

# Annual Return 2014 (Online)



## REIGATE AND BANSTEAD DISTRICT CITIZENS ADVICE BUREAUX

**Charity number: 1104970**

**Submitted on 22 January 2015**

Some of the information you give in this form will become publicly available on the Register of Charities. These fields are marked - **P**

This form shows the information you have entered through the Annual Return 2014 Online.

**The Annual Return was submitted online by MS AMANDA SUSAN IMPEY on 22 January 2015. You do not need to send us a signed copy.**

## PART A - Charity information

### A1 - Financial period

This Annual Return should be completed for financial periods ending on or after 1<sup>st</sup> January 2014.

Financial period start - <b>P</b> :	01 April 2013
Financial period end - <b>P</b> :	31 March 2014
Next financial period end:	31 March 2015

### A2 - Income and expenditure

This shows your charity's income and expenditure for the financial period shown at A1. Please note these figures are rounded to the nearest pound.

Income - <b>P</b> :	£329,804
Spending - <b>P</b> :	£328,160

## A3 - Charity contact

The contact details for your charity are printed below.

Your current contact is an: Individual

Title:	MRS
Personal names:	ELAINE MARGUERITE
Family name:	PARR
Suffix:	
Display name - <b>P</b> :	MRS E M PARR
Date of birth:	
Telephone - <b>P</b> :	0844 499 4692
Mobile:	
Your contact details as shown on the Register of Charities are - <b>P</b> :	MRS E M PARR CITIZENS ADVICE BUREAU 24 CROMWELL ROAD REDHILL SURREY RH1 1RT

## A4 - Email for Charity Commission use

This is an address that will only be used by the Commission for contacting the charity, for example when issuing a password for our online services or for mailing reminders.

Your current private email address: [info@redhill.cabnet.org.uk](mailto:info@redhill.cabnet.org.uk)

## A5 - Email for public display

This is a public address that will be displayed on the Register of Charities.

Your current public email address - **P**: [info@redhillcab.cabnet.org.uk](mailto:info@redhillcab.cabnet.org.uk)

## A6 - Charity website

If the charity has its own website and we hold the address, a hyperlink will be available for the public to access the site from the charity's entry on the Register of Charities.

Your current charity website - **P**: [reigate-bansteadcabx.org.uk](http://reigate-bansteadcabx.org.uk)

## A7 - Corporate trustee

Your charity has no corporate trustees.

## A8/A9 - Current and new individual trustees

Printed below is the list of current trustees who are individuals that we hold for your charity.

Please note, the addresses given should be the trustees' home address rather than a work or the charity address. Please ensure that we have a complete set of details for each trustee. Trustees without a complete set of details may not be recorded on our Register of Charities.

We only publish trustee names on the Register. Other personal details are not made publicly available.

**Trustee 1**

Title: MR  
Personal names: JOHN ALASTAIR  
Family name: MEECH  
Suffix:  
Display name - **P**: MR JOHN ALASTAIR MEECH  
Date of birth: 31 January 1935  
Address: 41 CASTLE DRIVE  
HORLEY  
RH6 9DD  
Post code: RH6 9DD  
Telephone: 01293 783655  
Email:  
Date of Appointment 12 March 2011  
Chair of the charity - **P**: NO

**Trustee 2**

Title: MR  
Personal names: JONATHAN PEREGRINE  
Family name: LAVINGTON  
Suffix:  
Display name - **P**: MR PEREGRINE LAVINGTON  
Date of birth: 15 July 1951  
Address: 3 YEW TREE DRIVE  
CATERHAM  
CR3 6HA  
Post code: CR3 6HA  
Telephone: 01737 780295  
Email:  
Date of Appointment 12 March 2011  
Chair of the charity - **P**: NO

**Trustee 3**

Title: MS  
Personal names: AMANDA  
Family name: IMPEY  
Suffix:  
Display name - **P**: MS AMANDA IMPEY  
Date of birth: 13 October 1961  
Address: 40 COTLAND ACRES  
REDHILL  
RH1 6JZ  
Post code: RH1 6JZ  
Telephone:  
Email:  
Date of Appointment 24 October 2011  
Chair of the charity - **P**: NO

**Trustee 4**

Title: MR  
Personal names: TREVOR  
Family name: STEVENS  
Suffix:  
Display name - **P**: MR TREVOR STEVENS  
Date of birth: 21 May 1955  
Address: 22 PARK ROAD  
SMALLFIELD  
HORLEY  
SURREY  
RH6 9RZ  
Post code:  
Telephone:  
Email: Trevorstevens22@gmail.com  
Date of Appointment: 06 January 2013  
Chair of the charity - **P**: NO

**Trustee 5**

Title: MR  
Personal names: DAVID  
Family name: BLAYNEY  
Suffix:  
Display name - **P**: MR DAVID BLAYNEY  
Date of birth: 23 November 1969  
Address: MEAD COTTAGE  
QUALITY STREET  
MERSTHAM  
REDHILL  
RH1 3BB  
Post code:  
Telephone:  
Email:  
Date of Appointment: 06 January 2013  
Chair of the charity - **P**: NO

**Trustee 6**

Title: MR  
Personal names: Andy  
Family name: Armstrong  
Suffix:  
Display name - **P**: MR Andy Armstrong  
Date of birth: 04 October 1958  
Address: 11 Osborne Road  
REDHILL  
RH1 2HX  
Post code: RH1 2HX  
Telephone: 01737 768544  
Email:  
Date of Appointment: 14 May 2014  
Chair of the charity - **P**: NO

**Trustee 7**

Title: MRS  
Personal names: Bettina  
Family name: Brueggemann  
Suffix:  
Display name - **P**: MRS Bettina Brueggemann  
Date of birth: 25 June 1962  
Address: Chalfont  
Lower Farm Road  
Effingham  
LEATHERHEAD  
Surrey  
Post code: KT24 5JJ  
Telephone: 01372 452296  
Email:  
Date of Appointment 14 May 2014  
Chair of the charity - **P**: YES

**Trustee 8**

Title: MR  
Personal names: Paul  
Family name: Carbury  
Suffix:  
Display name - **P**: MR Paul Carbury  
Date of birth: 09 September 1968  
Address: 248 Selsdon Road  
SOUTH CROYDON  
Surrey  
Post code: CR2 7AA  
Telephone: 02083931880  
Email:  
Date of Appointment 14 May 2014  
Chair of the charity - **P**: NO

**Trustee 9**

Title: MR  
Personal names: Richard  
Family name: Hoffman  
Suffix:  
Display name - **P**: MR Richard Hoffman  
Date of birth: 12 November 1959  
Address: 133 Mead Way  
COULSDON  
Surrey  
Post code: CR5 1PR  
Telephone: 07775830494  
Email:  
Date of Appointment 14 May 2014  
Chair of the charity - **P**: NO

### Trustee 10

Title:	MS
Personal names:	ANDREA
Family name:	COADY
Suffix:	
Display name - <b>P</b> :	MS ANDREA COADY
Date of birth:	01 March 1970
Address:	11 Wraylands Drive REIGATE Surrey
Post code:	RH2 0LG
Telephone:	07899983846
Email:	
Date of Appointment	14 May 2014
Chair of the charity - <b>P</b> :	NO

### Trustee 11

Title:	MR
Personal names:	NICK
Family name:	GODWIN
Suffix:	
Display name - <b>P</b> :	MR NICK GODWIN
Date of birth:	09 November 1957
Address:	43 Newbury Gardens EPSOM Surrey
Post code:	KT19 0NS
Telephone:	0208 224 7317
Email:	
Date of Appointment	14 May 2014
Chair of the charity - <b>P</b> :	NO

## A10 - Linked charities

There are no active linked (subsidiary or constituent) charities associated with this charity.

## A11 - Area of operation in England and Wales

Shown below is the area in England and Wales that we currently hold for your charity - **P**.

1 SURREY

## A12 - Area of operation outside England and Wales

Your charity has not specified any countries of operation outside England and Wales.

## A13 - Charity classification

Printed below are the details we currently hold for your charity.

**WHAT** your charity sets out to do - **P**:

✓	GENERAL CHARITABLE PURPOSES
✓	EDUCATION/TRAINING
✓	THE ADVANCEMENT OF HEALTH OR SAVING OF LIVES
✓	DISABILITY
✓	THE PREVENTION OR RELIEF OF POVERTY
	OVERSEAS AID/FAMINE RELIEF
✓	ACCOMMODATION/HOUSING
	RELIGIOUS ACTIVITIES
	ARTS/CULTURE/HERITAGE/SCIENCE
	AMATEUR SPORT
	ANIMALS
	ENVIRONMENT/CONSERVATION/HERITAGE
✓	ECONOMIC/COMMUNITY DEVELOPMENT/EMPLOYMENT
	ARMED FORCES/EMERGENCY SERVICE EFFICIENCY
	HUMAN RIGHTS/RELIGIOUS OR RACIAL HARMONY/EQUALITY OR DIVERSITY
	RECREATION
	OTHER CHARITABLE PURPOSES

**WHO** your charity helps - **P**:

✓	CHILDREN/YOUNG PEOPLE
✓	ELDERLY/OLD PEOPLE
✓	PEOPLE WITH DISABILITIES
✓	PEOPLE OF A PARTICULAR ETHNIC OR RACIAL ORIGIN
✓	OTHER CHARITIES OR VOLUNTARY BODIES
	OTHER DEFINED GROUPS
✓	THE GENERAL PUBLIC/MANKIND

**HOW** your charity operates - **P**:

	MAKES GRANTS TO INDIVIDUALS
	MAKES GRANTS TO ORGANISATIONS
	PROVIDES OTHER FINANCE

✓	PROVIDES HUMAN RESOURCES
✓	PROVIDES BUILDINGS/FACILITIES/OPEN SPACE
✓	PROVIDES SERVICES
✓	PROVIDES ADVOCACY/ADVICE/INFORMATION
	SPONSORS OR UNDERTAKES RESEARCH
✓	ACTS AS AN UMBRELLA OR RESOURCE BODY
	OTHER CHARITABLE ACTIVITIES

## A14 - Charity activities

Your charity has given us the following brief description of its current activities - **P**.

To provide free impartial advice and information to all members of the local community in Redhill, Reigate, Banstead, Horley and the surrounding areas. To advance education and information and the protection and preservation of health, and the relief of poverty, sickness and distress.

## A15 - UK volunteers

Your charity has told us that it had 82 UK volunteers during the financial period.

## A16 - Company number

The company number (as registered with Companies House) for your charity is 5107133.

## A17 - Charity's main bank/building society account

Below are the current details we hold about your main bank or building society account. Account details are not available to the public. For security purposes we have not printed the full account number.

Bank name:	HSBC BANK PLC
Sort code:	40-38-08
Account number:	****7444
Account name:	Reigate & Banstead District CAB

## A18 - Gift Aid

Charity did not claim any Gift Aid in the financial period.

## A19 - Land and buildings



Your charity does not own or use land or buildings.

## A20 - Fund Raising

Your charity does not work with a commercial participator

## A21 - Trading

The charity does not have a trading subsidiary

## A22 - Trustee Payments

The charity does not pay one or more of its trustees for acting as a trustee of the charity

## A23 - Policies

The charity has the following written policies :-

Complaints Handling - Yes

Conflict of Interest - Yes

Investment - Yes

Risk Management - Yes

Volunteer Management - Yes

Vulnerable Beneficiaries- Yes

## A24 - Grant Making

Grant making is not the main way your charity carries out its purposes

## A25 Other Regulators

The charity has the following other regulators :-

FINANCIAL CONDUCT AUTHORITY

## REPORTING SERIOUS INCIDENTS

As soon as possible, you should report to the Commission any incidents that cause a significant loss of funds or pose serious risks to a charity's beneficiaries, resources or reputation.

If any serious incident, including any of those listed below, have occurred since your last return, you should notify us immediately if you have not already done so.

Please read the Guidance Notes first to help you decide how to respond. Then either email [rsi@charitycommission.gsi.gov.uk](mailto:rsi@charitycommission.gsi.gov.uk) or call 0845 3000 218 to inform us.

## **SERIOUS INCIDENTS**

- Fraud, theft or significant loss of funds or other property.
- Significant sums of money or other property donated to the charity from an unknown or unverified source.
- The charity (including any individual staff, trustees or volunteers) has any known or alleged link to a proscribed(banned) organisation or to terrorist or other unlawful activity.
- A person disqualified from acting as a trustee has been or is currently acting as a trustee of the charity.
- The charity does not have a policy for safeguarding its vulnerable beneficiaries (e.g. children and young people, people with disabilities and the elderly/old people).
- The charity has no vetting procedure to ensure that a trustee or member of staff is eligible to act in the position he or she is being appointed to.
- Suspicions, allegations or incidents of abuse or mistreatment of beneficiaries.
- The charity has been subject to a criminal investigation, or an investigation by another regulator or agency; or sanctions have been imposed or concerns raised by another regulator or agency (e.g. the Health and Safety Executive, Ofsted).

When you report a serious incident we will generally ask you for further details. You may not have all of these but please be prepared to provide as much relevant information as possible about the incident. We are concerned about criminal or unlawful activity, or very serious incidents about a charity that may pose a risk to its funds, property, beneficiaries or reputation.

## **LEGAL OBLIGATION**

As part of the charity's Annual Return, trustees must confirm that there are no serious incidents or other matters which they should have brought to the attention of the Commission and have not done so already. Failure to do so will be regarded as a breach of legal requirements.

## **Data protection**

Any information you give us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the Charity Commission unless you have consented to its release, or in the circumstances that are set out in the Guidance Notes

## **ADVICE FOR THE TRUSTEES AND MANAGERS OF REIGATE AND BANSTEAD DISTRICT CITIZENS ADVICE BUREAUX**

The following guidance may be useful for your trustees. To view these publications, please visit our website at [www.charitycommission.gov.uk/publications](http://www.charitycommission.gov.uk/publications).

## Trusteeship

### [CC30 Finding New Trustees](#)

A 'start to finish' guide to help charities to recruit new trustees effectively and increase the range of skills and experience on their board. **Also includes useful information on vetting trustees and the Criminal Records Bureau which may be useful to existing trustees.**

### [CC3 The Essential Trustee](#)

This publication replaces the previous CC3, Responsibilities of Trustees, provides guidance to all trustees, and those who are about to become trustees, on what is involved in being a charity trustee.

## Working with Children and Vulnerable Adults

### [Web Guidance - Safeguarding Children](#)

Children are an especially vulnerable group and the Charity Commission is particularly concerned to stress the importance of proper safeguards within charities for the protection of children.

## Accountancy

### [CC15b - Charity Reporting and Accounting: The essentials](#)

This guidance applies to both company and non-company charities for financial years ending on or after 1 April 2009 and reflects the latest financial thresholds.

## Declaration

Your Annual Return was submitted online by MS AMANDA SUSAN IMPEY on 22 January 2015, telephone number 01737 778383.

MS AMANDA SUSAN IMPEY certified online that:

- the information provided was correct
- it had been or would be brought to the attention of all the trustees
- that the trustees were satisfied that there are no serious incidents or other matters which they should have brought to the attention of the Commission and had not done so already.

Those who give answers that they know are untrue or misleading may be committing an offence.

## Reserves

### [RS13 Tell It Like It Is](#)

Charities are urged to remove the mystique surrounding their reserves.

## Fundraising

### [CC20 Fundraising](#)

This booklet explains charity fund-raising law and gives general advice.

## Sound Governance

### [CC10 Hallmarks of an Effective Charity](#)

This guidance focuses on the achievements, performance and impact of an effective charity as well as the principles which the Commission expects charities and charity trustees to adhere to.

### [RS6 Milestones](#)

Looks at the issues and phases of development that are relevant to charities, also includes a checklist of standard questions for trustees to consider at various stages of development.