

Scottish Charitable Incorporated Organisation SC045158
181 Granton Rd, Edinburgh EH5 3RQ

ANNUAL REPORT AND ACCOUNTS

**9 October 2014-
31 December 2015**

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TalkTime Edinburgh SC045158 Annual Report and Accounts 2014/15

Introduction

TalkTime Edinburgh is a unique specialist counselling service for young people aged 12-25 with physical disabilities living in and around Edinburgh and is the first of its kind in Scotland. The original idea for the service came as a result of conversations between Seonaid Cooke and her son Joshua Hepple who has cerebral palsy and is a wheelchair user. Joshua graduated in Law from Stirling University in the summer of 2014 and he wanted to mark this event by setting up a charity which would help other young people with physical disabilities to fulfil their potential. The charity became a registered SCIO with the Scottish Charity Regulator OSCR on 9 October 2014 and began to offer counselling sessions on 3 February 2015. A copy of the charity's constitution is available on request.

Activities

TalkTime offers a unique supportive one-to-one counselling service for young people with physical disabilities living in and around Edinburgh which takes into account all the extra requirements this group of clients may have such as wheelchair access, disabled toilets, easy transport links and off street disabled parking.

In order to deliver the service, the charity recruited a qualified counsellor, Sue Mackay, who has experience of working with vulnerable young adults and children over the age of 12 and adults with disabilities.

The service began on 3 February 2015 and the charity offered 89 hours of counselling to 10 clients up until the 31 December 2015. Some clients attended just a few times and others attended for several months. It is often necessary to work with clients long-term as their issues can be very complex and challenging. The clients have had a wide range of differing disabilities and long term health conditions. The service is evaluated on an ongoing basis using validated feedback forms designed for this particular client age group.

The Venue

The service is currently based at Norton Park Conference Centre in Leith. This follows an initial period of hiring a counselling room from The Junction, also in Leith. The charity is researching options for expanding into the city centre to provide a more convenient location for those who live on the south side of the city.

Finance

The charity has been successful in raising funds, principally through grant applications from other charities and institutions. These have allowed us to build up a large surplus which guarantees our current level of service for two years and will allow us to focus on expanding our activities in 2016.

The main costs of running the charity are the professional fees paid to our counsellor and the payment of weekly room hire. Our only other costs were for marketing materials, fundraising activities and a small amount on a professional adviser who helped with the initial set-up of the charity.

We have received donations from private individuals as well as large institutions and grant-making bodies.

In particular we would like to thank the following:

Forth FM Cash for Kids
Santander Bank
Edinburgh and Lothian Trust Fund
ShareGift
Foundation Scotland
Waitrose, Comely Bank Branch, Edinburgh
Mrs Barbara Gwinnell

A copy of our **Annual Accounts** is included in this report.

Change to Age Limit of Clients

In September the Board of Trustees agreed to apply to the Office of the Scottish Charity Regulator (OSCR) to amend the charity's constitution to lower the age limit of potential clients from 16 to 12. It was considered important to extend the service to all secondary school age pupils as this is a time that can be particularly challenging. This application was approved by OSCR on 1 October 2015.

All major donors were contacted to ensure that they were happy for us to use their funds for this age group, and no objections were received.

The Board of Trustees

The charity currently has five trustees as follows:

| | | |
|---------------------|-----------|-----------------------------|
| Dr Paul Hepple | Secretary | (9 October 2014 - present) |
| Seonaid Cooke | Convenor | (9 October 2014 - present) |
| Peter MacRae | Treasurer | (31 January 2015 - present) |
| Dr Ann Robertson | | (23 October 2014 - present) |
| Dorothy Fairweather | | (23 January 2015 - present) |

And one trustee who resigned his position in December 2014:

| | |
|---------------|-------------------------------------|
| Joshua Hepple | (9 October 2014 - 31 December 2014) |
|---------------|-------------------------------------|

The Board meets regularly every 3-4 months to discuss the charity's progress and to make plans for future development. There have been four trustee meetings throughout 2015 which took place on 7 February, 2 May, 25 July and 7 November.

Feedback from Clients

Here is a selection of comments made by some of the young people who received counselling from TalkTime Edinburgh during 2015:

"My counsellor was great. She helped me a lot and I feel like I got some great insights from her which I am still working on. I feel a lot more clear about the problems in my life and I've made real progress. I've still got a bit to go but I'm getting there."

April 2015

"Counselling has given me the time and space to explore personal issues and begin to rebuild my mental resilience"

June 2015

"I'm so happy to have found TalkTime"

September 2015

"I feel that TalkTime is very beneficial to myself at this moment in time"

October 2015

Other Highlights

The two founders of the charity, Seonaid Cooke and Joshua Hepple, were invited to give the keynote speech to the Annual Conference of the British Association of Counselling and Psychotherapy on 2 July 2015. Joshua talked about his experience of accessing counselling as a young disabled man and the positive effect it had had on his life. Seonaid talked about the process of setting up a specialist counselling service from scratch. This was a good opportunity to promote the work of TalkTime to the audience of approximately 100 counsellors and psychotherapists.

On 31 May 2015, TalkTime was the chosen charity for a sell-out fundraising concert by Edinburgh's Got Soul Community Choir at the Queen's Hall in Edinburgh. During the concert the choir's Musical Director, Maryam Ghaffari, talked about the aims and work of TalkTime to the audience of approximately 800 people. Flyers were given out to everyone as they were leaving which resulted in referrals to the service. A total of £779.28 was raised in donations.

In November the professional film-maker Craig-James Moncur offered his services free of charge to make three short videos of Seonaid Cooke (trustee), Sue Mackay (counsellor) and Emma McKendrick (client) to give visitors to the website more accessible information about the work of the charity. These videos can be viewed on the TalkTime website and facebook page.

<https://www.facebook.com/talktimeedinburgh>
www.talktimeedinburgh.co.uk

Thanks

Finally, everyone at TalkTime would like to thank the following people for their invaluable advice and support in helping to turn our plans into reality:

Shane Buckridge, Professional Counselling Consultant
Alberto Lopez Garcia, IT wizard
Joseph Hayden, website designer
Craig-James Moncur, film maker
Steff and Josie at EVOC
Jo Bluett at Laughter for Health
Maryam Ghaffari, Director, Got Soul Community Choirs
Katie Murray
Sam and Hayden at The Junction, Leith
Heather and Jen and all staff at Norton Park

Receipts and Payments Accounts

Statement of receipts and payments for the period 9 October 2014 - 31 December 2015

| | Unrestricted funds £ | Restricted funds £ | No previous period |
|---|----------------------------|--------------------------|-----------------------|
| Receipts | | | |
| Donations (note 4) | 41 | 2,751 | |
| Loans (note 5) | 10,000 | - | |
| Grants (note 6) | 2,500 | 8,500 | |
| Fundraising | - | 1,532 | |
| Receipts from other activities (note 7) | - | 268 | |
| Total receipts | 12,541 | 13,051 | |
| Payments | | | |
| Fundraising costs | - | (99) | |
| Cost of charitable activities (note 8) | (256) | (4,452) | |
| Governance costs (note 9) | - | - | |
| Total payments | (256) | (4,551) | |
| Transfers between funds (note 2) | 8,500 | (8,500) | |
| Surplus/(deficit) for the year | 20,785 | - | |

Statement of balances as at 31 December 2015

| | Unrestricted funds £ | Restricted funds £ | No previous period |
|---|----------------------------|--------------------------|-----------------------|
| Opening cash at bank and in hand | - | - | |
| Surplus/(deficit) for the year | 20,785 | - | |
| Closing cash at bank and in hand | 20,785 | - | |
| Bank and cash balances | | | |
| Community account | 20,785 | - | |
| Outstanding loans | | | |
| Initial set-up loan (note 5) | (10,000) | - | |

Notes to the accounts for the period 9 October 2014 - 31 December 2015

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds may only be used for specific purposes. On 1 October 2015 the constitution was altered to widen the age range of young people that the charity seeks to help, from 16-25 to 12-25 years old. Donations and grants received prior to this date have been recorded in the restricted fund to reflect the narrower age range, but the grants were subsequently transferred to the unrestricted fund after permission was sought from the awarding bodies and no objections were received.

Payments were taken from the restricted fund until it was exhausted as all of our clients so far have been in the original age range of 16-25 years old.

3 Related party transactions

No remuneration or expenses were paid to the trustees or any other connected person during the year.

4 Donations

| | Unrestricted funds | Restricted funds | No previous period |
|------------------------------------|-----------------------|---------------------|-----------------------|
| | £ | £ | |
| Donations from private individuals | 41 | 1,751 | |
| Donations from businesses | - | 1,000 | |
| | <u>41</u> | <u>2,751</u> | |

5 Loans

The charity was established with a loan of £10,000 from one of the founders, Seonaid Cooke, which may be used for any purpose. No interest is payable and there is no fixed repayment date.

6 Grants received

| | Unrestricted funds | Restricted funds | No previous period |
|--------------------------------|-----------------------|---------------------|-----------------------|
| | £ | £ | |
| Radio Forth Cash for Kids | - | 5,000 | |
| Foundation Scotland | - | 2,000 | |
| ShareGift | - | 1,000 | |
| Edinburgh & Lothian Trust Fund | - | 500 | |
| Santander Foundation | 2,500 | - | |
| | <u>2,500</u> | <u>8,500</u> | |

7 Receipts from other activities

£268 was received from the British Association for Counselling and Psychotherapy in exchange for speaking at their annual conference on 2 July 2015.

8 Cost of charitable activities

| | Unrestricted funds | Restricted funds | No previous period |
|--------------------------------------|-----------------------|---------------------|-----------------------|
| | £ | £ | |
| Counsellor fees | 164 | 2,789 | |
| Room hire | 35 | 778 | |
| Postage, stationery and mobile phone | 12 | 355 | |
| Advisers | 30 | 395 | |
| Website design and support | 15 | 135 | |
| | <u>256</u> | <u>4,452</u> | |

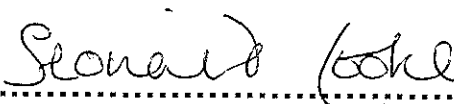
9 Governance costs

Since this is the first set of accounts that the charity has prepared there are no fees for independent examination of last year's accounts.

Trustees' declaration

The trustees declare that they have approved the trustees' Annual Report and Accounts for the period 9 October 2014 – 31 December 2015.

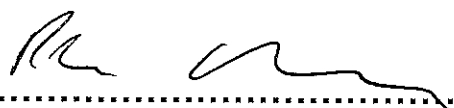
Signed on behalf of the trustees of TalkTime Edinburgh:

Signature 

Full Name SEONAIID COOKE

Position FOUNDER

Date 28 April 2016

Signature 

Full Name PETER JOHN MACRAE

Position TREASURER

Date 28 APRIL 2016

Independent Examiner's Report to the Trustees of
TalkTime Edinburgh

I report on the accounts for the year ended 31st December 2015 set out on pages two to ten.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept 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 accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

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

David F Rutherford CA
Cowan & Partners Limited
60 Constitution Street
Edinburgh
EH6 6RR
Date ...23/4/16

