



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1.4.24 Period start date To 31.3.25 Period end date

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	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	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	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 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>
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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		

Achievements and Performance

	SORP reference	
--	----------------	--

<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>As our service users are more confident in meeting in person since Covid we increased the number of outings and activities with less on zoom. We have noticed a larger number of newcomers. AS often have sold out events and keep a waiting lists. 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.</p> <p>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, although the demand has reduced from the previous year, we continue to offer free live events throughout the year which has made our 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.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>Evaluate user and carer views of our service and identify unmet needs.</p> <p>Increase current programme of days out and the possibility of more respite for families and carers.</p> <p>Apply for further grants from eg The Lottery Fund</p>
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 continue 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 provision of more activities
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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. 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.
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	116502
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/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	
8	Botagoz Shantemirova		01.11.24	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

Claire Eaves

Claire Eaves	
--------------	--

Position (eg Secretary,
Chair, etc)

Founder

Founder	
---------	--

Date

8.1.26

8.1.26



CHARITY COMMISSION
FOR ENGLAND AND WALES

ACTIVITY STATEMENT	14/04/2025
--------------------	------------

Receipts and payments accounts

CC16a

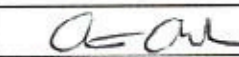
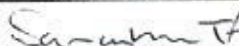
For the period from	01/04/2024	To	31/03/2025
---------------------	------------	----	------------

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 £
A1 Receipts					
Donations	210	-	-	210	71
Activities/events	1,500	-	-	1,500	1,175
Grant Barnes Trust	2,000	-	-	2,000	-
Grant Lottery Fund	15,000	-	-	15,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	18,710	-	-	18,710	1,246
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	18,710	-	-	18,710	1,246
A3 Payments					
Event expenditure	11,156	-	-	11,156	6,313
Overheads	7,358	-	-	7,358	8,302
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	18,514	-	-	18,514	14,615
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	18,514	-	-	18,514	14,615
Net of receipts/(payments)	196	-	-	196	- 13,369
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	196	-	-	196	- 13,369

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	27,658	-	-
	Paypal	1,157	-	-
		-	-	-
	Total cash funds	28,815	-	-
	(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			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 CHURCH SARAH SMITH	13/5/2025 13/5/2025