

# **TRUSTEES REPORT** **2020**

***MEETING THE NEEDS OF THE***  
***LOCAL COMMUNITY***

## **MISSION STATEMENT**

### **OUR AIMS AND OBJECTIVES**

TO PROVIDE A DAY CARE CENTRE MEETING THE  
NEEDS OF THE LOCAL COMMUNITY, BY PROVIDING  
OUR MEMBERS WHO ARE DISADVANTAGED  
THROUGH EMOTIONAL, PHYSICAL OR LEARNING  
DISABILITIES WITH A SAFE AND HAPPY  
ENVIRONMENT THAT RESPECTS THE INDIVIDUALS'  
RIGHTS, NEEDS AND DIGNITY.

# WELLDON ACTIVITY GROUP

REGISTERED CHARITY NUMBER 1091034

A COMPANY LIMITED BY GUARANTEE, REGISTRATION NUMBER 4306235

FOUNDED OCTOBER 2001

LIFE PRESIDENT : MR. BRIAN WHITEHEAD

GOVERNING DOCUMENT: MEMORANDUM AND ARTICLES OF  
ASSOCIATION

The following have acted as Trustees during the year 2020

Councillor Sue Anderson  
Mr. John Purnell  
Mr. Brian Whitehead  
Mrs. Sue Jefferies  
Mr John Robinson  
Mrs Sara Robinson  
Mrs. Hannah Hatcher  
Mrs. Ann Sharples  
Alderman Keith Toms  
Mr. John Nickolay  
Mrs. Susan East

Chairperson  
Vice-Chair  
Company Secretary  
Minute Secretary  
Treasurer  
Personnel Officer  
Trustee  
Trustee  
Trustee  
Trustee Resigned October  
Minute Secretary Resigned August

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Registered Office

Trinity Church. Hindes Road  
Harrow, HA1 1RX

Telephone

0208 861 0764

Bankers

NatWest Bank Plc, 315 Station Road  
Harrow, HA1 2AD

Solicitor

None appointed.

## **CHAIRMAN'S REPORT FOR 2020**

2020 has been a very strange year for all of us. At the start of the year the intention was to promote the centre to increase our client base. Unfortunately our plans are completely derailed by the pandemic. In the interests of client, staff and volunteer safety we decided to close the centre in March and it remained closed for the rest of the year. Staff were furloughed under the government scheme. We have remained in contact with clients, Care Homes and Trinity Church during the pandemic and we would like to thank Trinity Church for their decision to forgo the rent while the centre was unable to operate in 2020. We would also like to thank Harrow Council for their advice and support. We hope that we will be able to reopen the Centre in 2021, but this will not be until we feel sure it will be safe to do so.

We were sorry to say goodbye to two of our trustees. John Nickolay had been an admirable and dedicated Chair and will be a hard act for me to follow, and Sue East had been a highly efficient Minute Secretary. We thank them for all their hard work on behalf of our clients and wish them and their families all the best for the future.

Fortunately we have been able to recruit John Purnell and Sue Jefferies in their place, and have been holding our trustees' meeting on Zoom. I would like to thank all the trustees for their commitment over the past year.

Sue Anderson

Chair

## **TRUSTEES ANNUAL REPORT**

As the Covid-19 virus became a major concern throughout the country we closed our Centre, and all our activities, at the end of March. Prior to our closure we continued to be indebted to our team of regular volunteers who give their time in stimulating our clients and supporting our staff.

Only one presentation was possible in the early part of the year but this resulted in a donation and an indication that an annual donation was likely in the future years.

We have over the years increased our fiscal reserves and although the timing of reopening our charity is uncertain we are confident that currently our financial situation will protect our staff and our centre in the immediate future.

We have highlighted our concerns on the crisis in Social Service support for Care Homes and the current situation will only exacerbate our worry on the decrease in clients able to use our facilities.

## **MAJOR RISKS AND EXPOSURES**

Meeting the needs of Clients with diverse learning disabilities requires the Charity to be sensitive to each individual's needs. We regularly review our health and safety controls with particular emphasis on the safety of our Clients in mind, this includes any action required to safeguard both our Clients and staff at the Centre.

Individual Client assessments are conducted annually with Residential Homes and Social Services.

Fire drills are conducted every six weeks. We record the time each fire drill is completed and any problem relating to the mobility of clients is logged for appropriate action.

Risk Assessments are conducted annually in the following areas:-

- Fire Drills
- Disposable Protective Clothing
- Wheelchair Access
- First Aid Policy
- Accident Report Recording
- Health and Safety
- Control of Substances Hazardous to Health
- Recording of Infections and Other Medical Risks

The Trustees do not believe any major exposures are apparent demanding immediate attention.

# **ORGANISATION**

Trustee Meetings are held every other month and in the current environment via Zoom.

Staff meetings are held regularly prior to Trustee Meetings.

## **Full-time Staff**

Mrs. Lorna Fields	-	Manager
Miss Jade Weidle	-	Deputy Manager
Mrs. Koukab Kondazi	-	Care Assistant
Mr. Dennis Brown	-	Care Assistant – retired March

## **Key Volunteers**

### **Mrs Pamela Robson**

Board Games	Thursday	2	Hours
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### **Mrs Hannah Hatcher**

Reading/Story Telling	Monday	1	Hour
Classical Music	Thursday	1	Hour

### **Mrs Rosemary Wischusen**

### **Mrs Pauline Soedirdjo**

Arts and Crafts	Tuesday	2	Hours
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# ACTIVITIES PROGRAMME

## MONDAYS

Keep Fit Exercise  
Story Telling  
I.T.  
Numeracy  
General Knowledge  
Relaxation

## TUESDAYS

Keep Fit Exercise  
Arts & Crafts  
Dancing  
Singing  
Bingo  
Hand Care

## WEDNESDAYS

Keep Fit Exercise  
Activity Group Progress  
One to One  
Badminton  
Snooker  
Kurling

## THURSDAYS

Keep Fit Exercise  
Knitting  
Sewing  
Cookery  
Board Games  
Snooker  
Classical Music  
General Knowledge

## FRIDAYS

Keep Fit Exercise  
Maths & Literacy  
Badminton  
Rug Making  
I.T.  
Arts & Crafts

## VARIABLE DAYS

Gardening (allotment)  
Painting  
Jigsaws  
Outings  
B.B.Q  
Mail Shots

## Volunteers

2 Retired Teachers  
1 Trustee  
1 Ex-Diplomatic Service



# **WELLDON ACTIVITY GROUP**

**YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Law applicable to charities in England & Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and its financial position at the end of the year. In preparing accounts giving a true and fair view, the trustees should follow best practice and:

Select suitable accounting policies and then apply them consistently

Make judgements and estimates that are reasonable and prudent

Follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts.

Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with applicable Law. 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.

## **Independent Examiner's Report on the Accounts**

Report to the trustees of                      Welldon Activity Group

Registered charity number                      1091034

On accounts for the period ended      31.12.2020

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:
- \* to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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	Mr Alan Thackrey
Relevant professional qualification	CA
Address	18 Cuckoo Hill Road Pinner HA5 1AY

# **WELLDON ACTIVITY GROUP**

## **NOTE TO THE ACCOUNTS** **YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

### **ACCOUNTING POLICIES**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the Charity's accounts.

#### **a. Basis of Accounting**

The accounts have been prepared under the historical cost convention. The provisions of Accounting by Charities – Statement of recommended Practice have been adopted in these accounts.

#### **b. Income & Expenditure**

Income and expenditure have been recognised on the accruals basis. All grants, donations and voluntary income, unless received for specific or designated purposes, are included in the Income & Expenditure account in the year they are earned..

#### **c. Non-cash donations**

A substantial contribution to the activities of the Welldon Activity Group is supplied in the form of voluntary services and donated facilities. The financial benefit of these non-cash donations have not been recognised in these accounts, as by their nature it would be impractical to quantify in monetary terms.

#### **d. Resources Expended**

Direct charitable expenditure comprises all expenditure directly relating to the charitable objects. Occupancy costs relate to our agreement with the Trinity Church to maintain day to day cleaning and general maintenance of the premises and grounds. Salary costs based upon staff time incurred. Indirect costs relate to the central costs of running the Charity. Fund Raising & Publicity costs relate to costs associated with fund raising events.

#### **e. Premises**

The Activity Group occupied rent free the former Methodist Church building in Welldon Crescent until 1<sup>st</sup> May 2009. Since 1<sup>st</sup> May 2009 the charity moved to the new facilities at the Trinity Church and now incurs a rental charge.

#### **f. Fixed Assets**

Fixed assets have been capitalised and are included at cost. Provision for depreciation has been made on the following basis:

New Equipment and Furniture	over 4 years
Second-Hand Equipment and Furniture	over 2 years

#### **g. Insurances**

The Charity has the following cover: Employer's Liability -£10,000,000 (ten million)  
Public Liability - £5,000,000 (five million)  
Trustee Indemnity - £250,000 (two hundred and fifty thousand)

## **BUSINESS CONTACTS**

The Group has been successful in developing new business contacts which are so important in increasing the confidence and self-respect of our clients.

We would appreciate anyone who has contacts or knows of any shops, offices, firms etc from whom we could:

- a) Help in the Packaging of Goods
- b) Enveloping of letters, brochures, mailshots etc.
- c) Light assembly work.

Our rates are very competitive and we guarantee completion on time.

## **GIFT AID**

Gift Aid is a very effective method of making a donation to the Charity. The form is easy to complete and does not require Inland Revenue involvement. Anyone paying income tax can complete the form which we would be delighted to supply. By completing the Gift Aid form the Charity will obtain from the Inland Revenue a further 25p for each pound donated.



**WELLDON ACTIVITY GROUP**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

		Unrestricted General Funds	Restricted Funds	Total 2020	Total 2019
Income	Notes	£	£	£	£
Day Care Fees	A	26844	0	26844	72203
Local Church Grants	B	1400	0	1400	1040
Donations	C	4551	0	4551	26650
Fund Raising Events	D	0	0	0	982
Other Income	E	47656	0	47656	909
Total		80451	0	80451	101784
Expenditures					
Direct Charitable Costs	F	57901	0	57901	69580
Occupancy	G	6254	0	6254	25023
Indirect costs	H	2350	0	2350	5115
Total		66505	0	66505	99718
Net Income		13946	0	13946	2066
Transfer between Funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund balances		13946	0	13946	2066

	2020 £	2019 £
A. Day Care Fees		
Client Fees	15694	72203
Council Retention Scheme	<u>11150</u>	<u>0</u>
	26844	72203
B. Local Church Grants		
Pinner Methodist	200	200
Pinner Parish Church	1000	640
St. John's Greenhill	<u>200</u>	<u>200</u>
	1400	1040
C. Donations		
Friends of WAG	3110	3159
Harrow School Tennis Club	0	216
Northwick Park Rotary	200	0
Memory of Jenna Andrews	0	21682
Harrow Lions	0	100
Harrow Lawn Tennis Club	250	0
Tesco's Ltd	0	50
Waitrose	666	370
Harrow School Golf Club Ladies Section	<u>325</u>	<u>1073</u>
	4551	26650

	2020 £	2019 £
D. Fund Raising Events		
Carol Singing	0	332
Bridge Evening	0	<u>650</u>
	0	<u>982</u>
E. Other Income		
Govt Retention Scheme	33310	0
Bank Deposit Interest	2034	408
Legacy - Hillary Lock	8875	0
Tax Repayments	937	501
Sale of Motor Car	<u>2500</u>	0
	47656	909
F. Direct Charitable Costs		
Salaries	56407	65469
Employer NIC	1096	1401
Client Costs	52	313
Craft Materials	21	48
Allotment	0	60
Pension Contributions	325	289
Redundancy	<u>0</u>	<u>2000</u>
	57901	69580



	2020 £	2019 £
G. Occupancy Costs		
Repairs and Maintenance	1	4
Cleaning Materials	3	19
Rent	<u>6250</u>	<u>25000</u>
	6254	25023
H. Indirect Costs		
Payroll & Bank Charges	792	936
Postage & Stationery	102	43
Telephone	210	482
Depreciation	234	257
Vehicle Running Expenses	19	1706
Insurances	654	654
Christmas Party	0	219
Miscellaneous	30	86
Audit Fee	250	250
Printing and AGM Expenses	46	77
Affiliation Fees	13	13
Health and Safety	0	192
Staff Training	<u>0</u>	<u>200</u>
	2350	5115

**WELLDON ACTIVITY GROUP**  
**BALANCE SHEET**  
**31st December 2020**

	2020	2019
	£	£
<b>ASSETS</b>		
Equipment & Furniture	49	283
Debtors		
Fees Receivable	0	8022
Sundry Debtors	1044	0
Cash at Bank & In Hand	<u>137753</u>	<u>118431</u>
	138846	126736
<b>LIABILITIES</b>		
Tax & NHI	0	2413
Creditors & Accruals	<u>1880</u>	<u>1303</u>
	1880	3716
<b>NET ASSETS</b>	136966	123020
<b>RESERVE FUNDS</b>		
Unrestricted Funds	123523	109577
Restricted Funds	<u>13443</u>	<u>13443</u>
	136966	123020

For the year ending 31st December 2020 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Accounts were approved on 11th March 2021  
And signed on their behalf by:-

S. Anderson  
Director.....

B. Whitehead  
Director/Company Secretary.....