

TRUSTEES REPORT **2021**

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 2021

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

Chairperson
Vice-Chair
Company Secretary
Minute Secretary
Treasurer
Personnel Officer
Trustee (Resigned 17th July 2021)
Trustee
Trustee

.....
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 2021

At the start of the year the centre remained closed due to the Covid-19 pandemic. The staff continued to be furloughed under the government scheme. Our date for re-opening seemed to recede ever further into the future but finally in summer 2021 our doors were open to our clients again. We were very grateful for the advice and support we received from Harrow Council to ensure that our centre was as safe as possible for the clients and staff.

There was a considerable reduction in the number of clients, partly because Care Homes were reluctant to send residents to the centre because of the danger of infection. Sadly some were no longer able to attend due to ill health or having moved away. It was not possible to carry out the full range of activities because of ensuring that everything was Covid safe and also because our volunteers were not able to return for various reasons. Our volunteers had given much pleasure to our clients with the activities they organised over the years and we would thank them for everything they had done. However the clients were very pleased to be back and have the opportunity of socialising and taking part in different activities again.

We have advertised the service to the council and local care homes and we are pleased to have had new clients starting.

We are very grateful for the loyalty and commitment of our current staff.

I would like to thank all the trustees for their commitment as well. Trustees meetings continued on Zoom at regular intervals throughout the year. We were able to hold the AGM in person at Trinity Church and meet up face to face

Sue Anderson

Chair

TRUSTEES ANNUAL REPORT

We were able to re-open our Day Care Centre in July as the Covid-19 virus started to show a decline. We immediately contacted Harrow Council Infection Control Department to come to the Centre and review our controls in protecting both our clients and staff. We are pleased to report they had no recommendations and were happy with all the controls we had implemented.

Only one external presentation was made, this however resulted in us obtaining another regular volunteer

Our fiscal reserves will protect the centre in the short term but we will continue to look at minimising our expenses and increasing our client numbers in the immediate future

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 eight 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.

Full-time Staff

Mrs. Lorna Fields	-	Manager
Miss Jade Weidle	-	Deputy Manager
Mrs. Koukab Kondazi	-	Care Assistant

Key Volunteers

Mrs Lorraine Finnerty

Music and Movement	Thursday	1 ½ Hours
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Mrs Sara Robinson

Music and Movement	Friday	1 Hour
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Mrs Asal Peyvastegar

Arts and Crafts	Thursday	All day
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WELLDON ACTIVITY GROUP

ACTIVITIES PROGRAMME

MONDAYS

Keep Fit Exercise
Story Telling
Computer.
Numeracy
General Knowledge
Relaxation

TUESDAYS

Keep Fit Exercise
Arts & Crafts
Bingo
T.V
General Knowledge

THURSDAYS

Keep Fit Exercise
Music and Movement
Arts and Crafts
Snooker

FRIDAYS

Keep Fit Exercise
Computer
Board Games
Snooker
Music & Movement

VARIABLE DAYS

Gardening
Painting
Jigsaws
Outings
B.B.Q
Nail Care
Cookery

Volunteers

We have three volunteers who regularly attend the centre every week

WELLDON ACTIVITY GROUP

YEAR ENDED 31ST DECEMBER 2021

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 31.12.2021

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 31ST DECEMBER 2021**

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 1st May 2009. Since 1st 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 2021

		Unrestricted General Funds	Restricted Funds	Total 2021	Total 2020
Income	Notes	£	£	£	£
Day Care Fees	A	21228	0	21228	26844
Local Church Grants	B	200	0	200	1400
Donations	C	6458	0	6458	4551
Other Income	D	24747	0	24747	47656
Total		52633	0	52633	80451
Expenditures					
Direct Charitable Costs	E	55031	0	55031	57901
Occupancy	F	25005	0	25005	6254
Indirect costs	G	2181	0	2181	2350
Total		82217	0	82217	66505
Net Income		-29584	0	-29584	13946
Transfer between Funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund balances		-29584	0	-29584	13946

	2021 £	2020 £
A. Day Care Fees		
Client Fees	21228	15694
Council Retention Scheme	<u>0</u>	<u>11150</u>
	21228	26844
B. Local Church Grants		
Pinner Methodist	200	200
Pinner Parish Church	0	1000
St. John's Greenhill	<u>0</u>	<u>200</u>
	200	1400
C. Donations		
Friends of WAG	4151	3110
Northwick Park Rotary	200	200
Harrow Lawn Tennis Club	100	250
Waitrose	0	666
Harrow School Golf Club Ladies Section	491	325
Memory of Bryan Taylor	<u>1516</u>	<u>0</u>
	6458	4551
D. Other Income		
Govt Retention Scheme	23624	33310
Bank Deposit Interest	504	2034
Legacy - Hillary Lock	0	8875
Tax Repayments	619	937
Sale of Motor Car	<u>0</u>	2500
	24747	47656

	2021 £	2020 £
E. Direct Charitable Costs		
Salaries	54605	56407
Employer NIC	0	1096
Client Costs	88	52
Craft Materials	12	21
Pension Contributions	326	325
	55031	57901
F. Occupancy Costs		
Repairs and Maintenance	0	1
Cleaning Materials	5	3
Rent	<u>25000</u>	<u>6250</u>
	25005	6254
G. Indirect Costs		
Payroll & Bank Charges	864	792
Postage & Stationery	66	102
Telephone	48	210
Depreciation	49	234
Vehicle Running Expenses	0	19
Insurances	654	654
Christmas	69	0
Miscellaneous	65	30
Audit Fee	250	250
Printing and AGM Expenses	0	46
Affiliation Fees	13	13
Travel Expenses	15	0
PPE	<u>88</u>	<u>0</u>
	2181	2350

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Trustee (Resigned 17th July
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Keep Fit Exercise
Exercise
Story Telling
Computer.
Numeracy
General Knowledge
Knowledge
Relaxation

TUESDAYS

Keep Fit

Arts & Crafts
Bingo
T.V
General

THURSDAYS

Keep Fit Exercise
Exercise
Music and Movement
Arts and Crafts
Games
Snooker

Movement

FRIDAYS

Keep Fit

Computer
Board

Snooker
Music &

VARIABLE DAYS

Gardening
Painting
Jigsaws
Outings
B.B.Q
Nail Care
Cookery

Volunteers

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WELLDON ACTIVITY GROUP

YEAR ENDED 31ST DECEMBER 2021

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WELLDON ACTIVITY GROUP

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