



THE
KEPPLEWRAY
PROJECT

Trustees' Annual Report 30 September 2007



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INVESTOR IN PEOPLE



The Trustees present their annual report for the year ended 30 September 2007 under the Charities Act 1993, together with the audited accounts for the year, and confirm that the latter comply with the requirements of the Act, the Trust Deed and the Charities SORP 2005.

Reference and Administrative Information

The Causeway Trust was created by a Declaration of Trust dated 24 September 1992 and was registered as a charity on 16 December 1992. By a deed dated 1 October 1994 the Trust's name was changed to The Keppleway Trust. The charity is registered with the Charity Commission under charity number 1015762. The Trustees, executive officers and principal addresses of the Charity, together with its professional advisers, are given on page 3.

Structure, governance and management

Governing Document

The charity is governed by its Trust deed dating from 1992. The Trustees are granted wide powers of investment and of application of Trust funds towards the charitable objects of the Trust except that they may not undertake permanent trading activities in raising funds to achieve its objects.

Governing body

The charity is governed by its trustees, of whom there are currently seven. They are responsible for the administration of the objects of the Trust, having overall control and holding the legal, financial and management responsibility of the charity. They meet at least quarterly, but also receive a weekly report from the Project Director.

Recruitment, appointment, induction and training of new Trustees

Potential new trustees are approached by the Chairman on the basis of eligibility, availability, expertise and personal competence. They are normally invited to join the Project Management Group before being invited to become a trustee. On the group, they are introduced to all of the workings of the Charity. As trustees, they receive copies of Charity Commission newsletters and are informed of training courses that may be suitable to them.

Group structure and relationships

On 1 January 1995 the Trust signed a 99 year lease agreement with Keppleway Limited, which is wholly owned by the Trust, to secure the exclusive use of the property at Keppleway and enable the Trust to further its charitable objectives. The results of Keppleway Limited are shown in note 15 to the financial statements.

Risk Management

The Trustees have identified the major risks to which the charity is exposed. Those risks have been reviewed and systems established to mitigate them. In keeping under review

the Trust's activities, Trustees are mindful of the potential for any changes to the present range of risks and will adjust systems when and where required.

Objects, aims, objectives and activities

Charitable Objective

The main objective of the Trust is the advancement of the education and awareness of individuals and groups of disabled and non-disabled people through residential and day programmes of adventure, learning, challenge and relaxation in a fully accessible and inclusive Christian environment. The project, through its trading company, Kepplewray Limited, has acquired a large mansion ('Kepplewray') in the Lake District, which, after substantial renovation, enables the Trust to meet its charitable objective. Programmes at Kepplewray stretch mental and physical capabilities and deliberately promote the inclusion of disabled and disadvantaged people so that their conditions of life might be improved.

Achievement and performance

This is our eighth full year of operation. Whilst we have essentially had the same number of groups booking, we have seen a decrease in our guest bed night occupancy level, because a block booking budgeted for eight weeks was reduced to only three and the numbers in some of the groups returning this year have been less. Comments made include the following:

"I really enjoyed coming here. I have been two times so far and wish to come again. Unfortunately I am leaving school so cannot come again but I hope other people enjoy it like I did." *Girl with disabilities*

"Kepplewray catered very well for a wide range of learning need and ability. The activity staff were skilled and worked well with the range of students we brought." *Adult carer*

We monitor guest satisfaction through our guest comment and group leader comment sheets, which provide us with a wide and detailed analysis of the services we offer. These often compliment us on the accessibility of the Centre, the friendliness and professionalism of the staff, the safety of the activities provided and the quality of the food.

"At Kepplewray, people of all abilities can share and enjoy together opportunities for adventure, challenging activities, learning and relaxation. Kepplewray, I heartily recommend you!" *Youth leader*

The Christmas Activity Days marketed to local schools in the winter period have proved very popular and we plan to continue with these as part of our ongoing provision.

People Development

We would like to register our particular thanks to the staff team, including volunteers, for their commitment and hard work, often over and above the call of duty. Our commitment to their development through training, regular supervision, team meetings and whole staff meetings continues. All staff and volunteers meet daily for prayer and communication. A considerable amount of staff training has taken place. Most notably, we have been able to offer, in conjunction with St Martin's College Ambleside, a Graduate Apprenticeship Scheme. This has facilitated two trainees being introduced and qualified into the outdoor

industry. We will continue with our staff developmental programme of training and qualification next year and hope to repeat the Graduate Apprenticeship Scheme.

Management Development

In line with good practice, we continue to develop our internal systems, support our staff, implement, review and amend our policies in order to deliver the best possible service to our guests. Our new five year Project Plan – “Reach for the Future 2006 – 2010” – came into effect in July 2006, and our Action Plans will be reviewed annually to monitor progress. We were successfully reassessed as an Investor in People organisation in January 2006. We continue to produce our biannual magazine K News and our quarterly prayer diary for our supporters.

Thanks

Donations and grants are vital to the development of the Project. We are very grateful to all of our supporters and donors. We are also grateful to Barclays Bank and the Charity Bank for their ongoing support and encouragement.

Financial review and results for the year

The Trust's year end is 30th September, and the accounts are audited annually. The consolidated results are shown in the audited accounts attached to this report.

Investment Policy

The Trustees do not envisage the Trust holding investments in the foreseeable future apart from shares in its trading subsidiary. Any shares donated to the group will be sold as soon as they are fully listed.

Reserves Policy

The Trust aims to hold reserves of between three and six months' operating costs. However, as the charity is still in its developmental stage, there are no reserves at the end of this financial period. The aim is to gradually build up reserves to the target level over the next few years. As a first step towards this we have opened a deposit account.

Future Development

We look forward to working through the first year of our new Project Plan by:

- Improving our financial sustainability by increasing our bookings to 34 mid week and weekend bookings and by increasing donations.
- Promoting our youth inclusion project, disability awareness training, John Muir discovery award and developing our recycling programme.
- Expanding the range of activities offered: evening activities, Christian teaching and disability awareness.
- Continuing with a wide range of staff training
- Undertaking improvements to the building including developing accessible bathroom facilities and renewing the Dining Room provision.

Accounting and Reporting Responsibilities

The Charities Act 1993 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the group at the end of the year and of its financial activities during the year then ended. In preparing those financial statements, the Trustees are required to:

Select suitable accounting policies and then apply them consistently;

Make judgements and estimates that are reasonable and prudent;

Follow applicable accounting standards and the Charities SORP, disclosing and explaining and departures in the accounts, and

Prepare the accounts on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with charity law. They are also responsible for safeguarding the assets of the group and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of error, fraud and other irregularities.

Statement of disclosure to auditor

- (a) so far as the directors are aware, there is no relevant audit information of which the company's auditors are unaware, and
- (b) they have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The Reverend J R Libby
Chairman of the Trustees