the highest Award given to local voluntary groups in the UK, and they are awarded for life.</p> <p>The nomination was submitted by one of our clients who often uses the services of the Scheme and was supported by wonderful letters of recommendation from two other regular clients. In November 2023 SAHS was advised we were eligible for consideration and that an assessment process would commence early in 2024.</p> <p>The award process is a lengthy one with results not known until November 2024. No matter the outcome it is an honour for SAHS to be considered for this award.</p>
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Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>SAHS has an annual income under £25,000 and is therefore below the threshold that requires independent examination of its accounts. (Charities Act 2011 as amended refers)</p> <p>This period total funds received were £7,326.58 The main source of income came from donations made by beneficiaries in respect of journeys undertaken on their behalf, a donation from a trust and a small amount of interest from the savings account.</p> <p>Total expenses amounted to £9,591.87 These were mileage expenses paid, at the government prescribed rate, to drivers plus office rent, telephone bill, insurance premiums, DBS checks, other sundries and a one off consultancy fee for registering as a CIO</p> <p>The balance of income over expenditure came to a deficit of - £2,265.29.</p> <p>It is important to note that it was the one off consultancy fee for services provided by Shakespeare Martineau solicitors amounting to £2,910.24 that led to a deficit of income over expenditure. Without this cost, income over expenditure amounted to a surplus of £644.95. The cost of the consultancy fee was covered by reserves from the SAHS savings account.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>SAHS old current account, from prior to becoming a CIO on 31st May 2023, is in the process of being wound down and will be closed in early 2024. Once this occurs SAHS will have two accounts with Barclays Bank.</p> <ol style="list-style-type: none"> 1. An everyday business account used for the deposit of donations and payment of expenses, office rent, bills, etc. 2. A savings account to which excess funds from the business account are transferred and kept in reserve for additional expenses e.g. consultancy fees and legal advice.
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>£13,050.98 as at 31 December 2023.</p>
<p>Explanation of any uncertainties about the charity continuing as a going concern</p>	<p>Para 1.23</p>	<p>Currently there are no financial uncertainties. SAHS maintains a healthy balance in its bank accounts and is in a sound financial position. .</p>

Additional information (optional)

You may choose to include further statements where relevant about:

A description of the principal risks facing the charity	Para 1.46	The charity is able to meet the current demand from beneficiaries but a reduction in the number of volunteers (office staff and/or drivers) would affect the charities efficiency.
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution adopted 31 st May 2023
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Foundation Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees are directed to <ul style="list-style-type: none">• The Charity Commissions Public Benefit Documents on the CC's website.• The Essential Trustee, what you need to know, what you need to do. (CC3) found on the CC's website.• The Storrington Area Help Scheme Constitution.• A copy of the latest accounts.
Relationship with any related parties	Para 1.51	Storrington Area Help Scheme is a member of the Chanctonbury Community Transport Forum. This is a group of like-minded organisations set up through the Primary Care Network of four local GP surgeries at Billingshurst, Storrington, Henfield and Steyning. The forum meets once a quarter to share best practice and information.

Reference and Administrative details

Charity name	STORRINGTON AREA HELP SCHEME
Other name the charity uses	SAHS
Registered charity number	1203336
Charity's principal address	C/O TRINITY CENTRE, THAKEHAM ROAD, STORRINGTON RH20 3NG

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Anthony William DELL	CHAIR	From 31 st May 2023
2	Peter John COMBEN	TREASURER	From 31 st May 2023
3	Alan William CRAIG	ADMINISTRATOR	From 31 st May 2023
4	Susan Ann REEVES	OFFICE COORDINATOR	From 31 st May 2023
5	Nicholas REEVES	OFFICE COORDINATOR	From 31 st May 2023
6	Geoffrey William ROPER	TRUSTEE	From 31 st May 2023
7	Paulette Mary ROPER	TRUSTEE	From 26 th Sept' 2023

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Charity - Legal	Catherine RUSTOMJI	Shakespeare Martineau, 1 Colmore Square, Birmingham B4 6AA

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

This Annual Report and Accounts;

This annual report and accounts are compiled in accordance with the Charities Act 2011 and are to be retained for at least six years from the end of the financial year to which it applies.

Annual Return;

As a small charity (income below £25,000) SAHS is not required to submit this annual report and copy of accounts to the Charity Commission with the annual return. SAHS is only obliged to send a copy of the report/accounts to the Charity Commission if they ask for it.

(See GOV.UK Guidance, Prepare a Trustees' Annual Report/Reports for small non-company charities.)

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		