



*Business & Employment Support & Training*

17 Milton Meadows  
Milton, Near Tenby  
Pembrokeshire  
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**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020  
FOR  
SOUTH CEFN CAEAU FAMILY CENTRE  
(Ty Enfys)**

**SOUTH CEFN CAEAU FAMILY CENTRE**  
 REGISTERED CHARITY NUMBER: 1082561  
**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

	Page
Report of the Trustees	2 - 8
Report of the Independent Examiner	9
Receipts and Payments Accounts	10
Statement of Assets and Liabilities	11
Notes to the Financial Statements	12-13

**SOUTH CEFN CAEAU FAMILY CENTRE**  
 REGISTERED CHARITY NUMBER: 1082561  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2020**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity Number**  
1082561

**Registered Office**  
2 Ynys Las  
Cefn Caeau  
Llwynhendy  
Llanelli  
SA14 9BT

**Trustees**

Reverend John Treharne	<b>Chairperson</b>
Eunydd Ashley Brynmor Thomas	<b>Vice-Chair Until March 2020</b>
Lynne Beer	<b>Secretary</b>
Helen Lewis	<b>Treasurer</b>
Ella Simmonds	
Jason Hart	
Cheryl Huish	
Nicola Thomas	
Christopher Beer as of March 2020	

**Bankers**

Unity Trust Bank  
Nine Brindleyplace  
Birmingham  
B1 2HB

**Independent Examiners**

Business & Employment Support & Training  
17 Milton Meadows  
Milton, Nr Tenby  
Pembrokeshire  
SA70 8PL

**SOUTH CEFN CAEAU FAMILY CENTRE**  
 REGISTERED CHARITY NUMBER: 1082561  
**REPORT OF THE TRUSTEES - continued**  
**FOR THE YEAR ENDED 31 JULY 2020**

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Ty Enfys Family Centre is a charity governed by a constitution as adopted 25<sup>th</sup> May 2000 as amended 17<sup>th</sup> May 2011. 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.”

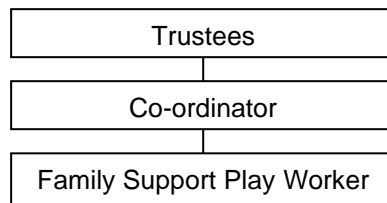
### **Appointment of Trustees**

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 DBS checked and 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 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**

There were no related party transactions.

### **Risk Management**

Ty Enfys 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. Trustees are checked if they will have contact with families.

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

**SOUTH CEFN CAEAU FAMILY CENTRE**  
 REGISTERED CHARITY NUMBER: 1082561  
**REPORT OF THE TRUSTEES - continued**  
**FOR THE YEAR ENDED 31 JULY 2020**

## **OBJECTIVES AND ACTIVITIES**

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

The constitution states the two objects as "I. The preservation and protection of health and the relief of distress within family relationships by the provision of a resource and advice centre and by the education of the public in good parenting skills. II. The provision of facilities for recreation and other leisure time activities for and in the interests of social welfare with a view to improving conditions of life"

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:

100 adults will increase their Community engagement

The number of people attending groups/events:

100 people will have an Increase in positive relationships

The number of new friendships made:

65 Children and young people will feel less isolated

150 people will have improved feelings of well-being

65 Children and young people will have reduced feelings of sadness and anxiety

50 Children and Young people will have improved life skills

## **ACHIEVEMENT AND PERFORMANCE**

A total of 548 people have made use of Ty Enfys Family Centre services

400 children:

0-4 years - 121

5 –9 years - 190

10–15 years – 82

16 – 18 years – 2

19+ years – 5

259 families

**SOUTH CEFN CAEAU FAMILY CENTRE**  
 REGISTERED CHARITY NUMBER: 1082561  
**REPORT OF THE TRUSTEES - continued**  
**FOR THE YEAR ENDED 31 JULY 2020**

**We have worked with 27 agencies:**

BCT Invest Local Officers regarding Llwynhendy funding pot –Community Party  
 ICC – Our Llwynhendy  
 Brynteg school – after school sessions  
 Llanelli Rural Council  
 CBSA  
 St Pauls Family Centre – New support group  
 Burry Port Family Centre – New support group  
 Morfa Family Centre New support group  
 Tumble Family Centre - New support group  
 Trimsaran Family Centre – New support group  
 CETMA – Food donation and Walking Well items  
 Llwynhendy Library –weekly family sessions  
 Llwynhendy and Pemberton Forum  
 WCVA  
 CAVS  
 CVON  
 Flying Start Health Visitor  
 Carmarthenshire County Council Housing  
 Tempo Time Credits  
 The Legacy Fund and Communities For Work  
 Family Information Service  
 CBSA  
 Mentre Cwm Gwendreath  
 Llanelli Mens Sheds  
 Threshold  
 Keep Wales Tidy  
 Public Health Network

**Time table:**

Aug 2019 – April 2020

Administration/planning, Mondays - 4 hrs 15 mins every week.

Mondays 3:15 – 5pm Games and planning activities 10 years plus.

Tuesdays: 9:30 – 2:30pm Messy play/free play. 3pm – 5pm Drama/arts Club at Bryn Teg School

Wednesdays: 9:30 – 12:30pm create and play activities. 1pm – 2:30 free play/relax together activities. 3:15 – 5pm Arts and crafts Llwynhendy Library

Thursdays: ASD support

April 20 – November 2020

As lock-down happened we had to switch to online support with a flexible timetable:

Mondays – 4 hours of Admin either from home or at the Centre as appropriate

Tuesdays/Wednesdays – 6 hours a day between 9am – 3:30pm face-to-face appointments with the children when possible.

Wednesdays/Thursday's Facebook group activities and online Zoom sessions

**Activities included:**

**August 2019**

21 people - Summer Stroll

12 people - Pen Y Fan climb

3 babies/toddlers - Messy play

41 people - Summer play in the park

9 people – Walk from Burry port to Pembrey

28 people - Arts and crafts at Llwynhendy Library

**SOUTH CEFN CAEAU FAMILY CENTRE**  
 REGISTERED CHARITY NUMBER: 1082561  
**REPORT OF THE TRUSTEES - continued**  
**FOR THE YEAR ENDED 31 JULY 2020**

7 people - BBQ in the garden  
 3 people - Drop-in

**September 19**

3 people - Threshold  
 2 people - Baby time  
 0 - Gardening  
 0 - Community Arts & Crafts  
 4 people - ASD support group  
 0 people - Relaxation  
 8 people - Art club Llwynhendy Library  
 8 people - Drama Brynteg school  
 1 people - Outdoor Play  
 5 people - Drop-in  
 10 people - Food Surplus - Cetma and Llwynhendy and Pemberton Forum

**October 19**

7 people - Baby Play  
 5 people - Community Arts and Crafts  
 5 people - ASD parent support  
 6 people - Drop-in/CBSA/Food Surplus  
 0 - Messy Play  
 5 people - Relaxation  
 7 people - Beach clean-up event  
 0 - Lunch  
 3 people - Movie Goosebumps  
 4 people - Youth project talks  
 11 children - Drama club Brynteg  
 36 people - Arts and Crafts Library club  
 HALF TERM WEEK  
 6 people - Biscuit decorating  
 11 people - pumpkin carving-library  
 17 people - Gower Heritage trip

**November 19**

0 - Baby play drop-in  
 1 person - Community Arts/Crafts Poppy  
 5 people - ASD parent support  
 5 people - Drop-IN  
 4 people - lunch  
 25 people - Drama club - fireworks Guy Fakes  
 16 people - Library Arts/Crafts - Poppy  
 2 people - Youth group  
 Christmas tree event;  
 43 children - Face painting  
 20+ children – Arts and Craft  
 200 children - Santa

**December 19**

Christmas whats on:  
 9th- Youth group project 3:30-5:30,  
 10th- Christmas clear out day! Volunteers welcome to help clear our play room ready for the new room change.  
 11th- xmas knitting 10-2:30, Art ASC- xmas nibbles and games 3:20-5.  
 12th- closed

**SOUTH CEFN CAEAU FAMILY CENTRE**  
 REGISTERED CHARITY NUMBER: 1082561  
**REPORT OF THE TRUSTEES - continued**  
**FOR THE YEAR ENDED 31 JULY 2020**

16th- Art ASC- xmas Cards 3:30-5  
 17th-Staff and committee big Xmas dinner!! (Closed too public)  
 18th- Clean up (volunteers welcome, free festive hot chocolate and nibbles for lunch for volunteers). Drama  
 ASC- Xmas party in Brynteg school for the regular goers.  
 19th- closed

**January 2020**

Week one – planning week  
 Pizza and paint party - Redecoration of the downstairs activity rooms with youth and families  
 Re received surplus foods on the Wednesdays/Thursdays which we gave out to families.  
 Games Club

**February 2020**

Pancake flipping competition

**March 2020 –**

13 families engaged – 648 followers  
 27 Facebook posts  
 Closed because of COVID-19  
 Staff worked from home online  
 Started the Cook Craft and Play Facebook group  
 ASD virtual Zoom meetings  
 Promoted local organisations offering help and information and guidance about COVID-19

**April 2020 –**

7 Families 648 followers  
 24 Facebook posts  
 Closed because of COVID-19  
 Staff worked from home online  
 Ran the Cook Craft and Play Facebook group  
 Held ASD virtual Zoom meetings  
 Promoted local organisations offering help and information and guidance about COVID-19

**May 2020–**

13 Families 655 followers  
 14 Facebook posts  
 Gave out 50 health and well-being packs in Llwynhendy to young people  
 Closed because of COVID-19  
 Staff worked from home online  
 Ran the Cook Craft and Play Facebook group  
 Held ASD virtual Zoom meetings  
 Promoted local organisations offering help and information and guidance about COVID-19

**June 2020–**

8 Families 655 followers  
 10 Facebook posts  
 Worked on improving the Centres COVID safety and finishing the redecorating, putting in new furnishings and improving the storage areas to help keep resources virus free.  
 10 Facebook posts

**July 2020–**

11 Families 654 followers  
 11 Facebook posts  
 Garden Play  
 ASD weekly meetings



**SOUTH CEFN CAEAU FAMILY CENTRE**  
 REGISTERED CHARITY NUMBER: 1082561  
**REPORT OF THE TRUSTEES - continued**  
**FOR THE YEAR ENDED 31 JULY 2020**

One family at a time Taster days with arts and crafts, take home packs, play sessions and support.

### **Staff training**

Lone Working, September 2019 – Hazel Evans  
 Mental Health Awareness, September 2019 – Sharan Condon and Hazel Evans  
 Learning with Autism in the Early Years, October 2019 – Hazel Evans and Faye James-Turvey  
 Basic Food Hygiene Full Course, October 2019 – Sharan Condon and Hazel Evans  
 Introduction to Child Protection, November 2019 – Hazel Evans  
 Online Forum: Supporting Mental Health Services During COVID19, May 2020 – Sharan Condon  
 VT Early Childhood Forum on Mental Health: tools for professionals, June 2020 –  
 Refreshing The Basics Of Mental Health Care, June 2020 – Sharan Condon  
 Death and Dying, June 2020 – Sharan Condon  
 Forum: Supporting Mental Health Services During COVID19, July 2020 – Sharan Condon  
 Delivering Session Remotely, July 2020 – Sharan Condon  
 Connect To Kindness Awareness Session, July 2020 – Sharan Condon

### **FINANCIAL REVIEW**

#### **Reserves Policy**

Ty Enfys Family Centre has 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 income. The trustees feel that, given their responsibilities to both the paid workers and the families who benefit from the services, a reserve of 6 – 9 months running costs (currently equivalent to £18,152 – 27,228) should be held. The current level of £3,458 is currently below this level and slightly reduced on the previous year. This is because funding bids in the previous year were only partially successful resulting in a period of reduced grant income. During this period reserves were used to continue services. The trustees will take steps to increase the level of reserves during the coming year by working with the local volunteering group and through increased fundraising activities. This level of reserves has been determined taking into account the fact that income is received from a wide range of sources, the extent of protective measures (such as insurance), commitments it has to staff, and other obligations under agreements with third parties.

Risk management has been reviewed in terms of child protection policies, risk assessments of events and trips, the undertaking of DBS 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.

### **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.

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.

**SOUTH CEFN CAEAU FAMILY CENTRE**  
 REGISTERED CHARITY NUMBER: 1082561  
**REPORT OF THE INDEPENDENT EXAMINER**  
**FOR THE YEAR ENDED 31 JULY 2020**

**Independent examiner's report to the trustees of Ty Enfys Family Centre**

I report on the accounts of the charity for the year ended 31 July 2020, which are set out on pages 10 to 13.

**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 the 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 you as 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 matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Mrs. Shirley David

Address: Business & Employment Support & Training  
 17 Milton Meadows, Milton, Nr Tenby, Pembrokeshire, SA70 8PL

Date: 24<sup>th</sup> March 2021

**SOUTH CEFN CAEAU FAMILY CENTRE**  
REGISTERED CHARITY NUMBER: 1082561  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
<b>Receipts</b>					
<b>Donations and Legacies</b>					
Gifts and Donations Income		1,183	0	1,183	740
Grants		0	21,877	21,877	36906
<b>Total Donations and Legacies</b>		1,183	21,877	23,060	37646
<b>Trading Activities</b>					
Fund raising events		381	0	381	147
Trips/activity fees		0	6,215	6,215	
<b>Total Trading Activities</b>		381	6,215	6,596	147
<b>Total Receipts</b>	<b>2</b>	<b>1,563</b>	<b>28,092</b>	<b>29,656</b>	<b>37793</b>
<b>Payments</b>					
<b>Raising Funds</b>		2	0	2	474
<b>Charitable activities</b>					
Activities		593	2,002	2,595	1868
Equipment		557	2,498	3,055	981
Maintenance		36	0	36	
Marketing/publicity/outreach		11	54	66	209
Miscellaneous		69	0	69	60
Professional and legal fee's		0	162	162	0
Salaries and Wages	5	419	24,786	25,204	29450
Staff/volunteer training		0	82	82	240
Stationery, postage		0	286	286	288
Support Costs - Governance costs	3	421	2,020	2,441	2127
Support Costs - Health and Safety	3	11	272	283	126
Support Costs - HR	3	0	246	246	215
Support Costs - IT	3	0	195	195	137
Telephone and Internet		22	736	759	751
Travel Expenses		43	19	62	220
Utilities (Gas/Electric)		27	735	762	715
<b>Total Charitable activities</b>		2,210	34,093	36,303	37388
<b>Total Payments</b>	<b>2</b>	<b>2,211</b>	<b>34,093</b>	<b>36,304</b>	<b>37862</b>
<b>Net Income</b>		-648	-6,000	-6,649	-69
<b>B/F Previous Year End</b>		3,556	14,068	17,625	17694
<b>Movement of Funds</b>		550	-550	0	0
<b>C/F Current Year End</b>		<b>3,458</b>	<b>7,518</b>	<b>10,976</b>	<b>17625</b>

**SOUTH CEFN CAEAU FAMILY CENTRE**  
 REGISTERED CHARITY NUMBER: 1082561  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 JULY 2020**

	Notes	As of Jul 31, 2020	As of Jul 31, 2019
Cash at bank and in hand			
Cash float		150	150
Unity Trust		10,826	17,475
<b>Total Cash at bank and in hand</b>		<b>10,976</b>	<b>17,625</b>
<b>Current Assets</b>			
Undeposited Funds		0	0
<b>Total Current Assets</b>	<b>6</b>	<b>0</b>	<b>0</b>
<b>Net current assets</b>		<b>10,976</b>	<b>17,625</b>
<b>Creditors: amounts falling due within one year</b>	<b>7</b>	<b>0</b>	<b>0</b>
<b>Net current assets (liabilities)</b>		<b>10,976</b>	<b>17,625</b>
<b>Total assets less current liabilities</b>		<b>10,976</b>	<b>17,625</b>
<b>Total net assets (liabilities)</b>		<b>10,976</b>	<b>17,625</b>
<b>Breakdown of Funds</b>			
Unrestricted Funds/Reserves	<b>2</b>	3,458	3,556
Restricted Funds	<b>2</b>	7,518	14,068
<b>Total Funds</b>	<b>2</b>	<b>10,976</b>	<b>17,625</b>

Signed on behalf of the Trustees.....*J.P. Treharne*.....

Name of Trustee.....*JOHN TREHARNE*.....

Date.....*5/5/21*.....

**SOUTH CEFN CAEAU FAMILY CENTRE**  
REGISTERED CHARITY NUMBER: 1082561  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

### 1. Accounting Policies

The accounts have been prepared under the receipts and payments convention and in accordance with:

- Accounting and Reporting by Charities: Statement of Recommended Practice
- Applicable accounting standards and
- The Charities Act 1993.

The principal accounting policies adopted in the preparation of the accounts are as follows:

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. Fund Movements

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:

<b>Fund</b>	<b>B/F</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>C/F</b>
Archbishop of Wales	<b>182</b>	943	207	0	<b>918</b>
Awards for All	<b>8,909</b>	10,027	15,396	0	<b>3,540</b>
BBC Children in Need	<b>973</b>	9,999	10,219	0	<b>753</b>
BBC Children in Need (Covid)	<b>0</b>	0	506	0	<b>(506)</b>
Carmarthenshire Association of Voluntary Services	<b>0</b>	909	71	0	<b>838</b>
Community Foundation Wales	<b>0</b>	1,975	963		1,012
Henry Smith	<b>3,454</b>		3,454		<b>0</b>
Llanelli Rural Council	<b>550</b>			(550)	<b>0</b>
Our Llwynhendy Fund	<b>0</b>	4,240	3,276		<b>964</b>
<b>Total Restricted Funds</b>	<b>14,068</b>	<b>28,093</b>	<b>34,093</b>	<b>(550)</b>	<b>7,518</b>
<b>Unrestricted Funds</b>	<b>3,556</b>	<b>1,563</b>	<b>2,211</b>	<b>550</b>	<b>3,458</b>

### 3. Governance costs

There was no trustee remuneration.

Governance costs were as follows:

Data Protection	£ 35
Insurance	£ 930
Independent Examination	£ 324
Consultancy	£1,080
Legal fees	£ 72
<b>Total</b>	<b><u>£2,441</u></b>

**SOUTH CEFN CAEAU FAMILY CENTRE**  
 REGISTERED CHARITY NUMBER: 1082561  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**4. Pension Schemes**

The charity has set up a pension with NEST and is complying with the requirements of Auto Enrolment.

**5. Salaries and Wages**

Expenditure has been broken down according to the activity headings as recommended by the Accounting and Reporting by Charities Statement of Recommended Practice.

**Total staff costs comprised:**

Net Salaries/wages	23,225
Employee NI	725
Employee Tax	452
Pension	829
<b>Total Costs</b>	<b>25,231</b>

The average number of employees in the year, calculated on a full-time equivalent basis, was 1.4.

The number of higher paid (including benefits) employees was:

£50,000 - £59,999	Nil
£60,000 to £69,999	Nil

**6. Debtors**

There were no debtors at the year-end.

**7 Creditors**

There were no creditors at the year-end.