

# **TRUSTEES REPORT** **2022**

***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 2022

Councillor Sue Anderson  
Mr. John Purnell  
Mr. Brian Whitehead  
Mrs. Sue Jefferies  
Mr John Robinson  
Mrs Sara Robinson  
Mrs. Ann Sharples  
Alderman Keith Toms

Chairperson  
Vice-Chair  
Company Secretary  
Minute Secretary  
Treasurer  
Personnel Officer  
Trustee  
Trustee (deceased April 2022)

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Registered Office

Trinity Church, Hindes Road  
Harrow, HA1 1RX

Telephone  
Bankers

07312 080926  
NatWest Bank Plc, 315 Station Road  
Harrow, HA1 2AD

Solicitor

None appointed.

## **CHAIRMAN'S REPORT FOR 2022**

Welldon Activity Group was open throughout 2022 and our clients enjoyed a wide variety of activities and socialising. Because of the lower number of clients after the closure for the Covid-19 pandemic it was decided to reduce the number of days the centre operates from five to four. We are very grateful to our staff and Trinity Church for their support over this matter.

Our programme of publicising our service has led to a slow increase in the number of clients. We have also been able to run some new activities such as clay modelling – which has been very popular with our clients – as well as call on the skills of our new volunteers. As always we are very grateful for the loyalty and commitment of our experienced and caring staff.

Sadly long standing trustee Alderman Keith Toms died in April, and we were also sorry to hear of the death of former trustee Jean Coward, who had provided so much musical enjoyment for our clients. Trustees attended the funeral service for Jean at St Mary's Harrow on the Hill and the memorial service for Keith at Harrow Civic centre

We are very grateful to our current hard working and committed Board of Trustees. Meetings have continued on Zoom at regular intervals throughout the year and we held a successful in-person AGM at Trinity Church.

Sue Anderson

Chair of Trustees

## **TRUSTEES ANNUAL REPORT**

Covid-19 continued to have an impact this year although the Care Homes are now beginning to relax their concerns regarding the virus and we are seeing more clients returning on a regular basis. Strict hygiene actions have been maintained to protect our staff in this challenging year.

We made two presentations this year one to the Pinner Parish Church and the other to the Ladies Golf section at Harrow School. We also very much appreciated the fund raising day organised by John Robinson, our Treasurer, which resulted in an outstanding £1150 to the Charity.

A publicity leaflet was produced this year which we have despatched to all local care homes and placed on all appropriate local notice boards.

### **Reserve Policy**

Our Balance Sheet at present shows a satisfactory unrestricted reserve fund which has been important in offsetting the impact of the Covid-19 pandemic

## **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 at the Centre and reports sent to the appropriate Care Home.

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**

Singing and Movement	Thursday	1 ½ Hours
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### **Mrs Sara Robinson**

Music and Exercise	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  
Singing and Movement  
Arts and Crafts  
Snooker

### **FRIDAYS**

Keep Fit Exercise  
Computer  
Board Games  
Snooker  
Music & Exercise

### **VARIABLE DAYS**

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

### **VOLUNTEERS**

Asal – Arts and Crafts  
Lorraine – Singing & Movement  
Sara – Music & Exercise



# **WELLDON ACTIVITY GROUP**

**YEAR ENDED 31<sup>ST</sup> DECEMBER 2022**

## **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    31.12.2022

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 2022**

### **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)

## **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.

## **BUSINESS CONTACTS**

The Group would like to develop 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.



**WELLDON ACTIVITY GROUP**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2022**

		Unrestricted General Funds	Restricted Funds	Total 2022
Income	Notes	£	£	£
Day Care Fees	A	59572	0	59572
Local Church Grants	B	2000	0	2000
Donations	C	5551	0	5551
Other Income	D	1776	0	1776
Total		68899	0	68899
Expenditures				
Direct Charitable Costs	E	50451	0	50451
Occupancy	F	21296	0	21296
Indirect costs	G	2411	0	2411
Total		74158	0	74158
Net Income		-5259	0	-5259
Transfer between Funds		<u>0</u>	<u>0</u>	<u>0</u>
Fund balances		-5259	0	-5259

2022  
£

A. Day Care Fees

Client Fees 59572

59572

B. Local Church Grants

Pinner Methodist 0  
Pinner Parish Church 2000

2000

C. Donations

Friends of WAG 3676  
Northwick Park Rotary 200  
Harrow Lawn Tennis Club 110  
Harrow School Golf Club Ladies Section 215  
Memory of Bryan Taylor 0  
Harrow School Thursday Golf Section 1150  
Harrow School Enterprise Ltd 200  
5551

D. Other Income

Govt Retention Scheme 0  
Bank Deposit Interest 736  
Tax Repayments 1040  
1776

2022  
£

#### E. Direct Charitable Costs

Salaries	49859
Employer NIC	25
Client Costs	259
Craft Materials	28
Pension Contributions	280
	<u>50451</u>

#### F. Occupancy Costs

Repairs and Maintenance	38
Cleaning Materials	8
Rent	<u>21250</u>
	21296

#### G. Indirect Costs

Payroll & Bank Charges	792
Postage & Stationery	146
Telephone	52
Depreciation	0
Insurances	654
Christmas	215
Miscellaneous	29
Audit Fee	250
Affiliation Fees	13
Travel Expenses	10
PPE	10
Staff Training	<u>240</u>
	2411





Total  
2021

£

21228  
200  
6458  
24747

52633

55031  
25005  
2181

82217

-29584

0

-29584

2021  
£

21228

21228

200  
0

200

4151  
200  
100  
491  
1516  
0  
0  
6458

23624  
504  
619  
24747

2021

£

£

54605

0

88

12

326

55031

0

5

25000

25005

864

66

48

49

654

69

65

250

13

15

88

0

2181

**WELLDON ACTIVITY GROUP**  
**BALANCE SHEET**  
**31st December 2022**

	2022 £	2021 £
ASSETS		
Equipment & Furniture	0	0
Debtors		
Sundry Debtors	6933	12213
Cash at Bank & In Hand	<u>97560</u>	<u>98524</u>
	104493	110737
LIABILITIES		
Bad Debts Write Off		1204
Creditors & Accruals	<u>2370</u>	<u>2151</u>
	2370	3355
NET ASSETS	102123	107382
RESERVE FUNDS		
Unrestricted Funds	87783	93939
Restricted Funds	<u>14340</u>	<u>13443</u>
	102123	107382

For the year ending 31st December 2022 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 27th April 2023  
And signed on their behalf by:-

S. Anderson  
Director.....

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

