



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	Sept	2019		31	Aug	2020

## Section A Reference and administration details

Charity name

Monkscroft Pastoral Care Project

Other names charity is known by

None

Registered charity number (if any)

1070022

Charity's principal address

Hesters Way Library

Goldsmith Road

Cheltenham, Gloucestershire

Postcode

GL51 7RT

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Susan Gifkins	Chair		
2	Mrs Victoria Stewart	Treasurer		
3	Geoff Moss			
4	Adrian Gifkins	Secretary		
5	Rita Cole			
6				
7				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

Jo Cannon – Project Coordinator
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**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	
Trustee selection methods (eg. appointed by, elected by)	Proposed and elected by other members of Board of Trustees. Reviewed annually at the AGM.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There is a Child Protection Policy in place and DBS checks are carried out every three years for Trustees and Staff.

All Trustees give their time voluntarily and received no remuneration.

Summary of the objects of the charity set out in its governing document

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To provide support to children who are experiencing social, emotional and behavioural difficulties To provide support to families, to ensure children of all ages thrive holistically from the basis of a secure attachment with their primary carer(s).

The following activities were carried out having due regard for guidance on Public Benefit.

THIS YEAR INCLUDED FROM MARCH 2020, WHEN THE GLOBAL COVID-19 PANDEMIC ARRIVED IN THE UK AND VARIOUS LOCKDOWNS AND RESTRICTIONS WERE IN PLACE.

**1 – Provided core family support services for vulnerable children and families in the Hesters Way and St. Marks area of Cheltenham.**

Support services included mainly face to face direct contact with child/parent(s) and also telephone contact (particularly as support is withdrawing) and included:

- home visits family sessions
- assessment of need and ongoing reviews
- one to one sessions with children and sibling groups
- support to engage with education and health services.

**2 – Provided small group sessions for families (6 months prior to pandemic) to:**

- reduce isolation
- enable and support parents to meet other parents in their community
- Infants / children to interact with others and improve social and emotional development
- Model and encourage play and interaction with children

**3 – Monitored and evaluated outputs and outcomes for the service.**

This involved the use of:

- ‘Ages and Stages – Social and Emotional’ questionnaire
- ‘Stress on the Caregiving Relationship’ questionnaire (to identify risk factors to successful attachment)
- ‘UCLA Loneliness Scale’ at initial referral stage and at review.
- ‘Maternal Attitude Scale’
- ‘Parental Stress Scale’
- ‘Karitane Parenting Confidence Scale’

**4 – During the pandemic, services were adapted immediately and throughout. This involved:**

- Live ‘activity’ sessions for families over zoom. All resources necessary for the activities were provided and delivered in boxes to doorsteps.
- Phone call / zoom sessions in place of home visits
- When permitted, support groups restarted, with full covid-19 health and safety measures in place. The programme we provided enabled services to continue whether in person or online without disruption.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

During this year we updated our 'Charitable Objects' with approval from the Charity Commission.

Summary of the main achievements of the charity during the year

### OUTCOMES FOR CHILDREN AND FAMILIES

0-4 year olds, improvements were achieved in the following:

- **More secure attachment** with primary carer and positive relationships with family

- **Improved attendance** at early years' settings e.g 'Stay and Play' sessions / nursery classes which in turn will promote / improved social development.

**Active Involvement** in online group sessions during lockdowns. Children were able to continue social interaction and development with other children via this provision.

- **Improved access to health services** and early identification of any health conditions/difficulties pre pandemic. During the pandemic this involved ensuring families were supported, particularly when accessing general health (not covid related) was needed. Links with local Health Visiting team was invaluable partnership working during this period, to ensure all our pregnant ladies, babies and young children had prompt access to health issues.

**Mental Health of parents supported / maintained.** This was critical work during the pandemic. Our parents were already (pre pandemic) experiencing isolation and loneliness, along with anxiety / low mood depression, with a history of childhood trauma in most cases. The pandemic and lockdowns had a significant impact on mental health. Our services were adapted and telephone / messaging / video and doorstep support was increased to support the parents mental health and benefit the children as a result.

Families were supported with a range of difficulties acting as barriers to meeting their children's holistic needs. These included:

**Housing and issues of poverty / financial hardship**  
**Mental Health difficulties (mainly anxiety and depression)**  
**Isolation (social and economic) and the impact of this on parenting and the rest of the family**  
**Relationships between parent(s) and the children. Play and quality time**  
**Relationships between adults in the home**

Siblings were also supported with understanding their emotions, expressing themselves non aggressively and enjoying the family more, thus becoming happier and more secure and stable.

DEVELOPMENT

During this year, we have continued to develop and build working partnerships with other local agencies. We were able to build on the links made the previous year (e.g. Health Visitors) to work collaboratively, particularly during lockdowns to monitor, support and protect the most vulnerable children during a time of even higher levels of strain on families.

Mental well-being became a high priority to achieve this. High levels of contact with parents to support them mentally as episodes of anxiety and low mood / depression effected them – and their children.

Also supporting the families to find focus and purpose during a time of such insecurity and lack of stability caused by the pandemic. Although there were some extremely challenging times during this period, there was also periods of great achievement in observing some of the darkest moments in some families lives transform and we can now see the parents setting and achieving their own goals e.g. completing online courses / building confidence / raising aspirations both for themselves and their children.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity does not retain significant reserves. Most revenue comes as restricted funds and is used in accordance with the grant timetable. Any small amounts of funding received that are unrestricted as used from time to time to cover funding gaps from grant givers, be it timing regarding continuity of staff or resources.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Currently, the charity's principal source of funds is grant giving organisations. The charity currently enjoys the support of the Peter Lang Children's Trust. This grant and the associated expenditure is largely for salaries in order to deliver the services described above.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

30.6.20

Monkscroft Pastoral Care Project  
Financial Accounts  
For the year ending 31 August 2020





# Monkscroft Pastoral Care Project

## Annual Accounts to August 2020

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Prepared by:

Victoria Stewart  
Treasurer to the Trustees

Monkscroft Pastoral Care Project  
Financial Report  
For the Year ending 31 August 2020

During the year the Project continued to enjoy the support of The Peter Lang Children's Trust.

There has been no significant fund raising activity this year.

Due to the focus on service delivery, the main expenses of the Project are salaries for Project Workers. The project has some facilities' running costs (mostly insurance and telephony/communications) and expenditure on professional fees (mostly payroll services and pension fees ).

General running costs have increased in 2020 due to changes to the service implemented to support users of the Project during the COVID 19 period. These costs mostly relate to consumable resources for service-user's home based activities initiated and supported by the Project. The Project was grateful to The Peter Lang Children's Trust for an additional donation to support this work.

There were no movements in the Special Projects Account.

**Monkscroft Pastoral Care Project  
Consolidation Account**

**Treasurers Report**

The Accounts for the year ended 31st August 2020, set out on pages 4 and 5 have been prepared by me, under the historic cost convention from the books, vouchers and from information and explanations supplied to me.

Victoria Stewart  
Treasurer to the Trustees

Date

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**Monkscroft Pastoral Care Project  
Consolidation Account**

**Trustees Declaration**

I have examined the enclosed accounts and confirm that they are in accordance with the books, papers and information provided to me.

Signature

Print name

Date

# Consolidated Income and Expenditure Account year end August 2020

	2020	2019
	Total £	Total £
<b>INCOME</b>		
Fees	0	0
Private Donation	0	0
Donations - Community Chest	0	0
Donations - Children in Need		
Donations Other	39083	33017
Bank Interest	0	0
Fund raising	0	0
	<u>39083</u>	<u>33017</u>
 DONATIONS - out		
	<u>39083</u>	<u>33017</u>
<b>EXPENSES</b>		
Donations	0	0
Fund raising	0	0
Salaries, NI, Pension costs	35633	32566
Additional salary	0	0
Rent	300	900
Bank charges	0	0
Staff training & volunteers	0	125
Consultancy & advice	990	810
General running expenses	2349	1842
Information Production	0	0
Community Chest	0	0
Equipment	0	407
Trustee expenses	0	0
	<u>39273</u>	<u>36650</u>
 <b>Profit / Loss for year</b>	<u><u>-190</u></u>	<u><u>-3633</u></u>

# Consolidated Balance Sheet year end August 2020

	2020		2019	
	£	£	£	£
CURRENT ASSETS				
Cash at bank		13522		13712
Income due not received		0		0
		<u>13522</u>		<u>13712</u>
Uncashed Cheques Issued		0		0
		<u>13522</u>		<u>13712</u>
CURRENT LIABILITIES				
Accountancy				
Inland Revenue		0		0
Training fees				
Rent				
		<u>0</u>		<u>0</u>
<b>Net Assets</b>		<u><b>13522</b></u>		<u><b>13712</b></u>
FINANCED BY:				
Balance brought fprward		13712		17346
Profit / Loss		-190		-3633
		<u><b>13522</b></u>		<u><b>13712</b></u>

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## **Monkscroft Pastoral Care Project**

### **Treasurers Report**

The Accounts for the year ended 31st August 2020, set out on pages 7 and 8 have been prepared by me, under the historic cost convention from the books, vouchers and from information and explanations supplied to me.

Victoria Stewart  
Treasurer to the Trustees

Date

## **Monkscroft Pastoral Care Project**

### **Trustees Declaration**

I have examined the enclosed accounts and confirm that they are in accordance with the books, papers and information provided to me.

Signature

Print name

Date



# **Pastoral Care Project Income and Expenditure Account year end August 2020**

	<b>2020</b>		<b>2019</b>	
	£	£	£	£
<b>INCOME</b>				
Fees		0		0
Private Donation				
Donations Other		39083		33017
Transfer from Special Projects				
Community Chest		0		0
Bank Interest		0		0
Fund raising				
		<u>39083</u>		<u>33017</u>
DONATIONS - due to Special Project				
		<u>39083</u>		<u>33017</u>
<b>EXPENSES</b>				
Donations				
Fund raising				
Salaries, NI, Pension costs		35633		32566
Additional salary				
Rent		300		900
Bank charges		0		0
Staff training & volunteers				125
Consultancy & advice		990		810
General running expenses		2349		1842
Community Chest				
Food				
Equipment		0		407
Trustee expenses				
		<u>39273</u>		<u>36650</u>
<b>Profit / Loss for year</b>		<u><u>-190</u></u>		<u><u>-3633</u></u>

# **Pastoral Care Project Balance Sheet year end August 2020**

	<b>2020</b>		<b>2019</b>	
	£	£	£	£
<b>CURRENT ASSETS</b>				
Cash at bank		11410		11601
Income due not received				
		<u>11410</u>		<u>11601</u>
Uncashed Cheques Issued				
Owed to Special Projects		2000		2000
		<u>9410</u>		<u>9601</u>
<b>CURRENT LIABILITIES</b>				
Accountancy				
Inland Revenue				0
Training fees				
Rent				
		<u>          </u>		<u>          </u>
				0
<b>Net Assets</b>		<u><u>9410</u></u>		<u><u>9601</u></u>
<b>FINANCED BY:</b>				
Balance brought fprward		9600		13234
Profit / Loss		<u>-190</u>		<u>-3633</u>
		<u><u>9410</u></u>		<u><u>9600</u></u>

## **Monkscroft Special Projects**

### **Treasurers Report**

The Accounts for the year ended 31st August 2020, set out on pages 10 and 11 have been prepared by me, under the historic cost convention from the books, vouchers and from information and explanations supplied to me.

Victoria Stewart  
Treasurer to the Trustees

Date

## **Monkscroft Special Projects**

### **Trustees Declaration**

I have examined the enclosed accounts and confirm that they are in accordance with the books, papers and information provided to me.

Signature

Print name

Date

## Special Projects Income and Expenditure Account year end August 2020

	2020		2019	
	£	£	£	£
<b>INCOME</b>				
Fees		0		0
Donations - Family Holiday Assoc		0		0
Private Donation		0		0
Bank Interest		0		0
Fund raising		0		0
		<u>0</u>		<u>0</u>
DONATIONS - out		0		0
		<u>0</u>		<u>0</u>
<b>EXPENSES</b>				
Donations				
Fund raising		0		0
Salaries, NI, Pension costs				
Additional salary				
Recruitment costs				
Information production				
Staff training & volunteers		0		0
Consultancy & advice				
General running expenses		0		0
Rent				
Food				
Equipment				
Trustee expenses				
		<u>0</u>		<u>0</u>
<b>Profit / Loss for year</b>		<u><u>0</u></u>		<u><u>0</u></u>

# **Special Projects Balance Sheet year end August 2019**

	<b>2020</b>		<b>2019</b>	
	£	£	£	£
<b>CURRENT ASSETS</b>				
Cash at bank	2,111		2111	
Loan - PCP	2,000	0	2000	0
		0		0
		<u>4,111</u>		<u>4111</u>
<b>CURRENT LIABILITIES</b>				
Accountancy		0		0
Inland Revenue		0		0
Rent		<u>0</u>		<u>0</u>
<b>Net Assets</b>		<u><u>4,111</u></u>		<u><u>4111</u></u>
<b>FINANCED BY:</b>				
Balance brought forward		4,111		4111
Profit / Loss		<u>0</u>		<u>0</u>
		<u><u>4,111</u></u>		<u><u>4111</u></u>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Monkscroft Pastoral Care Project

On accounts for the year  
ended

31 August 2020

Charity no  
(if any)

1070022

Set out on pages

1-11

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

Responsibilities and  
basis of report

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

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 (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 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:

30 June 2021

Name:

Sue Thompson (Book-Rite Ltd)

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

MIAB

<b>Address:</b>	2 Princess Elizabeth Way
	Cheltenham, Gloucestershire
	GL51 7PJ

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.