

**Registered Charity Number: 1060020**

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023  
FOR  
ST PAUL'S FAMILY CENTRE**

**ST PAUL'S FAMILY CENTRE**  
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**FOR THE YEAR ENDED 31 MARCH 2023**

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**ST PAUL'S FAMILY CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2023. 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). (effective 1 January 2021).

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered Charity Number</b>	1060020
<b>Registered Office</b>	Ger-y-Llan Bigyn Park Terrace Llanelli Carmarthenshire SA15 1DN
<b>Trustees</b>	Mr Nicholas Griffin - Chair Mrs Vanessa Marsh - Treasurer Miss Anne Evans - Secretary Rev Helen Nicholls – Vice Chair Mrs Gwladys Phillips Mr Marc Howells Mr Allan Marsh Cllr Louvain Roberts Mrs Carol Hodson Cllr Terry Davies Cllr Jordan Elliot – appointed 27.07.22 Cllr Lilleth Fenris –appointed 27.07.22
<b>Centre Manager</b>	Mrs Sarah Williams
<b>Bankers</b>	HSBC Llanelli Carmarthenshire
<b>Independent Examiners</b>	Rimmer & May Chartered Accountants 19 Murray Street Llanelli Carmarthenshire SA15 1AQ

**ST PAUL'S FAMILY CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023 Cont'd**

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

St Paul's Family Centre is a charity governed by a constitution as adopted 11<sup>th</sup> January 2008. 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."

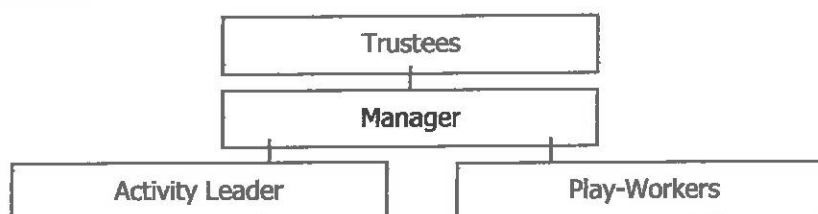
### **Appointment of Trustees**

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 shown the relevant documentation regarding the running of the family centre.

### **Organisation Structure**



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 Manager 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 are appointed by the Family Centre Management Committee to manage and advise the Family Centre Manager.

### **Risk Management**

St Paul's Family Centre conducts risk assessments before undertaking any activities or events and ensures that appropriate DBS checks are undertaken for those working with children or vulnerable adults.

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

## ST PAUL'S FAMILY CENTRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023 Cont'd

#### OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The object of the charity is about prevention and early intervention. The constitution states the two objects as 1) to promote the benefit of the inhabitants of the area of benefit without distinction and to work bi-lingually with them and other organisations in a common effort to provide facilities in the interests of social welfare and education with the object of improving the conditions of life for the said inhabitants. 2) to maintain and manage (whether alone or not) the family centre in furtherance of the above object

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

The Aims of the Family Centre 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 continue to:-

- provide a safe, warm and welcoming environment
- provide access to various play equipment and activities
- offer training and support to families
- provide opportunities to go on trips and outings
- provide open-door policy where everyone is welcomed
- continue outreach work to identify isolated families
- provide Flying Start Childcare

The changes we have noticed are that children are better prepared for school life. Also some parents have gone back to employment, gained certificates with our training, learned new skills and children have developed better social skills. Parents and children interact much more freely and enjoy their experiences together.

At the Family Centre staff provide a safe quality service. Staff provide an opportunity to access information and other services that they may require in order to meet their individual needs. We offer support to parents while caring for their children and try to relieve stress and anxiety within the family. Through questionnaires and evaluation forms parents have told us that through attending the Family Centre their families have gained:-

- improved social and support networks
- improved skills on positive parenting
- improved relationships
- improved resilience
- increased confidence and self-esteem
- increased access to community resources

#### Public Benefit

Public benefit is evidenced 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 is therefore able to sign-post families in need to other professionals. By providing this service we preserve and protect health and relieve stress within family relationships.

**ST PAUL'S FAMILY CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023 Cont'd**

**A REVIEW OF OUR ACHIEVEMENTS AND PERFORMANCE**

St Paul's Family Centre has reached out to a large number of families who were facing isolation. Staff provided support and advice on a variety of topics and concerns that suited their individual needs. The Family Centre was able to help the families feel more valued and get involved in their community. This achieved a sense of belonging and built social networks.

The Parent and Toddler sessions have had an increased number of new families register and attend the outdoor and indoor sessions. This includes referrals from local support agencies encouraging their clients to use the facilities and benefit from meeting other families living in the community, and families that have seen our adverts on, The Family Information Service, The Dewis website, local notice boards and social media.

The Centre is registered with the Care Standard Inspectorate for Wales.

The Centre is registered with Early Years Wales Quality for All and has a 'Highly Commended' achievement award.

Staff have trained in Safeguarding Children, ASD Awareness, First Aid, Food Hygiene, Welsh, Emotional Health, Health and Safety, Makaton, Finance procedures, Speech & Language, Evaluation and Monitoring, Planning in the Moment, and ALN.

We have had no students or volunteers this year.

Staff advertised the Family Centre at Llanelli Pride, Christmas Around the World, The Multicultural Networks Connecting to Nature projects, Transforming Tyisha events and the Family Centre Network Sports Day,

The Centre has held two fundraising events, a sponsored walk and an autumn craft fayre raising £428 and £655.50 respectively.

We have worked in partnership with Flying Start to offer a crèche facility for parents/carers to attend two Family Links Nurture Parenting courses. The 10 week courses were delivered from the Family Centre.

Conferences and meetings attended and via social media have been with Plant Dewi, Flying Start, Llanelli Community Partnership, Llanelli Town Council, Family Centre Network, Tyisha Children, Families and Community work stream.

The Centre continues with the 'Flying Start' Playgroup, which provides childcare for up to 16 children per day for families in the Flying Start area. The families are encouraged to make use of the other services on offer at the Centre.

The children and families have continued growing fruit and vegetables at the Centre's allotment.

The children and families had the opportunity to visit the Porthcawl, St Fagan's, Folly Farm, Margam Park, The National Botanic Gardens and St David's as well as local outings to the beach and parks.

The Children and Families joined in our Christingle service in December.

Regular fire drills have taken place during the family and nursery sessions, ensuring staff and children are familiar with the evacuation procedures. All the health and safety checks are done on a daily basis and these include a fridge check and playrooms risk assessments.

The Centre staff and Trustees reviewed and evaluated the sessions that have taken place throughout the past year, ensuring any issues that have been identified were addressed. In the past year, the Centre has supported 275 families.

**ST PAUL'S FAMILY CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023 Cont'd**

**Review of Progress and Achievements**

This has been a busy year at the Family Centre. One in which we have all endeavoured to make sure that we have returned to a pattern of normality, after the pandemic. The Centre has worked tirelessly to provide support for the families that use the Centre. It is clear that Family Centres play a vital role in their communities. All our session and activities follow Welsh Government guidelines. As Chair of Trustees, I am pleased to pay tribute to the achievements of St Paul's Family Centre, by all its dedicated staff and volunteers.

**FINANCIAL REVIEW**

**Reserves Policy**

The most significant current financial risk would be loss of grant income from a major fund provider. The trustees believe that a reserve should be held, were funding to be lost, services could be maintained for a period of time to look for alternative funds and appropriate action be taken should funding not be secured. The exception to this is Flying Start, where trustees believe that the service would cease if funding were not maintained. The trustees feel that a reserve equal to 2 – 4 months running costs, without reference to Flying Start funding would be sufficient. This policy is reviewed annually. The balance held as unrestricted funds at 31 March 2023 was £33,178 (of which £29,000 may be needed for staff redundancies). Actual 2 to 4 months running costs are £7,200 to £14,400.

**Custodian Trustees**

The property known as St Paul's Family Centre is vested in the St David's Diocesan Board of Finance as custodian trustees on behalf of St David's DCSR. No rent is payable for use of the premises.

**ST PAUL'S FAMILY CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023 Cont'd**

**STATEMENT OF TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The charity trustees are responsible for preparing a trustees' annual report and financial statements 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 charity trustees to prepare financial statements for each 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 including the income and expenditure, the charity 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;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

This Report was approved by the Trustees on 26.7.23 and signed on its behalf by



Mr N Griffin



**ST PAUL'S FAMILY CENTRE**  
**REPORT OF THE INDEPENDENT EXAMINER**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**Independent examiner's report to the Trustees of St Paul's Family Centre**

I report on the accounts of the Charity for the year ended 31 March 2023, which are set out on pages 9 to 14.

**Responsibilities and Basis of Report**

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

**Independent Examiners' 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 reasonable cause to believe that, in any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*E. Truman*

E Truman FCA  
Rimmer and May  
Chartered Accountants  
19 Murray Street  
Llanelli  
Carmarthenshire  
SA15 1AQ

Date: 15.08.23

## ST PAUL'S FAMILY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b><u>INCOME</u></b>					
Bank interest earned		23	-	23	2
Fundraising Events		2,012	-	2,012	47
Gifts and Donations		665	-	665	360
Grants		1,620	124,113	125,733	105,387
Reimbursed Expenses		1,517	-	1,517	56
Utilities refund		-	-	-	1,574
Crèche provision		797	-	797	-
<b>Total income</b>	2	<u>6,634</u>	<u>124,113</u>	<u>130,747</u>	<u>107,426</u>
<b><u>EXPENDITURE</u></b>					
<b>Cost of raising funds</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditure on charitable activities</b>					
Centre Provisions		109	864	973	1,682
Fire Inspection		-	-	-	266
Room Hire		-	425	425	1,877
Office Expenses		182	136	318	548
Computer Costs		19	461	480	271
Garden		-	-	-	151
Food		39	580	619	-
Repairs and Maintenance		1,517	1,253	2,770	327
Salaries and NI	3	816	87,517	88,333	75,218
Staff Expense		-	168	168	134
Telephone		-	397	397	357
Toys/Crafts		962	640	1,602	2,084
Training		-	63	63	536
Trips and Events		340	2,860	3,200	3,369
Utilities		-	3,662	3,662	3,620
<b>Total direct charitable expenditure</b>		<u>3,984</u>	<u>99,026</u>	<u>103,010</u>	<u>90,440</u>
<b>Governance costs</b>					
Bank Service Charge		2	85	87	33
Professional Fees		-	11,605	11,605	8,067
Membership/Subscriptions		-	-	-	-
Insurance		-	2,334	2,334	2,050
<b>Total Governance Costs</b>	4	<u>2</u>	<u>14,024</u>	<u>14,026</u>	<u>10,150</u>
<b>Total Expenditure</b>		<u>3,986</u>	<u>113,050</u>	<u>117,036</u>	<u>100,590</u>
<b>Net Income</b>		<u>2,648</u>	<u>11,063</u>	<u>13,711</u>	<u>6,836</u>
Total funds brought forward		<u>30,943</u>	<u>30,191</u>	<u>61,134</u>	<u>54,298</u>
Movement in funds		(413)	413	-	-
Total funds carried forward		<u>33,178</u>	<u>41,667</u>	<u>74,845</u>	<u>61,134</u>

## ST PAUL'S FAMILY CENTRE

BALANCE SHEET  
AS AT 31 MARCH 2023

	Note	£	2023	£	£	2022	£
<b>ASSETS</b>							
Fixed assets	1			-			-
<b>Current assets</b>							
Debtors and prepayments	6	5,921			6,109		
Total other current assets		5,921			6,109		
<b>Cash at bank and in hand</b>							
Petty cash		201			201		
Current Account		46,904			33,027		
Money Market Account		22,319			22,297		
Total cash at bank and in hand		69,424			55,525		
<b>Total current assets</b>				75,345			61,634
<b>Current liabilities</b>							
<b>Accounts payable</b>							
Accounts payable	7	500			500		
Total accounts payable		500			500		
<b>Total current liabilities</b>				(500)			(500)
<b>Net Assets</b>				74,845			61,134
<b>The funds of the charity</b>							
Unrestricted funds				33,178			30,943
Restricted funds	2			41,667			30,191
<b>Total charity funds</b>				74,845			61,134

Signed on behalf of the Trustees..... *V.B. Marsh*Name..... *VANESSA BLYTH MARSH*Date: *26.7.2023*

## ST PAUL'S FAMILY CENTRE

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023 Cont'd**Stocks and works in progress**

These are valued at the lower of cost or market value.

**Allocation and apportionment**

Resources expended are allocated to the particular activity where the cost relates directly to that activity. Resources used across a number of projects are apportioned equally across the projects incurring the expenditure, or where appropriate on an activity based costing.

**Pension schemes**

The charity operates a pension scheme.

**2. RESTRICTED INCOME**

Restricted funds are received for a specific purpose within the objects of the charity and must be accounted for separately. All income has therefore been shown as restricted where the donor has stated that the income can only be used for a specified purpose or where it has been raised through an appeal for a specified purpose. Fund movements were as follows:

Fund	B/F	Income/ Additions	Expenditure	Movement in funds	C/F
	£	£	£	£	£
Flying Start	2,749	58,190	(59,180)	-	1,759
Sylvia Adams	3,500	6,500	(6,323)	-	3,677
Flying Start family support	-	25,718	(25,938)	220	-
Ground work Tesco	-	1,000	-	-	1,000
Awards for All	-	9,924	-	-	9,924
Winter of wellbeing	-	2,492	(2,492)	-	-
CCG	-	4,725	(4,725)	-	-
Moondance Foundation	-	14,662	-	-	14,662
Staff contingency	3,000	-	-	-	3,000
Community Fund in Wales	5,000	-	(5,028)	28	-
William Brown Hill	117	-	(238)	121	-
FIS Sustainability	-	402	(402)	-	-
Asda Foundation	-	500	-	-	500
M & G Davies	5,000	-	(5,003)	3	-
Waterloo	10,000	-	(2,855)	-	7,145
Garfield Weston	825	-	(866)	41	-
Total	<u>30,191</u>	<u>124,113</u>	<u>(113,050)</u>	<u>413</u>	<u>41,667</u>

# ST PAUL'S FAMILY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 Cont'd

### 3. FUNCTIONAL ANALYSIS OF EXPENDITURE

Expenditure has been broken down according to the activity headings as recommended by the 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) (effective 1 January 2021).

Total staff costs comprised:	£
Wages and salaries	82,309
Employer National Insurance	4,701
Pension contribution	<u>1,323</u>
Total staff costs	<u>88,333</u>

The average monthly head count was 7 staff with all employee time involved in providing either support to the governance of the charity or support services to charitable activities.

No employees received emoluments of more than £60,000.  
No trustees were paid any expenses in the year.

### 4. GOVERNANCE COSTS

There was no trustee remuneration. Governance costs were as follows:

Accountancy fees	702
HR and H&S costs	1,080
Plant Dewi Consultancy	9,823
Insurance	2,334
Membership fees	-
Miscellaneous	-
Bank Service Charge	<u>87</u>
	<u>£14,026</u>

### 5. RISK MANAGEMENT

The trustees have carried out a review of the major risks to the organisation and believe that the level of reserves aimed for in the reserves policy below is sufficient to cover adverse conditions that the organisation may face. In addition the organisation has in place financial, personnel and Health & Safety controls to limit the likelihood and impact of risks. All activities and events are risk assessed prior to commencement. Appropriate DBS checks are done of all staff and volunteers. The trustees will actively monitor risk and review their policies at least annually.

### 6. DEBTORS

There was £5,114 due at the year end for outstanding fees.

### 7. CREDITORS

Amounts falling due within one year were £500. No amounts were due to St David's DCSR.

