



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From** Period start date **01.04.21** **To**  
**Period end date 31.03.22**

**Charity name: Activity Station**

**Charity registration number: 1165502**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Activity Station provide a choice of activities and social events for PWLD such as, sports events, music therapy and music concerts, drumming, singing, cooking, pottery and creative arts, dance and drama, discos, days out, sensory cinema screenings, sports camp, gardening and rambles, free events i.e. specially adapted pantomimes, Christmas singalongs. The exclusive use of hired venues, all our activities and services promote the public benefit of health and wellbeing, social inclusion, anti-discriminatory environment, advocacy, equality (free events for deprived areas/families), independence, adult learning; encourages personal responsibility of financial budgeting. For some service users who find interaction with others difficult our volunteers can offer social support to avoid them being socially isolated.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	By offering a choice of activities and for the PWLD to understand the options, planning routes and transport to our events and making the choice will promote advocacy. It will also encourage financial budgeting for instance if there is more than one activity to choose from. AS have the exclusive use of their venues they hire for most of their activities. Exclusive use of venues ensures an

		<p>accessible &amp; safe environment for users, carers and their families. Users can enjoy the space and make full use of the activities free from any interaction with the general public. We provide relaxed sensory cinema screenings, with subtitles, lowering of lights, reduction of loud noises. During lockdown we had to adapt our service for our service users (please see Section D).</p> <p>This improves health and wellbeing of the PWLD, families and carers and promotes safety by being in a quiet, safe and accessible environment. They will not be rushed when purchasing refreshments at the café, the café staff are all trained and understand to be patient. The families and carers can also relax in the knowledge that the public will not be rushing the service user or reacting to them if any challenging behaviours occur.</p> <p>By having exclusive use of venues and a café area it offers a chance to promote social interaction between service users. We have noticed friendships forming whilst communicating over lunch together. By having private use of the café we are able to promote healthy eating by requesting café staff remove unhealthy food from sight which might be tempting to buy. It also enables PWLD, parents and carers to bring their own packed lunch to eat. We have noticed this helps support those who have a special diet or may choose unhealthy food and perhaps are unable to budget for purchasing any refreshments as well. This would not be possible in a public café.</p> <p>AS help PWLD, families and carers without computers or the internet e.g. registering people for activities. AS download information for them and communicate with the support workers and care homes.</p>
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Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Activity Station trustees receive the latest Charity Commission guidance and adapts the service accordingly. This included the latest Covid 19 guidance.
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	All AS volunteers are inducted and trained before they start. They are expected to read and understand all aspects of the AS policies i.e. safeguarding, health and safety guidance and risk policies. They contribute significantly to the success of AS by offering additional support and encouragement. With the help of our volunteers it gives families and carers respite. The volunteers know when to support and when to allow the PWLD to do a task on their own which encourages independence and confidence to grow. They support with access & registration on arrival of attendees and work with our service providers to ensure activities are well prepared, inclusive to everyone, & also help with support encouraging our users to take part and have fun.
Other		

## **Achievements and Performance**

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>We have continued to adapt our service and depending on restrictions we have been able to offer online for the majority of this year. Offering music, singing, drumming, art, drama, pottery, dancing, cookery movement and exercise classes and the Christmas panto. We developed a new online safeguarding policy and trained all our volunteers and trustees to be able to host and safeguard all the sessions. We also ran a delivery service to homes where people were unable to get out. Our clients were suffering from social isolation and this was a safe way to offer a service with familiar teachers and staff providing them structure to their day which all carers and parents found essential.</p> <p>We were delighted to be able to reach so many people during Covid. The feedback from users, parents, carers and care homes was so positive and highlighted the importance of providing our service. Quantitative results have shown from our data that there has been an increase in attendance in the last year, some being our regular attendees returning, but also includes a larger number of newcomers. Qualitative information has shown from surveys sent out what activities PWLD they would like and their needs, which has enabled us to introduce two different ways of delivering our music sessions for example. We deliberately keep attendee numbers small to allow for positive and safe experiences by all of our service users. This is especially important for our online sessions. It enables our facilitators to provide more individual teaching which makes the service users feel valued and involved. This can so often be lost in a busier environment or mainstream activity. From completed AS evaluation forms, our service has been described by users,</p>
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		<p>parents and carers as excellent and includes very positive comments and feedback. We have had many people give us positive responses from conversation analysis. We have service users attending that have been referred to us by other parents and carers. Existing partners and organisations which includes, Mencap, Crofters Club, RUILS, SEN family support group, social work &amp; disabled teams, Skylarks, Richmond CVS, RHLT &amp; Achieving For Children promote our activities and have recommended us to new organisations and parents/carers increasing our network.</p> <p>By adapting our service and going online with our sessions and for PWLD of different ages, has made our activities more accessible with an increase of service users from other boroughs.</p> <p>Plans for the future</p> <ul style="list-style-type: none"> <li>□ Continue to adapt to ever changing Covid restrictions and to continue when possible 'face to face' activities.</li> <li>□ Introduce a respite service for SLD service users to help provide respite to families with severe/complex needs.</li> <li>□ Increase the number of free events at key calendar dates during the year.</li> <li>□ Update our website and research social media</li> <li>□ Evaluate user and carer views of our service and identify unmet needs.</li> <li>□ Increase our fitness and wellbeing activities.</li> <li>□ Increase current programme of days out during school/college holidays.</li> </ul> <p>Statement of Public Benefit</p> <ul style="list-style-type: none"> <li>□ We ensure service providers/facilitators make reasonable adjustments to their services so PWLD can access them in the same way as other people (sensory screening, panto and all our activities and having exclusive use of venues)</li> <li>□ We enable them to choose what activities they would like to</li> </ul>
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		<p>undertake.</p> <p>□ We promote healthy eating and a choice which also promotes financial budgeting.</p> <p>□ We offer wellbeing, social, health and fitness activities and encourage them to participate in a safe and stimulating environment.</p> <p>□ We work in partnership with other agencies and providers to improve our service for vulnerable people.</p> <p>The objectives, activities, achievements and performance for the past year addressed throughout this trustee annual report clearly sets out the activities which AS undertakes for the public benefit. The trustees, in setting our aims, objectives and planning our activities have given careful consideration to the Charity Commission general guidance on public benefit. We were delighted that Activity Station received the Queen's Award for Voluntary Service.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We continue to implement our reserve policy. Our activities and social events programme is flexible and can be tailored to run any number of activities at any given time out of an annual 'rolling' planned programme. In the event of uncertainty of future income we can reduce the number of activities and also remove activities which are more expensive to run and introduce new less expensive ones. As a small charity that does not have fixed assets or overheads such as staffing costs, the amount put aside in reserves is considered to be low risk.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We seek to maintain a reserves policy of approximately 50% of the total expenditure used. Currently £10000 has been agreed by the trustees to be put aside for reserves. This will allow for at least 6 months to develop new sources of income or to reduce the number of activities we run accordingly. Details of
Amount of reserves held	Para 1.22	<b>£10000</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Fundraising We made the decision at the beginning of lockdown to provide our online service for free. We have received generous donations from users and were successful with grants from RPLC Grant and Just Giving Donations which enabled us to do this. Fundraising events on hold due to covid 19 restrictions.
Investment policy and objectives including any	Para 1.46	

social investment policy adopted		
A description of the principal risks facing the charity	Para 1.46	We are in a fortunate position our funds are currently in a strong position.
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Activity Station's governing document is a 'Foundation model constitution Whose only voting members are the charity trustees
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Activity Station is constituted as a Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by charity trustees

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Activity Station (AS) recruit trustees and volunteers who will benefit the charity with their personal knowledge and experience and further the purposes of the CIO. All trustees and volunteers are inducted and receive training before they start. All trustees & volunteers (age appropriate) are DBS cleared before they commence with the charity. All volunteers under the age of 18yrs are vetted with school references. They are given an induction pack to read and understand before their induction and training day. This includes, a volunteer policy, safeguarding policy, health & safety guidelines, risk management awareness and health declaration forms to complete.
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The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The trustees receive a copy of the charity's governing document and related material including the CC publication about being a trustee – CC3 "The Essential Trustee: What you need to know." All Trustees are Safeguarding trained relevant trustees First Aid trained.</p> <p>Trustees meetings are held quarterly, minutes are taken and decisions and actions are noted. The Chair has been appointed by the charity trustees. The Finance Manager/ Trustee is present at meetings and reports quarterly to the trustees about the financial position of the charity.</p>
Relationship with any related parties	Para 1.51	<p>The trustees collaborate with many service providers who deliver existing services to people with learning disabilities (e.g. Mencap &amp; AFC) to ensure their expertise is passed on to Activity Station activities and social events. All trustees review and consider risks regularly. A risk management plan and procedures are in place to ensure maximum safety. A risk register of individual risks for each event is also maintained.</p>
Other		<p>The objects of AS CIO are to support the needs of children, young people and adults with learning disabilities, their families and carers in the LBRUT and the surrounding boroughs in particular, but not exclusively, by all or any of the following means:-</p> <ol style="list-style-type: none"> <li>1. Providing activities and social events for people with learning disabilities (PWLD), their families and carers.</li> <li>2. Collaborating with other service providers and public services to facilitate and deliver activities and social events.</li> <li>3. Working to increase the choice of activities available to and promoting social inclusion of PWLD and their families and carers.</li> </ol>

## Reference and Administrative details

Charity name	Activity Station
Other name the charity uses	
Registered charity number	1165502
Charity's principal address	30 Lowther Road SW13 9ND

### 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	Christine Chittick	Chair	30.01.16	Activity Station (AS)
2	Sam Hurst	Founder	30.01.16 Resigned Jan 2019	
3	Heidi Mansfield		21.04.16	
4	Hester Larkin		24.02.17	
5	Coral Allen		11.05.17	
6	Humphrey Hawksley		21.2.20	
7	Claire Eaves	Founder	30.01.16	
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9				
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11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Corporate trustees - names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for	
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[illegible]

## **Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### **Additional information (optional)**

#### **Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>

#### **Name of chief executive or names of senior staff members (Optional information)**

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## **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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## **Other optional information**

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Christine Chittick	
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Position (eg  
Secretary, Chair, etc)

Chair	
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Date

11.1.23
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
ACTIVITY STATION

No (if any)  
116502

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2021

To

Period end date  
31/03/2022

### 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 £
<b>A1 Receipts</b>					
Donations	13,065	-	-	13,065	2,083
Activities/Events	-	-	-	-	470
RPL Grant	10,000	-	-	10,000	-
Barnes Trust Grant	-	-	-	-	5,000
CAF donation	500	-	-	500	-
Other	274	-	-	274	-
National Lottery	-	-	-	-	9,950
<b>Sub total</b> (Gross income for AR)	23,839	-	-	23,839	17,503
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	23,839	-	-	23,839	17,503
<b>A3 Payments</b>					
Event Expenditure	6,518	-	-	6,518	16,902
Overheads	4,011	-	-	4,011	1,070
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	10,529	-	-	10,529	17,972
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	10,529	-	-	10,529	17,972
<b>Net of receipts/(payments)</b>	13,310	-	-	13,310	469
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	13,310	-	-	13,310	469



## 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>	Barclays	49,895	-	-
	Paypal	56	-	-
		-	-	-
	<b>Total cash funds</b>	<b>49,951</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
	CHRISTINE CHILD	1/6/2022
	SAMANTHA FRITZ	1/6/2022