

WESTBOURNE PARK FAMILY CENTRE

Charity No 1085070

Annual Report and Financial Statements

For the year ended 31 March 2022

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 9 Hare & Billet Road Blackheath SE3 0RB



Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	April	2021	To	31	March 2022	

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Lena Choudary-Salter	Chair		
2	Elsie Kusi-Appiah	Treasurer		
3	Felix Kuforiji			
4	Kenneth Asiedu			
5	Concia Albert			
6	Rev Richard Dryer			
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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.

Summary of the main achievements of the charity during the year

Our Annual Report last year began with the sad news of the death of Rev. Jem Sewell, our Chair of Trustees due to heart failure in November 2020. It is with similar deep regret to report that our founding chair Rev. Steve Latham died this year of brain cancer in February. In 2003 Steve encouraged and enabled Westbourne Park Family Centre to form its own charity birthed from the existing church community projects. Next year we will celebrate our 20-year anniversary. Steve was a huge supporter of the charity, an inspirational and Godly man who impacted so many lives.

In April 2021, it started to feel we were getting back to some sort of new, post lockdown normal. Our sessions and services returned to face-to-face delivery and remained so throughout the year. With staff living locally and a high commitment to cover sickness we were able to deliver 100% of the sessions as planned and advertised. Our weekly attendance increased throughout the year with a total of 148 children aged 0-3, 80 children aged 4-11, and 45 youth aged 11-18, totalling 273 children by March 2022. 120 adults have benefited from attending the early years services with their children and 65 have received personalised parenting advice and support. Surveying 36 parents and carers in March 2022, 85% stated that their children had benefit from increased social contact, 68% were better prepared for nursery and 69% had increased their emotional and personal development through attending sessions.

In August 2021 with HAF funding we delivered a holiday club for 4 weeks, providing a healthy packed lunch for 110 children aged 4-11, over 16 daily sessions from 11-3pm. We hope to be able to expand this service into the Easter and Christmas holidays building on the regular half term holiday provision.

In September, through support from Westminster Special services we started an autism friendly club for secondary school aged children called Manga Club Xpress, responding to a lack of provision in north Westminster for neurodiverse young people. We have had a regular attendance of 8 young people who have enjoyed the social aspect, and playing the popular dungeons and dragons, alongside opportunities to do other activities. Most of the young people who attend are in mainstream school. One young person said they often feel out of place at school, but when they come here, they are just like everyone else.

With the arrival of large numbers of refugees from Afghanistan in local hotels, Westminster Youth Foundation asked us to provide a youth club to give them an afterschool option whilst staying in their hotel. We stepped into the unknown with 50 children of all ages turning up in the hotel lobby wanting to attend the club, with little or no English. Over time we focused on a group of lively boys aged 11-16 who regularly attended with a passion for playing cricket.

Across the year attendances increased with all groups, with a growing awareness from parents that post lockdown their children needed to get out of their flats, mix with other children to develop their confidence and social skills. We have seen an unprecedented rise in our out of school clubs on a Friday as many children aged 4-6 joined with 120 children and youth int total attending our final Friday before the Easter break.

Section D

Achievements and performance

With the increasing demand for our service, we are looking forward to responding by increasing our staff team next year. We recognise that the staff are the bedrock for all that we do and take this opportunity to thank them for another year of dedication and service, supported by a wonderful team of volunteers. We have been financially supported by so many, particularly Westbourne Park Baptist Church, John Lyons, Children in Need, Westminster City Council and Young Westminster Foundation each giving over £20,000 of funding.

The reporting year 2021/2022 has been fraught with unprecedented challenges brought upon all of us by the Covid-19 pandemic. This necessitated the need to adapt our service delivery approaches to meet the continually changing circumstances and government regulations. The CEO, Geoff Biggs provided excellent leadership and direction to combat these problems during these difficult and unique times. In addition, the leadership provided by our dedicated and enthusiastic CEO, - along with the support of our amazing staff and volunteers remains 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 £17,000). At 31 March 2022 unrestricted cash reserves and unrestricted readily realisable investments were £66,835.

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		

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 2022 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
9 Hare & Billet Road
Blackheath
SE3 ORB

FieldSullivan
CHARTERED ACCOUNTANTS

Date:



CHARITY COMMISSION
FOR ENGLAND AND WALES

WESTBOURNE PARK FAMILY CENTRE

1085070

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01-Apr-21		31-Mar-22

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations & Legacies	38,311	-	-	38,311	18,875
Grant Funding	27,000	115,708	-	142,708	167,108
Contractual income	28,530	-	-	28,530	33,248
HMRC - CJRS	5,212	-	-	5,212	14,291
Investment Income	712	-	-	712	617
Fundraising	12,960	-	-	12,960	1,697
Subscriptions	5,709	-	-	5,709	1,461
Gift Aid	-	-	-	-	-
St Pastors Salary Contribution	3,590	-	-	3,590	6,929
Other	-	-	-	-	-
Sub total (Gross income for AR)	122,024	115,708	-	237,732	244,226
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	122,024	115,708	-	237,732	244,226
A3 Payments					
Staff Salary Cost	68,001	111,863	-	179,864	169,039
Staff Training & Related Cost	1,718	-	-	1,718	1,949
Volunteers	540	-	-	540	621
Activity Resources	4,760	1,850	-	6,610	3,203
Outings	-	-	-	-	-
Fund Raising	2,138	-	-	2,138	2,429
Rent	34,718	1,995	-	36,713	7,740
Office Expenses	3,006	-	-	3,006	3,184
Accountancy and Payroll Costs	3,599	-	-	3,599	3,468
Membership & Subscriptions	195	-	-	195	130
Professional Consultancy	-	-	-	-	-
Other	-	-	-	-	360
	-	-	-	-	-
	-	-	-	-	-
Sub total	118,675	115,708	-	234,383	192,123
A4 Asset and investment purchases, (see table)					
Fund investment purchase	16,000	-	-	16,000	-
Equipment	-	-	-	-	4,031
Sub total	16,000	-	-	16,000	4,031
Total payments	134,675	115,708	-	250,383	196,154
Net of receipts/(payments)	- 12,651	-	-	- 12,651	48,072
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	47,399	4,574	-	51,973	3,901
Cash funds this year end	34,748	4,574	-	39,322	51,973

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	39,396	-	-
	Cash	- 74	-	-
		-	-	-
	Total cash funds	39,322	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtors and Prepayments	3,173	1,493	-
				-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fund Investments	Unrestricted	-	32,087
			-	-
			-	-
			-	-
			-	-
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	-	2,780
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Creditors and Accruals	Unrestricted	6,303	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Lena Choudary-Salter		