

**Trustees' Annual Report for the period  
From: 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024.**

**A. Reference and administration details**

Charity Name: Time 4 Children

Registered Charity Number: 1111837

Charity's Principle Address: Room 2, 141 South Road  
Haywards Heath  
West Sussex  
RH16 4LY

Names of the Trustees who manage the charity

| <u>Trustee Name</u> | <u>Office</u>         | <u>Dates acted (if not for whole year)</u>       | <u>Name of person(s) (or body) entitled to appoint Trustee</u> |
|---------------------|-----------------------|--|--|
| Anne Pithie         | Chairperson / Trustee | Re-elected at AGM 25 <sup>th</sup> November 2024 | Trustees   |
| Kim Bell            | Trustee               | Re-elected at AGM 25 <sup>th</sup> November 2024 | Trustees   |
| Catherine Bridger   | Trustee/Secretary     | Re-elected at AGM 25 <sup>th</sup> November 2024 | Trustees   |
| Jamie Huard         | Trustee               | Re-elected at AGM 25 <sup>th</sup> November 2024 | Trustees   |
| Ann Truin           | Trustee               | Re-elected at AGM 25 <sup>th</sup> November 2024 | Trustees   |
| David Tessier       | Trustee/Treasurer     | Re-elected at AGM 25 <sup>th</sup> November 2024 | Trustees   |

**B. Structure, governance and management**

Type of governing document: **Constitution**

How the Time 4 Children is constituted: **Registered Charity**

Trustee selection method: **Elected by other Trustees**

**Method of appointment or election of Trustees.**

Trustees are recruited and selected using a thorough recruitment process following the Charity Commission guidelines. The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

### **Policies adopted for the induction and training of Trustees.**

New Trustees are provided with an induction of their obligations under charity law and Time 4 Children's Constitution, decision making, accounts, performance of the charity and policies. New Trustees undertake NCVO eLearning on the roles and duties of Trustees.

### **Organisational Structure and Decision Making.**

The Board of Trustees delegates the running of the day to day operations of the charity to the manager, Lisa Westbury. The Trustees are responsible for and approve operational matters including employment and performance related activity. The Trustees are responsible for and approve all financial matters. The Trustees accept ultimate responsibility for directing the affairs of Time 4 Children, ensuring that it is solvent, well-run, and meeting the needs for which it has been set up. Time 4 Children employs 4 part time additional staff members, Kate Sapara, 15 hours per week, child placement/volunteer coordinator. Hilary McNaulty, 8 hours per week, child placement/volunteer coordinator. Claire Booth 10 hours per week, Home visitor. Beverley Thring 15 hours per week, Office Administrator/bookkeeper.

### **Risk Management.**

The Board of Trustees acknowledge their responsibility for identifying, assessing and managing risks, along with providing good governance and leadership of Time 4 Children by following the Principles from The Charity Governance Code for small charities.

- 1. Organisation purpose:** The Board of Trustees are clear about the charity's aims and objectives and ensures that these are being delivered effectively and sustainably.
- 2. Leadership:** The Board of Trustees provide strategic leadership in line with the charity's aims and values.
- 3. Integrity:** The Board of Trustees acts with integrity. It adopts values, applies ethical principles to decisions and creates a welcoming and supportive culture which helps achieve the organisation's charitable purposes. The board is aware of the significance of the public's confidence and trust in charities. It reflects the charity's ethics and values in everything it does. Trustees undertake their duties with this in mind.
- 4. Decision-making, risk and control:** The Board of Trustees make sure that its decision-making processes are informed, rigorous and timely and that effective



delegation, control and risk assessment and management systems are set up and monitored.

**5. Board effectiveness:** The Board of Trustees work as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.

**6. Equality, diversity and inclusion:** The board has a clear, agreed and effective approach to supporting equality, diversity and inclusion throughout the organisation and in its own practice. This approach supports good governance and the delivery of the organisation's charitable purposes.

The principles of equality, diversity and inclusion are embedded in the organisation and help to deliver the charity's public benefit. Obstacles to participation are reduced, with the organisation's work designed and open for everyone included within its charitable purposes. This supports the charity to challenge inequality and achieve improved equality of outcomes. The board is more effective because it reflects different perspectives, experiences and skills, including, where applicable, from current and future beneficiaries.

**7. Openness and accountability:** The Board of Trustees lead the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason not to be.

The Board of Trustees annually review and assess operational risks associated with working with children and young people and put in place procedures and policies to minimise risks. If a risk arises mid-year this is assessed and mitigating procedures are put in place. All staff and volunteers are provided with annually reviewed and updated policies and procedures.

The Board of Trustees annually review and assess financial, operational and governance risks and the procedures to manage risks.

Time 4 Children has an Exit Strategy.

Time 4 Children has a complaints policy and procedure

**Time 4 Children Trustee Meetings online meetings, following the Covid-19 pandemic and its restrictions:** Time 4 Children's Constitution does not have a rule regarding Trustee meetings by phone or digitally on line, the Trustees made the decision that the best course of action during the Covid-19 restrictions was to hold Trustee meetings on line. The practice of holding trustee meetings online will continue to apply when necessary.

### **C. Objectives and Activities**

The Board of Trustees keep in mind at all times the guidance for public benefit set out in the Charities Act 2011 and comply with the objectives set out in Time 4 Children's Constitution (Governing Document), which are:

- The promotion of good mental health and thereby the advancement of education of children between the ages of four and twelve, and in particular those children with emotional and/or behavioural difficulties and those with special needs, through the provision of sessions using 'Reflective Listening' and 'Non-Directive' Play Techniques to help them express and communicate their thoughts and feelings positively, within a safe environment and within safe boundaries.
- To promote and undertake 'Reflective Listening' and 'Non-Directive Play' techniques within schools in Mid Sussex.
- To create an awareness of Time 4 Children to parents/carers, schools and other professionals who work closely with children.
- To provide workshops to parents/carers in the basic skills of 'Reflective Listening' and 'Non-Directive Play' techniques to develop communications between parents / carers and their children.
- To provide and continually develop quality training courses for those wanting to undertake voluntary work for Time 4 Children.

Time 4 Children offers a free service of providing individual sessions using Reflective Listening and Non-Directive Play techniques to support and help emotionally vulnerable children who have experienced emotional upset and/or have behavioural problems, and are unable to express and communicate their thoughts and feelings positively.

Time 4 Children provides a high standard of training for volunteers to support children through Time 4 Children.

### **Time 4 Children's Commitment**

Time 4 Children is committed to increasing the emotional wellbeing of children by providing emotional listening support to children from all backgrounds who are trying to cope with difficult and challenging circumstances. Individual emotional listening support is provided to children who have experienced emotional distress, have behavioural problems or special educational needs. The support we provide helps enable children to express and communicate their thoughts, feelings and experiences calmly in a safe space. Our support increases children's self-confidence, self-esteem and self-worth which increases their emotional resilience and emotional well-being. Our support has proven to be successful



in helping children to access education by engaging more positively in their learning environment.

To ensure that children are in a safe environment our support takes place within a child's place of school. Time spent away from learning is carefully planned with school staff in order to reduce disruption to children's education.

Each child receives a one hour session of support once a week during term time. Most children have around 15 sessions.

In order that we can support children from all backgrounds, regardless of family income, our service is free of charge. We receive child referrals from West Sussex Early Help Team, other Family Support organisations and Schools. Parents or main carers can contact us for advice on the referral process.

We provide a high standard of training to volunteers who would like to support children through Time 4 Children. The training amounts to fifty hours in person and 6-10 hours online, plus a further supervised probationary placement of support to one child. Time 4 Children's training does not allow volunteers to practise on their own outside of Time 4 Children.

In our commitment to safeguarding children and young people, our volunteer recruitment policy and procedure is rigorous and we are guided by West Sussex Safeguarding Children Board. References are required before an interview can take place. In addition to the in person training all volunteer practitioners have NSPCC Child Protection Training which is regularly updated along with training in FGM and Prevent. Because Time 4 Children works in one-to-one placements with children, we require an Enhanced Disclosure and Barring Service check which is renewed every two years. Volunteers are encouraged to register with the Disclosure and Barring Update Service.

Volunteers are provided with individual weekly online supervision in response to submission of weekly session notes. Session notes and 6 weekly reviews with parents and referrers enable measuring and monitoring of children's progress and determines length of support. Individual supervision and group supervisions also ensure the emotional wellbeing of our volunteers. Volunteer group supervisions are provided every 6 weeks. We use experiences from children's sessions as a learning tool for volunteers in group supervision.

The contribution that our volunteers make to the work we do is invaluable. Without them we could not achieve all that we do and there would be very little in the way of emotional wellbeing support for local children.

In addition to supporting children, our volunteers actively help to raise funds by participating in and helping at fund raising events.

#### **D. Summary of Time 4 Children's achievements for public benefit during 2024.**

In 2024 we supported 37 children with a total of 462 one-to-one sessions.

The real time spent providing a one hour session to one child amounted to approximately 4 volunteer hours; approximately 1848 volunteer hours. In 2024 we provided emotional support to 19 boys (51%) and 18 girls (49%).

**In summary:** 20 (54%) children had high levels of anxiety and low self-esteem. 23 (62%) children struggled with the impact of family breakdown. 12 (32%) children had behavioural / anger issues. 16 (43%) children had a parent with mental health problems. 8 (21%) children had experienced/witnessed domestic abuse. 1 (3%) child had family intervention / support/Child Protection/CIN status. 1(3%) child had lived with parent/family substance/alcohol abuse. 2 (5%) children had own ill health. 3 (8%) children suffered physical abuse. 14 (38%) were SEN children (Special Educational Needs) and found learning stressful. 1 (3%) child suffered a bereavement. 8 (21%) children had a sibling with high level needs. 1 (3%) child was in foster care.

| <b>Age</b>   | 4 | 5  | 6 | 7  | 8  | 9  | 10 | 11 |
|--------------|---|----|---|----|----|----|----|----|
| <b>Girls</b> | 0 | 3  | 0 | 3  | 2  | 4  | 6  | 1  |
| <b>%</b>     | 0 | 16 | 0 | 16 | 10 | 21 | 32 | 5  |

| <b>Age</b>  | 4 | 5 | 6 | 7  | 8 | 9  | 10 | 11 |
|-------------|---|---|---|----|---|----|----|----|
| <b>Boys</b> | 0 | 1 | 1 | 2  | 1 | 7  | 6  | 0  |
| <b>%</b>    | 0 | 6 | 6 | 10 | 6 | 39 | 33 | 0  |

Time 4 Children supported children in 24 primary schools throughout Mid Sussex during 2024.

Time 4 Children has a five point measuring system in place to monitor children's progress from beginning to end of support. Through this we can see the differences our support has made to the children's lives. In addition regular 6 weekly reviews with parents, schools and other family support agencies took place to measure the children's progress.

To maintain the throughput of trained volunteers to support children, a 10 day volunteer training course was delivered in 2024 from 25<sup>th</sup> September to the 4<sup>th</sup> December. The year ended with a team of 16 actively working volunteer practitioners and 5 new volunteer practitioners to start Jan 2024. 3 volunteers stepped down this year, due to personal circumstances. We will start 2025 with 20 volunteer practitioners.



## **E. Financial review**

### **Brief statement of the charity's policy on reserves:**

Time 4 Children aims to hold designated reserves equal to approximately 6 months operating costs to cover shortfall in funding. We finished 2024 able to designate reserves for this purpose equal to 11 months from unrestricted cash funds at year end of £59,342.

### **Details of any funds materially in deficit:**

None.

### **Further financial details**

- **Principal sources of funds (Inc. any fundraising)**
- **How expenditure has supported the key objectives of our charity**

As stated in our Fundraising Strategy, our mission is reflected in our work, values and ethos. We are guided by this as to how we raise funds and what we raise funds for.

### **Fundraising Statement**

Time 4 Children is committed to its charitable aims and objectives and fundraises in order to deliver its aims, objectives and activities. Time 4 Children respects the rights of its supporters to provide clear, truthful information on the work that we do and to openly report how we spend donated and restricted grant monies. We will do what we say we are going to do with donations we receive. We will comply with the Charity Commission and will be open, honest and respectful with our supporters and members of the public. Time 4 Children will not fundraise in a way which is an intrusion on a donor or member of the public's privacy or place undue pressure on a person to donate. We will never share a donor's personal information with a third party. Time 4 Children will take all reasonable steps to treat a donor fairly and not exploit any vulnerable circumstances we are made aware of, so that an informed decision can be made about any donation. Any complaint will be investigated thoroughly and fairly. Time 4 Children does not use professional fundraisers. No complaints were received in 2024.

All funds raised are used directly to meet the key objectives of the Charity, either through staffing costs, training and supporting volunteers and meeting operational costs as detailed below:

Unrestricted funds were directly used to meet Time 4 Children's objectives and activities - all aspects of supporting children by 5 part-time members of staff - coordinating volunteer

child placements and liaising with primary schools, home visits to obtain parental consent, reviews with parents and referrers, measuring children's progress and recording accurate and confidential information, receiving weekly session notes and responding to each session observation, keeping child placement and volunteer registers, volunteer individual supervisions, volunteer group supervisions, Child Protection trainings, attending meetings and writing reports, insurance, office rental, phone, internet.

Unrestricted donations and grants were received from: Hurstpierpoint Methodist Church £1000, Burgess Hill Town Council £500 The Tilley Foundation £18,000. Child Help Hassocks £1200. Cuckfield and Lindfield Rotary club £300. The Inner Wheel of Cuckfield and Lindfield £100. Frankland's Village exhibition WI £60. Haywards Heath Lions Swimathon £12,000. BBC Children in need £15,000. Peter Kinsey £10,000. Ariel Re £7500. The Ernest Kleinwort Charitable trust. Vinci Foundation £3000. The Weald Theatre Group £2500. Jeffries Investment Bank £3845.16. Haywards Heath Mayors Fund £3449. Great Walstead School £506.10 Local Giving, Memory giving Benevity and other donations £2950.18

In addition we held our own fundraising events, raising £2043.56, including a Winter Fayre, and stalls at various local fetes and fayres.

Unrestricted income reached £86,954 With unrestricted expenses of £66,343.

Unrestricted reserves finished at £59,342. (£38,306.11- 2023)

## **Section F. Additional information**

Time 4 Children is registered with the ICO (Information Commissioner's Office) Certificate Reference Number: ZA366888 – Start date: 15 May 2018 (renewed May 2024).

Accurate and reliable financial records continued to be kept. The Trustees identified and planned for intended outcomes, measured outcomes and used the data to review progress, and learn from this.

Time 4 Children can report that no serious incidents occurred during 2024.

### **Plans for future periods**

We will continue to explore new forms of income generation and to actively seek new income streams in order to apply the system of full cost recovery throughout 2025. The charity has worked hard to build good relationships with funders and donors and will continue throughout 2025 and further, to build further relationships in order to sustain our aims and objectives as set out in the charity's Constitution. We will pay particular attention to the cost of living crisis and how this will affect charities and volunteers.

Time 4 Children will develop a new strategic plan and funding strategy to end 2025.

Time 4 Children will continue to clearly communicate what we do, and how we are different and will continue to work at communicating effectively to a wider audience.



### Trustees Responsibilities Statement

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charity Commissions Financial Reporting Standard.

The Trustees are responsible for preparing the Trustees' Annual Report and financial statements of payments and receipts.

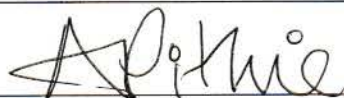

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

Cash accounts, also known as receipts and payments accounts, are a simpler form of accounting. Cash-based accounts are not prepared on an accruals basis and therefore the SORP does not apply to their preparation. Instead these simpler accounts report the actual cash receipts and cash payments made in the reporting period.

### G. Declaration

**The Trustees declare that they have approved the Trustees report above.**

Signed on behalf of Time 4 Children's Board of Trustees

|              |   |  |
|--------------|---|--|
| Signature(s) |  |  |
| Full name(s) | ANNE PITHIE   | ANN TRUIN  |
| Position(s)  | CHAIR OF TRUSTEES   | TRUSTEE  |

Date: 

|   |   |    |
|---|---|----|
| 8 | 9 | 25 |
|---|---|----|



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Form 4 (2024)

1111837

## Receipts and payments accounts

CC16a

For the period  
from

01/01/2024

To

31/12/2024

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |   |  |                                 |                               |
| Donations and Funding                                 | 86,463                                    | -                                       | -                                      | 86,463                          | 44,942                        |
| Interest  | 491                                       | -                                       | -                                      | 491                             | 327                           |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | 86,954                                    | -                                       | -                                      | 86,954                          | 45,269                        |
| <b>A2 Asset and investment sales, (see table).</b>    |   |   |  |                                 |                               |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | -   | -                                       | -                                      | -                               | -                             |
| <b>Total receipts</b>                                 | 86,954                                    | -                                       | -                                      | 86,954                          | 45,269                        |
| <b>A3 Payments</b>                                    |   |   |  |                                 |                               |
| Salaries/PAYE/NI                                      | 50,820                                    | -                                       | -                                      | 50,820                          | 52,121                        |
| Mileage   | 774                                       | -                                       | -                                      | 774                             | 439                           |
| Rent/Rates/Insurance                                  | 4,770                                     | -                                       | -                                      | 4,770                           | 4,377                         |
| Ongoing Vol, Staff, Trustee Costs                     | 1,296                                     | -                                       | -                                      | 1,296                           | 597                           |
| Costs of New Volunteers                               | 1,451                                     | -                                       | -                                      | 1,451                           | 2,479                         |
| Subscriptions & Monthly Bills                         | 2,406                                     | -                                       | -                                      | 2,406                           | 1,360                         |
| IT  | 867                                       | -                                       | -                                      | 867                             | 542                           |
| Event Fees, Advertising                               | 2,522                                     | -                                       | -                                      | 2,522                           | 1,014                         |
| General/Ad Hoc Expenses                               | 597                                       | -                                       | -                                      | 597                             | 460                           |
| <b>Sub total</b>                                      | 65,503                                    | -                                       | -                                      | 65,503                          | 63,389                        |
| <b>A4 Asset and investment purchases. (see table)</b> |   |   |  |                                 |                               |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | -   | -                                       | -                                      | -                               | -                             |
| <b>Total payments</b>                                 | 65,503                                    | -                                       | -                                      | 65,503                          | 63,389                        |
| <b>Net of receipts/(payments)</b>                     | 21,450                                    | -                                       | -                                      | 21,450                          | 18,120                        |
| <b>A5 Transfers between funds</b>                     | -   | -                                       | -                                      | -                               | -                             |
| <b>A6 Cash funds last year end</b>                    | -   | -                                       | -                                      | -                               | -                             |
| <b>Cash funds this year end</b>                       | 21,450                                    | -                                       | -                                      | 21,450                          | 18,120                        |



## 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 | Current Account  | 5,039                           | -                             | -                            |
|               | Online Savings Account                                 | 54,303                          | -                             | -                            |
|               |  | -                               | -                             | -                            |
|               | <b>Total cash funds</b>                                | <b>59,342</b>                   | <b>-</b>                      | <b>-</b>                     |
|               | (agree balances with receipts and payments account(s)) |                                 |                               |                              |

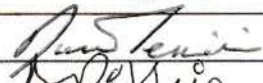

|                          | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--------------------------|---------|---------------------------------|-------------------------------|------------------------------|
| B2 Other monetary assets |         | -                               | -                             | -                            |
|                          |         | -                               | -                             | -                            |
|                          |         | -                               | -                             | -                            |
|                          |         | -                               | -                             | -                            |
|                          |         | -                               | -                             | -                            |
|                          |         | -                               | -                             | -                            |

|                      | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets |         |                             | -               | -                        |
|                      |         |                             | -               | -                        |
|                      |         |                             | -               | -                        |
|                      |         |                             | -               | -                        |
|                      |         |                             | -               | -                        |

|  | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--|---------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use |         |                             | -               | -                        |
|  |         |                             | -               | -                        |
|  |         |                             | -               | -                        |
|  |         |                             | -               | -                        |
|  |         |                             | -               | -                        |
|  |         |                             | -               | -                        |
|  |         |                             | -               | -                        |
|  |         |                             | -               | -                        |

|                | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

| Signature   | Print Name    | Date of approval |
|---|---------------|------------------|
|  | DAVID TESSIER | 4/9/2025         |
|  | ANNE PITHIE   | 8/9/25           |



Section A

Independent Examiner's Report

Report to the trustees

Time 4 Children

On accounts for the year  
ended

31 December 2024

Charity no  
(if any)

1111837

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 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.

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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed:

Date: 15 July 2025

Name:

Richard Wolff

Relevant professional  
qualification(s) or body  
(if any):

Chartered Institute of Management Accountants

Address:

21 Noel Green



Burgess Hill

West Sussex RH158BS

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

There are no items of concern. Figures in the accounts match those held by the bank and reconcile to the formal bank statements. The largest area of spend (Pay) is supported by evidence of payslips which include any tax and NI deductions.