

# **The Family Forge**

## **Reference and Administrative details**

### **A Charitable Incorporated Organisation**

**Report and Annual Accounts** For the period 1st Nov.2021-Oct 31<sup>st</sup> 2022

Charity Registration 1161900

[www.familyforge.org](http://www.familyforge.org)

#### **Registered Address**

4 Cobbs Brow Lane  
Newburgh  
Lancashire  
WN8 7ND  
07947 853502

#### **Life Skills Centre**

128 Sandy Lane  
Skelmersdale  
WN8 8LH

#### **Trustees**

Jocelyn Owens  
Michael Turner  
Ester Arrieta  
(lately resigned Sept 2022)

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The trustees Report and statement of Accounts have been prepared using guidance from the Charities (Accounts and Reports) Regulations 2008 and Charities SORP.

Signed on behalf of all the trustees,

Jocelyn Owens

Michael Turner

Date: 22/03/2023

**The Family Forge**  
**Trustees Report**  
**For the period 1st November 2021 – 31st October 2022**

**Charity Structure/ Governance and Management**

The Family Forge became a registered charity in May 2015. It is a Charitable Incorporated Organisation following the directions of its constitution amended on 25<sup>th</sup> March 2015. During the period the charity was led by 3 trustees supported by advisors (accountant, charity and management mentor) plus 2 skilled paid tutors and one voluntary work activity leader (two of whom were drawn from our beneficiary group, 2 admin volunteers (from the local community) and other volunteers. Beneficiaries were able to inform the decision making processes through our feedback systems.

In the spring of 2021, Ester Sanchez replaced Uche Ameh as a trustee but unfortunately as of September 2022 resigned due to unforeseen family commitments abroad leaving an opening for a new trustee. The trustees are appointed for three years or until retirement by a properly convened meeting of the charity trustees. The maximum number of trustees is three. Decisions are made by a 75% majority of the trustees. We will be selecting an individual to replace Ester who has the necessary skill to provide the effective oversight needed for the better administration of the CIO. Training is provided through the Trustee duties information pack and signposting to CVS training opportunities. No exemptions from disclosure apply and no trustee held title to a property belonging to the charity during the period as the charity currently holds no property.

In 2022 the Family Forge was staffed by one trustee working voluntarily on a full time basis together with two sessional paid staff, joined by a third sessional staff member overseeing the voluntary work initiative. (They included a professionally qualified teacher and both a female and male member drawn from the refugee community). Volunteers provided extra tutoring and administrative support.

Special thanks should be given to Prudence, Judy, Melanie, Jane and Lucy and everyone who spared their time and effort to assist in the work this year along with special thanks to our donors who made the work possible.

**Objectives and Activities**

The Family forge was formed to :

- advance education in the specific area of personal and family development,
- to advance the Christian faith by raising awareness and understanding of Christian beliefs and practices
- and to advance the relief of those in need by reason of youth, age, ill health, disability, finance and other disadvantage

This year the Family Forge embarked on our Richer Lives Post Covid19 Project operating between the hours of 10am -4pm Monday to Friday. This Combined the Community Champions aim- to assist health and wellbeing in the community and reduce the social isolation of individuals post Covid19, with our aim of personal development. So we embarked on a seven point program.

We provided (1)support work largely working among the asylum and refugee communities but also among local migrant families (i.e. we provided a place to go and access to problem solvers ),  
(2)language classes with the opportunity for certification aswell as other certification opportunities

such as Food Hygiene courses and maths ,(3) voluntary work opportunities( grounds-work in the main),(4) a cultural program, (5)physical activity via adult learn to swim classes and hikes,(6) driving theory and supervised driving opportunities and (7) a health improvement program through doctor and dentist registration and appointment support.

The run up to Christmas 2021 saw the general support work and Esol continue as usual with swimming classes on Fridays and the supervised driving sessions developed, led by a volunteer. A trip to Leeds and a home visit to a past pupil in Stockport was made and a mixed religious group attended two events at the local Baptist church and Christmas mass.

The new year to July 13<sup>th</sup> (when the centre closed to open again on 5<sup>th</sup> Sept), saw the addition of 4 cookery sessions and several cultural trips – to local Croston, Southport and Formby as well as to the World of glass in St Helens, the World museum in Liverpool, Castle Rigg stone circle near Keswick, Whatmore plastics factory in Burnley and several trips to the Village Market in Liverpool to obtain world foods familiar to those from the countries of our beneficiaries.

A further 6 home visits were made; one to Sale and others locally in Skelmersdale and Kirby.

March saw the health program become more efficient with the introduction of a volunteer specially assigned to this work and the keeping of accurate records. Several individuals were in need of special or emergency attention and funds were found for their needs.

The groundwork program became underway in March and ran until end June.

May 24<sup>th</sup> saw our first Ukranian refugee registration and June saw the centre manager/trustee seconded to Jury service.

The period ended with the memorable Platinum Jubilee trip to the home of Queen Elizabeth II- Windsor Castle and an inside tour of the Houses of Parliament. This trip included visiting Runnymede and a talk on the Magna Carta and taking in the view of London at Greenwich Village where the origin of Greenwich mean time was explained to the group.

The autumn saw a hike up the Dungeon Ghyll and an amble around Ambleside.

23 individuals participated in the adult swimming classes over the period and 13 people were assisted with supervised driving.

The charity was closed mid- July through August as a window was needed to secure further core funding following a failed fundraising attempt. During this period we lost two of our sessional workers to other employment opportunities. However, funding was finally secured through St Johns Cof E parish in Burscough and although further funding is needed the charity was operational in September and October but utilising more volunteers with a slightly reduced program.

The Family Forge liaised this year with the CVS and Community Champions, the Parbold Outreach Group, the Ecumenical Centre and local hosts of Ukranian refugees.

## **Specific work undertaken by The Family Forge under the 7 point program**

### **(1)Support work**

Home visits-reducing social isolation were made  
Liaised with and Emailed solicitors  
Listening ear and advice where needed  
Communicated with some past pupils  
Applications for ARC cards were made  
Liaised with local school on behalf of a minor asylum seeker  
Brakes on bike mended and bike toolkit and pump kept available for use  
Shortage occupation card advice  
UCAS application and university selection advice and liaison  
Advised on pathways for accountancy courses  
Applied for travel documents  
Bike supplied  
Job application and CV development undertaken  
Bank account applications made  
Transport provided for new mum –various journeys  
Provided second hand sofa  
Booked speed awareness virtual course for refugee  
Second hand and surplus items distributed- eg bedding and baby clothes and pram  
Car seat sourced  
Reference letter for bank produced when needed  
References for university applications provided  
Provisional licence applications made  
Online banking set up assistance provided  
Universal credit claims set up  
Assistance provided with courier and customs declaration for parcels sent abroad  
Money belt provided for one individual  
Post- natal visits for new mum  
Car insurance obtaining assistance provided  
Taxi driving test coaching and taxi license application  
Budgeting class  
Shengen visa application  
Sourced funding for an appeal to be lodged in an asylum case  
Assistance to self- employment for one individual assembling furniture  
Employment reference provided  
Read and assisted understanding of employment contracts with agencies  
Assisted beneficiaries to send emails to MP regarding lengthy asylum processes and problems  
Applied for shortage occupation work permits  
Assisted with taxi driving test learning material

### **(2) Types of Language classes and other opportunities and certificates**

Ielts preparation given  
Organised, funded and transported individual for Ielts exam at Liverpool exam centre  
Duolingo test preparation given  
Organised and funded Duolingo online tests  
Opportunities provided to Read English story books

Adult phonetics and learning to read classes given  
English conversation class provided  
Online Elementary English course offered and tutor supported  
Maths classes given  
GCSE Maths exam at private centre booked and funded and transport provided  
Food safety Level 2 and 3 undertaken  
Fire Safety Certificate undertaken  
Manufacturing food safety Certificate undertaken  
Organised in-house ESOL tests  
Ladies transport to class service operated for part of the year

### **(3)Types of Voluntary work opportunities**

Mowing /digging/brushcutting/rubble clearing /shed organisation and tidying/ chopping wood at St John's Burscough once a week from 22/03/2022 to July 2022 -15 persons took part in the gardening project.

Arranged for Everton in the community experience for one footballer

-football trials emails sent

### **(4) Cultural program offered**

- Cultural Trips-9

- including Platinum Jubilee trip to Windsor and Houses of Parliament

-with additional trips to Village Market Liverpool for African and Arabic foodstuffs

-Spanish Omlette cookery session

-Chick pea potato and tuna salad cookery session

-Cooking Coltsunasi

-cooking paella

-pub treat

#### **-Religious events included**

-Carols at Aughton Baptist church and coffee event

-Volunteer distribution of gifts to asylum seekers at Christmas,

-Christian denominations discussions

- Ash Wednesday and Shrove Tuesday talks

- Christian understanding of God talk

-Discussion on the Trinity and other aspects of Christianity

### **(5)Types of physical activity provided**

-Adult swim classes for men and separately women

-hike up Dungeon Ghyll

### **(6) Driving theory and supervised driving opportunities provided**

-Online driving theory program access via the computer suite at the centre and /or driving app advice for self- teaching

-classroom driving theory lessons given

- Supervised Driving and pre- test preparation around the test centre in Southport and locally via a volunteer-13 people assisted with this specifically

-assisted online applications for driving licences

### **(7) Health improvement program provided**

- Doctors and dentist search and registration service given

- appointment assistance given
- HC2 application service offered
- transport to hospital and emergency dental appointments given
- Liaison with doctors given
- Arranged and sourced funding for private dental care where urgently needed
- covid testing arrangements for individuals

**Training of staff** included data Protection training session, administration of health program training, safeguarding training session and fire procedure training.

Driving Instructor theory test part 1 undertaken and passed by supervised driving volunteer/Centre Manager.

### **Public Benefit Statement**

The trustees are aware that any purpose to be considered charitable must be beneficial with any consequent harms not outweighing the benefits and that these benefits must be identifiable. As a consequence the Charity relaxed its Covid19 precautions as the government lifted mandatory requirements, distancing and mask wearing in March 2022- the benefits of operating deemed to have outweighed the risks of opening with such precautions as the year progressed.

To reduce any possible harm the swimming activity was undertaken at a local pool during public swim times ensuring there was always a life guard present beside the charity instructor thus allowing the considerable benefit of providing the opportunity of learning to swim to adult non swimmers.

The trustees also recognised that to be charitable any personal benefit must be incidental. No trustee benefitted personally from the activities of the charity except through travel expenses as a result of voluntary working; although a small number of online courses were purchased from the company of the spouse of a trustee amounting to £384 in total. These were offered at a discount to the charity making them cheaper than purchasing elsewhere. Also to assist the charity over a financially tight period over the summer, the second-hand charity car was purchased by a trustee for the £50 less than it originally cost.

The trustees were also aware that charitable activities must also benefit the public in general or a sufficient portion of the public with the exception of personal poverty. With this in mind the charity supported the private dental treatment for a couple of individuals whose situation was considered urgent and who didn't have the means to support themselves.

The supervised driving was undertaken to upskill local refugees quickly in order to gain greater employment opportunities taking into account the fact revealed by the University of Oxford Centre on Migration Policy and Society study, Refugees and the UK labour market ,detailing that the employment rate among asylum migrants is 51%, compared with 73% for the UK-born.(2009-2017)

The study also stated that the gap in employment rates is smaller for asylum migrants who have been longer in the UK, but that it takes time for the gap to narrow and remains present – albeit smaller – even after more than 25 years of residence in the country.

It also indicates that Asylum migrants who are employees earn less than the UK born nationals and other migrants and the analysis suggests that adjusting for socio-demographic characteristics that asylum migrants earn, on average, 55% less per week than the UK-born and 38% less per hour.

The fact of asylum seekers living on £5 a day prior to gaining leave to remain makes upskilling an important task so the driving supervision offered was considered justified.

### **Achievements and Performance**

A total of 98 people were served this year through the centre -30 women and 68 men Iranian Syrian and Ukrainians forming the largest groups by nationality while the number of nationalities served increased slightly to 23 as the centre attracted local migrant women.

The age profile was 16-69 of which the main group was aged between 20 and 30 but with a similar number in the 30s age group and even the 50s age group :

18 or under 2

30 or under 25

40 or under 22

50 or under 21

60 or under 2

70 or under 2

We didn't have complete data on 24 individuals

Of these the majority were married:

Single 27

Married 50

Other 7

Unknown 14

### **Achievements**

Our support work was ongoing with individuals throughout the year and continues to be the backbone of our work.

This year saw an uptick in local migrant women coming to the centre for language classes – largely housewives whose social and cultural isolation made language learning difficult. Besides this we welcomed our first Ukrainian family to the centre and began to expand this work.

The swimming program saw 6 Syrian ladies attempt to learn to swim which was a big step forward as they were refugees from the government's resettlement program who had been living in Skelmersdale for 4-5 years already but had only just began to integrate to the extent of feeling comfortable going to a pool. They wore full body costumes and were proud that their husbands had allowed them to try this activity. In addition to the Syrians some of the migrant women began learning to swim for the first time or to improve. There were 23 participants in total on the swim program between the men and the women's classes; 14 of whom could not swim at first; 8 of whom learnt to swim or made great progress- while all enjoyed the socialising and exercise.

Once again the voluntary grounds-work program kept a local cemetery trim through the growing season and a number of beneficiary backyards were brush-cut. At least 16 people took part in this program with 4 volunteer/ staff.

The efficiency of the health program was improved this year, administered by Melanie whose sole job it was to ensure our beneficiaries were registered with a doctor and where needed a dentist. This thus improved the mental and physical health of our beneficiaries by ensuring all

knew they had help and would be supported. In fact we supported individuals through their various treatment programs where needed including resorting to private treatment on occasion due to the shortage of NHS dentists.

13 individual refugees were assisted through the supervised driving program. 5 of whom passed their tests and all but one are ready to take their tests.

Of note

- one individual gained a grade 7 in GCSE maths and grade 4 GCSE equivalent in English.
- another achieved his Grade 4 equivalent English certificate and Level two, three and manufacturing level in Food Safety.
- one staff member spring-boarded from her first job in the UK working for us to her dream job inspired and mentored by the Family Forge
- another former beneficiary was supported through setting up in self employment

In all many people were assisted with their individual problems and many small successes were achieved.

### **Financial review**

**The funds during 2021/22** originated in the form of grants. The largest this year being from the West Lancashire Community Champions Fund distributed by the WLCVS. Other grants came from other distributing charities namely Pilkington Charity, Yapp and a small amount from Corsoraf Charity. Individual private donors contributed as did the St Johns C of E parish Council, Burscough. One payment from the Business support discretionary Omicron Grant was also received.

The grant funds carried over from the last financial year included monies from the Business Restart funding, the Foyle Foundation for educational work and Eleanor Rathbone monies for work with women.

Private donations this year formed 17% of The Family Forge income; for which, once again we are extremely grateful. Thank you to all our donors.

A small amount of income was raised through the sale of the second-hand car. This was needed to realise some cash during the summer when funding was tight due to an unsuccessful funding bid leaving the charity short of funds.

No reserves are kept at present.

### **Plans for the future**

In the coming year we will develop our new Richer Lives Project which is a seven point program consisting of:

Support

ESOL and literacy

Cultural Program

Physical activity

Voluntary work experience

Driving Theory and supervised driving

Doctor and dentist and HC2 registration program

We will also continue our search for funding to acquire a property to rent for refugees desiring



to remain in Skelmersdale. Refugees often find private property rentals difficult as they need to provide guarantors who are home owners as a condition of tenancy. If the Family Forge becomes a home owner we could provide such guarantees among other benefits.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Family Forge

1161900

## Receipts and payments accounts

CC16a

For the period from	01/11/2021	To	31/10/2022
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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>					
Grants	-	24,230	-	24,230	17,763
Donations	4,996	-	-	4,996	5,170
Amazon Smile	10	-	-	10	8
GAYL	24	-	-	24	-
Other	35	-	-	35	789
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,065</b>	<b>24,230</b>	<b>-</b>	<b>29,295</b>	<b>23,730</b>
<b>A2 Asset and investment sales, (see table).</b>					
Sale of Seat Ibiza	600	-	-	600	-
	-	-	-	-	-
<b>Sub total</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>600</b>	<b>-</b>
<b>Total receipts</b>	<b>5,665</b>	<b>24,230</b>	<b>-</b>	<b>29,895</b>	<b>23,730</b>
<b>A3 Payments</b>					
Staff and Training	1,900	18,318	-	20,218	13,346
Lease Rates Insurance	2,285	2,059	-	4,344	4,308
Gas Electricity Water	1,171	214	-	1,385	1,249
Computer AVG and Broadband	710	229	-	939	1,222
Office repairs and redecorations	238	-	-	238	3,439
Office equipment including computers	35	-	-	35	5,278
Production Education materials	-	-	-	-	166
Educational materials tests	301	763	-	1,064	288
Educational Trips	57	1,103	-	1,160	291
Personal Need grants to individuals	145	396	-	541	977
Volunteer travel and pickup service	201	130	-	331	649
Outdoor classroom including lunches	119	234	-	353	1,698
Swimming and physical activities	10	320	-	330	246
Covid lunches	-	-	-	-	243
Consumables ink stationery etc	139	57	-	196	87
Marketing and other	106	-	-	106	299
Supervised driving	-	514	-	514	2,308
<b>Sub total</b>	<b>7,417</b>	<b>24,337</b>	<b>-</b>	<b>31,754</b>	<b>36,094</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>7,417</b>	<b>24,337</b>	<b>-</b>	<b>31,754</b>	<b>36,094</b>
<b>Net of receipts/(payments)</b>	<b>- 1,752</b>	<b>- 107</b>	<b>-</b>	<b>- 1,859</b>	<b>- 12,364</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>4,914</b>	<b>2,948</b>	<b>-</b>	<b>7,862</b>	<b>20,226</b>
<b>Cash funds this year end</b>	<b>3,162</b>	<b>2,841</b>	<b>-</b>	<b>6,003</b>	<b>7,862</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 £
B1 Cash funds	The Family Forge	3,162	2,841	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>3,162</b>	<b>2,841</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	Print Name	Date of approval	
	<i>Jocelyn Owens</i>	JOCELYN OWENS	22/3/23	
	<i>Michael Turner</i>	MICHAEL TURNER	23/3/23	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

The Family Forge

On accounts for the year  
ended

31 October 2022

Charity no  
(if any)

1161900

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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.

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

Signed:

*Philip Andrew Atherton*

Date:

16/03/2023

Name:

Philip Andrew Atherton

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

Chartered Accountant ICAEW



Address: 22 Beacon House, 1 Willow Walk, Skelmersdale, Lancashire, WN8 6UR

**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.