

**REGISTERED CHARITY NUMBER: 200359**

**Report of the Trustee and  
Financial Statements For The Year Ended  
31 March 2010  
for  
The Meath Epilepsy Trust**

**The Meath Epilepsy Trust**  
**Contents of the Financial Statements**  
**for the Year Ended 31 March 2010**

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**Mission Statement:**

The mission of The Meath Epilepsy Trust is to enhance the lives of people who have complex epilepsy and related disabilities by ensuring they receive the support, expert care and encouragement required to build confidence, acquire new skills and maximise independence in their daily lives.

**The Meath Epilepsy Trust**  
**Chairman's and Chief Executive's Report**  
**for the Year Ended 31 March 2010**

The past year has seen the completion of two capital projects.

Our kitchen has been showing its age. The major renovation works carried out have made the maintenance of hygiene standards easier, and have increased efficiency. The associated redecoration of the dining room makes for a less formal more intimate social gathering place.

We have also completed the upgrading of an eight bedded unit for our more independent residents, financed from reserves.

Gordon Hennessy indicated his intention to retire on health grounds at the end of this year. Consequently the Board has begun the process of recruiting a successor. On the occasions of Gordon's absence in the course of the year Simone Jeacock has most successfully taken charge in his place.

Thanks from all of those connected with the Meath are due to Gordon for his outstanding leadership over a long period. The services we provide for our residents and the unique family atmosphere of our organisation are the result of his influence which will remain with us for many years to come.

The Board is indebted to all employees and volunteers for their commitment and for their tireless work aimed at enhancing the lives of those who live at the Meath.



Robin Gourlay  
Chairman

**The Meath Epilepsy Trust**  
**Report of the Trustee**  
**for the Year Ended 31 March 2010**

The trustee present their report with the financial statements of the charity for the year ended 31 March 2010. The trustee has adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**  
200359

**Registered Company number**  
5822835

**Principal address**  
Westbrook Road  
Godalming  
Surrey  
GU7 2QH

**Contact details**  
Telephone: 01483 415095  
Email: info@meath.org.uk  
Web: www.meath.org.uk

**Trustee**  
The Meath Trustee Company Limited

**Trustee directors of the Meath Trustee Company Limited**

Robin Gourlay - re-elected February 2009  
Tim Bloomfield - re-elected April 2007  
Anna Coss - re-elected May 2009  
Rosemary Gorringe - re-elected October 2008  
Simon Inchbald - re-elected October 2008  
John Jeffrey - re-elected June 2010  
Charles Orange - re-elected February 2010  
Colin Stokes - re-elected April 2007  
Jane Sweatman - re-elected October 2008

**Auditors**

Roffe Swayne  
Registered Auditors &  
Chartered Accountants  
Ashcombe Court  
Woolsack Way  
Godalming  
Surrey  
GU7 1LQ

**Bankers**

Lloyds TSB Bank Plc  
49 High Street  
Godalming  
Surrey  
GU7 1AT

**Investments**

J M Finn & Co  
4 Coleman Street  
London  
EC2R 5TA

**Solicitors**

Barlow Robbins LLP  
53, Quarry Street  
Guildford  
Surrey  
GU1 3UE

Stone King LLP  
28 Ely Place  
London  
EC1N 6TD

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

The Meath Trustee Company Limited was incorporated on the 19th May 2006 and is the trustee of The Meath Epilepsy Trust.

## The Meath Epilepsy Trust

### Report of the Trustee for the Year Ended 31 March 2010

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT continued**

The Meath Epilepsy Trust was founded under the name "The Meath Home for Epileptic Women and Girls" in a Conveyance and Declaration of Trust dated 28th October 1896. Revised schemes of the Charity were approved by the Charity Commission in 1982, 1992 and 2006.

The charitable objectives under the 1992 scheme, which were left unchanged by the 2006 scheme, are "to treat, care and accommodate any person suffering from or subject to epilepsy and if and insofar as accommodation is not required for that purpose such may be used for the treatment, care and residence of the mentally and/or physically handicapped". In pursuance of these objectives, the charity undertakes the principal activity of providing residential care for individuals with epilepsy and associated physical/learning disabilities, day services and training.

#### **Public benefit**

The Trustee Directors confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit.

The Trustee Directors consider the Trust benefits the public by treating and accommodating individuals with epilepsy and meets the needs of the wider community via these and other services it provides. Fees are reviewed on a needs basis and the majority of residents are funded by local councils.

#### **Recruitment and appointment of new trustee directors**

Trustee directors are directors of the Meath Trustee Company Limited which is the sole trustee of the Trust. They are recruited so that there is a balance of the skills, qualifications and experience which are needed to manage the trust and its property knowledgeably and efficiently. When a vacancy occurs a profile of the new trustee is agreed and various methods of finding suitable candidates are used depending upon the expertise required. References are obtained for new directors including a criminal records bureau check.

All new trustee directors are given a copy of the Charity Commissioners' booklet on the responsibilities of a trustee. A file of essential information is provided as part of their induction programme.

Each new trustee director is appointed for a term of five years and may be re-appointed. The Chairman is appointed at the first meeting in each year until the following year. The trustee directors meet at least ten times a year. At each meeting there are no fewer than six trustee directors.

#### **Trustee Directors**

Robin Gourlay - Robin spent 35 years as an Executive for the BP Group. Between 1995 and 2003 he was Chairman of Anglian Water PLC and the Rugby Group PLC.

Tim Bloomfield - Tim has 37 years' experience in the property industry as a Chartered Surveyor, and in recent years has successfully undertaken several property developments. Tim is also on the President of the Royal Institution of Chartered Surveyor's panel of Arbitrators, a Parish Councillor for Ewhurst and Ellens Green, and a Trustee of a local charity in Ellens Green.

Anna Coss - Anna was Head of Strategic Commissioning and Performance Development, Adults' Services, West Sussex County Council until she retired in March 2009. She is a qualified social worker with a strong interest in listening to the views of service users and carers.

Rosemary Gorringe - Rosemary was formerly a senior radiographer and has a professional care background. She is co-chair of the Trust's care committee.

John Jeffrey - John is a retired solicitor. He has been a trustee for 17 years and was Chairman of the Trustees for about 6 years. He was awarded an MBE in 2005 for services to the community in Surrey and continues to be much engaged in charitable activities. In recognition of his dedication to the Meath, Jeffrey Court was named after him when it was opened in 2004.

Simon Inchbald - Simon was formerly a stockbroker. He also volunteers for Citizens' Advice as an adviser. He is a councillor for Chiddingfold and Dunsfold, Waverley Borough Council.

Charles Orange - Charles is a chartered accountant and was finance director of Associated British Ports PLC for 14 years. He now chairs the Trust's finance and risk sub committee. He is Chairman of Hascombe Parish Council. He is also a trustee of two large pension schemes.

## **The Meath Epilepsy Trust**

### **Report of the Trustee for the Year Ended 31 March 2010**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT continued**

Colin Stokes - Colin is the trustee longest associated with the Meath and was, in the late 1980's, largely responsible for transforming its finances. After a number of years in Australia as a senior executive with Unilever, he returned as a trustee. He runs a business consultancy partnership and is a co-founder of the cancer charity "The Prostate Project"

Jane Sweatman - Jane trained as a nurse and worked as a Health Advisor and Aids Counsellor. She is a Magistrate in the Adult and Youth Courts and is co-chair of the Trusts care committee.

#### **History**

The Meath property has an interesting background. In the late 17th Century, then known as Westbrook House, it became the home of the Oglethorpe family from where in 1732 James Oglethorpe founded the state of Georgia, USA. The Meath was later bought by Lady Meath in 1892 specifically as a home for women and young girls suffering from epilepsy and donated to Trustees for that purpose. Lady Meath and her husband the Earl of Meath, an Irish Peer, were outstanding Victorian philanthropists.

#### **Organisational structure**

The Chief Executive is responsible for the day to day management of the Trust and reports to the Committee of Management who are trustee directors of the Charity. The strategic direction of the charity is determined by the directors of the Trustee which has trustee directors who have overall responsibility for the Trust. The trustee directors also ensure that the Trust adheres to the policies and procedures laid down by the Charity Commission and the Care Quality Commission. In order to fulfil this role the trustee directors have established the following committees: Care and Care Standards, Finance and Risk, Property and Developments and Fundraising. These committees report regularly to the board where decisions are formally agreed.

#### **Auditor**

At the Annual General Meeting it was agreed to re-appoint Roffe Swayne, Registered Auditors and Chartered Accountants as auditors to the Meath Trust.

#### **Risk and corporate governance matters**

Trustee directors are responsible for the management of risks faced by the Trust, and treat risk management as a priority. Risk awareness is emphasised throughout all levels of the organisation. Risks are identified, assessed and controls applied throughout the year by senior management and other staff employed by the Trust. Each risk has been grouped and evaluated according to priority and assigned to one of the four sub-committees for detailed annual review with the assistance of senior management, and to check that procedures have been established to mitigate those risks.

The Finance and Risk committee formally reviews the entire risk management process annually. Each sub-committee includes risks within their regular reports to the board. There is a major incident plan that operates immediately a serious incident has been identified, and all the other risks are managed on a daily basis. The Trust is subject to regular inspections by the Care Quality Commission (CQC) and is required to conform to the National Care Standards.

#### **Funds held as custodian for others**

As nominated appointees to the majority of our residents, due to severe learning and physical disabilities and absence of relatives, a small fund for each resident is held in a designated bank account. Small amounts of money are withdrawn on a weekly or as required basis, for toiletries and personal needs.

The designated bank account is for the sole use of residents' money and does not interact with the Trust's bank accounts in any way. This designated bank account is independently audited yearly.

The charity maintains restricted funds to deal with incoming resources that are earmarked for a particular purpose by donors, sponsors, and other funders.

#### **Related parties**

The trustee directors of the Meath do not have connections with any other interested parties.

**The Meath Epilepsy Trust**  
**Report of the Trustee**  
**for the Year Ended 31 March 2010**

**STRUCTURE, GOVERNANCE AND MANAGEMENT continued**

**Health and safety**

The Trust recognises that as an employer it has certain duties under the Health and Safety at Work Act 1974 and other associated legislation, and has appointed the Chief Executive as the person responsible for monitoring the home's Health and Safety policy and its implementation and maintenance.

The home has a procedure for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive and the National Care Standards Commission. Records are kept for inspection.

The Trust accepts responsibility under the Act and will provide as far as practical:

- Training for all employees on Health and Safety issues.
- A safe and healthy environment.
- Codes of practice.

Health and Safety issues are discussed by a committee of staff that meets regularly with the Chief Executive. All meetings are minuted. These records are shared throughout the organisation. Topics include:

- Accident and incident investigation
- Risk assessments
- Safety concerns
- New policies
- Resident and staff issues

The Trust aims to constantly review its practices in line with current legislation and any other body that makes recommendations that are appropriate to the Meath. The Chief Executive and Site Manager conduct a regular tour of the site, encouraging staff and residents to raise issues of concern on health and safety topics. Suggestions and ideas are welcomed.

**OBJECTIVES AND ACTIVITIES**

Annual objectives are set and monitored by the board and sub-committees.

The primary objectives are to:

- Improve the quality of the living accommodation for our residents.
- Enhance the quality of activities available to residents.
- Develop independent living skills.
- To deliver value for money for the funders.

**Our vision**

The Trust supports people with epilepsy, many of whom have learning and/or physical disabilities. We respect our residents as individuals and encourage them to enjoy life at the Meath and to participate in the local community.

At all times we seek to:

- Provide a high quality, homely and needs-led service to our residents.
- Exceed the expectations of all who use us.
- Offer a quality service at a cost-effective level.
- Motivate and develop our staff.
- Promote an open and participative environment among everyone associated with the organisation.
- Have positive relationships with our purchasers, residents and their families, and other people who use our facilities.
- Play our part fully in the field of care.
- Play an active part in the field of epilepsy through our association with the Joint Epilepsy Council and other epilepsy organisations.

## **The Meath Epilepsy Trust**

### **Report of the Trustee for the Year Ended 31 March 2010**

#### **OBJECTIVES AND ACTIVITIES continued**

##### **What is epilepsy?**

Epilepsy is a symptom of a neurological disorder that from time to time produces brief disturbances in the normal electrical functions of the brain. Epilepsy is the tendency to have recurrent seizures; there are around 40 different types of seizure and a person may have more than one type.

For six out of ten people the cause of their epilepsy is unknown; for others the reasons are more identifiable, for example head injury, stroke, malformations of the brain during development, brain damage caused by a difficult birth, infection of the brain such as meningitis.

Some facts and figures:

- There are over forty different seizure types.
- 456,000 people or 1 in every 131 people in the UK has epilepsy.
- Only 52% of people with epilepsy in the UK are seizure free.
- There are around 50 million people with epilepsy worldwide, 80 percent of them in developing countries.
- Epilepsy can affect people at any age and from all walks of life.
- After migraine, it is the most common neurological condition.

##### **Residential care and supported living**

The Trust provides residential, day care and supported living facilities to people with epilepsy with associated needs and difficulties. Many of the residents have mild to severe learning difficulties. The Trust supports people from 19 years of age upwards. The Trust also provides off site supported living facilities.

Many residents have unpredictable epilepsy which means they need support and guidance 24 hours a day. However, it is our philosophy to support their independence and learning to enable them to live fulfilled lives. Residents come from around the United Kingdom although we work particularly closely with Surrey Social Services who support approximately 35% of our residents.

##### **Day service**

There is a comprehensive day service on site for the Meath residents, which is also accessed by external clients. The facilities on offer include: -

- Computer room
- Woodwork workshop
- Arthouse studio
- Gym
- Drama, dance and music workshop
- Various multi function room

The IT suite develops client's computer and communication skills, including the use of Facebook, MSN messaging, internet, digital photography, and music.

The woodwork workshop provides clients with a 'hands on' activity where more able clients can work on their own projects or help with the restoration of furniture under the expert tutelage of a qualified instructor.

The drama workshop involves all ability groups with music, dance and drama and can be very lively and noisy sessions. The sessions help improve clients self esteem and enable them to work well together in social groups. They have recently moved into their own room and they now have the space to be more creative.

The gym facilities continue to be improved under the direction of our qualified sports instructor and include input from a physiotherapist; services such as sports massage, nutritional guidance and holistic therapies are offered to clients.

## **The Meath Epilepsy Trust**

### **Report of the Trustee for the Year Ended 31 March 2010**

#### **OBJECTIVES AND ACTIVITIES continued**

There have been some exciting developments in the Arthouse during 2009-10. The emphasis on team work and social interaction that aims to build up confidence and a belief in their own skills is still the Arthouses primary function. However, because of the popularity and saleability of their work a range of products have been produced and in order to market these successfully a trading company has been formed. Trading under the company name of 'The Arthouse at the Meath Limited' will commence from the 1<sup>st</sup> April 2010. As a result of a generous donation of £7,800 the Arthouse were able to purchase a new screen printer and an A2 flat bed scanner; being able to scan all the images in house will give scope to develop licensing potential as part of the long term aim of the Arthouse trading company.

One of our residents won a competition at a prestigious gallery, Pallant House, in Chichester and as a prize will be putting on a solo show in summer of 2010. We are currently raising funds to pay for cost of frames and invitations to the show. In 2009-10 the Arthouse raised £19k from sale of art works and other merchandise that uses the resident's images. In 2010-11 sales will be accounted through the Arthouse trading company.

#### **Staff, training and development**

The Trust lays great emphasis on training and on an open and transparent culture which contributes to a more relaxed environment and an organisation in which staff have confidence.

The training path starts with Induction which also includes the mandatory courses. Thereafter, staff are encouraged to undertake personal and professional development, either through the NVQ training programme or a variety of other relevant courses which can be arranged as required. These have included Appraisal & Supervision, Learning Disabilities, Fire Marshall and an in-depth First Aid at Work qualification etc. Staff new to the care sector are fully supported and trained. Experienced and qualified Support Workers are encouraged to progress their careers through promotion or job expansion.

The Trust welcomes diversity and the staff team includes various nationalities. Staff ages range from late teens to early 70s. We currently employ approximately 135 staff with an average age of 43 and the average length of service is just under 7 years.

Recruitment and retention have enabled us to reduce our reliance on agency staff. The training programme has also been extremely effective resulting in our percentage of NVQ qualified care staff rising to 57%. As a recognised 'Investor in People', our award requires us to meet set performance and evaluation criteria which are measured on a regular basis.

The Trust is proud to have held the Investors in People Award since 2001 and recognises that people are one of our most valuable resources, and will continue to offer every support to our staff in order to provide the best possible service to our residents

#### **Grant-making**

The Trust does not make grants to other organisations but does make small donations to local causes such as emergency services, local epilepsy initiatives. The annual total cost is less than £100.

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

The trustee directors believe they have met their primary objectives by the following achievements:

#### **Governance**

The Trust continues to monitor and improve on its operating costs. In the current financial down turn it has been particularly important to monitor expenditure and ensure that funds are spent appropriately within the aims and objectives of the charitable trust.

The Meath achieved an occupancy rate of 98% for the financial year 2010-11.

The Trust continues to review the staff structure making it more receptive and responsive to the change in age group of residents at the Meath. Referral trends over the last 4 years are in the age range of 19-35 years and the organisation has had to address this issue to accommodate and engage a younger age group in activities inside and outside the Meath.

**The Meath Epilepsy Trust**  
**Report of the Trustee**  
**for the Year Ended 31 March 2010**

**ACHIEVEMENT AND PERFORMANCE continued**

**Profile**

The Trusts marketing strategy remains very effective and we continue to receive many more enquiries than places we are able to offer. The website is regularly reviewed to ensure that information we offer is current. Regular newsletters are sent to the residents' families and our supporters.

The Trust is linked to the Joint Epilepsy Council (JEC) which receives and disseminates information in relation to epilepsy from and to all special epilepsy centres.

**Review of Activities**

The refurbishment of Gregory Cottage was completed in November 2009 at a total cost of £446k. The accommodation consists of one 3 bed-roomed flat, two 2 bed-roomed flats and one bedsit. The space has been transformed into stylish open plan living also incorporating high tech up to the minute seizure monitoring in the ensuite bedrooms and wireless broadband connection throughout. The flats have been designed to enable residents to enjoy the space and encourage them to participate in preparing meals for themselves. The development of independent living skills leads on towards the possibility of a resident being able to move from the Meath to supported living within the community.

The complete refurbishment of our main catering kitchen was completed in May 2009 at a cost of £131k. The vastly improved equipment has been of major benefit to catering staff. During this period we also upgraded the dining area providing a relaxed environment to eat in and also an area for residents to socialise in the evenings and watch movies or listen to music.

The installation of new fundraising software and associated training was also completed.

The Meath has a commitment continually to maintain and improve the facilities for its residents. To this end planning permission was sought and granted for new build accommodation and the refurbishment and extension of an existing unit. Fundraising required to facilitate this new development was put on hold due to the economic circumstances and the recession. It is hoped that the fundraising appeal will be launched later this year.

During 2009-10 a requirement was identified to upgrade fire doors on two units. One of the units was completed in March 2010 at a cost of £26k and the other unit will be completed by July 2010.

It was decided that the Day Centre would benefit from a 'face lift'. A number of improvements have been made to make better use of the space, and to make the areas more aesthetically pleasing. There will be an ongoing program of improvements to take place during 2010-11.

**Staff Development**

Recruitment and retention have enabled us to reduce our reliance on agency staff. The number of staff is approximately 135 including full time, part time and bank staff. The training programme has also been extremely effective resulting in our percentage of NVQ qualified care staff rising to 57%. As a recognised 'Investor in People', our award requires us to meet set performance and evaluation criteria which are measured on a regular basis.

**Fundraising activity**

Following the highly successful fundraising for the Bradbury wing last year activity in this area has been rather quiet. The major projects during the year have been the renovation of Gregory Cottages and the kitchen and dining room but this was all paid for out of reserves and there was no need to seek support from outside funders. The Arthouse received donations from the Nineveh Trust and Marwick Trust totalling over £20k. Support was again forthcoming from a number of regular donors including Woolsack Rotary and Rotary Club of Haslemere. Other substantial donations came from Busbridge Parochial Church, Ring Hockey Club, The Hospital Saturday Fund, Rosemary Hensby and the C A Redfern Foundation. The Occam Singers and the Guildford Symphony Orchestra both gave concerts in aid of the Meath raising substantial amounts. In all £23k was donated to the Arthouse and £48k for the Meath's general charitable purposes.

**The Meath Epilepsy Trust**  
**Report of the Trustee**  
**for the Year Ended 31 March 2010**

**FINANCIAL REVIEW**

Income from residential and day care services rose by 3% to £3.874m (2009 £3.756m) and just exceeded costs of £3.853m (2009 £3.905m) by £21k.

Voluntary and other income exceeded costs by £44k. The market value of investments increased by £124k. Income received from deposits and investments of £23k (2009 £95k) was much reduced due to the low level of interest rates.

£683k of capital expenditure was made in the year which included a major refurbishment of Gregory Cottages and much improved kitchen and dining facilities.

**Reserves policy**

The Meath needs to have reserves to enable it to meet its charitable obligations should there be an unexpected revenue shortfall. The existence of unrestricted funds also offers the Meath flexibility to plan and, if necessary, temporarily, to fund the start of major projects to improve the standard of accommodation and facilities for residents and to maintain its buildings without waiting for all the funds required to be received from the Appeal for such projects.

Free reserves at 31 March 2010 amounted to £638k being the amount of the unrestricted fund of £5.672m less £5.034m used to fund unrestricted fixed assets and thus not available to be spent. Trustee directors have approved a policy of aiming to maintain a level of free reserves in the range of 3 to 6 months of expenditure – being £1.0m to £1.9m based on current levels of expenditure.

**Investment policy and objectives**

The trustee directors can make such arrangements as they think fit for the investment of the charity's funds. The trustee directors have regard to the likely timing of major future development expenditure and the level of market prices when making decisions on investments. During the year some funds were moved from low interest rate deposit accounts and invested in corporate bond funds and a high income equity fund which had values at the end of the year of £428k and £305k respectively. In addition £675k was invested in top rated deposit funds and bank deposit accounts, and £43k was in a bank current account.

**PLANS FOR FUTURE PERIODS**

Once again it has been a productive year, the success of our refurbishment of Gregory Cottages and a further intake of new young residents has given the Meath a young and updated feel. We hope to launch a major fundraising appeal during the next year in order to proceed with the refurbishment and extension of Thursley unit providing much improved quality of living space and/or a new build providing en-suite accommodation for 12 people.

The Day Centre has excellent facilities and the Meath has always strived to be innovative in its approach and open to new ideas. With this in mind we are looking into how we deliver our day services and a committee has been formed to work with clients, staff and other interested parties. During 2010-11 we aim to improve the range and quality of services the Day Centre provides. We also aim to increase the number of residents who access outside employment and attend college courses. This is important as it allows integration with the wider community and enables social interaction and friendships on a wider scale.

**Objectives for 2010-11**

- To commence fundraising for next phase of development.
- The appointment of a new Chief Executive.
- To continue implementing new ideas into our Day Services.
- To develop wider range of activities for residents including employment and college courses.
- To continue the restoration of the walled garden.
- To ensure the Meath's marketing strategy explores all the current communicate methods.

**The Meath Epilepsy Trust**  
**Report of the Trustee**  
**for the Year Ended 31 March 2010**

**STATEMENT OF TRUSTEE RESPONSIBILITIES**

The trustee directors are responsible for preparing the Report of the Trustee and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The law applicable to charities in England and Wales, the Charities Act 1993, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustee directors 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 incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the Trustee are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustee directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustee directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**ON BEHALF OF THE BOARD:**



Robin Gourlay – Chairman  
The Meath Trustee Company Limited

Date: 27 July 2010

**Report of the Independent Auditors to the Trustee of  
The Meath Epilepsy Trust**

We have audited the financial statements of The Meath Epilepsy Trust for the year ended 31 March 2010 on pages twelve to twenty one. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustee, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under Section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of Trustee and auditors**

The trustee directors' responsibilities for preparing the Report of the Trustee and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page ten.

We have been appointed as auditors under Section 43 of the Charities Act 1993 and report in accordance with regulations made under that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the information given in the Report of the Trustee is not consistent with those financial statements, if the charity has not kept proper accounting records, if the charity's financial statements are not in agreement with these accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Report of the Trustee and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- the financial statements have been prepared in accordance with the Charities Act 1993.

Roffe Swayne  
Registered Auditors &  
Chartered Accountants  
Ashcombe Court  
Woolsack Way  
Godalming  
Surrey  
GU7 1LQ



Date: ..... 5/9/2010 .....

## The Meath Epilepsy Trust

### Statement of Financial Activities for the Year Ended 31 March 2010

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	2010 Total funds £	2009 Total funds £
<b>INCOMING RESOURCES</b>						
<b>Incoming resources from generated funds</b>						
Voluntary income	2	47,859	23,570	-	71,429	669,782
Activities for generating funds	3	1,845	-	-	1,845	9,644
Investment income	4	22,846	-	-	22,846	94,716
<b>Incoming resources from charitable activities</b>						
Residential and day care services	5	3,874,242	-	-	3,874,242	3,755,662
<b>Other incoming resources</b>		<u>3,200</u>	<u>-</u>	<u>-</u>	<u>3,200</u>	<u>-</u>
<b>Total incoming resources</b>		<u>3,949,992</u>	<u>23,570</u>	<u>-</u>	<u>3,973,562</u>	<u>4,529,804</u>
 <b>RESOURCES EXPENDED</b>						
<b>Costs of generating funds</b>						
Costs of generating voluntary income		29,608	-	-	29,608	90,405
<b>Charitable activities</b>	6					
Residential and day care services		3,727,318	23,570	101,880	3,852,768	3,904,537
<b>Governance costs</b>	7	<u>9,322</u>	<u>-</u>	<u>-</u>	<u>9,322</u>	<u>8,732</u>
<b>Total resources expended</b>		<u>3,766,248</u>	<u>23,570</u>	<u>101,880</u>	<u>3,891,698</u>	<u>4,003,674</u>
<b>NET INCOMING/ (OUTGOING) RESOURCES</b>		183,744	-	(101,880)	81,864	526,130
<b>Other recognised gains/(losses)</b>						
Gains/(losses) on investment assets		<u>124,302</u>	<u>-</u>	<u>-</u>	<u>124,302</u>	<u>(39,815)</u>
<b>Net movement in funds</b>		308,046	-	(101,880)	206,166	486,315
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		<u>6,111,181</u>	<u>-</u>	<u>4,976,685</u>	<u>11,087,866</u>	<u>10,601,551</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>6,419,227</u></u>	<u><u>-</u></u>	<u><u>4,874,805</u></u>	<u><u>11,294,032</u></u>	<u><u>11,087,866</u></u>

#### CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

The notes form part of these financial statements

The Meath Epilepsy Trust

Balance Sheet  
At 31 March 2010

	Notes	2010 £	2009 £
<b>FIXED ASSETS</b>			
Tangible assets	10	9,908,895	9,492,543
Investments	11	<u>732,665</u>	<u>278,364</u>
		10,641,560	9,770,907
<b>CURRENT ASSETS</b>			
Debtors	12	119,890	173,498
Cash at bank	13	<u>717,837</u>	<u>1,478,096</u>
		837,727	1,651,594
<b>CREDITORS</b>			
Amounts falling due within one year	14	(185,255)	(334,635)
<b>NET CURRENT ASSETS</b>		<u>652,472</u>	<u>1,316,959</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		11,294,032	11,087,866
<b>NET ASSETS</b>		<u>11,294,032</u>	<u>11,087,866</u>
<b>FUNDS</b>	19		
Unrestricted funds:			
General fund		5,672,346	5,366,181
Development fund		635,000	635,000
Appeals fund		1,881	-
Repairs and renovations		<u>110,000</u>	<u>110,000</u>
		6,419,227	6,111,181
Restricted funds:			
Endowment funds		<u>4,874,805</u>	<u>4,976,685</u>
<b>TOTAL FUNDS</b>		<u>11,294,032</u>	<u>11,087,866</u>

The financial statements were approved by the Board of Trustee directors on 27 JULY 2010 and were signed on its behalf by:



Robin Gourlay – Chairman  
The Meath Trustee Company Limited

The notes form part of these financial statements

**The Meath Epilepsy Trust**  
**Cash Flow Statement**  
**for the Year Ended 31 March 2010**

**Reconciliation of net incoming resources to net cash inflow**

	Unrestricted Funds £	Endowment Funds £	2010 £	2009 £
Net incoming resources	183,744	(101,880)	81,864	526,130
Depreciation charges	164,834	101,880	266,714	240,401
Profit on disposal of fixed assets	(3,200)	-	(3,200)	-
Interest received	(22,846)	-	(22,846)	(94,716)
Interest paid	239	-	239	-
Decrease/(increase) in debtors	53,608	-	53,608	(77,703)
(Decrease)/increase in creditors	(165,366)	-	(165,366)	193,617
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net cash inflow</b>	<b>211,013</b>	<b>-</b>	<b>211,013</b>	<b>787,729</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Returns on investments and servicing of finance</b>				
- Interest received	22,846	-	22,846	94,716
- Interest paid	(239)	-	(239)	-
<b>Capital expenditure and financial investment</b>				
- Purchase of tangible fixed assets	(667,080)	-	(667,080)	(1,288,502)
- Purchase of investments	(547,079)	-	(547,079)	(200,000)
- Sale of tangible fixed assets	3,200	-	3,200	-
- Sale of investments	189,777	-	189,777	-
- Realised gains on investments	27,303	-	27,303	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Decrease in cash for the period</b>	<b>(760,259)</b>	<b>-</b>	<b>(760,259)</b>	<b>(606,057)</b>
	<hr/>	<hr/>	<hr/>	<hr/>

**Reconciliation of net cash flow**

	2010 £	2009 £
Decrease in cash for the period	(760,259)	(606,057)
	<hr/>	<hr/>
<b>Cash at start of year</b>	<b>1,478,096</b>	<b>2,084,153</b>
	<hr/>	<hr/>
<b>Cash at end of year</b>	<b>717,837</b>	<b>1,478,096</b>
	<hr/>	<hr/>

## The Meath Epilepsy Trust

### Notes to the Financial Statements for the Year Ended 31 March 2010

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared in accordance with the Charities Act 1993 and the requirements of the Statement of Recommended Practice, Accounting, and Reporting by Charities. (March 2005) and any subsequent amendments or variations to it. The accounts are drawn up under the historical cost convention as modified by the revaluation of certain assets and with the exception of investments which are included at market value.

##### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Fees receivable are accounted for on an accruals basis.

Income from donations, grants and legacies is included in incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

- When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

For legacies, income is recognised on the earlier of the Trust being notified of an impending distribution, where the amount can be quantified with reasonable accuracy, or the legacy being received.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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.

##### Cost of generating funds

Costs of generating funds represent the costs relating to fund-raising events organised by the charity to raise awareness of the charity and its objects.

##### Governance costs

This comprises the costs of compliance with constitutional and statutory requirements.

##### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	-2% on cost of freehold buildings
Fixtures and fittings	-20% on cost
Motor vehicles	-20% on cost

The freehold property has been revalued using the depreciated replacement cost value ascertained from the charity's insurance brokers.

##### Taxation

The charity is exempt from tax on its charitable activities.

## The Meath Epilepsy Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2010

#### 1. ACCOUNTING POLICIES - continued

##### Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustee.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

There are five separate funds within the Trust; the Statement of Financial Activities for these funds are contained in these accounts.

##### (a) General Fund

The general fund comprises unrestricted funds which are neither designated by Trustee Directors nor restricted by donors.

##### (b) Development Fund

The development and enhancement of the facilities is one of the Trust's major items of expenditure as a result of both the age of the building and the changes in regulations. Reserves have been set up and designated to ensure that funds are available when significant costs are incurred.

##### (c) Repairs and Renovation Fund

The fund was designated for the estimated cost of external repairs and replacement fire doors.

##### (d) Appeals Funds

The fund raising activities of the Trust are recorded in this fund. Funds received for special appeals represent both restricted and unrestricted income (see note 17). Upon fulfilment of the particular fundraising activity all assets used in the continuing activities of the charity are transferred to the General Fund.

##### (e) Endowment Fund

This represents the original gift to the charity of its freehold land and building in 1896. This property was revalued on 31 March 1992 by independent professional chartered surveyors on an open market valuation for existing use at £1,200,000. Subsequent additions to the gift have totalled £51,898. The freehold property has been revalued as at 5 October 2006 using the depreciated replacement cost value at £5,093,985.

##### Pension costs and other post-retirement benefits

The charity supports a defined contribution group personal pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

These contributions are invested in an insurance company and are therefore separate from the charity's assets.

##### Investments

Fixed asset investments are included in the Balance Sheet at market value. The gains, losses and income of these investments are taken to the Statement of Financial Activities in the year they occur.

#### 2. VOLUNTARY INCOME

	2010	2009
	£	£
Donations	<u>71,429</u>	<u>669,782</u>

Included within donations is £23,570 for the restricted purposes of the Arthouse project.

The Meath Epilepsy Trust

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2010

3. ACTIVITIES FOR GENERATING FUNDS

	2010 £	2009 £
Fundraising events	<u>1,845</u>	<u>9,644</u>

4. INVESTMENT INCOME

	2010 £	2009 £
Deposit account interest	<u>22,846</u>	<u>94,716</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2010 £	2009 £
Residential fees	3,768,553	3,644,989
Day centre and other income	72,852	80,023
Filmer Grove income	<u>32,837</u>	<u>30,650</u>
	<u>3,874,242</u>	<u>3,755,662</u>

6. CHARITABLE ACTIVITIES COSTS

	Residential care £	Fund- raising £	Governance £	2010 Total £	2009 Total £
Staff costs	2,413,513	20,173	-	2,433,686	2,343,648
Other direct expenditure	877,081	9,435	-	886,516	1,070,622
Support staff costs	216,582	-	-	216,582	232,394
Support costs	78,878	-	-	78,878	107,880
Auditors' remuneration	-	-	9,322	9,322	8,732
Depreciation	<u>266,714</u>			<u>266,714</u>	<u>240,398</u>
Total for the year ended 31 March 2010	<u>3,852,768</u>	<u>29,608</u>	<u>9,322</u>	<u>3,891,698</u>	<u>4,003,674</u>
Total for the year ended 31 March 2009	<u>3,904,537</u>	<u>90,405</u>	<u>8,732</u>	<u>4,003,674</u>	

Included in residential and day care services is £101,880 as an expense for depreciation on the endowed property (2009: £101,880).

7. GOVERNANCE COSTS

	2010 £	2009 £
Auditors' remuneration	<u>9,322</u>	<u>8,732</u>

Included within the Support costs per note 6 is a further £14,077 paid to the auditors in respect of non audit services.

The Meath Epilepsy Trust

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2010

8. TRUSTEE' REMUNERATION AND BENEFITS

No director of the Trustee received any remuneration or other benefits or reimbursement of any expenses for the year ended 31 March 2010 nor for the year ended 31 March 2009.

9. STAFF COSTS

	2010 £	2009 £
Wages and salaries	2,377,592	2,295,867
Social security costs	199,534	209,757
Other pension costs	<u>73,141</u>	<u>70,418</u>
	<u>2,650,268</u>	<u>2,576,042</u>

The average full time equivalent number of employees during the year was as follows:

	2010	2009
Administration	8	8
Care and housekeeping	75	77
Maintenance	<u>4</u>	<u>6</u>
	<u>87</u>	<u>91</u>

There were no employees earning over £60,000 per annum in the year or for 2009.

10. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Totals £
<b>COST</b>				
At 1 April 2009	9,789,326	512,555	126,866	10,428,747
Additions	579,407	95,659	8,000	683,066
Disposals	<u>-</u>	<u>-</u>	<u>(21,466)</u>	<u>(21,466)</u>
At 31 March 2010	<u>10,368,733</u>	<u>608,214</u>	<u>113,400</u>	<u>11,090,347</u>
<b>DEPRECIATION</b>				
At 1 April 2009	409,994	416,601	109,609	936,204
Charge for year	197,015	55,958	13,741	266,714
Eliminated on disposal	<u>-</u>	<u>-</u>	<u>(21,466)</u>	<u>(21,466)</u>
At 31 March 2010	<u>607,009</u>	<u>472,559</u>	<u>101,884</u>	<u>1,181,452</u>
<b>NET BOOK VALUE</b>				
At 31 March 2010	<u>9,761,724</u>	<u>135,655</u>	<u>11,516</u>	<u>9,908,895</u>
At 31 March 2009	<u>9,379,332</u>	<u>95,954</u>	<u>17,257</u>	<u>9,492,543</u>

Included in cost or valuation of freehold property is freehold land of £170,869 (2009: £170,869).

**The Meath Epilepsy Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2010**

**10. TANGIBLE FIXED ASSETS - continued**

On 5th October 2006 the freehold properties (comprising the value of land and gross replacement costs of the building) were revalued by Ecclesiastical Insurance on the basis of depreciated replacement cost at £7.9m. This resulted in an unrealised revaluation surplus of £5.3m.

The value of the freehold property has not been updated in the year to 31 March 2010. The Trustee directors are not aware of any material changes since the last valuation.

**11. FIXED ASSET INVESTMENTS**

	Listed investments £
<b>MARKET VALUE</b>	
At 1 April 2009	278,364
Additions	547,079
Disposals	(189,777)
Revaluations	<u>96,999</u>
At 31 March 2010	<u>732,665</u>
<b>NET BOOK VALUE</b>	
At 31 March 2010	<u>732,665</u>
At 31 March 2009	<u>278,364</u>

There were no investment assets outside the UK.

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2010 £	2009 £
Residents' fees	69,335	56,607
Other debtors	1,300	-
Prepayments and accrued income	<u>49,255</u>	<u>116,891</u>
	<u>119,890</u>	<u>173,498</u>

**13. CASH AT BANK**

At 31 March 2010, the charity also held £68,249 (2009: £58,159) on behalf of residents. This balance has not been included in these accounts.

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2010 £	2009 £
Trade creditors	54,122	143,305
Social security and other taxes	52,975	56,043
Other creditors	55,879	42,680
Accrued expenses	<u>22,279</u>	<u>92,607</u>
	<u>185,255</u>	<u>334,635</u>

The Meath Epilepsy Trust

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2010

15. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	Other operating leases	
	2010	2009
	£	£
Expiring:		
Between one and five years	<u>3,462</u>	<u>-</u>

16. PENSION COMMITMENTS

During the year £73,141 was paid into the group personal pension scheme (2009: £70,418). There was £9,543 outstanding at the year end (2009: £10,578)

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	Endowment funds	2010 Total funds	2009 Total funds
	£	£	£	£	£
Fixed assets	4,932,210	-	4,976,685	9,908,895	9,492,543
Investments	732,665	-	-	732,665	278,364
Current assets	939,607	-	(101,880)	837,727	1,651,594
Current liabilities	<u>(185,255)</u>	<u>-</u>	<u>-</u>	<u>(185,255)</u>	<u>(334,635)</u>
	<u>6,419,227</u>	<u>-</u>	<u>4,874,805</u>	<u>11,294,032</u>	<u>11,087,866</u>

18. MOVEMENT IN FUNDS

	At 1.4.09	Net movement in funds	At 31.3.10
	£	£	£
<b>Unrestricted funds</b>			
General fund	5,366,181	306,165	5,672,346
Development fund	635,000	-	635,000
Appeals fund	-	1,881	1,881
Repairs and renovations	<u>110,000</u>	<u>-</u>	<u>110,000</u>
	6,111,181	308,046	6,419,227
<b>Endowment funds</b>			
Endowment fund	<u>4,976,685</u>	<u>(101,880)</u>	<u>4,874,805</u>
<b>TOTAL FUNDS</b>	<u>11,087,866</u>	<u>206,166</u>	<u>11,294,032</u>

**The Meath Epilepsy Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2010**

**18. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	3,948,111	(3,766,248)	124,302	306,165
Appeals fund	<u>1,881</u>	<u>-</u>	<u>-</u>	<u>1,881</u>
	3,949,992	(3,766,248)	124,302	308,046
<b>Restricted funds</b>				
Arthouse project	23,570	(23,570)	-	-
<b>Endowment funds</b>				
Endowment fund	-	(101,880)	-	(101,880)
	<u>3,973,562</u>	<u>(3,891,698)</u>	<u>124,302</u>	<u>206,166</u>

**19. CAPITAL COMMITMENTS**

	2010 £	2009 £
Contracted but not provided for in the financial statements	<u>nil</u>	<u>625,290</u>

Of the capital commitments for 2009, £106,000 related to capital expenditure required for the completion of the Bradbury Wing extension.

**20. ULTIMATE CONTROLLING PARTY**

The charity is controlled by the Trustee directors of The Meath Trustee Company.