

**MyVision Oxfordshire Ltd**

**Trustees’ Annual Report**

**and Accounts**

#### Year Ending 31 March 2023

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## Reference and administrative details

### Full Name of Charity: MyVision Oxfordshire Ltd

### Governing Document: Memorandum and Articles of Association

### Registered Company Number: 07465300

### Charity Registration Number: 1140556

### Chief Executive: Mark Upton

### Trustees/Company Directors:

Prof Adrian Hill (President)

Mr Guy Lawfull (Chair)

Mrs Margaret Simpson

Mr Simon Cruden

Mrs Yvonne Rainey

Mr Robin Birch (Treasurer)

Mr Gurjeet Jutley (Stepped down October 2022)

Mr Julian Bagwell

Mrs Janet Johnso

Mrs Anna Driver (Co-Opted March 2023)

Ms Anita Lightstone (Co-Opted March 2023)

# Please see page 6 for further details of our governance arrangements and trustees.

Registered Office: Bradbury Lodge

Gordon Woodward Way

Oxford

OX1 4XL

Web: www.MyVision.org.uk

E-mail: info@MyVision.org.uk

Bankers: CAF Bank Ltd

 25 Kings Hill Avenue

 Kings Hill

 West Malling

 Kent

 ME19 4JQ

**Solicitors**: Horsey Lightly, Solicitors

 2 West Mills

 Newbury

 Berkshire

 RG14 5HG

**Independent Examiner:** Nicola Cadwallader FCCA

 Independent Examiner

 David Cadwallader & Co Limited

 Unit 3 Bignell Park Barns

 Chesterton

 Near Bicester

 Oxfordshire

 OX26 1TD

## Structure, Governance, and Management

### 1. Organisation of the Charity

MyVision Oxfordshire was established in 1877, since which time it has a proud record of service and support for blind and partially sighted people throughout the county of Oxfordshire and this continues to be its aim. The charity also became a company in April 2011. Its patrons are The Countess of Macclesfield and Moira Darlington Deputy Lieutenant of Oxfordshire (joined March 2023). The President is Professor Adrian Hill.

The company limited by guarantee was set up in 2011 in the name of Oxfordshire Association for the Blind (company number 07465300) and registered with the Charity Commission as a charity (charity registration number 1140556). After that year end, on 1 April 2011, the funds of the existing charity were transferred to the charitable company. This had been agreed at an extra-ordinary general meeting on 23 March 2011.

The old, unincorporated charity, Oxfordshire Association for the Blind, is still in existence as a shell shown in the Register of Charities and linked to the new charitable company by way of a Uniting Direction.

On 11th April 2022 by way of special resolution the charity changed its name to MyVision Oxfordshire and was accepted by Companies House and the Charity Commission on 29th April 2022.

### 2. Governance

The Board of Trustees governs the charity and delegates day-to-day management of the charity to the Chief Executive. The Board of Trustees meet with the Chief Executive four times per year and as necessary.

**Election and Recruitment of Trustees**

The Articles of Association allow for a minimum of three trustees and a maximum of ten.

One-third of the trustees retire at each Annual General Meeting but are eligible to be re-elected.

Trustees are elected at the Annual General Meeting.

During the year the Board of Trustees may co-opt other trustees, but the total number of trustees must not exceed ten.

The board regularly reviews the skills and experiences of the board members. When gaps are identified a recruitment process will begin, a panel made up of at least two trustees and the Chief Executive review applications and interview candidates to present to the board for approval.

**Induction and training of Trustees**

The Charity CEO inducts new trustees as appropriate. This includes reference to the Charity Commission guidance for new trustees.

When necessary, the trustees seek advice and support from the charity's professional advisers, including property consultants, investments managers, solicitors, and accountants.

**Trustees during 2022/23:**

*Professor Adrian Hill (President)*

Adrian is a longstanding Trustee, former Chair and Vice-Chair and, since September 2016, President of MyVision.

A Professor of Optometry and former Head of Optometry at the Oxford Eye Hospital, Adrian’s experience of working with people with Sight Impairment and his clinical knowledge has been invaluable in the development of MyVision Oxfordshire.

*Guy Lawfull (Chair)*

Guy became a Trustee of MyVision in November 2015. He was elected as Chair of Trustees in September 2019, having served as Vice-Chair for 3 years.

He has wide experience of commercial environments, primarily within IT and marketing research, resulting in an extensive understanding of the business issues faced by the charity sector today. As a long-time volunteer for MyVision he also has a deep working knowledge of the organisation at all levels.

Guy is Severely Sight Impaired and as such brings to the Board a personal understanding of the issues confronted by someone with a Visual Impairment.

R*obin Birch (Treasurer)*

A Co-Patron of MyVision since 2011, Robin was invited by the Board to become a Trustee and the Treasurer in December 2018.

After a career in Whitehall (administration and fiscal management of health, social services, and social security) he has had extensive experience in the management of voluntary services in Oxfordshire since 1995. He was a Deputy Lieutenant of Oxfordshire from 1996 until retiring in 2014.

While Chair of Age Concern England he was invited by the RNIB to chair a Low Vision Services Implementation Group to carry forward their work of securing practical integration of such services at a local level. The result was the creation of many local ‘Low Vision Groups’, of which MyVision forms a part in Oxfordshire.

*Yvonne Rainey*

Yvonne became a Trustee in 2014.

Her interest in becoming a Trustee was primarily due to her eldest daughter being Severely Sight Impaired. MyVision provided a wealth of information and support for her family.

Yvonne is an experienced major gifts fundraiser, having worked as a Director of Development at the University of Oxford for nearly twenty years. Yvonne brings to the Board both fundraising expertise and a clear understanding of the issues faced by Sight Impaired children and their families.

*Margaret Simpson*

Margaret was elected to the MyVision Board in September 2010.

At that time, she was a Non-Executive Director with Oxford Primary Care Trust as well as maintaining her work in the local voluntary sector. Margaret’s career was person-centred, managing the provision of numerous services through Education, Social Care, Supported Housing, and the voluntary sector.

She continues to be involved locally through her support for MyVision and other local service providers, as well as being Chair of Oxtalk (Oxford & District Talking Newspaper for the Blind).

*Simon Cruden*

Simon was elected as a Trustee at MyVision in September 2012.

He has been Severely Sight Impaired since the age of 22 because of a brain tumour and therefore has a very personal understanding of adjusting and adapting to life with Sight Loss.

Simon has a particular interest and empathy in supporting children who have a Visual Impairment. He volunteers at the Oxford Children’s Hospital regularly where he entertains and supports the young people with his magic shows and balloon modelling. He is also an active member of several of the support groups run by MyVision.

*Gurjeet Jutley*

Gurjeet joined the MyVision Board of Trustees in September 2019. (Stepped down in October 2022)

He is a Consultant Ophthalmic Surgeon based at Oxford Eye Hospital. Gurjeet has a sub-speciality interest in complex cataract surgery and glaucoma. As the glaucoma expert within Oxford University Hospitals, he provides treatments including conventional glaucoma surgery (including trabeculectomy and tube surgeries), Minimally Invasive Glaucoma Surgery (MIGS) and endoscopic cyclophotocoagulation (CFC) laser treatments.

With a strong interest in teaching and volunteering, Gurjeet gives educational talks at MyVision, organises departmental training sessions for trainee and qualified optometrists at Oxford Eye Hospital and is an internationally and nationally renowned speaker.

Gurjeet has been a keen supporter of MyVision since his appointment in Oxford, completing several fundraising challenges for the charity, including the Three-Peaks Challenge and an abseil from the roof of the John Radcliffe Hospital.

*Janet Johnson*

Janet joined the MyVision Board in March 2021.

Having a career in education and services supporting children and young people with special educational needs and disabilities across Oxfordshire, Janet offers a wealth of knowledge, expertise and management skills to MyVision.

Following her retirement in 2018 and inspired by people with visual impairment on a walking holiday in Bulgaria, she became involved with MyVision as a volunteer. She has been involved in social and activity groups and the befriending service as well as organising fundraising events.

Janet has a lifelong commitment to supporting individuals with disabilities, through active, social, and public service.

*Julian Bagwell*

Julian became a Trustee at MyVision in March 2021.

Julian has a son who is Sight Impaired, has been a member of MyVision for some years and has taken a keen interest in the fortunes of MyVision.

He has had a long business career, focusing on strategy and its implementation, in both large and small enterprises. He was formerly a partner in a major accounting and consulting firm and more recently has been running his own consultancy business.

*Anita Lightstone (Co-opted March 2023)*

By profession, Anita trained as an optometrist. She spent a significant part of her career working with RNIB to improve services and support to meet the needs of the people using them. She worked in partnership with many organisations across health, social care, and the voluntary sector, as well as with the NHS and the Department of Health. On retirement, Anita moved to Oxford bringing with her the same passion and drive that she had while working. She recently joined us as a trustee and is looking forward to being part of this dynamic and person-centred organisation.

*Anna Driver (Co-opted March 2023)*

Anna has worked in the charity sector as a Trust and Grant fundraiser since 2013. Her experience and knowledge has enabled her to work with a number of small and medium charities to develop successful trust and grant programmes. She is looking forward to lending her support and experience to the MyVision fundraising team and seeing them achieve and go beyond their fundraising goals.

**Trustees’ Responsibilities**

The trustees (who are also directors of MyVision Oxfordshire for the purposes of company law) are responsible for preparing the Trustees’ Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. The trustees have elected to prepare the financial statements in accordance with the Charities Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with Financial Reporting Standard 102 effective from 1 January 2015, with Update Bulletin 1. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period. In preparing the financial statements, the trustees are required to:

* Select suitable accounting policies and then apply them consistently.
* Observe the methods and principles in the Charities SORP 2015.
* Make judgments and accounting estimates that are reasonable and prudent; and
* Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company’s transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Objectives and Strategy

The charitable objective of MyVision Oxfordshire, as set out in the governing document, and its main aim, is to support and promote the independence of blind and partially sighted people within the area of benefit in any manner which now is, or hereafter may be deemed by law to be, charitable. The area of operation is Oxfordshire. The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

The board and their staff have long recognised the need for a comprehensive and coherent strategy in a changing community. Currently, the areas of focus are:

* Creating a stable long-term platform of funding sufficient to enable MyVision to support the baseline set of services and to reach a satisfactory level of reserves.
* Extending MyVision’s geographical reach within Oxfordshire in order to reach a broader base of clients.
* Moving to a position of being recognised as a key provider of services to those with visual impairment in Oxfordshire.
* Expanding the range of services offered to people in Oxfordshire with visual impairment.

Our objectives for 2022-2027 are:

**To be actively connected with 7,000 people throughout Oxfordshire providing skills and support to help them thrive in the modern world.**

This will be achieved with the following key priorities:

* **Identity.** Form a new name, brand, values, and identity shared by our staff, trustees, volunteers, and clients.
* **Community**. Provide greater outreach into the wider community, services are shared across Oxfordshire, both in rural and urban areas. The Resource Centre is a hub and resource to reach out and engage with people within their own community.
* **Technology.** Ensure visually impaired people have the training and knowledge to get online, connect and use tech to their full potential.
* **Well-being.** Provide the right support, through counselling, befriending, social and sports activities, ensuring people are living healthy and active lives.

The three key objectives carried out through 2022/23 have been the change of name from Oxfordshire Association for the Blind to MyVision Oxfordshire, the launch and establishment of the Community Engagement Project in South Oxfordshire and Oxford City and securing funding for the Get Online Get Connected Project. Within the Charity’s main aim, it has provided the following services during the year:

*Helpline*

The MyVision helpline is available Monday - Friday 9am - 5pm. Staff work with visually impaired people and their families to provide a connection across the county.

*Befriending*

The MyVision Oxfordshire Befriending Service is available across Oxfordshire for those that need it. Visually impaired people are matched with volunteers in their area or over the telephone depending on the individuals' requirements. Befriending can provide a vital connection for those that are feeling isolated and help many people enjoy activities within their community.

*Information and advice*

Information and advice can be given over the telephone or in person at our Resource Centre or at one of our many meet-ups and information days across the county. Advice can range from simple adaptations, gaining employment, transport, and much more.

*Equipment Provision*

The Resource Centre provides a vital hub for Oxfordshire, demonstration equipment is available to try, this includes large video magnifiers, smartphones and tablets, or simpler items such as talking clocks and watches.

*Technology Training*

Technology is a big part of society, but many visually impaired people are left behind and feel cut off. The technology training service provides one-to-one support and training on using devices to get online and connect with others.

*Social Activities*

There are many thriving social groups across the county, these can be places to meet new people, learn and support each other and to help people feel more connected with their community. As part of MyVision’s Community Engagement Project several new groups have been started in 2022/23: Henley-on-Thames, Wallingford and Headington.

*Children and Young People*

Support for young people and their families is vital. MyVision connects with many visually impaired children and young people in Oxfordshire. Our service includes support and guidance, social activities, specialist sports and tailored workshops.

*Counselling*

Volunteer counsellors are available to chat either in person or over the telephone with visually impaired people across Oxfordshire. The service is unique in that the counsellors all have lived experience of sight loss themselves and have a deeper understanding of the needs and challenges someone might face when losing their sight.

*Sight Advice Desk*

The Sight Desk at the John Radcliffe Hospital reopened in October 2022. Volunteers are available to inform and support those who attend Eye Hospital appointments.

*Community Engagement Project*

MyVision launched its new Community Engagement Project in June 2022 covering South Oxfordshire and Oxford City. The project aims are to bring MyVision services into local areas across Oxfordshire, including Information and Equipment days at local libraries and community centres, peer-to-peer support groups, befriending partnerships, awareness raising and training.

**The future**

The organisation aims for 2023/24 are to continue to grow the Community Engagement Project, this year reaching into the Vale of White Horse district. The organisation was successful in securing funding from The National Lottery Community Fund for 2023-27. The funding will support a new project called Get Online Get Connected, this project aims to help support blind and visually impaired people to get online and use the internet with confidence. The organisation will also continue to provide its vital services and ensure funding is secured to support this.

**Volunteers**

### MyVision Oxfordshire relies on the help of over 90 volunteers who make home visits, contribute to technology training, send out the newsletter, help in the office, pick up and count collection boxes and run social groups. Their contribution is invaluable and hugely appreciated.

**Staff**

The staff team brings a wide range of valued expertise and experience to supporting people with visual impairments and their careers, as well as other professionals and agencies, with a wide variety of concerns and queries. The team works closely with our partners in the health, education, social care and charity sectors to pursue an improved quality of life for people living with sight loss in Oxfordshire, and for their carers.

## Financial Review

**Investment policy**

MyVision Oxfordshire held investments valued at 31 March 2023 at £91,760 (2022: £98,364). There has been a small loss in the valuation of holdings over the last 12 months mainly due to the volatility in the market. However, given that these investments are long term, fluctuations in the short term are unlikely to impact their overall performance. The dividend received for this financial year was £4,962 (2022: £2,524).

**Reserves policy**

MyVision Oxfordshire plans to hold free reserves to cover 6 months of expenditure, excluding depreciation, to ensure that it is able to meet its objectives in the medium term. At 31 March 2023 the value of freely available unrestricted reserves was £246,427 (2022: £203,135) (see p.33), which meets this policy.

**Risk Management**

### The Trustees regularly review the major risks which the charity faces, and systems are in place to mitigate these risks while ensuring that the needs of MyVision Oxfordshire continue to be met. Risk assessments are carried out as required and a register is maintained to monitor these risks.

A major part of risk management from now on arises from the consequences, general and financial, of the Covid-19 pandemic and other financial impacts.

**Financial Statements**

The financial statements comply with current statutory requirements, being the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102, effective 1 January 2015, with Update Bulletin 1, and MyVision Oxfordshire’s governing documents.

**Unrestricted Funds**

The net surplus (after transfers and revaluation of investments) on unrestricted funds for the year was £40,394 (2022: net surplus of £28,422). Increased emphasis on fundraising led to a number of successful grant applications. The intention remains to diversify and increase MyVision Oxfordshire’s sources of income to reduce the risk of damage when individual sources fail. Unrestricted funding pays for basics like staff overheads and other expenses towards charitable activities though essential, tend to be unattractive to donors. Raising such funds is therefore a particularly difficult task.

**Designated**

Included in the freely available cash reserves of £246,427 the trustees have designated £60,046 to Community Engagement within the Vale of White Horse district. This monies was a generous donation received from the closure of Goodlakes blind charity. Also, there is balance of £52,213 to go towards the Community Engagement Project.

### Restricted Funds

### The net deficit (after transfers) on restricted funds for the year was £46,053 (2022: net deficit of £7,043).

**Comparison to year 2021-22**

It is noted that during the year under report, our expenditure exceeded income (before legacies) by £65,552 and prior year by £30,609. The trustees’ aim is to ensure MyVision Oxfordshire’s income is level to expenditure before legacies, allowing for better planning and sustainability. Legacies are vital to MyVision Oxfordshire’s work and should be used to fund expansion across services rather than support our core work. The fundraising strategy is to focus on multi-year grants, followed by larger trusts, whilst continuing to build other income streams. 2022-23 had a slow start with raising funds, primarily due to the formation of a new team and the change of name, which took up time and resources. Fundraising picked up later in the year which enabled us to start 2023-24 with a solid funding base, including a large four-year grant from the National Lottery Community Fund.

### Summary

The total deficit in the year, taking restricted and unrestricted funds together, was £5,656 (2022: surplus of £21,380). Together with balances brought-forward of £753,972 the total of MyVision Oxfordshire’s funds at 31 March 2023 was £748,315 of which £477,590 was held in tangible fixed assets (principally Bradbury Lodge). MyVision Oxfordshire has sufficient unrestricted reserves to meet its reserves policy.

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The Trustees acknowledge their responsibilities for:

1. Ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
2. Preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard 102.

Signed for and on behalf of the Trustees

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Date:

Guy Lawfull

Chair