



# Trustees' Annual Report for the period

Period start date

Period end date

From 01 April 2021 To 31 March 2022

## 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		
2.	David Willis	Secretary		
3.	Christopher Bligh	Treasurer		
4.	Valerie Irvin			
5.	Mike Kerslake			
6.	Jenny Lowe		1 <sup>st</sup> April 2021 - 7 June 2021	
7.	Frances Grant		1 <sup>st</sup> April 2021 - 7 June 2021	
8.	Sheila Wookey		1 <sup>st</sup> April 2021 - 7 June 2021	
9.	Greg Addington		7 June 2021 – 31 March 2022	
10.	Linda McHugh		7 June 2021 – 31 March 2022	
11.				
12.				
13.				
14.				

### 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.

All new trustees are offered training by Richmond Council for the Voluntary Sector which provides trustee induction training in addition to sharing all of our relevant documentation such as our constitution and requiring all trustees to be DBS checked.

## Section C Objectives and activities

**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

#### **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, despite challenging conditions throughout 2021-2022 we managed to increase our body of volunteers to 38.

## **Section D**

## **Achievements and performance**

**Summary of the main achievements of the charity during the year**

Due to a comprehensive review of our client database in 2021-22 we ended the year with 260 clients, down from 301 at the end of last year, however we did take on 35 new clients during the year – which was the single biggest new annual intake for some years.

We continued to promote our services and plan more outreach for the coming year.

We managed 889 engagements for 96 of our clients compared to 893 engagements to 80 clients last year.

We hosted 3 events, which were 2 tea parties and a Christmas Carol Service and tea which were attended by 75 clients.

We continued to offer telephone befriending, but many of our volunteers and clients finally got to meet face to face again. We also started doing regular driving of clients for their booster jabs, hospital and doctors' appointments and drove clients to clubs and activities which started slowly re-opening

## Section D

## Achievements and performance

Of the 889 engagements this year,

- 272 of these were medical appointments (up from 130 last year) attended by 49 clients, there were
- 51 (up from 2) lifts for recreational purposes for 11 clients, and
- 154 shops for 16 clients, which was an expected decrease due to lock down restrictions lifting and the success of the vaccination programme, this compared with 277 shops for 32 clients the previous year
- Our Befriending service remained strong this year, and we undertook 403 visits and calls to 24 clients, which compares to 485 last year for 29 clients, again this decrease due to covid restrictions being lifted.

At Christmas we hand delivered cards and a hamper or gift to over 150 households. This was thanks to the generosity of Gumley house school and The Equippers Church who collected food and gifts for us to distribute.

We ended the year with 38 active volunteers', comprising 20 drivers, 9 office volunteers and 9 befrienders and shoppers. This year we were also pleased to welcome 4 new volunteers to the network.

We agreed our premises lease with Richmond Council in August 2021 and effective as of April 2020 we are now paying rent, although we have agreed a rebate with the council so we get the full rent refunded at present.

We reviewed the Trustees policy on reserves and now have 6 months expenditure as a reserve amount which reflects the latest Charity Commission guidelines.

## Section E

## Financial review

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

We now hold 6 months operating costs in our 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 Army and Navy, 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

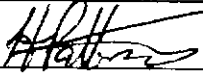
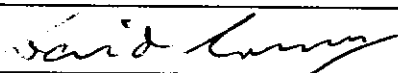
None

## 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	David Willis
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	9.11.2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

WHITTON NETWORK

1117627

## Receipts and payments accounts

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For the period from	Apr-21	To	Mar-22
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### Section A Receipts and payments



	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
LBRUT Rate Relief	-	2,202	-	2,202	2,202
LBRUT Rent Rebate	-	6,356	-	6,356	-
Age UK / LBRUT Salary	-	5,345	-	5,345	6,681
Hampton Fund Charity Salary	-	4,500	-	4,500	9,000
Age UK / LBRUT Mileage	2,168	-	-	2,168	2,710
Donations, Fundraising & Interest	8,196	-	-	8,196	9,515
Outing Donations	210	-	-	210	2,000
Leaving Present	-	-	-	-	525
<b>Sub total (Gross income for AR)</b>	<b>10,574</b>	<b>18,403</b>	<b>-</b>	<b>28,977</b>	<b>32,633</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,574</b>	<b>18,403</b>	<b>-</b>	<b>28,977</b>	<b>32,633</b>
<b>A3 Payments</b>					
LBRUT Rates	-	2,202	-	2,202	2,202
LBRUT Rent	-	7,159	-	7,159	-
Salary, Tax, NI, Pension	-	10,306	-	10,306	11,217
Mileage	927	-	-	927	733
Publicity & Newsletter	413	-	-	413	1,336
Office, phone, insurance, DBS	4,111	-	-	4,111	2,965
Staff, pension, volunteer costs & parking	803	-	-	803	1,053
Outings	1,420	-	-	1,420	650
Leaving Present & Garden Project	-	-	-	-	14,538
<b>Sub total</b>	<b>7,674</b>	<b>19,667</b>	<b>-</b>	<b>27,341</b>	<b>34,694</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>7,674</b>	<b>19,667</b>	<b>-</b>	<b>27,341</b>	<b>34,694</b>
<b>Net of receipts/(payments)</b>	<b>2,900</b>	<b>- 1,264</b>	<b>-</b>	<b>1,636</b>	<b>- 2,061</b>
<b>A5 Transfers between funds</b>	<b>- 803</b>	<b>803</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>17,246</b>	<b>4,964</b>	<b>-</b>	<b>22,210</b>	<b>24,271</b>
<b>Cash funds this year end</b>	<b>19,343</b>	<b>4,503</b>	<b>-</b>	<b>23,846</b>	<b>22,210</b>



## 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 £
<b>B1 Cash funds</b>	Bank account	2,770	-	-
	Savings account	16,497	4,503	-
	Cash	76	-	-
	<b>Total cash funds</b>	<b>19,343</b>	<b>4,503</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Christopher Bligh	25/04/2022
	Hugh Patterson	25/04/2022



Section A

Independent Examiner's Report

Report to the trustees/  
members of

WHITTON NETWORK

On accounts for the year  
ended

31<sup>st</sup> March 2022

Charity no  
(if any)

1117627

Set out on pages

1

*(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 **31 / 03 / 2022**

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (~~other than that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

10/4/2022

Name:

RICHARD HURZLE

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

Address:

93 MEADWAY

TWICKENHAM

TW2 6PL