



# Wave Muswell Hill CIO

*Registered Charity Number: 1171421*

## Trustees' Annual Report and Financial Statements

*Year to 31 December 2020*





# Wave Café



## Easy Read Annual Report 2020



This year, Wave Café opened a café on Thursdays, and did other fun things there too.



But, the Covid-19 pandemic meant the café had to close.



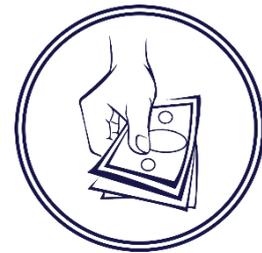
Wave Café did lots of fun online activities, like Zoom calls, because we couldn't meet in person.



We opened again for a little bit in the autumn, but we had to close again for another lockdown.

## Money

In 2020, about **£42,000** was given to Wave Café,



and we spent about **£39,000** on our activities.



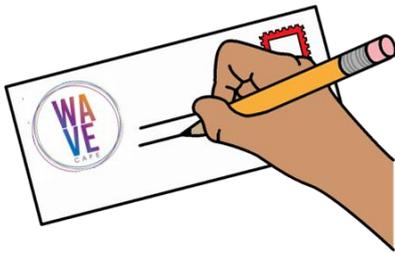
In our bank we have about **£24,000**, which we can spend on more events and activities.



## Plans for 2021



In 2021, next year, Wave Café wants to:



1. Run a writing project (The Neighbourhood Project) to help people meet new friends by writing letters.



2. Try some socially distanced events, eg. outdoors



3. Re-open our 'in person' café as soon as we can!

*Read on for lots more detail...!*

## Legal & administration information

<b>Charity name</b>	<b>Wave Muswell Hill CIO</b>
Commonly known as	Wave Café
Charity number	1171421
Operating address	35 Windermere Road, London, N10 2RD
Web site	www.wavecafe.org

## Trustees

<i>Name</i>	<i>Office</i>	<i>Appointed</i>	<i>Resigned</i>
Graham Wright	Chair	1 February 2017	
Kay Carter	Trustee	1 February 2017	1 January 2020
Sarah Carr	Trustee	1 February 2017	
David Tshulak	Treasurer	1 July 2019	
Paul Vincent	Trustee	15 January 2020	
Rachel Williams	Trustee	15 January 2020	
Ophir Yaron	Trustee	15 January 2020	

## Senior staff with delegated responsibilities

<i>Name</i>	<i>Office</i>	<i>Appointed</i>	<i>Resigned</i>
Ben Sudell	Development Director	1 September 2018	
Carolyn Jarvis	Administrator (part time)	1 November 2018	

## Bankers

HSBC Bank	8 Canada Square, London E14 5HQ	28 April 2017
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## Introduction

The trustees of Wave Muswell Hill CIO (Charitable Incorporated Organisation) present their report and accounts for the period from 1 January 2020 until 31 December 2020.

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### Statutory declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Trust Deed, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

## Structure, governance and management

<b>Type of governing document</b>	Constitution
<b>How the charity is constituted</b>	Charitable Incorporated Organisation
<b>Trustee selection method</b>	By invitation
<b>How new trustees are inducted and trained</b>	Each new trustee receives a copy of the current version of the constitution, statement of accounts and latest trustee meeting minutes. They attend two trustees' meetings as guests prior to their appointment being confirmed

## Objectives and activities

Wave Café was established to promote social inclusion within local communities by bringing together those with and without learning disabilities. We want to help our community embrace the "we're all valued equally" ethos that underpins all Wave activities and remove the 'service user' model of inclusion.

Everyone benefits when individuals of different abilities work and socialise together, but there are limited opportunities locally for this to happen. So, we have worked towards establishing spaces and events that bring together those of all backgrounds and abilities to create a genuinely inclusive community. Wave Café's work promotes a society wide change of attitude towards disability and difference.

### Summary of objects as set out in Wave Muswell Hill CIO constitution

1. The promotion of social inclusion for the public benefit in the London Boroughs of Barnet, Camden, Edmonton, Enfield, Haringey and Islington by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded<sup>\*1</sup> and assisting them to integrate into society in particular but not exclusively by:
  - (a) the provision of activities for people with learning disabilities or special needs to reduce social isolation in their lives
  - (b) establishing and running a café or cafés where people with learning disabilities or special needs may have opportunities to develop social and practical skills and receive support.
2. The promotion of education for the public benefit by:
  - (a) the raising the awareness of the public of the issues that face people with learning disabilities or special needs<sup>\*2</sup>
  - (b) the provision of skills and other training for people with learning disabilities or special needs.

<sup>\*1</sup> 'socially excluded' in this context means being excluded from society or parts of society, as a result of learning or other disabilities and special needs.

<sup>\*2</sup> 'special needs' means the individual requirements of a person with a disadvantaged background or a mental, emotional, or physical disability or a high risk of developing one.

## Summary of activities and achievements

At the start of 2020, the trustees outlined four objectives for the year (numbered below).

However, the start of 2020 brought fresh challenges in the form of the COVID-19 pandemic. Several national lockdowns, alongside various government restrictions relating to social distancing and events, meant that Wave Café was forced to reassess these priorities during the course of the year. The following summary details the progress made against these four objectives, and the adjustments made as a result of the pandemic.

*The first objective (To operate our regular Wave Café) contains the summary of most of Wave Café's work during the pandemic. The further three objectives for 2020 are summarised afterwards.*

### 1. Operate a regular Wave Café

*Run a weekly Wave Café at the United Reformed Church, Muswell Hill*

The start of 2020 saw Wave Café launch its much anticipated weekly inclusive community café. Running in the United Reformed Church, Muswell Hill, where we had previously run successful trial events, Wave Café opened its doors in January.



Café seating space at the United Reformed Church



All ages and abilities – together!

The daytime café proved a resounding success. Working alongside a private chef, and receiving generous food donations from food suppliers [Smith and Brock](#), we were able to put out a delicious and healthy lunchtime vegetarian menu, catering for all allergies and dietary preferences, serving around 30-40 covers every Thursday. The community attendance was a true representation of Wave Café's inclusive outlook – young adults with and without learning difficulties, parents and young children, elderly local residents, teenagers from the local school, adults using the café as a space to work or study. We had a bit of everything!

In the mornings, we offered an inclusive yoga session, followed by drop-in art activities in the separate art room throughout the afternoon. Alongside all this, Wave Café was also able to offer regular work experience posts in the kitchen to 5 young people with learning disabilities, in partnership with local adult learner colleges. The staff team truly was an inclusive and fun one to be a part of!



Yoga for all, upstairs at the URC



Members of our inclusive kitchen team... and some of their handiwork!

In conjunction with the daytime café offering, Wave Café maintained the offer of evening inclusive events, running monthly art and creative workshops such as Japanese Shibori Tie Dye, Meditation and Empowerment Circles.

In March, for our final evening event before the pandemic forced closure, we hosted a spectacular inclusive supper club: a feast of flavours, devised especially for an all-ability guest list, created by local development chef James Taylor ([@jbtthechef](#)). We saw first time attendees sharing conversation with long time Wave Café regulars, those with and without disability chatting and enjoying the sort of 'fancy' event that can so often feel restrictive for those with learning disabilities. Definitely the highlight of our year!



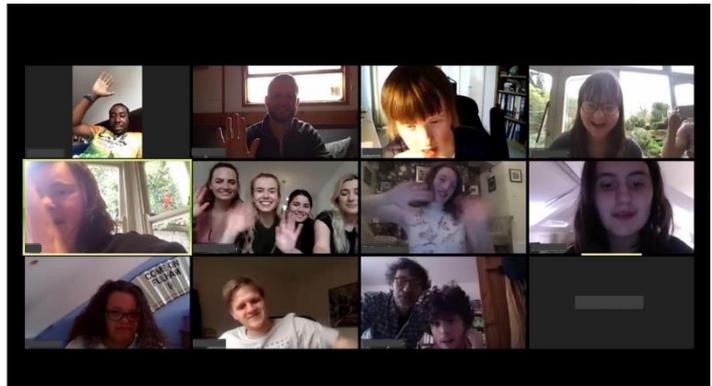
Guests enjoying our first ever supper club!

## Covid-19

As the coronavirus pandemic spread across the UK, Wave Café was forced to close its doors, in accordance with the national lockdown, and following guidance on social mixing in indoor venues. The strict guidance around 'social distancing' was a significant challenge for Wave Café – restricting the exact type of interaction and mixing that Wave Café had always looked to encourage!

## Online Wave Café

While meeting in person was impossible, providing inclusive activities and social space wasn't – it just needed to be moved online. So, along with everyone else in the country, we moved over to Zoom! Thanks to the inspired ideas of Jessie Webster, a long time Wave For Change and Wave Café community member, we launched a daily social Zoom chat.



Friendly faces on a weekday social zoom call

Every day a mix of people, with and without learning disabilities, got together to share their news and have a few laughs. It was encouraging to see that some new faces, who hadn't had much experience of disability or difference at all, also joined and made friends through these chats. The social chats ran every weekday through the main lockdown period, and have continued since, currently running two days a week as we enter the new year.

Alongside this, we continued to offer inclusive art and yoga sessions over Zoom, which were regularly attended by over 30 people of all abilities and ages. There is no doubt that the online Wave Café was a vital and encouraging online space for many people in such a difficult time (*keep reading for the Ham and High news article which attests to this!*).

## Partial reopening

At the end of the summer, with the rate of infection reducing across the country, the high street was steadily allowed to reopen, with the 'rule of 6' in effect across most venues. After carefully consulting the public health guidelines, Wave Café made the decision that if other café and venues were operating, then our inclusive offering should be available too. In addition, we felt that so many of those who benefit from Wave Café's inclusive setting – young people with learning or physical disabilities, parents of young children, elderly or socially isolated people – having been through a fairly lonely summer of shielding and self-isolation, would really value our being open for them again, if it was safe to do so.

As the United Reformed Church remained close, we returned to a previous venue very nearby, The Birchwood Centre, to re-open a more compact weekly afternoon café. We took the necessary steps to register as a Covid-secure venue, and set up a regular Friday café space with delicious homemade cakes, hot and cold drinks, weekly inclusive yoga, and art and sensory resources available to all. And lots of hand sanitiser!



Yoga, cakes and lots of smiles at The Birchwood Centre for our re-opening in the autumn during 'tier-2' restrictions.

We were fortunate to be able to run this Friday event through much of the autumn, until a return to higher alert levels under the national tier system, and a second lockdown in December, meant we had to close our doors once again in the interests of public safety.

So, on reflection, we did manage to maintain a regular Wave Café across the year. At times it was online, and we negotiated one venue change, but we were glad to be able to continue to offer our community a relaxed and inclusive space for them to use weekly.

## The Neighbourhood Project

In the autumn of 2020, faced with a return to higher levels of Covid-19 restrictions, Wave Café was once again left unable to run events in person. While the social Zoom chats were still running regularly, we felt that it was becoming harder and harder to engage new participants to our inclusive activities. At the core of Wave Café's aims has always been attracting new community members to events, and changing their attitudes, not just providing support 'for' the existing community. Some lateral thinking was required!

The trustees proposed a pen-pal concept, 'The Neighbourhood Project' where members of the local community, and further afield, could sign up to be matched with a 'writing partner', someone who might be different to them in age, gender, ability or background. As such, by taking part their attitudes to difference would be challenged, and a long-lasting ripple of new relationships and inclusive thinking would spread through the neighbourhood.



We also felt that traditional handwritten letters posted as physical mail would be a welcome antidote to the endless online calls that had become the default method of communication for many, both for work and socialising, during the pandemic!

The project launched just before Christmas 2020, and sparked initial interest from both existing and newer members of the Wave Café community. At the time of writing, in a third national lockdown period, Wave Café is continuing to share the project with community and learning disability groups across North London and beginning to document some of the interactions that have happened so far.

## Media and Other

On January 16 2020, just prior to the first week of the Thursday café opening, Wave Café hosted a one-off launch party event for the exciting local magazine, [Village Raw](#). Described as having an almost 'festival atmosphere', this early evening event was a resounding success, with a tasty street food stall, interactive art activities such as mini screen printing and flower arranging, and a sparkling live performance from a local A Capella choir group. We were delighted to work with Village Raw founders David and Lucienne, who have brought the community together through their beautiful magazine, and the event, attended by diverse cross section of the community, young and old, proved a great place to gather new contacts and share the news about the café opening!



Activities at the Village Raw launch party

## Ham&High

[Hampstead Highgate Express](#) > [News](#) > [Education](#)

Muswell Hill charity's support is 'lifeline' for families with learning disabilities during coronavirus lockdown

Sam Volpe



Published: 3:36 PM April 21, 2020 Updated: 2:04 PM October 14, 2020



A Wave Zoom chat. Picture: Ben Sudell/Wave - Credit: Archant

In April 2020, Wave Café was featured in a news article by local paper 'Ham and High'. The article focused on the vital work of the lockdown zoom calls and online activities and how they were proving an invaluable support to a section of society that was really struggling with isolation due to the closure of many support services.

You can read the full article [here](#).



Presenter Katie Piper meets attendees at the pop-up event.

In October, Wave Café was filmed for national television: BBC Songs of Praise. The feature was about [Wave For Change](#), Wave Café's original inspiration, and how their inclusive ethos has spread out to wider community projects, including the setting up of Wave Café in 2017.

We had a fantastic time running a special art event, meeting presenter Katie Piper, and showing off our inclusive and friendly style. We followed the government regulations for Covid-secure events at the time of filming.

You can watch a clip from the feature, which aired early 2021, [here](#).

## 2. Test a full time Wave Café

*Trial a full week (or more) of Wave Café at an appropriate venue over the summer*

## 3. Operating Model

*Produce a clear and complete business plan for a full time Wave Café*

For the reasons detailed above, we were unable to use the summer to test run a full week of Wave Café. Similarly, the premature closure of in-person events, and the absence of running the trial week, meant we didn't have the sustained financial details to base an accurate future 'full time' café model on.

Had the pandemic not occurred, it would have seemed we were certainly on target to build on the strong start of the weekly events and certainly to run something more significant during the summer, for one, or more, full weeks.

These targets remain important ones for us to return to immediately, once we are allowed to resume running our café in person.

## 4. Funding

*Secure a regular funding stream above trade income.*

For the months of April – August, inclusive, Wave Café used the government's coronavirus job retention scheme to furlough its main member of staff (3.5 days/week). With limited other

outgoings due to the temporary closure of the café, this relieved the main financial outgoings over that period.

Wave Café was also the recipient of a generous personal donation in the will of an extended contact of our community. This provided further financial security at the end of the year.

Other funding was applied for, and the aim for the beginning of 2021 is to continue to apply to the various charity support grants that are becoming available as the pandemic continues.

## Plans for 2021

**Wave Café trustees have set the following priorities for 2021:**

### **1. Neighbourhood Project**

Promote the Neighbourhood Project, while national restrictions are still in place. Record and document the stories collected through the project.

### **2. Plan and promote inclusive events in keeping with social distancing restrictions**

In order to continue our work on changing attitudes in the community, run covid-adjusted events (eg. outdoor art workshops) in the run up to the re-opening of the café, in order to maintain momentum in the community and continue to promote our inclusive ethos.

### **3. Re-open, and grow, our in-person Wave Café as soon as restrictions allow**

Follow government guidelines on when it is safe to open a café space that can encourage social mixing. Develop a business model and budget for the re-opening that will incorporate the necessary hiring of new staff, and the aspiration to increase the number of operational café days. Use this to apply for specific grants to fund the next year of opening, and beyond.

## Financial review and policies

Our incoming resources for the year amounted to £42,384, while the total expended was £39,192.

As at 31 December 2020, Wave Café's reserves have a balance of £24,419. These are all unrestricted and available to be used in accordance with our charitable objectives at the discretion of the trustees. It is our policy to maintain a balance of cash reserves of at least three months' operating expenses, which policy we have maintained successfully throughout the year.

We are a social enterprise. We use the income generated through our events and donations to further the work of Wave Café and offer services to our beneficiaries.

To enable the widest range of people to attend, and to ensure equal opportunity, Wave Café events are designed to be affordable. When a daytime community café event operates, it is free for all to attend and there is no pressure to buy food and drink. At ticketed events, we offer concessions to people who need them, and free passes to carers of people with learning disabilities.

## Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts 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 of the charity for that year.

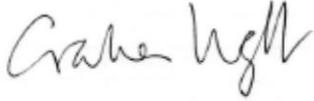
In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities 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 accounts; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008. They are responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Declaration

The trustees declare that they have approved the Trustees' Report above.  
Signed on behalf of the Charity's Trustees

<b>Signed</b>		
<b>Full names</b>	Graham Wright	Sarah Carr
<b>Positions</b>	Chair	Trustee
<b>Date</b>	21.03.2021	21.03.2021

# Financial Statements



## Independent examiner's report on the accounts

The content and format of the Independent Examiner's report are defined by law. So, it is the responsibility of the Examiner to make sure that his/her report is correctly laid out and signed. Note that the Independent Examiner cannot sign off his/her report until the Trustees' Annual Report (above) and the Statement of Financial Activity (below) have been completed, approved and signed off by the trustees.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

### Independent examiner's report on the accounts

#### Section A

#### Independent Examiner's Report

Report to the trustees/  
members of

Wave Muswell Hill CIO

On accounts for the year  
ended

31 December 2020

Charity no  
(if any)

1171421

Set out on pages

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

21 March 2021

Name:

Richard Morris

Relevant professional  
qualification(s) or body  
(if any):

Chartered Accountant

Address:

8 Holt Close

London N10 3HW

Wave Muswell Hill CIO

Trustees' Annual Report and Financial Statements for the Period Ended 31 December 2020

**Statement of financial activities for the period ended 31 December 2020**

<b>Incoming Resources</b>	Unrestricted (£)	Restricted (£)	Total (£)	Prior Year (£)
Corporate Donations	0	0	0	4,609
HMRC Furlough Scheme <sup>*1</sup>	7,535	0	7,535	0
Personal Donations	31,786	0	31,786	15,132
Donations from Wave <sup>*2</sup>	<u>0</u>	<u>0</u>	<u>0</u>	<u>26,430</u>
<b>Total Donations</b>	<b>39,321</b>	<b>0</b>	<b>39,321</b>	<b>46,171</b>
Charitable Activities	3,063	0	3,063	11,402
<b>Total Incoming Resources</b>	<b>42,384</b>	<b>0</b>	<b>42,384</b>	<b>57,573</b>
<b>Resources Expended</b>				
Direct Charitable Activities	8,163	0	8,163	19,779
Indirect Charitable Activities	30,946	0	30,946	36,504
<b>Total Resources Expended</b>	<b>39,109</b>	<b>0</b>	<b>39,192</b>	<b>56,283</b>
<b>Net Movement of Funds</b>	<b>3,192</b>	<b>0</b>	<b>3,192</b>	<b>1,290</b>
<b>Total funds brought forward</b>	<b>21,227</b>	<b>0</b>	<b>21,227</b>	<b>19,937</b>
<b>Total funds carried forward</b>	<b>24,419</b>	<b>0</b>	<b>24,419</b>	<b>21,227</b>

<sup>\*1</sup> Between April and August, Wave Café made use of the Government's job retention scheme to furlough their primary employee (3.5 days per week). Other part time staff and volunteers were able to manage the online activities during this period, enabling a significant saving on salary for Wave Café. This grant fund was restricted for payment of staff salary.

<sup>\*2</sup> In 2019, some donations were received via Wave (unincorporated), the charity which founded the Wave ethos and launched Wave Café as an independent charity in 2017.

## Balance sheet as at 31 December 2020

<b>Assets</b>	Unrestricted (£)	Total (£)	Prior Year (£)
Bank	22,440	22,440	20,125
Cash	413	413	183
Debtors	1,741	1,741	1,153
<b>Liabilities</b>			
Creditors & Accruals	-175	-175	-234
<b>Net Assets</b>	<b>24,419</b>	<b>24,419</b>	<b>21,227</b>
<b>Reserves</b>			
Balance brought forward	21,227	21,227	19,937
Surplus/(Deficit) for period	3,192	3,192	1,290
Balance carried forward	<b>24,419</b>	<b>24,419</b>	<b>21,227</b>

<b>Approved by trustees</b>		
<b>Full names</b>	Graham Wright	Sarah Carr
<b>Positions</b>	Chair	Trustee
<b>Date</b>	21.03.2021	21.03.2021

## Notes to the accounts

### 1. Accounting policies

#### 1.1. Accounting period

Wave Muswell Hill CIO's financial year is a calendar year ending on 31 December 2020.

#### 1.2. Accounting convention

Accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

#### 1.3. Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus trustees continue to adopt the going concern basis of accounting in preparing the accounts.

#### 1.4. Charitable funds

Accounts differentiate between restricted and unrestricted funds. All funding received in 2020 was unrestricted, to be applied at the discretion of the trustees in furtherance of Wave Café's charitable objectives.

#### 1.5. Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of the income receivable can be measured reliably.

#### 1.6. Expenditure recognition

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

#### 1.7. Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### 1.8. Gift Aid

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

#### 1.9. Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102

**1.10. Non-financial contributions**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**1.11. Governance and trustee costs**

The charity incurs no material governance costs; trustees receive no remuneration or other benefit and meetings are attended at trustees' own cost. Payments to trustees are limited to reimbursement of expenses incurred on behalf of the charity.

**1.12. Debtors**

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received. All debtors at 31 December 2020 were accrued income.

**1.13. Examiner fees**

No fees were charged for our independent accountant's examination of these accounts.

**2. Employees**

Wave Café has one part time employee working 3.5 days/week, one part time employee working 1 day/week and one part time employee working 2.5 hours/week.



[www.wavecafe.org](http://www.wavecafe.org)

email: [info@wavecafe.org](mailto:info@wavecafe.org)