

**Mind Your Head**  
**Trustees' Annual Report and Accounts**  
**for the year ended 31 March 2009**

## **Mind Your Head**

### **Trustees' Annual Report for the year ended 31 March 2009**

Scottish Charity Number SC038381

#### **Current Trustees (all appointed on 26 February 2007)**

Shona Manson, Julie Halcrow, Nicola Halcrow, Jolene Garriock, Dawn Manson, Michelle Manzie, Alan Murdoch, Kellie Naulls, Phylliss Stickle, Karen Smith, Alex Cluness.

#### **Current Management Committee members**

Shona Manson (Chairperson), Julie Halcrow (Secretary), Nicola Halcrow (Treasurer), Margaret Birrell, Wendy Hatrick, Louise Mouat, Alan Murdoch, Kellie Naulls, Eleanor Robertson, Karen Smith, Ann E Thomson (were all appointed on 20 March 2008).

#### **Other Management Committee members during the year**

Jolene Garriock (appointed 20 March 2008 and resigned in July 2008)  
James Rae (appointed 20 March 2008 and resigned in March 2009)  
Phyllis Stickle (appointed 20 March 2008 and resigned in October 2008)  
Theresa Wadley (appointed 20 March 2008 and resigned in February 2009)

#### **Contact address**

Mind Your Head can be contacted at the following address: Market House, Market Street, Lerwick, Shetland ZE1 0JP.

#### **Background**

Mind Your Head was born as a result of monies raised at Gary Manson's funeral in 2004, Gary suffered from mental health problems for many years and was unable to find the kind of sustained therapeutic support that he could have benefited from in Shetland.

Since Gary's death and the creation of Mind Your Head we have also received donations from a variety of sources. There is no doubt that Mind Your Head has struck a chord with many people in the community and we feel strongly that Mind Your Head should be a sustainable group that can aim to reduce the stigma of mental ill health that continues to exist in Shetland and to help fill some of the gaps that exist in current service provision.

#### **Structure governance and management**

Mind Your Head formally adopted its Constitution on 23 January 2007 at its inaugural meeting and elected its first Management Committee. The Management Committee holds regular meetings and generally controls and supervises the activities of the association. In particular the Management Committee is responsible for monitoring the financial position of the association. Mind Your Head obtained charitable status on 21 June 2007 when it was registered with the Office of the Scottish Charity Regulator (OSCR).

## **Mind Your Head**

### **Trustees' Annual Report for the year ended 31 March 2009**

#### **Recruitment and appointment of Trustees**

All of the Association's Trustees were nominated for appointment by our members at our inaugural general meeting on 23 January 2007. Charity Trustee declaration forms for each Trustee were submitted to OSCR on 26 February 2007 with our application for charitable status.

#### **Recruitment and appointment of Management Committee members**

All the Association's Management Committee members were appointed or reappointed by our members at our annual general meeting which was held on 20 March 2008.

#### **Governing document**

Mind Your Head is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution.

#### **Charitable purposes**

Our objects, as recorded in our constitution, are:

- a) to raise mental health awareness in Shetland;
- b) to reduce the stigma of mental health;
- c) to promote counselling and other forms of mental health support services;
- d) to promote mental health awareness specifically in relation to suicide prevention;
- e) to work in partnership with existing mental health agencies to further the objects of the association.

#### **Principal sources of funding**

The Association's principle source of funding is donations from members of the public, local and national businesses and funding generated from our annual Fun Run held in Shetland.

#### **Activities and achievements**

Mind Your Head is going from strength to strength and that is down to everyone who has donated financially or given their time, both of which is crucial to ensuring that the charity continues to make an impact on the Shetland community. Not least the committee who have come with enthusiasm, passion and new ideas.

In the last twelve months the management committee has been working to an agreed action plan which is regularly monitored and updated. To date we have:

- Gained and maintained charitable status.
- Developed policies appropriate to the needs of the charity.

## Mind Your Head

### Trustees' Annual Report for the year ended 31 March 2009

#### Activities and achievements (continued)

- Employed on a voluntary and sessional, via the Moving On Employment Project, someone to work 3 hours per week on updating the website with news stories and links to other websites.
- Held our 3<sup>rd</sup> annual Fun Run/Walk which attracted 450 participants ranging in age, level of fitness and mental health experience. Thank you to our sponsor Lerwick Building Centre and to all those who helped in the run up to the event and on the day. This now annual event has meant that Mind Your Head has struck a chord within the community and helps to break down the stigma that exists and raise awareness of mental health issues in general. In order to attract families to this event we also organised children's activities and 'Sunday teas'.
- Worked hard to establish and maintain close links with other mental health professionals to ensure that Mind Your Head works alongside other services in a complementary way. Mind Your Head is keen to work in partnership with other agencies and look at ways to build on existing services and awareness raising actions within Shetland. To this end Mind Your Head is represented on the Mental Health Partnership and has been fully involved in the development of the new mental health strategy for Shetland. We have also recently become represented on the Integrated Children and Young Peoples Forum.
- Worked along with the press to ensure good press coverage and positive promotion of mental health and well being within Shetland. Where appropriate news items are sent to national organisations such as Choose Life and See Me.
- Formed and maintained relationships with the national organisation for reducing the stigma of mental ill health - See Me and with the national organisation for suicide prevention – Choose Life.
- Identified that a gap exists in local service provision for people suffering from mild to moderate mental health problems. It was recognised that there are many people in Shetland presenting themselves for help at their GP health centre due to stress, anxiety, mild depression and other emotional difficulties for whom counselling, anti-depressants nor referral to the Community Mental Health Team are appropriate but in the absense of other resources this is often the result. The Primary Care Counselling Service established in all General Practices across Shetland currently have long waiting lists for counselling where potential clients may wait for up to 10 weeks.

MYH steering group for this project agreed that there are people being referred to both these already overstretched services who's needs would be better met by a worker who could guide them in self help materials and signpost them to other appropriate services.

An application for part funding from NHS Education Scotland (NES) was successful. The post holder will be employed by NHS Shetland. The post has now been graded at Band 6 and is now awaiting approval from the NHS Shetland Vacancy Committee. It is hoped that the post will be advertised June/July 2009.

## **Mind Your Head**

### **Trustees' Annual Report for the year ended 31 March 2009**

#### **Activities and achievements (continued)**

- An application has been made to Lloyds TSB for a Capacity Building Grant. This was made in recognition that Mind Your Head has grown substantially over the last 2 years and it is felt that the employment of a Coordinator may be the next step. We feel it would be beneficial to have an external consultant assist us to look at the best method of growing the Charity and to ensure its sustainability and longevity.
- Started work on a mental health awareness-raising card for young people. The aim is to help normalise some of the feelings and emotions that young people may feel and suggest ways that they can promote their own and their peers' emotional well-being. The design is now almost completed and the next stage is to have it printed and distributed. We hope to undertake distribution via schools and youth clubs and where possible would like to do so following a short session on mental health and well-being to ensure that young people have some basic understanding of the subject.

#### **Financial review**

The generosity of the local community has contributed greatly to the healthy bank balance currently held by the Association.

The Management Committee is pleased to report a surplus of £15,293 for year ended 31 March 2009 resulting in an overall bank balance held at 31 March 2009 of £62,416. During the year ended 31 March 2009 a total of £10,693 was raised through community donations, with a further £1,000 donated by local businesses.

Although our outgoings have been fairly minimal we have still managed to fulfill the various tasks from our action plan.

The net worth of the 2008 Fun Run (£4,578) has provided a fantastic source for fundraising and we would hope to sustain this level of income in future years. The sponsorship provided by Lerwick Building Centre contributed greatly to the event.

#### **Future plans**

- In the next year we would like to investigate ways of taking the Charity to the next level in recognition that it is becoming increasingly difficult to meet all the actions we have identified with just a voluntary committee. It has been agreed that the employment of a Coordinator may be the way forward and we hope that if successful in gaining the support of a consultant via Lloyds TSB Capacity Building Grant an option appraisal will assist us in making these decisions.
- We would also like to engage further with Shetland Recreational Trust in terms of working in partnership with them to engage both adults and young people in positive, mental well-being promoting exercise.

## Mind Your Head

### Trustees' Annual Report for the year ended 31 March 2009

#### Future plans (continued)

- We would also like to further develop the training side of the charity. A variety of organisations including the Shetland Youth Work service, Highlands and Islands Enterprise and Shetland Pre School play have enquired about having us undertake Mental Health Awareness training with their employees. Four existing committee members have indicated their willingness to develop and present training. The next stage will be to put in place the appropriate insurances and remuneration and charges (if applicable).

#### Trustees and Management Committee members' remuneration and expenses

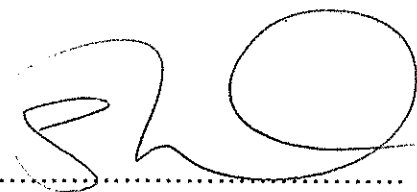
None of the Trustees or Management Committee members received any remuneration during the year.

Ms Shona Manson received expenses amounting to £60 during this year in respect of her role as Chairperson. None of the other Trustees or Management Committee members received any expenses during the year.

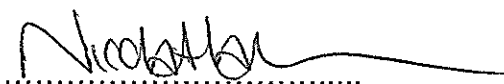
#### Reserves

The Association has built up a healthy bank balance thanks to the generosity of the many donors and sponsors since our inception in 2004. The current level of funds is considered an adequate reserve to fund our planned activities for the next financial year.

Approved by the Trustees and signed on their behalf by:



Shona Manson, Chairperson



Nicola Halcrow, Treasurer

20 May 2009

## **Mind Your Head**

### **Independent Examiner's Report to Trustees of Mind Your Head**

I report on the accounts of the charity for the year ended 31 March 2009, which are set out on pages 7 to 9.

#### **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 trustees consider that the audit requirement of Regulation 10(1) (d) 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 independent examiner's statement**

My examination is 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.


#### **Independent examiner's statement**

In the course of 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 comply with Regulation 9 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.



John Henderson FCCA Honorary Reporting Accountant  
Daalamist  
South Strand  
Tingwall  
Shetland ZE2 9SF  
20 May 2009

## Mind Your Head

### Receipts and Payments Account

for the year ended 31 March 2009

	Note	2009 £	period from 21/06/2007 to 31/03/08 £
<b>Receipts</b>			
Donations	1	11,693	10,688
Legacies and donations in memoriam		884	3,155
Fund raising activities	2	7,103	10,447
Bank interest		1,266	1,032
Funds raised pre-registration with OSCR		-	27,952
<b>Total receipts</b>		20,946	53,274
<b>Payments</b>			
<b>Expenses for fund raising activities:</b>			
Fun Run	3	1,213	4,574
Yoga Fundraiser		475	-
Cost of merchandise		1,360	644
<b>Total expenses for fund raising activities</b>		3,048	5,218
<b>Payments for charitable activities:</b>			
Room hire for meetings		69	36
Stationery and postage		249	62
Subscriptions and memberships		25	30
Website hosting and email		236	146
Management Committee members' expenses	4	60	101
ASIST training and expenses		150	492
Advertising		483	-
SRT Project		1,277	-
<b>Total payments for charitable activities</b>		2,549	867
<b>Governance costs:</b>			
Advertising - AGM		32	66
Room hire for AGM		24	-
<b>Total governance costs</b>		56	66
<b>Total payments</b>		5,653	6,151
<b>Surplus for year/period</b>		15,293	47,123

All funds are unrestricted.



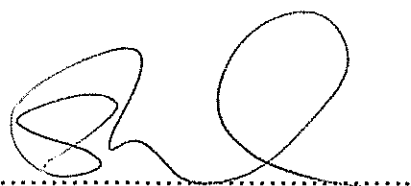
## Mind Your Head

### Statement of Balances as at 31 March 2009

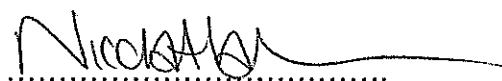
	2009 £	2008 £
<b>Bank and cash in hand</b>		
Opening balances	47,123	-
Surplus for year/period	<u>15,293</u>	<u>47,123</u>
Closing balances	<u><u>62,416</u></u>	<u><u>47,123</u></u>
<b>Reserves</b>		
General funds	<u>62,416</u>	<u>47,123</u>
Closing balances	<u><u>62,416</u></u>	<u><u>47,123</u></u>
<b>Debtors due :</b>		
<b>Receipts due from fund raising activities</b>		
Sponsorship money - Fun Run 2007	<u>-</u>	<u>51</u>
	<u>-</u>	<u>51</u>
<b>Creditors due :</b>		
<b>Payments for charitable activities:</b>		
Advertising - Ways to Maintain Good Mental Health	255	-
Room hire for Meeting	9	-
<b>Governance costs:</b>		
Room hire for AGM	-	24
Advertising for AGM	-	32
	<u>264</u>	<u>56</u>

All funds are unrestricted.

Approved by the Trustees and signed on their behalf by:



Shona Manson, Chairperson



Nicola Halcrow, Treasurer

20 May 2009

**Mind Your Head**

**Notes to Receipts and Payments Account**

for the year ended 31 March 2009

	2009 £	period from 21/06/2007 to 31/03/08 £
<b>1. Receipts - donations</b>		
Community donations	10,693	8,873
Corporate donations	1,000	1,815
	11,693	10,688
<b>2. Receipts from fund raising activities</b>		
<b>Fun Run :</b>		
Registration fees	3,517	2,043
Sponsorship money	1,443	6,271
Proceeds from Sunday teas	779	923
Proceeds from bairns activities	103	180
<b>Total Receipts from Fun Run</b>	5,842	9,417
<b>Whalsay Fun Run :</b>		
Registration fees	-	650
<b>Total Receipts from Whalsay Fun Run</b>	-	650
<b>Sales of Merchandise</b>	284	380
<b>Yoga Fundraiser</b>	977	-
<b>Total Receipts from fund raising activities</b>	7,103	10,447
<b>3. Expenses for fund raising activities</b>		
<b>Fun Run :</b>		
T-Shirts	255	3,403
Advertising	599	254
Miscellaneous	-	51
Bibs	-	287
Bairns Activities	-	289
Postage	55	48
Stationery	13	27
Sunday Teas	291	215
	1,213	4,574
<b>4. Management Committee members' expenses</b>		
Chairperson's expenses	60	81
Cost of Lunch provided for Management Committee away day in May 2007	-	20
	60	101