



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/01/2024 Period start date To 31/12/2024 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 Storrington Area Help Scheme 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	KINGS AWARD FOR VOLUNTARY SERVICE On the 14 th November 2024 the contribution made by all the volunteers of Storrington Area Help Scheme was recognised by the granting of the prestigious Kings Award for Voluntary Service . The MBE for voluntary groups.

It is a great honour for all the SAHS volunteers to receive this award in recognition of their vital contribution to the social wellbeing of the local community and provision of an invaluable transportation service enabling residents to attend a wide range of healthcare appointments primarily within West Sussex

SAHS is run entirely by volunteers, without whom the scheme would not exist. The total number of volunteers at the end of 2024 is **50**. Seven of these volunteers are trustees who are grateful for the valuable contribution made by all volunteers.

There are no paid employees.

Office Volunteers are the telephone link between clients requesting transport to healthcare appointments and an available driver.

At the end of 2024 there were **8** regular office volunteers. **1** other office volunteer was recruited and **3** stood down. **1** volunteer driver is also undergoing training to work in the office which is expected to be completed by January 2025.

Of note, Pat Metters retired in May after dedicating 15 years of loyal service to the office team and serving as a trustee between 2019 & 2021. The trustees recognised her valuable contribution and commitment with a farewell afternoon tea.

The volunteers contributed in excess of **510** hours of their own time and dealt with **1009** requests for assistance.

Volunteer Drivers, using their own vehicles, gave their time to provide **856** journeys to healthcare appointments for our clients. In excess of **13,500** miles were driven. Drivers provided cover seven days a week.

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.

At the beginning of this year our pool of drivers was down to **32** thus increasing the demand on those drivers and adding pressure to the office team in their efforts to match clients to available drivers.

At year end, following a successful recruiting campaign (see below) the total rose to **42** volunteer drivers.

During 2024 **3** drivers stood down

Trustees.

This year, 2024, is our first full year as a Foundation Charitable Incorporated Organisation (CIO).

Kings Award for Voluntary Service (KAVS)

The trustees were delighted to be nominated by three of our wonderful clients for the KAVS in 2023.

In January 2024 Deputy Lieutenants Julia Aisbitt and Mike Mansergh visited the Trinity Centre to assess the scheme. This was a 'due diligence' assessment of SAHS, its procedures and policies. It included conversations with the 3 client nominees, 2 drivers, 2 office staff and the 7 trustees.

We then waited with bated breath until November when the formal announcement was made and we received the fantastic news that we had been granted this prestigious award. Press releases followed plus an interview of our Chair Tony Dell on BBC Radio Sussex.

The formal presentation of the award will take place in the spring of 2025 for which arrangements are currently in hand.

Special recognition has to go to our administrator Alan Craig who, alongside all his other administrative duties, took on the additional workload of the award process. This comprised of an astonishing **317 emails** to date (incoming and outgoing) as follows:

In 2023 55 emails –

- the submission of the nomination in July
- arranging the due diligence assessments in December

In 2024 242 emails

- Relating to the assessment,
- Agreeing the citation
- Answering a range of follow up questions from the two deputy lieutenant assessors and the National KAVS team.

- An invitation to afternoon tea with Lady Emma Barnard along with all the nominated West Sussex organisations.
- The wording of press releases,
- Communications with the local media.
- The announcement to all our volunteers and their responses.

The work continues into the new year of 2025 with arrangements for the forthcoming award ceremony in the spring generating **17 emails** so far (at the time of writing). This will be followed by organising for two SAHS representatives to attend a garden party at Buckingham Palace.

Change of Treasurer

At a trustees meeting on 25th April Peter Comben our Honourable Treasurer decided to step down from the treasurers' role after contributing 11yrs of valuable service. Peter continues to serve as a trustee. It was approved for Geoff & Paulette Roper to take over as the new treasurers following an overlap period of working alongside Peter to 'learn the ropes'. Geoff & Paulette were fully engaged as treasurers by the 25th June 2024.

Safeguarding

In August the trustees introduced a new Safeguarding Policy with the assistance and advice of the Safeguarding team at Horsham District Council. This policy was circulated to all of the SAHS volunteers and is issued to all new volunteers joining the scheme.

Trustees Sue and Nick Reeves kindly volunteered to become Safeguarding Officers being the first point of contact should any incidents come to light.

In October trustees Tony Dell and Geoff Roper attended a Safeguarding training session provided by Horsham District Council. This session reaffirmed that the right safeguarding systems were in place to protect both our clients and volunteers.

Driver Recruiting Campaign

It was noted by the trustees that our pool of drivers was slowly diminishing. Apart from the Storrington on Show event in September, which stimulated much interest in SAHS, there was very little uptake by volunteer drivers from other sources of publicity.

		<p>The decision was taken to drop a leaflet into every residence within our area of operation using the Royal Mail Drop a Leaflet service. Tim Bigger of Abstract Solutions was employed to design and organise the printing of the leaflets. In August the first of three batches of leaflets was delivered to the residents of Storrington & Sullington. This first part of the project was funded from SAHS own reserves.</p> <p>To cover all the costs of delivery of the further two batches of leaflets, to the outlying villages of our area, the treasurers were able to secure £873.86 funding via Horsham District Council from the newly released Volunteer Support Fund which is funded by the UK Government. This grant also covered the costs of any new drivers' DBS checks resulting from the project. During the period of this campaign 13 new applications were received of these 12 have been recruited and 1 applicant is awaiting the result of a DBS check</p> <p><u>Other duties</u> In addition to this work the trustees continued to monitor the day to day running of the scheme with regular bi-monthly meetings.</p>
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Achievements and Performance

<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>SORP reference Para 1.20</p>	<p>As well as the Kings Award for Voluntary Service the main achievement of SAHS has been its continued contribution to the social wellbeing 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 2024 there were 286 beneficiaries registered with SAHS (an increase of 6 from 2023). A number of these beneficiaries had multiple needs requiring transportation to various healthcare facilities around West Sussex. Others having ongoing</p>
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		<p>treatment, required repeat journeys to the same healthcare facilities and there were many requests for single appointments.</p> <p>In total the office volunteers handled 1009 booking requests.</p> <p>44 of these requests were cancelled as a result of the clients' appointment being cancelled by the healthcare organisation.</p> <p>91 were cancelled by the client due to being unwell, admitted to hospital or cancelled at the last minute as they had found a family member or friend to take them.</p> <p>18 requests where office volunteers were unable to find drivers. It was noted that this mainly occurred during summer holiday times. Some were due to last minute requests.</p> <p>As a result a total of 856 journeys were successfully completed 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>
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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>A separate Annual Account sheet is attached to this report. The summary is as follows:</p> <p>Income This period (1st Jan to 31st Dec) 2024 total funds received were £13645.33</p> <p>The main source of income came from donations made by beneficiaries in respect of journeys undertaken on their behalf, plus a £1000 donation from a trust and a small amount of interest from the savings account. A grant of £500 was secured from West Sussex CC Accessible Transport fund to be used for everyday running costs A grant of £873.86 was secured via Horsham District Council from the UK Government Volunteer Support fund for the driver recruiting campaign.</p>
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		<p>Expenditure Total expenses amounted to £13275.26</p> <p>These comprised mainly of mileage expenses, paid to drivers at the government prescribed rate, office rent, telephone bill, insurance premiums, DBS checks and other sundries.</p> <p>The balance of income over expenditure at year end came to a small profit of £370.07.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>SAHS operates two accounts with Barclays Bank;</p> <p>1. An everyday business account used for the deposit of donations and payment of expenses, office rent, bills, etc.</p> <p>In September Barclays introduced monthly charges on this account plus charges for depositing cash or cheques.</p> <p>2. A savings account to which excess funds from the business account are transferred and kept in reserve for additional and unexpected expenses e.g. consultancy fees, legal advice, recruiting campaigns etc.</p>
Total reserves held	Para 1.22	£13,324.82 as at 31 December 2024.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Currently there are no financial uncertainties. SAHS maintains a healthy balance in its bank accounts and is in a sound financial position. .

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. A reduction in the number of volunteers (office staff and/or drivers) would affect the charities efficiency and is a concern to the trustees. Following the successful recruiting campaign this is currently no longer an issue. The trustees are vigilant in monitoring the rise and fall in volunteer numbers.
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Structure, Governance and Management

Type of governing document	Para 1.25	Constitution adopted 31 st May 2023
How is the charity constituted?	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	<p>New trustees are directed to</p> <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. • All current SAHS Policies and Procedures
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	Alan William CRAIG	ADMINISTRATOR	From 31 st May 2023
3	Susan Ann REEVES	OFFICE COORDINATOR	From 31 st May 2023
4	Nicholas REEVES	OFFICE COORDINATOR	From 31 st May 2023
5	Geoffrey William ROPER	TREASURER	From 31 st May 2023
6	Paulette Mary ROPER	TREASURER	From 26 th Sept' 2023
7	Peter John COMBEN	TRUSTEE	From 31 st May 2023

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 retained for at least six years from the end of the financial year to which it applies.

Annual Return;

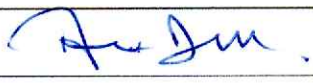

As a small charity (income below £25,000) SAHS is not required to submit this annual report and copy of accounts to the Charity Commission with the annual return. SAHS is only obliged to send a copy of the report/accounts to the Charity Commission if they ask for it.

(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)	ANTHONY WILLIAM DELL	GEOFFREY WILLIAM ROPER
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	11/2/2025	

STORRINGTON AREA HELP SCHEME - CHARITY NO.: 120336

ANNUAL ACCOUNTS 2024
PERIOD: FROM 1ST JANUARY TO 31ST DECEMBER 2024

<u>INCOME</u>	2024 (1 Jan to 31 Dec)	2023 (31 May to 31 Dec 2023)	<u>EXPENDITURE</u>	2024 (1 Jan to 31 Dec)	2023 (31 May to 31 Dec 2023)
Client Donations	£11,080.50	£5,879.00	Drivers' Mileage	£6,817.50	£3,946.50
Misc. Donations	£55.50	£344.00	Drivers' Misc. Expenses	£78.65	£33.80
Bromham Trust	£1,000.00	£1,000.00	DBS Checks	£210.00	£666.00
West Sussex CC Accessible Transport	£500.00	£0.00	Insurance	£370.46	£321.41
Horsham District Council Grant - (for volunteer recruiting campaign)	£873.86	£0.00	Office Rent	£1,392.00	£812.00
Bank Interest	£135.47	£103.58	Telephone	£1,156.28	£546.28
			Website	£420.00	£105.00
			Recruiting mail drop	£1,345.88	£0.00
			Other (Office Safe, Covid test kits etc)	£866.95	£2,910.24 (Consultancy fees for CIO registration - paid from reserve account)
			Printing & Stationery	£599.34	£250.64
			Bank Charges - (Introduced 16th Sept 2024)	£18.20	£0.00
TOTAL	£13,645.33	£7,326.58	TOTAL	£13,275.26	£9,591.87

TOTAL INCOME OVER EXPENDITURE	2024	2023
	£370.07	-£2,265.29

Balance in Current Account	£2,807.48
Balance in Savings Account	£10,517.34
Total Cash Funds	£13,324.82

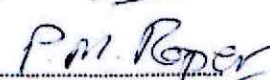
Signed by SAHS Treasurers'

Geoff Roper



Date: 26/1/25

Paulette Roper



Date: 26/1/25