

WESTBOURNE PARK FAMILY CENTRE

Charity No 1085070

Annual Report and Financial Statements

For the year ended 31 March 2021

WESTBOURNE PARK FAMILY CENTRE

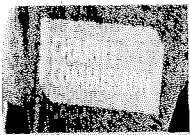
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WESTBOURNE PARK FAMILY CENTRE

Reference and Administrative Details

Charity Name	Westbourne Park Family Centre
Charity Registration Number	1085070
Registered and Administrative Office	Westbourne Park Baptist Church Porchester Road London W2 5DX
Trustees	Lena Choudary-Salter Elsie Kusi-Appiah Felix Kuforiji Kenneth Asiedu Concia Albert Rev Richard Dryer
Bankers	The Co-Operative Bank Plc Business Direct P.O Box 250 Skelmersdale WN8 6WT
Independent Examiners	Field Sullivan 70 Royal Hill Greenwich London SE10 8RF



Trustees' Annual Report for the period

Period start date
From 1 April 2020 To 31 March 2021

Section A

Reference and administration details

Charity name Westbourne Park Family Centre

Other names charity is known by

Registered charity number (if any) 1085070

Charity's principal address Westbourne Park Baptist Church

Porchester Road

London

Postcode

W2 5DX

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	Rev Jem Sewell	Chair	Deceased 16/11/2020	
2	Lena Choudary-Salter	Chair		
3	Elsie Kusi-Appiah	Treasurer	Appointed 19/01/2021	
4	Felix Kuforiji			
5	Kenneth Asiedu			
6	Concia Albert			
7	Rev Richard Dryer			
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17				
18				
19				
20				

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)

Geoff Biggs

Section B Structure, governance and management

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)

Trust deed dated 16 November 2000 last amended 30 April 2018

Trustee selection methods
(eg. appointed by; elected by)

There shall be at least three Trustees. Every future Trustee shall be appointed by a resolution of the Trustees. At all times at least two thirds of the Trustees must be members of Westbourne Park Baptist Church. In selecting persons to be appointed as Trustees, the Trustees shall consider the benefits for appointing a person who is able by virtue of his or her professional qualifications to make a contribution to the pursuit of the objects or the management of the Charity.

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.

Section C

Objectives and activities

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

The Trust seeks to demonstrate the Christian faith in action by providing support to strengthen local families, helping to promote positive family life, particularly those disadvantaged.

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)

The main activities undertaken to support these aims include: 6 weekly 'Stay and Play' sessions with parenting advice for 0-4 year olds and parent/carers; after school and half term holiday clubs for 4-11 year olds; 'Young Leaders Skills of life' Project for 11-19 year olds, including weekly youth club; supporting 4 local primary schools with assemblies and workshops. Activities this year were delivered through a mix of face to face and online.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

It is with such sadness that I start this year's report with the tragic news of Pastor Jem Sewel's death, our chair of Trustees since 2012. He died of heart failure in November 2020, which has had a huge impact on our staff, families, church members and the wider community. Westbourne Park Baptist Church closed the building for a week to give the church and family centre time and space to mourn as people came to the building just to chat and spend time together. Jem loved to read to children so in his memory we plan to start a reading project next year. Jem was a huge supporter of Westbourne Park Family Centre, my line manager and friend we will all sorely miss him.

The start of the year saw us all in Lockdown for the first time. By April we had already moved our services online, mirroring our building-based activities with zoom sessions. Staff adapted quickly to new ways of delivering support, with singing, creative classes, dance, quizzes, games, competitions, coffee, and chat all through the new medium of zoom. WhatsApp groups were set up and our parenting advice line went into overdrive! We immediately supported a local amenity society in delivery letters to the community to offer food support and advice and later in the year in partnership with Westbourne Park Baptist Church we opened the Westbourne Park Pantry funded by Westminster Council offering £15-£20 pounds worth of food per week for £5 membership.

As we moved initially to virtual delivery, we found that some activities worked well on zoom and others didn't. Early years children would dart in and out of camera, older children loved the games and activities, the youth dipped in and out, often keeping cameras off.

In July we were able to open the doors for the first time since March to run a holiday club for 5-11's funded by Children in Need and started to see, slowly but surely children re-engage with social contact. Many hadn't seen friends in a long time, and some were nervous along with parents with starting to mix again.

In September with the further easing of restrictions, we were able to deliver our full programme of activities face to face. Our new spacious building with modern air conditioning high ceilings and large halls enabled social distancing. We set up a new registration online so we could manage the demand and target sessions to meet needs. From September 2020- March 2021 we had almost 300 families register, showing the demand in the community and the appetite for social contact across all ages. We limited our early years (Acorns) sessions numbers to 15 families and positioned mats 2 meters apart which worked perfectly with children venturing out to play and mix, whilst parents kept their physical distance, but were able to socialize too.

We changed the way we worked with our children (Club Xpress) and youth (young leaders) keeping them in key stages, requiring pre-booking and following the latest government guidelines.

We are proud to say that for every week we were allowed to open, we did. A huge thank you is needed for our dedicated staff who came in to work every day. They all lived locally, so could walk or cycle to work showing the real benefit of employing local people with lived experience of the community.

Section D

Achievements and performance

Despite the tremendously challenging and exceptionally sad year, we have developed a resilience and adaptability we didn't know we had within us. We are financially stable through securing emergency COVID funding and the appointment of a new treasurer of Trustees.

We know the challenge ahead of us is greater than ever before. The demand for our services has continued to grow along with our waiting lists and there is very limited alternatives locally. So many children and families have been negatively impacted with the pandemic. Parenting, education, domestic violence, anxiety, mental health, debt, loneliness and food poverty are just some of the needs that have increased. I would like to thank all our funders who supported us this year. We are deeply grateful for their timely help and efficiency in processing the grant awards.

The leadership provided by our dedicated CEO along with the support of our amazing staff and volunteers is unparalleled. We are extremely fortunate to have a strong and culturally diverse board of Trustees with lived in experience to provide a culturally appropriate leadership and guidance to the organization.

With the commitment from our funders and resilience which comes from our Christian values, we look forward with hope and optimism for the future.

Section E**Financial review**

Brief statement of the charity's policy on reserves

The Board of Trustees has established a policy of holding at least three months unrestricted fund expenditure in cash reserves and readily realisable investments (equivalent to approximately £49,038). At 31 March 2021 unrestricted cash reserves and unrestricted readily realisable investments were £61,733.

Details of any funds materially in deficit

Further financial review details (Optional information)

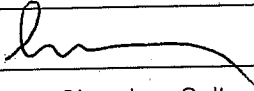
You may choose to include additional information, where relevant about:

- 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.

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)	Lena Choudary-Salter	
Position (eg Secretary, Chair, etc)	Chair	
Date	22 November 2021	

Independent Examiner's Report to the Trustees of Westbourne Park Family Centre

I report to the trustees on my examination of the accounts of Westbourne Park Family Centre ('the charity') for the period ended 31 March 2021 which comprise the summary of receipts and payments and the statement of assets and liabilities.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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.

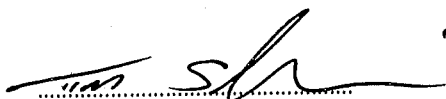
An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

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 giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records.

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.



Timothy Sullivan FCA
Field Sullivan Limited
70 Royal Hill
London
SE10 8RF

Date: 20/12/21



CHARITY COMMISSION
FOR ENGLAND AND WALES

WESTBOURNE PARK FAMILY CENTRE

1085070

Receipts and payments accounts

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For the period
from

Period start date
1-Apr-20

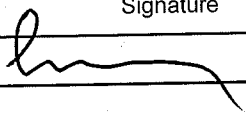
To

Period end date
31-Mar-21

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations & Legacies	18,875	-	-	18,875	32,695
Grant Funding	38,621	128,487	-	167,108	83,618
Contractual income	33,248	-	-	33,248	-
HMRC - CJRS	14,291	-	-	14,291	-
Investment Income	617	-	-	617	793
Fundraising	1,697	-	-	1,697	13,583
Subscriptions	1,461	-	-	1,461	6,645
Gift Aid	-	-	-	-	120
St Pastors Salary Contribution	6,929	-	-	6,929	2,772
Other	-	-	-	-	2,825
Sub total (Gross income for AR)	115,739	128,487	-	244,226	143,051
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	115,739	128,487	-	244,226	143,051
A3 Payments					
Staff Salary Cost	60,582	108,457	-	169,039	140,957
Staff Training & Related Cost	1,324	625	-	1,949	908
Volunteers	131	490	-	621	1,188
Activity Resources	-	3,203	-	3,203	6,329
Outings	-	-	-	-	1,870
Fund Raising	-	2,429	-	2,429	2,102
Rent	-	7,740	-	7,740	17,336
Office Expenses	706	2,478	-	3,184	3,250
Accountancy and Payroll Costs	3,060	408	-	3,468	2,186
Membership & Subscriptions	-	130	-	130	664
Professional Consultancy	-	-	-	-	6,500
Other	-	360	-	360	165
	-	-	-	-	-
Sub total	65,803	126,320	-	192,123	183,455
A4 Asset and investment purchases, (see table)					
Fund investment purchase	-	-	-	-	-
Equipment	2,064	1,967	-	4,031	199
Sub total	2,064	1,967	-	4,031	199
Total payments	67,867	128,287	-	196,154	183,654
Net of receipts/(payments)	47,872	200	-	48,072	40,603
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	473	4,374	-	3,901	44,504
Cash funds this year end	47,399	4,574	-	51,973	3,901

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank	47,204	4,574	-
	Cash	195	-	-
		-	-	-
	Total cash funds	47,399	4,574	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Debtors and Prepayments	4,597	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fund Investments	Unrestricted	-	14,334
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Furniture & Equipment-net book value	Unrestricted	-	3,625
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Creditors and Accruals	Unrestricted	4,876	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Lena Choudary-Salter	22.11.21