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ANNUAL ACCOUNTS

Carmarthen Family Centres

1 April 2020 to 31 March 2021

Registered Charity Number: 1047689

CARMARTHEN FAMILY CENTRES
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

	Page
Administrative Details	2
Report of the Trustees	3 - 6
Report of the Independent Examiner	7
Statement of Financial Activities	8
Statement of Assets and Liabilities	9
Notes to the Financial Statements	10-11

**CARMARTHEN FAMILY CENTRES
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

CHARITY COMMISSION NUMBER 1102670

Carmarthen Family Centres

Trustees Accounts

Legal and administrative details

TRUSTEES

Emlyn Schiavone	Chairperson/Trustee
Helen Thomas	Vice Chairperson / Trustee
Doug Rose	Trustee
Nigel Roberts	Trustee
Richard Edwards	Trustee
Frankie Owens	Trustee
Rose Rowland	Trustee

REGISTERED ADDRESS

Ty Ni
21 Chapel Street
Woods Row
Carmarthen
SA31 1QE

Ty Hapus
114 Park Hall
Carmarthen
SA31 1JG

BANKERS

Lloyds Bank
King Street
Carmarthen
Carmarthenshire

**CARMARTHEN FAMILY CENTRES
REPORT OF THE TRUSTEES - continued
FOR THE YEAR ENDED 31 MARCH 2021**

CHARITY COMMISSION NUMBER 1102670

STRUCTURE, GOVERNANCE AND MANAGEMENT

Carmarthen Family Centres is a charity governed by a constitution as adopted 6th February 1995. It is registered as a charity with the Charity Commission.

The aims and objects of the charity are to develop at a local level the skills and nurturing capacity of families, parents, and carers so that the well-being and life chances of their children are enhanced.

Public Benefit

The public benefit through having a service that provides families with children aged 0-4 years (0-11 school holidays) with free access to a wide variety of play activities, free accredited training/courses on parenting skills, free trips and outings, and an open-door policy promoting equal opportunities for all families. The centre also works closely with other like-minded organisations and are able, therefore, to sign-post families in need to other professionals. By providing this service we preserve and protect health and relieve stress within family relationships.

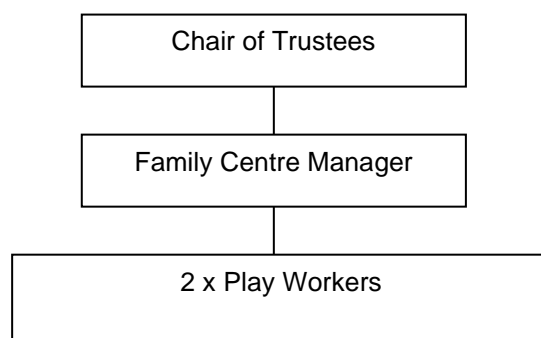
Appointment of Trustees

Trustees are appointed as set out in the constitution. Professionals and service users within the community, who have a personal interest in the charity, are invited to join the management committee. Nomination forms are completed, and applicants are voted onto the committee as appropriate. Committee members can also be co-opted when appropriate.

Trustee Induction and Training

As part of induction all trustees are DBS checked and shown the relevant documentation regarding the running of the family centre.

Organisation Structure



**CARMARTHEN FAMILY CENTRES
REPORT OF THE TRUSTEES - continued
FOR THE YEAR ENDED 31 MARCH 2021**

CHARITY COMMISSION NUMBER 1102670

Trustees are consulted on all aspects of accounting, policies and procedures and involved in the decision-making regarding the day-to-day running of the centre. The Co-ordinator is responsible for keeping order of files, office work and over-seeing all other day-to-day activities at the centre.

Related Parties

Plant Dewi's Family Centre Strategic Manager support the Trustees and Family Centre manager.

Risk Management

Risk management has been reviewed in terms of child protection policies, risk assessments of events and trips, the undertaking of Disclosure and Barring checks and health and safety issues. The trustees feel that they have taken all reasonable steps to protect beneficiaries, staff, volunteers, and the organisation itself.

Financial risks have been reviewed and procedures put in place accordingly. A reserves policy has been established in line with the identified risks.

OBJECTIVES AND ACTIVITIES

The object of the charity is about prevention and early intervention.

The charity works in partnership with parents and carers. It empowers them to better cope with family life and therefore gives their children a better start in life.

The Aims of the Family Centres is to ensure children:

- Have a flying start in life
- Have a range of education and learning opportunities
- Enjoy the best possible health, free from abuse
- Have access to play, leisure, and cultural activities
- Are listened to and respected and have their identity recognised
- Have a safe home and community
- Are not disadvantaged by poverty

The objectives for the next year are to:

- Provide a safe, warm, and welcoming environment.
- Provide access to various play equipment and activities.
- Empower Parents by offering training and support
- Provide opportunities to go on trips and outings.
- Provide open-door policy where everyone is welcomed.
- Continue outreach work to identify isolated families.
- Provide courses, workshops, play activities for parents and their children to do together.

ACHIEVEMENT AND PERFORMANCE

Carmarthen Family Centres is a registered charity based in two areas of Carmarthen – in Carmarthen Town South, Ty Ni opened its doors in 1995 and in Carmarthen Town North, Ty Hapus in Park Hall opened in 2004. The centres operate independently of Plant Dewi as a charity.

**CARMARTHEN FAMILY CENTRES
REPORT OF THE TRUSTEES - continued
FOR THE YEAR ENDED 31 MARCH 2021**

CHARITY COMMISSION NUMBER 1102670

The Ty Hapus and Ty Ni sites have been consistent in its provision over the year. Ty Hapus as a family centre and Ty Ni as a family contact centre.

With a team of three staff, a Centre Manager, 1 Play Worker and 1 Contact Worker who have worked for the organisation for a number of years, we have been able to facilitate the activities across both centres, with a sessional worker to cover holidays and staff sickness. The priority of both centres is to engage local families and professional support. An outreach plan was put in place which included a leaflet drop in the Carmarthen area, door knocking, speaking with local parents, consulting with professionals, and also continuing with social media page to re-engage the community.

Highlights

- Online fun sessions with Crazy Clayton. Families have enjoyed magic tricks, games and fun stories.
- Face to face contact with families in our garden for language and play sessions. Children and parents have been so excited to be back.
- Community links with local Coop to provide surplus food every week for families. Also working with Actif Community to deliver Actif Story and walking in the local community.

Group Sessions

- Weekly Baby and toddler Language and play sessions. Online during lockdown and in centre garden. Parents have had the opportunity to learn new songs, activity ideas with their children. 24 sessions
- Time to Shine Language and play sessions. Online during lockdown 2 courses over 7 weeks. We have had good feedback and we have seen parent's confidence build and children have improved their speech, language and communication. 14 sessions. We have worked in partnership with Flying Start as they provided resources for families.
- Cuppa and a chat session for parents. 16 sessions.
- 10-15 Activity packs to parents every fortnight. Staff have delivered packs to families.
- Cooking packs for online cooking sessions, during the centre being open.
- 3 Baby bundles to families to support preparing for a new baby.

Courses Delivered

- Baby massage classes were delivered online. The aim of the baby massage is to build bonds and attachments with children. It helped babies with sleep routines, constipation and colic. We have delivered 4 courses of 6-week sessions.
- Actif Story course with parents to encourage children to become more active. We have delivered 2 courses over 5 weeks to new referred families.

Outcomes – From Survey

100% Families feel they have reduced their Isolated

75% Parents feel they have improved confidence

90% Parents feel they have improved relationships with their children

75% Parents feel they have improved their and their children's well being.

**CARMARTHEN FAMILY CENTRES
REPORT OF THE TRUSTEES - continued
FOR THE YEAR ENDED 31 MARCH 2021**

CHARITY COMMISSION NUMBER 1102670

What our families tell us about the centre:

- Our feedback from parents / carers has been positive. Examples below:
- We have really missed Ty Hapus and seeing everyone so much. It has been nice to see everyone once a week.
- My daughter has loved watching your Facebook post
- The activity packs have kept us going.
- Loved having a chat every week.

Adapting during Pandemic

During to the situation with Covid 19 we have had to work from home. We have had to reduce our face to face contact. Our staff members have been placed on furlough.

We continued to provide support over 4 days per week. We have delivered language and play sessions through Zoom and Skype. Also Chat sessions for parents to catch up with each other and to access support if needed. We delivered story sessions, activity packs to parents door steps with activities inside to support language, communication and numeracy. This gave us the opportunity to check in with families. Via our Facebook page we have uploaded language and play clips, activity ideas, outdoor activities, links to services, healthy cooking ideas and positive thinking quotes. Contacted families through email, telephone calls, messages and Zoom.

Carmarthen Family centres have supported **58** Adults, **62** Children and **48** families in the past year.

Reserves Policy

The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission. The greatest area of risk to the effectiveness of the charity is loss of grant/contract funding. In the event of such a loss the trustees wish to be able to maintain services for at least 3 months to enable other sources of funding to be secured or to make changes to existing services. The trustees therefore feel that reserves should normally be approximate to 3 – 6 months' running costs. This equates to approximately £13,082-£26,165. At 31 March 2021 reserves held equated to £24,196, which is within this range. The trustees are considering designating the excess towards specific charitable activities and will continue to monitor reserves on an annual basis.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. 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.

FINANCIAL REVIEW

Funding kindly given to the centres from:

Children in Need, The Archbishop of Wales Fund for Children, Awards for all from The Big Lottery Fund, Garfield Weston Foundation, Prince of Wales Charitable Fund, The Waterloo Foundation, Flying Start and Families First.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

**CARMARTHEN FAMILY CENTRES
FOR THE YEAR ENDED 31 MARCH 2021**

CHARITY COMMISSION NUMBER 1102670

Independent examiner's report to the trustees of Carmarthen Family Centres

I report on the accounts of the charity for the period 1 April 2020 to 31 March 2021, which are set out on pages 9 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

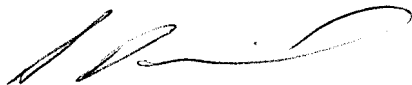
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below *) 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 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.



Date 4/11/2021

Shirley David, BA Hon., Dip HE, MILM
Consultant
Business & Employment Support & Training
17 Milton Meadows
Milton, Nr Tenby
Pembrokeshire, SA70 8PL

**CARMARTHEN FAMILY CENTRES
FOR THE YEAR ENDED 31 MARCH 2021**

CHARITY COMMISSION NUMBER 1102670

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted	Restricted	31st March 2021	31st March 2020
Receipts					
Bank Interest Earned		6	0	6	2
Gifts and Donations Income		482	0	482	749
Grants		6,019	40,918	46,937	42,625
Total Receipts	2	6,507	40,918	47,425	43,375
Payments					
Charitable Payments					
CAFCAS	7	1,459	10,509	11,967	6,864
Shared Costs	7	4,804	22,193	26,998	25,485
Support Costs - Governance	6	133	2,516	2,649	3,050
Support Costs - Health and Safety	6	50	707	756	682
Support Costs - HR	6	60	1,401	1,461	1,297
Support Costs - IT	6	0	0	0	105
Ty Hapus	7	767	1,512	2,279	8,117
Ty Ni	7	68	1,019	1,086	6,730
Total Charitable Payments		7,340	39,856	47,195	52,329
Total Payments		7,340	39,856	47,195	52,329
Net Receipts/(Payments)		-833	1,062	230	-8,954
Funds Brought Forward Prev Year End		24,196	6,917	31,113	40,067
Funds Brought Forward Current Year End		23,364	7,979	31,343	31,113

**CARMARTHEN FAMILY CENTRES
FOR THE YEAR ENDED 31 MARCH 2021**

CHARITY COMMISSION NUMBER 1102670

STATEMENT OF ASSETS AND LIABILITIES

	Total	
	31st March 2021	31st March 2020
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Lloyds - Parc Hall & Belevedere	2,995	2,993
Lloyds Bank	23,762	23,505
Lloyds Bus Bank 30 Day	364	364
Lloyds Bus Bank Instant	4,199	4,195
Petty Cash		
Petty Cash - Ty Hapus	20	6
Petty cash Ty Ni	3	51
Total Petty Cash	23	57
Total Cash at bank and in hand	31,343	31,113
Current Assets		
Undeposited Funds	0	0
Total Current Assets	0	0
Net current assets	31,343	31,113
Net current assets (liabilities)	31,343	31,113
Total assets less current liabilities	31,343	31,113
Total net assets (liabilities)	31,343	31,113
Breakdown of Funds		
Unrestricted Funds - Reserves	23,364	24,196
Restricted Funds	7,979	6,917
Total Charity funds	31,343	31,113

Signed on behalf of the trustees

Name.....

Signature.....

Date.....

**CARMARTHEN FAMILY CENTRES
FOR THE YEAR ENDED 31 MARCH 2021**

CHARITY COMMISSION NUMBER 1102670

Notes to the accounts for the period ended 31 March 2021.

1. Accounting Policies

The accounts have been prepared on a Receipts and Payments basis and in accordance with the Accounting and Reporting by Charities - Statement of Recommended Practice SORP and applicable accounting standards. The principal accounting policies adopted in the preparation of the accounts are as follows:

Incoming Resources

Recognition of incoming resources: These are included in the Statement of Financial Activities (SoFA) when received.

Where incoming resources have related expenditure (as with fundraising and contract income) the incoming resources and related expenditure are reported gross in the SoFA.

The value of any volunteer help received is not included in the accounts but is described in the trustee's annual report.

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Restricted funds are to be used for specified purposes as specified by the donor. Expenditure that meets these criteria is identified to the fund. Unrestricted funds are donations and other income received or generated, for the objects of the charity, without further specified purpose and is available as general funds.

2. Restricted Fund Movements

Restricted funds breakdown	2020 Balance B/F	2020-20 Received	2020-20 Spent	2021 Balance C/F
Archbishop of Wales	221	0	221	0
Awards for All	0	0	4,539	(4,539)
BBC Children in Need	0	10,000	5,420	4,580
CAFCASS	0	15,110	10,364	4,746
Families First	0	5,962	5,962	0
Flying Start	0	2,628	2,628	0
Garfield Weston	7,001	0	7001	0
Groundwork	(1000)	0	0	(1,000)
The Prince of Wales Trust	695	0	695	0
Time to Shine	0	2,218	2,218	0
Waterloo Foundation	0	5,000	808	4,192
Total Restricted Funds	6,917	40,918	39,856	7,979

**CARMARTHEN FAMILY CENTRES
FOR THE YEAR ENDED 31 MARCH 2020**

CHARITY COMMISSION NUMBER 1102670

3. Governance and Related Party Transactions

Governance costs were as follows:

Professional fees	£ 1,128
Dues and Subscriptions	£ 203
Insurance	£ 838
Other	£ 480
Total	£ 2,649

There were no related party transactions.

4. Designated Funds

There were no designated funds in the current or previous year.

5. Paid Employees

Total staff costs were £37,805 for 5.5 salaried staff plus ad hoc sessional hours.

6. Support Costs

Support Costs	Raising Funds	Charitable Activities	Total
Governance	0	2,649	2,649
Finance	0	0	0
Health and Safety	0	756	756
HR	0	594	594
IT	0	0	0
Total	0	3,999	3,999

7. Shared Costs

Direct costs are allocated to projects and indirect costs are apportioned based on salaried hours.