

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Relate Cambridgeshire
2.	Name, Address, and Status of Contact	Claire Godward Registered office: 8 Wellington Court, Cambridge CB1 1HZ  Chief Executive
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes Charity no. 1096975
5.	Amount of grant requested	£5,000
6.	For what purpose of project is the grant requested.	We offer emotional support, and through our specialist counselling services we help individuals, couples families and children, lead better happier lives.  In the past we have asked for a grant to subsidise our counselling service , for the residents of Melbourn. This time I would like to ask for something different, and something I believe would not only add value to the Melbourn residents but also be of considerable help to the Charity. And that is a grant which will facilitate us delivering services at the HUB. So the funding would be used to pay for the room hire at the Hub, so the residents of Melbourn can benefit from face to face counselling on their door step. This makes our service accessible to all.

---

	<p>We as a Charity are still feeling the impact of the pandemic. We are now in our second year of deficit. We gave up our premises to save money during Covid, and now we find we are unable to afford to pay rent and make ends meet. So the majority of our services remain online, but we are seeing a growing demand for face to face counselling, and if we can offer this again it will benefit clients and also help the charity generate much needed income.</p> <p>So we would like a grant to cover the cost of hiring a counselling room ,once a week, and to cover some core costs to run and manage this. We would hope to commence this in the New Year, and timing will depend upon Counsellor availability.</p> <p>Residents will still enjoy access to our general bursary, which offers low cost counselling and to our free services which are funded by national grants such as the National Lottery (Autistic client work) and BBC Children in Need (children and young people counselling) , and all the free counselling available under various Relate National contracts which support personnel working in areas such the RAF, Grocery workers and civil servants .</p> <p>Our attached report reveals the number of sessions delivered to local residents over the last 12 months, since the last grant. Many people are now struggling due to the cost of living and this puts added pressure on relationships. We delivered 159 sessions and helped 17 local families.</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

MELBOURN PARISH COUNCIL

Doc. No.4.03  
Version 6  
Review Date: Feb 2022

		With the benefit of face to face sessions we expect to increase this number and help more residents. Each session now costs the Charity £70 to deliver. Many clients can't afford this and so we subsidise the cost from donations and grants such as this..
7.	What will be the total cost of the above project?	£5,000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Clients who can't afford the full cost will pay us what they can afford and our bursary will make up the rest. We will apply our reserves and any grants or donations we receive.
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much	No
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project	Any resident of Melbourn who needs support – individuals, couples, families children and young people.
12.	Approximately how many of those who will benefit are parishioners?	All of them

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes

If yes, please give date. 5/06/2022

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report. Our report is attached covering a 12 month period.

Signed........Date...13/11/23

**3<sup>rd</sup> parties**

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

**Melbourn statistics** (data below taken from 1<sup>st</sup> April 2022 to 30<sup>th</sup> March 2023)

<b><u>Melbourn Residents: appointment data</u></b>	
<b>Number of appointments delivered</b>	159
<b>Number of cases seen</b>	17
<b>Number of clients seen</b>	27

<b><u>Most common presenting issues for Melbourn Residents</u></b>	
<b>Presenting issue</b>	<b>No. of cases with presenting issue</b>
<b>Communication Problems</b>	<b>10</b>
<b>Mental / Physical Illness</b>	<b>9</b>
<b>Sexual Problems</b>	<b>5</b>
<b>Children</b>	<b>5</b>
<b>Work Issues</b>	<b>3</b>
<b>Separation/Divorce</b>	<b>3</b>
<b>Self-Esteem</b>	<b>2</b>
<b>Trust</b>	<b>2</b>
<b>Difficulty Forming Relationship</b>	<b>2</b>
<b>Family Conflict</b>	<b>2</b>
<b>Past Abuse (Sexual)</b>	<b>1</b>
<b>Alcohol-Related</b>	<b>1</b>
<b>Elderly Dependant</b>	<b>1</b>
<b>Concern for siblings</b>	<b>1</b>
<b>Friendships</b>	<b>1</b>

**Client Feedback**

*“Since finishing our sessions we feel that our relationship is improving and we are enjoying each other’s company so we do feel that the sessions were worthwhile and successful.”*

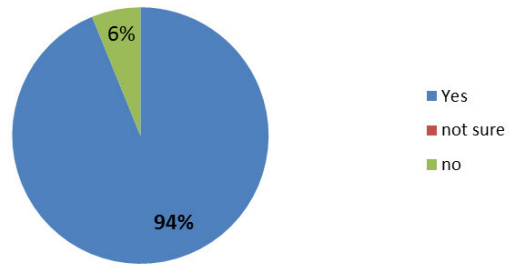
*“I have found the sessions really helpful, thought provoking and helped put things into perspective both in terms of recent challenges and why I react how I do due to past relationships.”*

*“We addressed issues that we hadn’t really talked about in detail, and it has enabled us to have those more difficult conversations.”*

*“I am now happier, more confident, more in control and able to cope with my problems. I would not have been able to deal with this alone without the support of Relate Cambridgeshire and am extremely grateful”*

### Would you recommend Relate?

94% of clients would recommend us



Registered Charity Number : 1096975  
Registered Company Number : 04664883

---

RELATE CAMBRIDGESHIRE LTD

---

UNAUDITED  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

---

---

RELATE CAMBRIDGESHIRE LTD

---

CONTENTS

---

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2-4
Independent Examiner's Report	5-6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the financial statements	9-14

---

RELATE CAMBRIDGESHIRE LTD

---

THE REFERENCE AND ADMINISTRATION OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2023

---

**Directors and Trustees**

I Maddison (Chairman)  
J Dibnah (resigned 31 August 2022)  
J Rackowe (resigned 16 November 2022)  
F McLeman  
S Escott  
L Amos (resigned 19 April 2022)  
A Bayliss  
A Forman (appointed 16 November 2022)  
K Bates (appointed 16 November 2022)  
C Levins (appointed 22 March 2023)

**Charity Registered Number**

1096975

**Compny Number**

04664883

**Registered Office**

8 Wellington Court, Cambridge, CB1 1HZ

**Independent Examiner**

Compton Hardwick Ltd, 20 Elin Way, Meldreth, Royston, SG8 6LX

---

RELATE CAMBRIDGESHIRE LTD

---

TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2023

---

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report together with the financial statements of Relate Cambridgeshire Ltd for the year ended 31 March 2023. The trustees have adopted the provisions of 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 (FRS102) (effective 1 January 2015).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. Constitution**

The objective of Relate Cambridgeshire Ltd is to enhance the quality of the couple and, thereby parental family relationships, to help avoid unnecessary breakdown and to limit the damage commonly accompanying poor relationships.

**b. Method of appointment or election of Trustees**

Each year director trustees are elected from the members of Relate Cambridgeshire Ltd at the AGM. During the year, up to two more members may be co-opted onto the Executive Committee but stand for election in subsequent years. Potential director trustees who support and can contribute to the organisation are encouraged to join. This is done by advertising, charity networks and contacts.

**c. Risk Management**

The Trustees of Relate Cambridgeshire Ltd have considered the major risks to which the charity is exposed, in particular those related to the operations and finances of the centre, and are satisfied that systems are in place to mitigate its exposure to all the major risks.

**d. Reserve Policy**

The Trustees have established a Reserve Policy in order to maintain reserves which are generally required for the organisation and include a contingency fund to meet unforeseen emergencies. They will also maintain reserves at an overall level which enables the management of short term cash flow fluctuations.

As at 31 March 2023 the Trustees have a Trustee Reserve of £100,000 (2022: £100,000) to cover three months running costs as recommended by Relate Central Office. The Trustees are satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

---

RELATE CAMBRIDGESHIRE LTD

---

TRUSTEES' REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2023

---

**The report of the trustees**

The financial statements set out on pages 7 to 14 have been prepared in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This year has again, as expected, been challenging with counselling activity continuing to remain below its pre-pandemic level. Although we did see a slight increase in the number of counselling sessions delivered, turnover of counselling staff remains a constraint. We are however pleased that demand for counselling remains strong.

The Charity has continued to adapt and has benefited from a grant from Children in Need and a contract with the Cambridgeshire & Peterborough NHS Support Hub. Most of our services were delivered via webcam although we started to offer some limited face to face counselling, mainly for children's services. We were also able to resume some of our professional training activities.

Nationwide inflationary pressures have been an issue for our cost-base, especially our staff costs. The Charity recognises the need to be flexible regarding working arrangements and has relinquished its Cambridge office premises. Overall there has been a deficit for the year of £9,245 (2022 deficit of £38,696). The directors are nevertheless satisfied that the Charity can continue its activities during the coming year and that the Charity's assets are adequate to fulfil its obligations.

The Charity has been sad to report the retirement of three of our Trustees who we gratefully thank for their service. Moreover a long standing former trustee, Chris Padfield, who was chair for many years died in June 2023. Chris was a staunch supporter and advocate of Relate and the Trustees would like to acknowledge his significant contribution over many years. We are also very pleased to welcome three new Trustees who have expanded our knowledge and experience.

The statement of Financial Activities shows incoming resources for the year of a revenue nature of £293,268 (2022: £263,706), giving realised net (deficit) resources of £9,245 (2022: deficit £38,696). A majority of the expenditure is spent on provision of the counselling service, management and administration.

The Trustees would particularly like to thank the following for their support:

Girton Town Charity  
Children in Need  
John Huntingdon's Charity  
Huntingdon Freeman Trust  
Simon Gibson Trust  
National Lottery

---

RELATE CAMBRIDGESHIRE LTD

---

TRUSTEES' REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2023

---

**Statement of Trustees responsibilities**

The trustees (who are also directors of Relate Cambridgeshire Ltd for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make estimates and judgements that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

The Trustees are also responsible for safeguarding the assets of the charitable company and hence taking the reasonable steps for the prevention of detection of fraud and other irregularities.

Approved by order of the board of trustees on 25 October 2023 and on its behalf by:

.....  
I Maddison - Chairman

---

RELATE CAMBRIDGESHIRE LTD

---

INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2023

---

**Independent examiner's report to the Trustees of Relate Cambridgeshire Ltd**

We report on the financial statements of the charity for the year ended 31 March 2023 which are set out on pages 7 to 14, which have been prepared in accordance with section 145 of the Charities Act 2011 and the Statement of Recommended Practice applicable for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015).

**Respective responsibilities of Trustees and examiner**

The charity's trustees (who are also directors for the purposes of company law) are responsible for the preparation of the accounts. The charities 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 required.

Having satisfied ourselves that the charity is not subject to a full audit under company law, or otherwise, and is eligible for independent examination. It is our responsibility to:

- examine the financial statements 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
- the state whether particular matters have come to our attention.

**Basis of independent examiner's report**

We have conducted our examination in accordance with the General Directions given by the Charity Commissioners for England and Wales setting out the duties of an independent examiner issued by Charity Commissioners under section 145(5)(b) of the Act relating to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the charity and of the accounting systems employed 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 financial statements, and seeks explanations from the 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 statements below:

---

RELATE CAMBRIDGESHIRE LTD

---

INDEPENDENT EXAMINER'S REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2023

---

**Independent Examiner's statement**

Subject to the limitations upon the scope of our work as detailed above, in connection with our examination, no matter has come to our attention:

- 1) which gives us reasonable cause to believe that in any material respect, the requirements
  - i) to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006: and
  - ii) to prepare Financial Statements, which accord with the accounting records and comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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)

have not been met; or

- 2) to which, in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Compton Hardwick Ltd**

.....  
Compton Hardwick Ltd  
20 Elin Way  
Meldreth  
Royston  
SG8 6LX

DATE 25/10/2023

RELATE CAMBRIDGESHIRE LTD

STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
<b>INCOME:</b>					
Voluntary income		49,322	13,362	62,683	34,722
Activities for generating funds		-	228,633	228,633	227,955
Investment income		-	1,951	1,951	63
Government grants		-	-	-	966
<b>TOTAL INCOME</b>		<b>49,322</b>	<b>243,946</b>	<b>293,268</b>	<b>263,706</b>
<b>EXPENDITURE ON:</b>					
Charitable activities		48,195	241,002	289,197	285,939
Governance costs		1,127	12,189	13,316	16,463
<b>TOTAL EXPENDITURE</b>		<b>49,322</b>	<b>253,191</b>	<b>302,513</b>	<b>302,402</b>
<b>NET (DEFICIT)</b>		<b>-</b>	<b>(9,245)</b>	<b>(9,245)</b>	<b>(38,696)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		-	158,452	158,452	197,148
Net movement in funds		-	(9,245)	(9,245)	(38,696)
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>-</b>	<b>149,207</b>	<b>149,207</b>	<b>158,452</b>

All activities derive from continuing operation

The notes of pages 9 to 14 form part of these financial statements.

RELATE CAMBRIDGESHIRE LTD

BALANCE SHEET  
AS AT 31 MARCH 2023

Note	2023		2022	
	£	£	£	£
Fixed Assets		<u>6,467</u>		<u>10,232</u>
<b>Total Fixed Assets</b>		<u>6,467</u>		<u>10,232</u>
<b>Current Assets</b>				
Debtors	10,247		11,205	
Cash at bank	<u>173,214</u>		<u>168,207</u>	
	183,461		179,412	
<b>Creditors: Amounts falling due within one year</b>	<u>(40,721)</u>		<u>(31,192)</u>	
<b>Net Current Assets</b>		<u>142,740</u>		<u>148,220</u>
<b>NET ASSETS</b>		<u>149,207</u>		<u>158,452</u>
<b>FUNDS</b>				
Trustee Reserve		100,000		100,000
General Fund		<u>49,207</u>		<u>58,452</u>
		<u>149,207</u>		<u>158,452</u>

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2016 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees and signed on their behalf, by:

\_\_\_\_\_  
Ian Maddison  
Chairman

\_\_\_\_\_  
Fiona McLeman  
Director

Approved by the board of trustees on 25 October 2023

The notes on pages 9 to 14 form part of the financial statements.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

---

**1. LEGAL FORM**

The charity is a registered charity registered in England and Wales number 1096975 and a company limited by guarantee, having no share capital, incorporated in England and Wales number 04664883.

**2. ACCOUNTING POLICIES**

**BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The 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 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charity have taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". - the requirements of Section 7 statement of Cash Flows.

**FUND ACCOUNTING**

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. The aim and purpose of each designated fund is set out in the notes to the financial statements. Restricted funds are funds of the charity restricted for specific services or for educational and research projects being undertaken by the charity. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each material designated and restricted fund is set out in the notes to the financial statements.

**INCOME**

All incoming resources is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be reliably measured. Income is deferred where it has been received ahead of the period where the funds will be used.

Donations are recognised on receipt.

Membership income is recognised in the period to which the membership fee relates.

The charity is not VAT registered.

**EXPENDITURE**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

Allocation and Apportionment of Costs:

Where possible, costs are allocated directly to the fund and activity that they relate to. Where costs are shared between activities or funds an apportionment is made using an appropriate basis such as budgeted costs or percentage of total costs.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

---

**TAXATION**

The charity is exempt from corporation tax on its charitable activities.

**DEBTORS**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts offered.

**CASH AT BANK**

Cash at bank includes monies held in bank current accounts and short term highly liquid investments with a short maturity of three month or less from the date of acquisition or opening of the deposit.

**CREDITORS AND PROVISIONS**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be estimated or measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**FINANCIAL INSTRUMENTS**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement.

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

3. DONATIONS AND LEGACIES

	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Donations and Grants	49,322	1,751	51,073	28,680
Local authority funding	-	11,610	11,610	6,042
	<u>49,322</u>	<u>13,362</u>	<u>62,683</u>	<u>34,722</u>

4. INCOME FROM INVESTMENTS

	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Bank deposit interest received	-	1,951	1,951	63
	<u>-</u>	<u>1,951</u>	<u>1,951</u>	<u>63</u>

5. INCOME FROM FUNDRAISING ACTIVITIES

Activities for generating funds	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Income from client services (including gift aid)	-	149,178	149,178	197,340
Income from contracted services	-	75,800	75,800	30,474
Training services	-	3,340	3,340	-
Other	-	315	315	141
	<u>-</u>	<u>228,633</u>	<u>228,633</u>	<u>227,955</u>

6. GOVERNMENT GRANTS

	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Job retention scheme	-	-	-	966
	<u>-</u>	<u>-</u>	<u>-</u>	<u>966</u>

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

7. EXPENDITURE ON RAISING FUNDS

	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Charitable activities	<u>48,195</u>	<u>241,002</u>	<u>289,197</u>	<u>285,939</u>
	<u>48,195</u>	<u>241,002</u>	<u>289,197</u>	<u>285,939</u>
<b>Charitable activities</b>				
Staff salaries, NI and pensions	21,543	140,311	161,854	151,673
Other staff costs	823	313	1,136	914
Counsellor salaries	14,073	80,623	94,696	89,658
Other counsellor costs	1,679	3,978	5,657	5,847
Establishment costs	3,670	2,350	6,020	18,541
Administrative costs	<u>6,407</u>	<u>13,427</u>	<u>19,834</u>	<u>19,306</u>
	<u>48,195</u>	<u>241,002</u>	<u>289,197</u>	<u>285,939</u>

The basis for allocation of costs as shown above is explained in the accounting policies.

8. GOVERNANCE COSTS

	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Independent examiner's fee	77	823	900	900
National Relate Federation service charge	<u>1,050</u>	<u>11,366</u>	<u>12,416</u>	<u>15,563</u>
	<u>1,127</u>	<u>12,189</u>	<u>13,316</u>	<u>16,463</u>

9. STAFF COSTS

	2023 £	2022 £
Wages and salaries	245,506	230,442
Social security costs	7,984	7,769
Pension contributions	<u>3,060</u>	<u>3,120</u>
	<u>256,550</u>	<u>241,331</u>

Number of full time employees or full time equivalents

	2023	2022
Direct charitable (including unpaid volunteer staff)	8	7

The above number does not include directors who are not permitted to receive remuneration for their duties. In view of the nature of the charity's activities the majority of administrative and counselling staff do not work full time. There were 24 (2022: 22) people who provided time to the charity. Expenses paid to directors totalled £Nil (2022: £Nil). There were no related party transactions requiring disclosure.

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

10. TANGIBLE FUNCTIONAL FIXED ASSETS

	Furniture & equipment £
<b>Cost</b>	
At 1 April 2022	41,872
Additions	1,310
Disposals	<u>(30,789)</u>
At 31 March 2023	<u>12,393</u>
<b>Depreciation</b>	
At 1 April 2022	31,640
Charge for the year	3,165
Disposals	<u>(28,879)</u>
At 31st March 2023	<u>5,926</u>
<b>Net book value</b>	
At 31 March 2023	<u>6,467</u>
At 31 March 2022	<u>10,232</u>

11. DEBTORS

	2023 £	2022 £
Trade debtors	8,829	10,752
Debtors - gift aid recoverable	123	53
Prepayments	<u>1,295</u>	<u>400</u>
	<u>10,247</u>	<u>11,205</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade creditors	1,358	5,338
Accrued expenses	4,075	2,258
Dilapidation provision	5,000	5,000
PAYE and pension contributions	3,932	4,424
Deferred income - Children in Need	11,919	8,577
Deferred income - National Lottery Grant	6,162	-
Deferred income - Other bursary funds	<u>8,275</u>	<u>5,595</u>
	<u>40,721</u>	<u>31,192</u>

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	Current Assets £	Creditors £	Net Current Assets £
<b>Unrestricted funds</b>				
Trustee Reserve	6,467	93,533	-	100,000
General Fund	-	89,928	(40,721)	49,207
	<u>6,467</u>	<u>183,461</u>	<u>(40,721)</u>	<u>149,207</u>
Total Funds	<u>6,467</u>	<u>183,461</u>	<u>(40,721)</u>	<u>149,207</u>

As recommended by Relate Head Office, the trustees reserve should equate to three months running costs at £100,000.

Analysis of unrestricted fund movements

	Funds at 2022 £	Movements in Funds £	Transfers Between Funds £	Funds at 2023 £
Trustee Reserve	100,000	-	-	100,000
General Fund	58,452	(9,245)	-	49,207
	<u>158,452</u>	<u>(9,245)</u>	<u>-</u>	<u>149,207</u>

14. COMPANY STATUS AND WINDING UP OR DISSOLUTION OF THE CHARITY

Relate Cambridgeshire Ltd is a company limited by guarantee not exceeding £1 per member. The company has no share capital. If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

15. RELATED PARTY DISCLOSURES

There are no related party disclosures for the year ended 31 March 2023.

# Annual Report

Year April 2022 - March 2023



**Relate**  
Cambridgeshire

# Message from our Chair and Chief Executive

Everyone in the team has felt the effect of having to adapt to the numerous adjustments and changes created by the pandemic. We should not overlook the enormity of some of those challenges, and the subsequent impact on our Charity. Consequently as expected this year has been difficult with counselling activity continuing to remain below its pre-pandemic levels.

The main challenges include: meeting client demand and the pressure that puts on recruitment and retention issues, expectations of staff and clients around flexible working, the cost of living crisis and the inflationary pressure on the Centre's cost base.

We have responded to these external constraints and risen to the challenge with our usual determination and creativeness. We gave up our premises in Brooklands Avenue, and now work predominately from home and online. This recognises the expectation of providing flexible working arrangements.

As a result of some very successful recruitment campaigns the workforce is increasing and we also have a record number of trainees. Clients interest in our service continues to be strong and we are making strides now towards meeting that demand.

We were assisted by our grant providers and supporters, and give grateful thanks to them. We benefited from a 3 year grant from BBC Children in Need and a contract with the Cambridgeshire & Peterborough NHS Support Hub during this period.

We are also very excited about our new Autism service which offers unique support for couples where one or both are Autistic. Our workforce was trained using a National Lottery grant. Whilst the year to date has not been that good so far we are seeing the first signs of some improvement in activity.

We feel sure that all the measures we have put in place will aid our recovery and we continue to have huge confidence the Relate team, counsellors, supervisors, leadership and admin heroes.

Great work everyone, you're a part of something to be proud of.

**Ian Maddison – Chair & Claire Godward – Chief Executive**

# Message from our Clinical Director

Looking back over the year I think the most challenging issue has been recruiting new counsellors in order to meet the demand for our services. During the first lockdown, we lost over half of the team and it has taken until now to build the team back to something approaching pre-pandemic numbers. Although there is a lot of work involved in inducting and supporting trainees I have been impressed with the calibre of our new recruits and the enthusiasm and energy they bring to the work.

This year we have consolidated two new services, the first being a new model for the assessment process. We piloted a three-session model, which includes a couple session and two individual sessions, at the start of the year and, with a few adjustments, have now adopted it as standard practice. We also launched the Autism Relationship Counselling service in December and there has been a steady increase in the number of couples and individuals we are seeing in the service. Some clients come having already been diagnosed but the specialist training the counselling team has received enables them to identify clients who would benefit from a different counselling approach. We have continued our association with Maxine Aston who has just delivered a second very successful two-day training on Understanding and Working with Neurodiversity.

Our counselling service for children and young people remains very much in demand both in-house funded by Children in Need and in Girton Primary School funded by Girton Town Charity. In order to better support the counsellors working in this service we have recruited a specialist supervisor who will join the supervisory team in October. We have also partnered with Talya Bruck who is an author of books for children. She has created the Savanna series of therapeutic books which cover issues our young clients frequently bring to counselling such as bereavement, managing difficult feelings and emotional distress. The counsellors will incorporate these books into their work and provide us and Talya with feedback and new ideas.

We are still delivering the majority of counselling sessions online but we have recently seen an increase in requests to see clients face-to-face. We have met the demand, so far, by working from venues with no or low cost and from counsellors' own consulting rooms. In the coming year, we will continue to look for premises that suit our changing needs both financially and for space.

**Annie Wimbush – Clinical Director**



# Service Delivery

## Counselling

In 2022/23 the Centre delivered 3689 appointments to clients to 926 clients in 592 cases.

### Most common issues clients come to us with

1. Communication Problems
2. COVID-19
3. Financial Problems
4. Mental Health
5. Children
6. Separation/ Divorce
7. Work-related issues
8. Family Conflict
9. Trust
10. Domestic Abuse & Violence

### Service output for all services

	2021 - 22	2022 - 23
Total number of clients seen	1132	926
Total number of initial consultations	980	592
Total number of counselling hours delivered	3482	3689

## Client Feedback

“Since finishing our sessions we feel that our relationship is improving, and we are enjoying each other’s company so we do feel that the sessions were worthwhile and successful.”

“I have found the sessions really helpful, thought provoking and helped put things into perspective both in terms of recent challenges and why I react how I do due to past relationships.”

“We addressed issues that we hadn’t really thought about in detail, and it has enabled us to have those more difficult conversations.”

“I am now happier, more confident, more in control and able to cope with my problems. I would not have been able to deal with these alone without the support of Relate Cambridge and am extremely grateful.”

# Our Supporters

We are grateful for the financial support we gained in this year. Grants, contracts and donations make a huge difference to the sustainability of the Charity.

## Major funders were:

BBC Children in Need, Cambridgeshire & Peterborough NHS wellbeing support hub, National Lottery, Girton Town Charity, Huntingdon Freeman's Trust, and John Huntingdon's Charity.



**Huntingdon Freeman's  
Trust**

**We also received much appreciated financial support from the following:**

### Local authority Grants:

Linton PC  
St. Ives PC  
Sawston PC  
Soham Town Council  
Cottenham PC  
Papworth Everard PC  
Great Shelford PC  
Melbourn PC  
Meldreth PC  
St. Neots Town Council

### Other funding and contracts:

HMP Littlehey  
The Simon Gibson Charitable Trust

### Donations (major):

Trinity College Cambridge  
Jesus College Cambridge  
Charities Aid Foundation  
Wendy Carr



# Administrative Details

## Directors and Trustees

Il Maddison (Chairman and Treasurer)

J Dibnah (resigned 31 August 2022)

J Rackowe (resigned 16 November 2022)

F McLeman

S Escott

L Amos (resigned 19 April 2022)

A Bayliss

A Forman (appointed 16 November 2022)

K Bates (appointed 16 November 2022)

C Levins (appointed 22 March 2023)

C Godward ( Company Secretary)

Charity Registered Number: 1096975

Company Number: 04664883

Website: <https://www.relate.org.uk/centre/cambridgeshire>

Telephone: 01302 347712

Registered Office: 8 Wellington Court, Cambridge, CB11HZ

Independent Examiner: Compton Hardwick Ltd, 20 Elin Way, Meldreth, Royston, SG8 6LX

## Executive Team

C Godward Chief Executive

A Wimbush Clinical Director

## Clinical Supervisors

A Wimbush

N Thomson

V Poole

With many thanks to our dedicated counselling team and admin support.

