



CLASP (Caring, Listening and Supporting Partnership)



REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025



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INTRODUCTION

CLASP is a charitable Company supporting adults with learning disabilities to speak up for themselves. Our mission is 'To develop independence through self-advocacy for adults living with a learning disability'. We deliver this through workshops and training, providing resources and signposting and peer support. We are a small team of staff, volunteers and Trustees and are a well-established part of the learning disability community in and around the Wokingham borough.

CLASP believes that everyone should be valued and treated equally. Staff and self-advocates work together to raise awareness of learning disabilities and important issues affecting the local learning disability community. We empower people with learning disabilities to have the same opportunities and choices as everyone else. Self-advocates are involved in all areas of the charity's delivery and our Board of Trustees and team of staff includes people with learning disabilities.



CLASP (Caring, Listening and Supporting Partnership)

COMPANY INFORMATION

TRUSTEES

David Chaffe	Dean Cocoran
Myles Harrison	Thomas Ormsby
Steve Allen	Philip Peterson
Julie Tattersdill	Ellie Harrison

CHAIR

Myles Harrison

SECRETARY

Vacant

CEO

Debs Morrison

REGISTERED CHARITY NO.

1122254

COMPANY REGISTRATION NO.

6034599

REGISTERED OFFICE

Waterford House
Erftstadt Court
Wokingham
Berkshire
RG40 2YF

BANKERS

National Westminster Bank Plc
Broad Street
Wokingham
Berkshire
RG40 1AX

INDEPENDENT EXAMINER

Naomi Lynam



REPORT OF THE TRUSTEES

The trustees present their report together with the financial statements of the charitable company for the year ended 31 March 2025

GOVERNANCE AND CONSTITUTION

The company was incorporated on 20 December 2006. Its governing document is its Memorandum and Articles of Association, and it is subject to the provisions of the Companies Act 2006 and the Charities Act 2011. The company is incorporated as a private charitable company limited by guarantee, not having share capital, and a registered charity in England and Wales. No trustee has any beneficial interest in the charitable company. In the event of the charitable company being wound up, members are required to contribute an amount not exceeding one pound.

The Board of Trustees, who are also directors for the purposes of company law, meet quarterly or more regularly as necessary and administer the company.

A staff management team carries out the day-to-day functions of the Company.

PRINCIPAL ACTIVITIES

The principal activities of the charitable company are to support people with learning disabilities in the Wokingham borough to advocate for themselves, develop community, and support networks, and advocate for them in order for them to reach their full potential, making a positive difference in our society.

APPOINTMENT OF TRUSTEES

The Chairman is nominated by the Board of Trustees. Trustees are elected at the Annual General Meeting, or whenever there is a vacancy, for a term of three years, following which they are eligible for re-election. The charitable company seeks to achieve a ratio of fifty per cent between trustees with and without a learning disability. The maximum number of trustees is twelve.



TRUSTEES

The following trustees held office during the period under review:

David Chaffe
Dean Corcoran

Myles Harrison
Philip Peterson

Julie Tattersdill

Thomas Ormsby

Steven Allen
Ellie Harrison

ACHIEVEMENTS AND PERFORMANCE

Membership ended the year at 295 for CLASP and 363 for the Learning Disability Partnership Board (LPDB).

Our main activities were as follows:

Coffee Shop

This is our social group and drop-in session on Tuesday mornings. The first Tuesday of the month is our Book Corner with Wokingham Libraries. The second Tuesday of the month is Dancing to Music with Mandy .

We also have an open table for other organisations to come and consult with our members – we have various agencies take up this opportunity, alongside a member of staff hosting the table for an hour each week to cover any new surveys or relevant signposting for our members and their families/support.

Take Notice

This is our campaigning group on Friday mornings. Here are some of our highlights:

- South Central Ambulance service – Asking for feedback on their communication booklet, my ambulance journey booklet and their sensory boxes.



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- Consultation from WBC – Using AI to write easy read documents
- Autism Strategy • Berkshire Nature Recovery Strategy
- WBC Housing consultation
- WBC Supported living and homecare framework consultation
- Discussion Group David Fitzgibbon from citizens advice Wokingham, Energy and Carbon Monoxide advice
- Visit to Town Hall to learn all about its history with the town mayor and Katy Hughes, with tea and biscuits

CLASP Community Choir

This is our inclusive community choir, in partnership with Sing Healthy Choirs. We practice regularly face to face. We also perform in schools and in the town centre, and support Sing Healthy concerts.

Listen To Us

This is our training group that delivers Learning Disability Awareness training and Hate Crime Awareness training to local schools, care agencies, Wokingham Borough Council and community groups.

A video explaining the work CLASP does to be shared with different support services was produced which we are looking to present to primary care services.

We have also worked with WBC and the fire service to create awareness videos on specific subjects for them across the year.

LDPB (Learning Disability Partnership Board)

We send out monthly notices with news for the learning disability community of over 300 members. Some of our key events were:

Dentistry workshop

Tackling health inequalities via healthy eating, hygiene and wellbeing

Mental health awareness

Keeping safe in the dark

Happy & Healthy Club

We have a craft session weekly where members get to spend time together doing different craft activities.

We also have sessions at the local sports hall playing various sports from walking football, badminton and even trying pickleball.

Dancing to music and choir also are part of this programme.



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We, the trustees, would like to thank the management team for their hard work going well above and beyond their jobs to ensure members are best supported. We also want to specifically acknowledge and thank the role that the 10 volunteers have played over the last year, without whom many of the activities could not have taken place and others would not be nearly as effective.

We also run craft clubs, gardening club, active sessions consisting of walking and accessible cycling, and give back to our community via volunteering at other charities.

FINANCIAL REVIEW

It is the company's agreement to maintain a level of financial reserves sufficient to ensure that its core support to members would continue for a period of six months were its main source of income to cease, while attempts are made to secure new funding or, if such attempts prove unsuccessful, time and support given to members would be adjusted and allow for an appropriate ending to the services provided.

This is monitored on a quarterly basis at meetings of the trustees and reviewed annually or whenever there is any significant change to the charitable company's organisation that affects its core running costs. With more than 80% of the income from the one source (two contracts with Wokingham Borough Council), the reserves are focused on covering the costs of a much scaled back operation if that contract was lost, as many activities (and associated costs) would end at that time. We continue to run a tight budget.

In January 2022, Wokingham Borough Council confirmed renewal of our grant for running the provision of a learning disability self-advocacy service, including the management of the learning disability partnership board. In addition, CLASP was awarded a second grant for the provision of service giving support and promoting independence to people with mild learning disabilities. These began in April 2022 for a three-year term, and then in 2025 confirmation of a renewal until March 2027.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

This report has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

The trustees have adopted the Statement of Recommended Practice 2015 (FRS 102). As a small charitable company not subject to statutory audit, the trustees have opted for the lesser reporting requirements permitted under SORP 2015.

The trustees acknowledge their responsibility to prepare financial statements that give a true and fair view of the state of affairs of the charitable company as at the end of its financial year and of its statement of financial activities for the financial period, in accordance with the Companies Act 2006.



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In preparing those financial statements the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) observe the methods and principles in the Charities SORP;
- (c) make judgements and estimates that are reasonable and prudent;
- (d) state whether UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume the company will continue in business.

The trustees are responsible for keeping proper accounting records that comply with the Companies Act 2006 and which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The trustees are responsible for ensuring the maintenance of an adequate system of internal control designed to provide for safeguarding the company's assets and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees certify that:

(a) so far as they are aware, there is no relevant information to which the charitable company's independent examiner is unaware; and \

(b) they have taken all steps that ought to have been taken in order to make themselves aware of any relevant information and to establish that the charitable company's independent examiner is aware of that information.

Approved by the Board of Trustees on (tbc) and signed on its behalf by:

Myles Harrison
Chair of Trustees



INDEPENDENT EXAMINERS REPORT

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2025

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Printed Name:

Date:



Professional qualification:

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31 MARCH 2025

	Note	Unrestricted funds 2025 £	Designated funds	Restricted funds 2025 £	Total funds 2025 £	Prior year funds 2024 £
<u>Income</u>						
Income and endowments:						
Donations and legacies	3	18,452	-	141,223	159,675	163,476
Charitable activities	3	9,558	-	-	9,558	7,460
Other trading activities	3	1,451	-	-	1,451	4,811
Total		29,461		141,223	170,684	175,747
<u>Expenditure</u>						
Expenditure on:						
Charitable activities	5	3,401	-	130,650	134,051	124,797
Total		3,401	-	130,650	134,051	124,797
Net income		26,060		10,573	36,633	50,950
Transfer between funds		(73,544)	73,544	-	-	-
Net movement in funds	12	(47,484)	-	10,573	36,633	50,950
Reconciliation of funds:						
Total funds brought forward	12	60,978	0	48,181	109,159	58,209



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**Total funds carried
forward**

12	13,494	73,544	58,754	145,792	109,159
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**BALANCE SHEET**

		2025	2024
	Note	£	£
Fixed assets			
Tangible assets	8	2,976	2,930
Total fixed assets		2,976	2,930
Current assets			
Debtors	9	0	195
Cash at bank and in hand	11	169,393	114,863
Total current assets		169,393	115,058
Creditors: amounts falling due within one year	10	26,577	8,829
Net current assets		142,816	106,229
Total assets less current liabilities		145,792	109,159
Funds of the Charity:			
Restricted funds	12	58,754	48,181
Unrestricted funds	12	13,494	60,978
Designated funds	12	73,544	-
Total funds		145,792	109,159



The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

**Signed by trustees
on behalf of all the
trustees and
authenticating
accounts being sent
to companies house:**

Print Name & signature

**Date
dd/mm/yyyy**

1.

2.



NOTES TO THE ACCOUNTS

Note 1: Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with:

The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

1.2 Going concern

The trustees consider there are no material uncertainties about the charitable company's ability to continue as a going concern for the next 12 months.

1.3 Change of accounting policy

No changes in accounting policy have occurred in the reporting period of the year to 31st March 2023 and the financial statements present a true and fair view and the accounting policies adopted are those outlined in Note 2.

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

1.5 Material prior year errors

No material prior year error have been identified in the reporting period.



Note 2: Accounting policies

2.1 Functional Currency

The financial statements have been prepared in sterling which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

2.2 Incoming Resources

Income is recorded in the financial statements when received or when the charitable company becomes entitled to the resources. Grants in the form of core funding from Wokingham Borough Council is included in the Statement of Financial Activities to match the time periods when the services relating to this funding is delivered

2.3 Offsetting

There has been no offsetting of assets and liabilities or income and expenditure.

2.4 Tangible Fixed Assets

Items that can be used for more than one year and cost in excess of £500.00 are capitalised and valued at cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Office furniture and equipment: 25%

IT equipment: 25%

2.4 Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives of the company at the discretion of the trustees

Restricted funds can only be used for specific restricted purposes and arise either when specified by the donor or when funds are raised for particular restricted purposes.

2.5 Deferred Income

Income from grants received with performance related criteria is only recognised in the SOFA when the performance related criteria has been fulfilled. The amounts relating to unfilled performance criteria is transferred to deferred income.

2.6 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.



Note 3: Income from Donations and Legacies

3.1 Donations and legacies:

	Unrestricted funds	Restricted income funds	Total funds	Prior year unrestricted funds	Prior year restricted funds	Prior year Total funds
	£	£	£	£	£	£
Donations and gifts	18,452		18,452	13,558		13,558
General grants provided by government/other charities	-	141,233	141,223		149,918	149,918
Total	18,452	141,223	159,675	13,558	149,918	163,476

3.2 Charitable activities:

Fundraising	9,558	-	9,558	7,460	-	7,460
Total	9,558	-	9,558	7,460	-	7,460

3.3 Other trading activities:

Consultancy	1,049	-	1,049	1,610	-	1,610
Other	402	-	402	3,210		3,210
Total	1,451	-	1,451	4,811	-	4,811

TOTAL INCOME	29,461	141,223	170,684	25,829	149,918	175,747
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Note 4: Analysis of receipts of government grants

	Description	This year £
Wokingham Borough Council	Lot 21 – Adult Social Care	70,570
Wokingham Borough Council	Lot 22 – Adult Social Care	57,196
Wokingham Borough Council	Car parking	1,026
Total		128,792

	Description	Last year £
Wokingham Borough Council	Lot 21 – Adult Social Care	66,263
Wokingham Borough Council	Lot 22 – Adult Social Care	53,705
Wokingham Borough Council	Car parking	722
Total		120,690

	This year	Last year
<i>Details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.</i>	None	None

	This year	Last year
<i>Details of other forms of government assistance from which the charity has directly benefited.</i>	None	None



Note 5: Expenditure

	This year			Last year		
	Unrestricted funds	Restricted income funds	Total funds	Unrestricted funds	Restricted income funds	Total funds
Expenditure on charitable activities:						
Salaries and pension costs	-	104,413	104,413	90,277	90,277	90,277
Office rent	-	6,809	6,809	4,763	4,763	4,763
IT Services	-	1,689	1,689	1,714	1,714	1,714
Other	3,401	17,739	21,140	24,498	28,043	28,043
Total expenditure on charitable activities	3,401	130,650	134,051	121,252	124,797	124,797



Note 6: Details of certain types of expenditure

Note 6.1 Fees for examination of the accounts

	This year £	Last year £
Independent examiner's fees	-	-
Assurance services other than independent examination	-	-
Tax advisory fees	-	-
Other fees: Accountancy services - payroll	586	432



Note 7: Paid employees

7.1 Staff Costs

	This year £	Last year £
Salaries and wages	88,333	79,995
Social security costs	11,536	9,584
Pension costs	4,544	3,698
Other employee benefits	-	-
Total staff costs	104,413	93,277

7.2 Staff banding costs over £60,000

Band	Number of employees	
	This year	Last year
£60,000 to £69,999	-	-
£70,000 to £79,999	-	-
£80,000 to £89,999	-	-
£90,000 to £99,999	-	-
£100,000 to £109,999	-	-

7.3 Average head count in the year

	This year	Last year
	Number	Number
Fundraising	-	-
Charitable Activities	9	7
Governance	-	-
Other	-	-
Total	9	7



Note 8: Tangible fixed assets at cost

	Freehold land & buildings £	Fixtures, fittings and equipment £	Total £
At the beginning of the year	-	9,031	9,031
Additions	-	1,408	1,408
Revaluations	-	-	-
Disposals	-	-	-
Transfers *	-	-	-
At end of the year	-	10,439	10,439

8.2 Depreciation and impairment

**Basis ** Rate	Straight Line 25%	Straight Line 25%	
At beginning of the year	-	6,101	6,101
Disposals	-	-	-
Depreciation	-	1,362	1,362
Impairment	-	-	-
Transfers*	-	-	-
At end of the year	-	7,463	7,463

8.3 Net book value

Net book value at the beginning of the year	-	2,930	2,930
Net book value at the end of the year	-	2,976	2,976



Note 9: Debtors and prepayments

10.1 Analysis of debtors

	This year	Last year
	£	£
Trade debtors	-	-
Prepayments and accrued income	0	195
Other debtors	-	-
Total	0	195

Note 10: Creditors and accruals

10.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year	Last year	This year	Last year
	£	£	£	£
Accruals and deferred income	26,577	8,829	-	-
Total	26,577	8,829	-	-

10.2 Deferred income

	This year	Last year
The reasons why income is deferred.	Performance related conditions not yet met for grants received.	Performance related conditions not met for grants received.

Movement in deferred income account	This year	Last year
	£	£
Balance at the start of the reporting period	8,149	16,991
Amounts added in current period	30,859	19,716
Amounts released to income from previous periods	12,431	28,558
Balance at the end of the reporting period	26,577	8,149



Note 11: Cash at bank and in hand

	This year £	Last year £
Short term cash investments (less than 3 months maturity date)	-	-
Short term deposits	25,135	-
Cash at bank and on hand		
Other	144,258	114,863
Total	169,393	114,863



Note 12: Funds

Fund names	Fund balances brought forward £	Income £	Expenditure £	Transfer	Fund balances carried forward £
Restricted	48,181	141,223	(130,650)		58,754
Unrestricted	60,978	29,461	(3,401)	(73,544)	13,494
Designated	-	-		73,544	73,544
	-	-			-
Total	109,159	170,684	(134,051)	0	145,792

Designated funds are unrestricted funds that are earmarked for specific planned future expenditure as agreed by the trustees.

12.1 Designated funds

This year

Planned use	Purpose of designation	Amount
Reserves	On loss of WBC contracts to continue other activities, in line with our reserves policy.	25,000
Leisure Centre	To cover the Wokingham leisure centre contract for 3 years	6,000
Cooking and lifeskill	To pay for rent and supplies for providing members lessons in cooking and lifeskills for 3 years	7,000
Assistant CEO	Succession planning and strategic position to CLASP staffing for 3 years	19,000
Teambuilding	To provide vital staff teambuilding for 3 years	4,500
Minibus hire or transport	To assist minibus and transport costs for specific activities for 3 years	5,400
Marketing and promotional supplies		3,000
Craft club	To ensure sufficient funds to continue craft club for 3+ years	3,644



Note 13: Transactions with trustees and related parties

13.1 Trustee remuneration and benefits

During the year no fees or payments were made to any Trustees (2024 - nil)

13.2 Trustees' expenses

No trustee expenses have been incurred (2024 - nil)

13.3 Transaction(s) with related parties

There have been no related party transactions in the reporting period (2024 - nil)