



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2020		31	March	2021

Section A Reference and administration details

Charity name

WHITTON NETWORK

Other names charity is known by

Registered charity number (if any) 1117627

Charity's principal address

1 Library Way

Whitton

Postcode

TW2 7AP

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	Hugh Patterson	Chair		Charity members at an AGM, or the Trustees if a vacancy occurs during the year
2	Sheila Wookey	Secretary		
3	Christopher Bligh	Treasurer		
4	Frances Grant			
5	Michael Kerslake			
6	Jenny Lowe			
7	David Willis			
8	Valerie Irvin			
9				
10				
11				
12				
13				

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)

Miss Ana Cavilla, Co-Ordinator

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees and officers are elected by the Charity's members at the AGM. The Trustees may appoint a trustee during the year.

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.

We are an independent charity; however, we form part of the London Borough of Richmond Upon Thames Council's Community Independent Living Services (CILS) which is outsourced to Age UK. AGE UK manage the grant payment to us on behalf of the borough and we provide quarterly reports back to AGE UK.

Summary of the objects of the charity set out in its governing document

To relieve the needs of elderly people, disabled people, one parent families and others in need, within the community of Whitton and Heathfield and the surrounding areas of Richmond upon Thames, by the provision of practical help, support, advice and care.

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)

Our main activities are:

1. To provide free lifts for medical appointments, shopping, hairdressing and recreational pursuits
2. Befriending visits
3. Organising outings and an annual tea

A legacy, whose funds expired in November 2020, enabled us to provide a 'tidy up garden' service using a professional firm of gardeners.

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.

The Charity only employs one part-time member of staff, the Co-Ordinator, who supervises the office, takes on new clients and new volunteers and organises Outings.

All drivers and office staff are volunteers. We rely almost completely on the good will of unpaid volunteers, this last 12 months with the pandemic has been very challenging and we are grateful to the contribution both new and existing volunteers have made during this time.

Summary of the main achievements of the charity during the year

We have just over 300 clients, on our database which is slightly up from 295 last year. This takes into account some gains from the 'lockdown' period and some losses due to Covid-19; moving in with families, moving into care homes and unfortunately losing some of our older clients.

This year was unlike previous years due to the impact of the pandemic. However, overall, we still managed to achieve some 894 engagements provided to 80 of our clients, down compared to the 1033 engagements to 123 clients last year.

- 130 of these were medical appointments attended by 43 clients
- 2 lifts for recreational purposes for 2 clients,
- 277 shops were delivered or provided for 32 clients, which was a significant increase from the previous year

Our Befriending service also grew during this year, although the vast majority of contacts were over the phone due to restrictions on face-to-face visits, but we undertook 485 visits and calls, and supported 29 clients.

We were unable to offer any outings or tea parties at all this year as we had to act within the government guidelines, so at the start of the lockdown our trustees called each and every client to touch base and offer our help and support.

The garden project was able to run with additional safeguards, and supported 23 households, from April 2020 through to October 2020, when the funds ran out and the project closed.

At Christmas we hand delivered cards and a small gift to every single of one our clients. This was very well received and gave us a chance to check in with people we'd not heard from for a while.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity maintains 3 months operating costs as unrestricted reserves.

Details of any funds materially in deficit

None

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.

Both London Borough of Richmond upon Thames (through AGE UK) and the Hampton Fund grant us money to cover our Co-ordinator's salary and pension costs.

Our outings programme is funded by donations from organisations such as the Rotary Club, and we have had some legacies, and collections from funerals of regular clients and volunteers.

We do not charge our service users but their donations are used to cover some office expenses and we undertake some small-scale local fundraising too.

Being a small charity, our funds are held in cash at the bank.

Section F

Other optional information

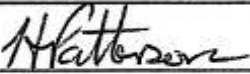

None

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)	Hugh Patterson	Chris Bligh
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 10 | 12 | 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

WHITTON NETWORK

11117627

Receipts and payments accounts

For the period
from

Apr-20

To

Mar-21

CC16a

Section A Receipts and payments

Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

A1 Receipts

LBRUT Rate Relief	-	2,202	2,202	2,167
Age UK / LBRUT Salary	-	6,681	6,681	5,345
Hampton Fund Charity Salary	-	9,000	9,000	-
Age UK / LBRUT Willage	2,710	-	2,710	2,483
Donations, Fundraising & Interest	9,515	-	9,515	6,024
Legacy for Outings	2,000	-	2,000	3,422
Leaving Present	525	-	525	-
Sub total (Gross income for AR)	14,750	17,883	32,633	19,441

A2 Asset and investment sales, (see table).	-	-	-	-
Sub total	-	-	-	-
Total receipts	14,750	17,883	32,633	19,441

A3 Payments

LBRUT Rates	-	2,202	2,202	2,167
Salary, Tax, NI, Pension	-	11,217	11,217	7,759
Willage	733	-	733	1,546
Publicity & Newsletter	1,336	-	1,336	596
Office, phone, insurance, DBS	2,965	-	2,965	3,613
Staff, pension, volunteer costs & parking	1,053	-	1,053	1,568
Leaving Present	525	-	525	-
Outings	650	-	650	2,799
Garden Project costs	-	14,013	14,013	11,564
Sub total	7,262	27,432	34,694	31,612

A4 Asset and investment purchases, (see table)	-	-	-	-
Sub total	-	-	-	-
Total payments	7,262	27,432	34,694	31,612

Net of receipts/(payments)	7,488	9,549	-	12,171
A5 Transfers between funds	500	500	-	-
A6 Cash funds last year end	10,258	14,013	-	13,079
Cash funds this year end	17,246	4,964	-	908

Section B Statement of assets and liabilities at the end of the period

Categories		Details	
B1 Cash funds			
		Bank account	1,546
		Savings account	15,636
		Cash	64
		Total cash funds	
		(agree balances with receipts and payments account(s))	
Unrestricted funds		Unrestricted funds	
		to nearest £	to nearest £
		Restricted funds	4,964
		Restricted funds	4,964
		Endowment funds	-
Restricted funds		Restricted funds	
		to nearest £	to nearest £
		Endowment funds	-
		Endowment funds	-
		Endowment funds	-

B2 Other monetary assets

Details		Unrestricted funds	
		to nearest £	to nearest £
		Unrestricted funds	-
		Unrestricted funds	-
		Unrestricted funds	-
		Unrestricted funds	-
		Unrestricted funds	-

B3 Investment assets

Details		Fund to which asset belongs	
		Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

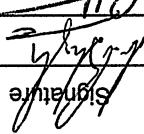
B4 Assets retained for the charity's own use

Details		Fund to which asset belongs	
		Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

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

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

Signature

 Hugh Patterson

Print Name
 Christopher Bligh
 Hugh Patterson

Date of approval
 07/06/2021
 07/06/2021

WHITTON NETWORK Examiners Report

I have examined the accounting documents of Whitton Network for the year 1st April 2020 to 31st March 2021, and believe the Annual Accounts to be a true representation of their Income and Expenditure.



D. Clarke
30th April 2021