



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1.4.23
end date

Period start date To 31.3.24

Period

Charity name:

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	The objects of Activity Station CIO are to support the needs of children, young people and adults with additional needs, their families and carers in the LBRUT and the surrounding boroughs in particular, but not exclusively, by all or any of the following means – 1. Providing activities and social events for people with additional needs , their families and carers. 2. Collaborating with other service providers and the public services to facilitate and deliver activities and social events. 3. Working to increase the choice of events available to and promoting social inclusion of people with additional needs and their families and carers.
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	AS provide a choice of activities and social events such as, cookery, music therapy and music concerts, drumming, singing, pottery and creative art workshops, sports events, music & movement, drama, dance classes, days out, sensory cinema screenings, gardening and rambles, free events i.e. specially adapted pantomimes, Christmas singalongs and online activities. 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 & refugees), 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. By offering a choice of activities and for them to understand the options, planning

		<p>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.</p> <p>AS have the exclusive use of their venues they hire for most of their activities.</p> <p>Exclusive use of venues ensures an accessible & 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.</p> <p>This improves health and wellbeing of our service users, 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 our service users, parents and carers to choose to bring their own packed lunch to eat if they have special dietary requirements. We have noticed this helps support those who may choose unhealthy food and perhaps are unable to budget for purchasing any refreshments or have allergies as well. This would not be possible in a public café.</p> <p>AS help people with additional needs, families and carers without access to computers or the internet for registering or enquiring about our events, information and bookings. AS download information for them and communicate with the support workers and homes.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public	Para 1.18	<p>We ensure service providers/facilitators make reasonable adjustments to their services so people with additional needs can access them in the same way as other</p>

benefit		<p>people (panto, sensory screening, music concerts in music venues and all our activities).</p> <p>We enable them to choose what activities they would like to 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.</p>
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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	<p>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 people with additional needs 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.</p>

Other		
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Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>In May we offered our service users a concert to hear several music artists play their set in a music venue. The artists had offered their time at a reduced rate and took requests from the audience. AS ran 37 activities, 1 session day was cancelled due to traffic issues due to boat race. reaching 419 people and not including their families or carers. Quantitative results have shown from our data that due to returning to live sessions, after covid, While more users are attending sessions from last year, we are still offering online events for those that still find it difficult to attend in person. We have noticed a larger number of newcomers. AS often have sold out events and keep a waiting list. Qualitative information has shown a positive request for certain activities such as music and cookery which is very popular, keeping the recipes nutritious and healthy. We also run classes to offer fitness and wellbeing. From completed AS evaluation forms, our service has been described by users, parents and carers as excellent and includes very positive comments and feedback. We have had many people write to us with positive comments and give us positive responses from conversation analysis. We have service users attending that have been referred to us by other parents and carers, local organisations and care homes accessing our service. Existing partners and organisations (which includes, Mencap Richmond and Hammersmith, Crofters Club, RUILS, SEN family support group Richmond and SEN group Chiswick social work & disabled teams, Skylarks, Richmond CVS, RHLT, Achieving For Children, Elysium Healthcare and SeeAbility carehomes) promote our activities and have recommended us to new organisations and parents/carers increasing our network.</p> <p>Due to increasing the number of activities, more service users attending and maintaining the 2 different age groups has also meant an increase with the support. We are pleased to continue to offer free online activities and some free live events throughout the year which has made our</p>

		<p>activities more accessible with an increase of service users from other boroughs. We have been able to continue to offer our service to Ukrainian families in the borough.</p> <p>Fundraising After receiving our Queens Award for voluntary services in the borough demonstrates what has been achieved due to the support of our funders and volunteers over the last 10 years. Going forward this will help when applying for more funding.</p> <p>Plans for the future Increase the number of free events at key calendar dates during the year. Evaluate user and carer views of our service and identify unmet needs. Increase current programme of days out and the possibility of more respite for families and carers.</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	In this financial year we have begun to charge a small fee for some activities. We have been fortunate that we have had cash in the bank to fund the activities throughout this year. We will be applying for grants from organisations such as Barnes Fund, the Richmond Voluntary Fund, Global's Make Some Noise and the Lottery. Our overheads have increased in this financial year due to outsourcing for event planning and support.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>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.</p> <p>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.</p>
Amount of reserves held	Para 1.22	
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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	

A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		Activity Station's governing document is a 'Foundation model constitution' whose only voting members are the charity trustees
Type of governing document (trust deed , royal charter)	Para 1.25	
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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Activity Station
Other name the charity uses	
Registered charity number	1165502
Charity's principal address	

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/Financial Manager	30.01.16	Activity Station
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		21.02.20	
7	Claire Eaves	Founder	30.01.16	
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[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)

Type of adviser	Name	Address

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)

Claire Eaves

Full name(s)

**Position (eg Secretary,
Chair, etc)**

Founder

Date

9.10.24



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
ACTIVITY STATION

CC16a
12362

Receipts and payments accounts

CC16a

For the period
from

01/04/2023

To


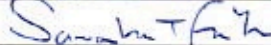
31/03/24

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					
Donations	71	-	-	71	635
Activities/Events	1,175	-	-	1,175	46
Other	-	-	-	-	167
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,246	-	-	1,246	848
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,246	-	-	1,246	848
A3 Payments					
Event Expenditure	6,313	-	-	6,313	6,161
Overheads	8,302	-	-	8,302	3,750
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	14,615	-	-	14,615	9,911
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	14,615	-	-	14,615	9,911
Net of receipts/(payments)	- 13,369	-	-	- 13,369	- 9,063
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 13,369	-	-	- 13,369	- 9,063

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	Barclays	27,463	-	-
	Paypal	152	-	-
		-	-	-
	Total cash funds	27,615	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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 CHRISTEN	4/6/24
		SAMANTHA FRITZ	4/6/24