



## Sutton Mencap Easy Read Annual Report 2024-25

Charity number: 1080514  
Company number: 03915936








The information contained in this easy read report has been extracted from Sutton Mencap's Annual Report and Financial Statements for the year ended 31<sup>st</sup> March 2025.









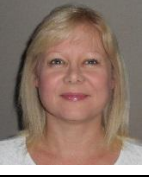



The full accounts have been audited by Kevin Fisher from Kingston Burrows.

A full copy of the Annual Report and Financial Statements will be available at [www.suttonmencap.org.uk](http://www.suttonmencap.org.uk) or can be requested from Sutton Mencap.






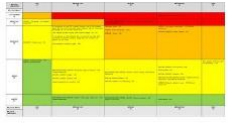

# What this report is about

	<p>This report tells you about Sutton Mencap's work from April 2024 to March 2025.</p>
	<p>It tells you who runs Sutton Mencap and how it is run.</p>
	<p>It says what our aims were during the year and what we did to achieve them.</p>
	<p>It tells you about the activities we did between April 2024 and March 2025.</p>
	<p>It tells you where our money came from and how we spent it.</p>









# Who runs Sutton Mencap?

	<p>Sutton Mencap is run by the <b>Trustee Board</b>. The members of the Trustee Board during 2024-25 were:</p>		
	<p><b>Mavis Peart OBE</b> Mavis is Sutton Mencap's Chairman. Mavis is in charge of the Trustee Board meetings.</p>		
	<p><b>Clare Fionda</b> Clare is Sutton Mencap's Vice-Chairman. Clare is in charge of Trustee Board meetings when Mavis cannot attend.</p>		
	<p><b>Paul Solomon</b> Paul is Sutton Mencap's Treasurer. Paul helps the Trustees manage Sutton Mencap's money.</p>		
	<p><b>Titilayo Dairo</b></p>		<p><b>Dennis Henstock</b></p>
	<p><b>Michele Humphreys</b></p>		<p><b>Edwina Morris</b></p>
	<p><b>Michelle Perrett</b></p>		<p><b>Simon Vines</b></p>
	<p><b>Sandra Gillett</b> (joined August 2025)</p>		
	<p><b>David Hobday</b> is the Chief Executive Officer. Dave attends the Trustee Board meetings. Other staff also write reports for the Trustee Board.</p>		

# How is Sutton Mencap run?

 An icon for an Annual General Meeting (AGM) showing a group of people sitting around a table in a meeting room. The text 'AGM Meeting' is written above the image.	<p>The trustees are elected at the Annual General Meeting.</p>
 A woman in a pink shirt pointing at a grid of various human faces, representing the process of selecting trustees.	<p>This means that the members of Sutton Mencap decide who the trustees are.</p>
 A close-up portrait of a smiling man with glasses and a beard, representing a trustee or the CEO.	<p>People who are interested in becoming trustees meet with the Chief Executive Officer to find out more about the charity and what the trustees do.</p>
 An icon showing a group of people sitting around a table, representing a regular meeting of the Trustee Board.	<p>The Trustee Board meets regularly throughout the year.</p>
 A signpost with two arrows pointing in opposite directions. The left arrow is green and labeled 'LOW RISK', and the right arrow is red and labeled 'HIGH RISK'.	<p>The trustees have an important role protecting Sutton Mencap from anything that might damage the charity.</p>
 A grid representing a risk register, with cells colored in green, yellow, and red to indicate different levels of risk.	<p>They put together a risk register, which lists all the things they will do to protect Sutton Mencap.</p>
 An icon of a spiral-bound notebook with a green checkmark on the cover and the word 'Policy' written on it.	<p>They make sure that Sutton Mencap has policies and procedures in place and that they are followed.</p>





# Sutton Mencap's strategic plan

	<p>In 2019 the Trustee Board agreed a strategic plan which sets the aims of the organisation.</p>
	<p>The first aim in the strategic plan is all about <b>developing and delivering services</b>.</p>
	<p>We want to deliver more services for more people. We also want our services to help people do the things that they want and to make sure our services keep people safe.</p>
	<p>The second aim in the plan is all about <b>community development</b> so people can play a greater part in their community.</p>
	<p>We want people with a learning disability to be fully involved in their local community and have a stronger voice about what matters to them.</p>
	<p>The third aim is all about <b>service support</b> and looks at the things we need as an organisation.</p>
	<p>We want to make sure that our building and equipment are suitable and that we have enough money and staff to deliver our services.</p>
	<p>The Trustee Board gets regular reports that show how well Sutton Mencap is doing in achieving these 3 aims.</p>



# What we did during the year:

## Priority 1: Developing and delivering services

### Services for children

	<p>The council asked organisations to send in bids to deliver services to children with higher support needs.</p>
	<p>We sent in a bid but the council did not accept it.</p>
	<p>No one submitted a successful bid, so we are continuing to deliver our services for now.</p>
	<p>We don't know what will happen to our children's services in the future.</p>

### Services for adults

	<p>We supported more people than ever before on our adult services.</p>
	<p>Our services are often full, so we want to open new services.</p>





We are planning to do some work on our building which will give us space for more adult services.

## Keeping People Safe



We continue to make sure we keep people safe at Sutton Mencap.



We developed a new safeguarding training course for the trustees.



We set up a new system to give more information to trustees about safeguarding incidents.



We make sure staff carry out safeguarding training every 3 years.

## Priority 2: Community development




### Digital Paths to Inclusion





Our Digital Paths to Inclusion project helped people with a learning disability to have a stronger voice.




We visited lots of venues to find out how welcoming they were.

	<p>We created a checklist for GP surgeries to look at how they support people with a learning disability.</p>
	<p>We helped people talk about what matters to them by recording podcasts, creating films and the <i>Our Sutton</i> online magazine.</p>
	<p>The project will end in 2025. We are grateful to the City Bridge Trust for funding the project for 5 years.</p>


## Strengthening engagement with service users, parents and carers

	<p>We started holding Meet the Trustee sessions for service users.</p>
	<p>We set up meetings for parents and carers.</p>

## Supporting delivery of the learning disability strategy






	<p>We helped the council and local NHS to deliver their joint learning disability strategy.</p>
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	<p>We worked with partners to help plan the Learning Disability Conference taking place in June 2025.</p>
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## Priority 3: Service support

### Building and equipment

	<p>We agreed a new building lease with the council.</p>
	<p>We decided not to build a new garden room. Instead, we want to make better use of some of the rooms in the building.</p>
	<p>We looked at the environmental efficiency of the building. We are hoping to work with the council on making improvements.</p>
	<p>We put in a new kitchen.</p>
	<p>We bought a new minibus.</p>

## Fundraising



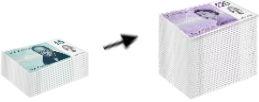





Our new fundraising group started planning lots of events.

## Managing staff









We put together plans to improve how staff are managed.

# Finance report

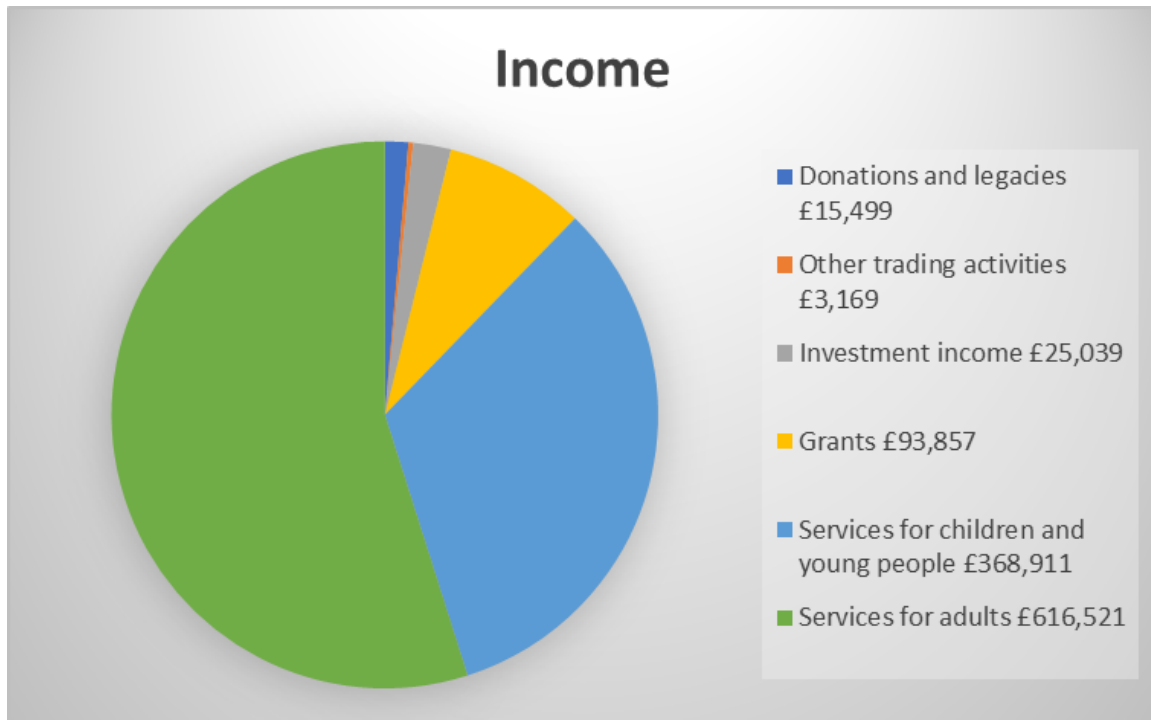
	<p>We continued to deliver more services to more people. This meant we increased the amount of money we received for providing services.</p>
	<p>Staff wages went up quite a lot, which meant prices had to go up as well.</p>
	<p>Staff wages will go up again next year. We will pay for most of this by increasing services.</p>
	<p>We made improvements to the building, including a new kitchen.</p>
	<p>We keep money in our reserves, in case we need it.</p>
	<p>We think our finances are healthy.</p>

## Sutton Mencap's accounts

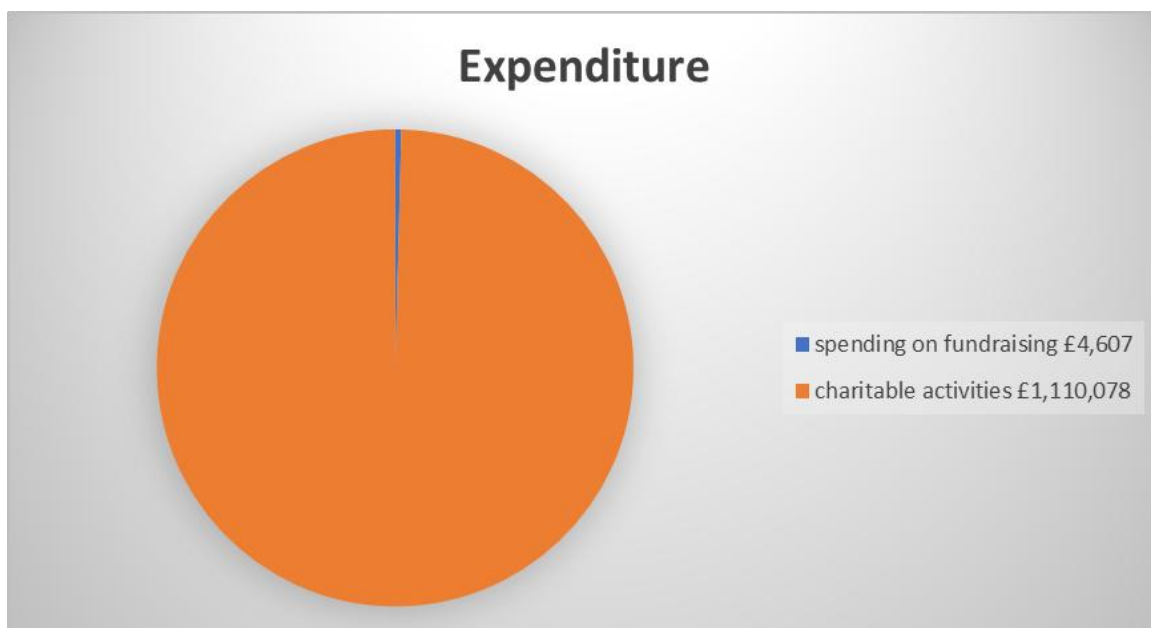
	<p>Our annual report and accounts tell everyone how much money we received, how much we spent, and how much we have left. We compare these figures with the year before.</p>
	<p>We aim to keep some money to one side each year in case we need it. We call this our <b>reserves</b>.</p>
	<p>Kevin Fisher from a company called Kingston Burrowes is our Auditor. Kevin checks our accounts.</p>
	<p>Kevin has reported that there are no problems with our accounts.</p>
<p>Income    Spending</p> 	<p>The tables on the next page show how much money we received and how much we spent between April 2024 and March 2025. This is called the <b>Statement of Financial Activities</b>.</p>
	<p>The page afterwards shows how much Sutton Mencap was worth on 31<sup>st</sup> March 2025. This is called the <b>Balance Sheet</b>.</p>

# Statement of Financial Activities: Where did our money come from and how did we spend it?

We received £1,122,996. This was £124,510 more than the year before.









We spent £1,114,685. This was £232,619 more than the year before.



We received £8,311 more than we spent.

# Balance Sheet:

## How much is Sutton Mencap worth?

	<p>This sheet explains what Sutton owned on the 31<sup>st</sup> March 2025 and how much it was all worth. This is called the <b>Balance Sheet</b>.</p>
	<p>We had money in our bank account, savings account and investments. Altogether, this came to £686,639.</p>
	<p>We have equipment at Sutton Mencap like our minibus, computers, furniture and sensory room. All together these were worth £63,470.</p>
	<p>Some people owed us money which they will pay us. This came to £106,133.</p>
	<p>We also have money which we will need to pay out in the future. This came to £106,134.</p>
	<p>In total, everything Sutton Mencap owns was worth £750,108. This is £8,311 more than in March 2024.</p>

This report has been produced using 