

# Dovecote Voluntary Parent Committee Annual Report 2020 – 2021

Registered Charity No: 1172048

Dovecote project is a Community led project set up in 1996 delivering inclusive, engaging, integrated and effective services meeting the needs of disadvantaged young children and families. Also, to make effective use of The Dovecote Centre – a purpose-built building for young children and family activities built as part of the Single Regeneration Project for the development, Greater Leys. The building is owned by a local housing consortium. The Dovecote is seen as a focus point providing support to families, a place to build positive lasting friendships and for

some children a place to escape the daily tension and anxieties of family life, along with being a base providing activities and services tailored to meet the needs identified by local residents

*Play is a critical way child come to understand themselves and the world around them.*

*Play is a vital component of a child's life.*

*A child's capacity for positive development will be inhibited or constrained if denied access to a range of stimulating play opportunities.*

*Through play children explore their physical and social environment, ideas and concepts, and learn how to deal with situations that trouble or frighten them.*

*Through play children learn what cannot be explicitly taught.*

*Play is to be ranked outside education in terms of its fundamental role in enabling children to engage positively with the complexities of the world around them.*



## **The Need**

Our project focuses on Blackbird and Greater Leys estates (the Leys); with a population of over 13,000 people in eight Super Output Areas. The 2015 Indices of Deprivation placed the Leys among the 10% most deprived areas in England. There are 5,100 households living in the Leys, nearly one in five is headed by lone parents, over double Oxford's average. Over 50% are under 29; over 40% of children live in poverty affecting their educational attainment. Over 50% of residents have no or low qualifications (22% Oxford average). While 41% of working age adults' work in low skill routine or semi-routine occupations.

Need for local accessible good quality support is supported in The English Indices of Deprivation 2019 Oxford City Results

[https://www.oxford.gov.uk/downloads/file/6758/indices\\_of\\_deprivation\\_2019\\_oxford\\_report](https://www.oxford.gov.uk/downloads/file/6758/indices_of_deprivation_2019_oxford_report)

Oxford remains the most deprived of the five Oxfordshire districts. Over the same period Cherwell has become relatively more deprived and South Oxfordshire, Vale of White Horse and West Oxfordshire have remained similarly ranked.

Oxford has one LSOA within the 10 per cent most deprived areas nationally (Northfield Brook, Oxford)

## **Why Dovecote Children & Families Project is Important**

There are very few initiatives engaging with families in Greater Leys. The Dovecote centre is based in the centre of the estate is the only provider of out of school play facilities for young children and children with disabilities aged 4 to 14 years old, along with being the only provider of these schemes for children aged 4 to 8 across the Leys estate with an estimated population of 1153 within this age range.

As a community owned and run project, we have been fortunate to have the ability to flex in order to meet the needs of the Leys community. We provide holistic services that meet the multiple-needs of local residents, build trusting relationships, provide low-cost services and attract people that are highly committed to making their community a better place to live.

- Good quality play experiences, supporting children and young people to achieve good physical and mental health.
- Inclusive, safe play opportunities where children and young people develop self-confidence and life skills preparing them for a creative and positive adulthood.
- Families, young children and children with disabilities are supported to overcome social exclusions and isolation
- Training and assistance for volunteers to support current provision, and initiate and develop new projects
- User involvement in design, delivery and management of services to meet locally identified need rather than externally perceived needs.
- Skilling up and local capacity building, sign posting local families to access training, support and resources to learn new skills, gain self-esteem and confidence and increase wellbeing.

### **Achievements to Date**

The guiding principle underlying all our work is consultation with, and involvement of children, young people and families. A key aim is to maximise the use of the Dovecote a valuable community resource. For Dovecote to be vibrant, fun, local community resource owned by the community in which it seeks to serve – whose lives it enhances.

Focus of our project is providing young children including children with disabilities, young people and families' access to affordable good quality, safe, secure play and social opportunities and experiences not normally accessible and access to them. When the new estate was established, consultation took place with local residents. The need for stay and play sessions and out of school play facilities was identified along with family social and parenting support groups. The outcome of the consultation was the creation of the Dovecote Voluntary Parent Management Committee made up of local parents who developed the Dovecote project, which has been successfully running for 22 years working with over 1000 families.

With the commitment and dedication of the Dovecote Voluntary Parent Committee, volunteers and staff currently we have achieved the following project developments in the 23 years we have been operating:

- An afterschool club three sessions per week, 16 children per session, including children with disabilities aged 4 to 12 years old
- Easter and summer playschemes for up to 40 children including children with disabilities per session
- Half term playschemes (subject to funding) for up to 16 children
- Weekly Stay & Play sessions for young mums and dads with young children
- Purpose built sensory room for children with disabilities and their families
- Strong partnership work with a wide range of voluntary and statutory organisations supporting vulnerable children and families
- Strong partnership work with Mable Pritchard Special Needs School to support young children with disabilities experiencing exclusion to accessing local services to participate in our afterschool club and schemes.
- Setting up Leys News a free community newsletter distributed to every household in Blackbird Leys. Today the Leys news is an independent community newspaper reach 5000 household every month
- Development of Dovecote Afloat – narrow boat project bringing the magic of canals and nature to young people from the Leys (Sadly due to funding this project came to an end in August 2016) *Sadly due to funding this project is no longer running*
- Purpose built sensory rainbow garden
- Provide support, training and volunteering opportunities
- Extension of centre garden providing a larger outside play area
- Awarded Outstanding Grade by Ofsted 2009
- Finalist Groundwork Community Award – Best Community Project on a Social Housing Estate 2018
- Finalist Children & Young People’s Award 2016

Volunteers play a vital part role in the running of our project. Without their help and commitment there would not be a Dovecote project. All activities are offered to families at below cost to ensure accessibility and affordability to all young children and families living in the Leys. It is encouraging to see young children develop; many have gone on to become volunteers helping in our project. Several have been supported to access training to become qualified play workers working in our schemes before pursuing a career in child care. Our current board of trustees consists of two young men, former users of the Dovecote from the age of 4 years old along with helping deliver services on a volunteer basis for several years. We feel the value of our project is best attested to by the users themselves;

- “Grown in confidence & independence”
- “Learning new skills and being able to socialise with other children”
- “The best thing is having fun with teachers”
- “Interacted with new people and made new friends”
- “I loved everything at Dovecote playscheme”
- “G has learnt so much during her time at playscheme”

- “He was kept active and entertained with lots of activities and new people. This is good for his social skills. I don’t feel any improvement is needed. You all do an amazing thing for children and their families”.

Click on the following link to view a video of Dovecote project

[https://www.youtube.com/watch?v=ai\\_I5Lg34BY&list=PLG3qKpQvraECmbUB7\\_ZziPO7l9nI2vTS2&index=1](https://www.youtube.com/watch?v=ai_I5Lg34BY&list=PLG3qKpQvraECmbUB7_ZziPO7l9nI2vTS2&index=1)

### **Project Management**

We the Dovecote Voluntary Parent management committee receive regular reports from the Children & Families Services Manager Carol Richards. We hold up to six business meeting per year along with training and informal meetings taking place when required. Committee is elected at our AGM. Accounts are prepared by a qualified accountant and signed off at our AGM. Day to day activities of the project are managed and developed in consultation with the committee by Carol. Children and young people play a lead role in planning and development of project. We also employ two part-time afterschool club play workers and have a good bank of regular seasonal play staff. Stay and play sessions are delivered by volunteers Maureen Sim and Alison Logan, supported by Carol. We also have a very good network of parents/carers and supporters who are always willing to help when they can.

### **The Objects of Dovecote Voluntary Parent Committee are;**

The Objects of the CIO are:

- To provide the necessary facilities for the daily care, recreation and education of children and young people including children with disabilities.
- To advance the education and training of the persons in the provision of such care, education and recreational facilities.

### **Our Contact Details**

Dovecote Voluntary Parent Committee, Registered Charity number 1172048,  
Dovecote Centre, Nightingale Avenue, Blackbird Leys, Oxford, OX4 7BU - Tel: 01865 712299 Mobile: 07974234661

E-mail: [leysdvpc@hotmail.com](mailto:leysdvpc@hotmail.com) Website; [www.dovecoteproject.com](http://www.dovecoteproject.com)

facebook:leysdvpc

### **Office Hours**

Monday to Thursday 9.00 am until 4.30 pm.

### **Trustees**

Rachel Partlett – Chairperson; Amie Prior – Secretary; Jacob Brain, Tara Collier, Craig Logan, Hilary Miles and Dwayne John

### **Dovecote Team**

Carol Richards:	Children & Families Services Co-ordinator
Amanda Mackenzie	Play Leader
Sharon Bishop	Play Assistant

Along with a range of seasonal staff throughout the year

### **Playscheme Staff**

Kady Wenborn	Play Leader
Amanda MacKenzie	Assistant
Sharon Bishop	Assistant

Mr Peter J Stevenson, MA FCA, has independently examined our accounts

### **Chairs Report**

I am pleased to present our annual report for 2019-20 albeit very brief. The past twelve months have been challenging to say the least. Local residents of the Leys have been hit pretty hard by the pandemic's long economic fallout.

The pandemic will have a lasting HARMFUL impact on the mental health of families, children and young people for many years to come.

The Furlough scheme introduced by the government in April last year has been a live saver for our project. It enabled us to retain our current staff and pay essential wages to families to keep a roof over their heads, feed their families and pay essential bills. Along with help secure the delivery of our project

I would like to say a huge thank you to all Trustees for their valued input and huge contributions to the on-going success of the project. Without their dedication and commitment which is very much valued and appreciated, there would not be a Dovecote project.

Last but by no means least a thank you to our Children's and Families Service Manager Carol Richards for her commitment, drive, and continued hard work she has given and continues to give the project

### **Treasurers Report**

2020/21 financial accounts have been prepared by Peter J Stevenson MA FCA our accountant for many years now.

I would like to reiterate what our chair Rachel has said, without the government furlough scheme we would be in a very bleak financial situation. Had this support not been available we would have no doubt had to have made staff redundant.

It will be an extremely challenging time ahead for our project as it will be for most local charities and voluntary organisations raising the necessary funds to delivery vital services to vulnerable families.

We are fortunate to have secured the necessary funding need to allow our project to continue until March 2022. This includes a three-month project wind up period

and employers' responsibilities (see attached). Children & Families Services Manager is working very hard to secure long term funding for the project.

### **Secretary**

Even more so this year, it is an honour, as Secretary, to be presenting this report on the activities of the Dovecote Children & Families project over the past 12 months. I would like to extend a warm welcome to all members to our Annual General Meeting tonight. The goal of my report is to outline the activities, achievements and development of our project and future vision and aspirations going forward

The past year has been very challenging to say the least! Despite dealing with a Global Pandemic, we were able to continue supporting vulnerable children and families albeit it very limited. What services we were able to deliver, i.e., half term playschemes, some afterschool club sessions, delivery of art and craft resources and some food parcels were very much appreciated by children and families.

Last but by no means least a huge thank you to our cohesive, enthusiastic, dedicated Trustees who work hard and give their time despite busy hectic lives to keep this vital project going for the community of the Leys, a nationally recognised area of disadvantage

### **Easter & Summer Playschemes**

I'm sure you will not be surprised to read that sadly both schemes were not able to run this year due to the pandemic. Instead, we were put together and delivered 35 art and craft activity packs for current and past users of our service. Along with provided these families with some foodbank packages of food to these families.

We effectively delivered two half term playschemes for children aged 4 to 12 years old, October half term and Christmas. Children had the opportunity to enjoy a wide variety of activities and experiencing supporting their learning and development in a safe secure environment. Our schemes also provided children with an opportunity to discuss and explore the impact of the pandemic on them and their families. We focus on this during each scheme to firstly give children the opportunity to talk about the impact on them and secondly to enable us to better understand their needs and that of the families we support. Unfortunately, offsite activities were not possible due to the pandemic.

### **Afterschool Club**

We worked with several agencies to put together a comprehensive Covid-19 risk assessment along with procedures to ensure our users safety along with provide parents/carers with confidence in our ability to keep their children safe. This resulted in us being able to re-start our afterschool club at the beginning of October. Delivering three sessions per week. This was the earliest the landlord of our building (Catalyst) would let us re-start our project.

To our surprise many of our regular re-engaged with us quickly. In spite of many of our families and children struggling with having the confidence in feeling safe and motivated. Children and parents' anxieties have sadly become much higher with many experiencing deep depression as a result of the pandemic. After several weeks of running, we are pleased to say that along with our regulars we had two new children join us.

We were all set to restart our afterschool club after the Christmas break but unfortunately due to the latest lockdown which includes the closure of schools, we are unable to restart.

We closed our doors March 18<sup>th</sup>. As the country went into lockdown for the first time. After months of negotiations with Catalyst Housing we were able to reopen 6<sup>th</sup> October. It was so nice to see the return of many of our regulars. It was also very sad to see the negative impact the pandemic had on many of the children's confidence and motivation. Due to a large rise in Covid-19 cases at Windale primary school with all but reception and one other year not at home isolating we sadly had to close for the month of November. Our reopening in December was very much welcomed and appreciated by parents and children. Little did we know that this would be the last month we would operate for the remainder of the year.

### **Stay & Play**

Sadly, we have not been able to deliver any stay and play sessions for 20/21. This sadly will have a lasting devastating impact on the mental health of many parents especially new parents who have not had the support and ability to socialise with other mums. Baby's born during the pandemic may have not met anyone except their parents. Social support from friends, family, community groups and professionals is normally considered vital not only because it provides infants with variety, stimulation and opportunities for learning, but also because it is good for the wellbeing of parents, on whom babies are so dependent....



### **Aim of Stay and Play sessions**

**Be Healthy** Much of the play, especially for the older children, is physically active at sessions helping develop physical health. Additionally, there is a very strong ethos of promoting healthy eating, with snack time consisting of only fruit, which



develops a healthy lifestyle and encourages the parents to support the children to follow a healthy lifestyle. Through playing, learning and developing in a supportive environment, where parents are helped to promote these activities, children are nurtured and remain mentally and emotionally healthy. **Stay Safe** Through playing with their children and enjoying time with other parents, parents' bond better with their children and develop support networks to help them cope with parenthood and learn new skills, which will reduce the occurrences of maltreatment, neglect and violence. **Enjoy & Achieve** Through both structured and unstructured, children become more socially independent and socially able making them ready to engage fully in school when they are old enough. Through these same process's children are able to develop personally and socially while enjoying recreation. **Make a Positive Contribution** Stay and Plays are social environments where children are encouraged to develop positive relationships with other children and behave appropriately in play. Through play children are encouraged to be more independent which helps them develop self-confidence.

### **Funding**

See attached 2018/2019 financial report prepared by Peter Stevens, MA FCA

### **Equal Opportunities**

We are fully committed to caring for children in a multi-cultural/racial community.  
We give the following undertaking and declare that:

We will treat the children in our care with equal concern and without prejudice to their Religious persuasion, racial origin, cultural background, gender, disability or special needs.

The Dovecote Voluntary Parent Committee is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination for everyone in our community; we provide facilities that promote and reflect cultural and social diversity and are equally accessible to all.

We are proud of our record of success in including children with various specific physical intellectual or behavioural needs in our activities and we are fortunate to have a very good partnership with the Parasol Project. Parasol is based on the belief that children with disabilities are children first. With the help of enablers provided by Parasol, we are able to better meet the needs of children with disabilities in our playschemes.

### **Acknowledgements:**

We would like to take this opportunity to express our thanks to all the people, groups and organisations who have contributed to the continued success of the Dovecote projects over the past year. Without your help and support the Dovecote Voluntary Parent Committee would not have succeeded in continuing to deliver good quality, low-cost play experiences and opportunities for the children, including children with disabilities, young people and families living in one of Europe's largest social housing estates Blackbird Leys.

### **Finally**

A huge thanks to all our staff for the great job they do providing a fun, happy, friendly, welcoming, secure, challenging and stimulating environment for the children, young people and families of the Leys!

### ***ALSO BIG THANKS TO:***

The Trustees and Members of the Management Committee  
All our wonderful volunteers; Maureen Sim, Alison Logan, Jamelia  
Tansley

**Catalyst Housing Group  
Council**

**Oxford University**

**National Lottery Community Fund**

**Pye Charitable Settlement**

**PF Charitable Trust**

**University**

**Cumber Family Charitable Trust**

**City of Oxford Charity**

**St Peter's Church Wolvercote**

**Foundation**

**Blackbird Leys Parish Council**

**Oxfordshire Community Foundation**

**Oxford City**

**Oxford Food Hub**

**St John's College**

**Unipart**

**Christ Church**

**All Souls College**

**Queens College**

**Tambour**

**Doris Field Trust**

***All our funders for their valuable support***

*Peter Stevenson for examining the accounts*

*All parents and carers of our users and children and young people who  
make it all worthwhile!!!!*

**DOVECOTE VOLUNTARY PARENT COMMITTEE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

INDEX

Page 1-3	Report of the Trustees
4	Independent Examiner's Report
5	Statement of Financial Activities
6	Balance Sheet
7	Notes to the Financial Statements
8	Statement of Financial Activities 2019/20 (for comparative purposes)
9	Detailed Income & Expenditure Account

Registered Charity No: 1172048

DOVECOTE VOLUNTARY PARENT COMMITTEE  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES

Amie Prior  
Jacob Brain  
Rachel Partlett  
Tara Collier  
Hilary Miles  
Craig Logan  
Dwayne John

REGISTERED OFFICE

The Dovecote  
Nightingale Avenue  
Blackbird Leys  
Oxford  
OX4 5BU

INDEPENDENT EXAMINER

Peter J Stevenson FCA

BANKERS

Barclays Bank plc  
Cowley  
Oxford

## DOVECOTE VOLUNTARY PARENT COMMITTEE

TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and the financial statements for the year ended 31 March 2021.

**Charitable Status**

Dovecote Voluntary Parent Committee is a charity, registered in England, number 1172048.

**Trustees**

The Trustees who have held office at any point during the period ended 31 March 2021 and to the date of this report are as follows:

Rachel Partlett (Chair)  
Amie Prior (Secretary)  
Jacob Brain  
Tara Collier  
Hilary Miles  
Craig Logan  
Dwayne John

**Structure, Governance and Management**

The Committee was originally established under a Constitution adopted in 2007. The charity formed in 2017 acquired the assets and liabilities of the former unincorporated body.

Additional trustees may be appointed by the Committee; all new trustees are offered appropriate training in order to fulfil their role.

**Objectives and activities**

The object of the charity is to provide facilities for the daily care, recreation and education of children during out of school hours and school holidays.

The charity also aims to advance the education and training of persons in the provision of such care, education and recreational facilities.

**Achievements and performance**

The charity has been very successful in attracting grants for its core work, not only for immediate use but also to support its work in the following period. The staff were generally on furlough throughout the year, with the result that grants previously secured towards staffing and other general costs have not yet been fully applied.

**Public benefit**

The Trustees of the charity have had due regard both to the objectives of the charity, as set out above, and also to the guidance on public benefit published by the Charity Commission, in exercising their powers and duties. All activities are undertaken in furtherance of the charity's objects, as outlined above.

**Risk management**

The principal risks the charity may face are perceived to be inadequate future funding and the possibility of safeguarding issues arising in the children's activities. To mitigate these risks, more than sufficient future funding has been secured in the short term, and appropriate safeguarding measures have been put in place. Risk assessments have been carried out in accordance with Government regulations in respect of the Health and Safety of staff and volunteers during the Covid-19 pandemic.

**DOVECOTE VOLUNTARY PARENT COMMITTEE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Financial Review**

All the assets and liabilities of the former unincorporated body were transferred to the charity as at 1 April 2017, and totalled £85,032, of which £2,194 were restricted funds.

Income for the year totalled £87,610 (2020 £73,316), and expenditure £49,729 (2020 £58,132). The net surplus of £37,881 (2020 £15,184) has been added to the fund balances, resulting in reserves carried forward of £126,118, of which £15,428 (2020 £1,394) were restricted funds and £40,000 (2020 £36,000) funds designated for redundancy costs in the event of the charity being wound up.

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operation for at least 12 months from the date of signing this report, and have therefore continued to adopt the going concern basis in preparing the financial statements. They regularly monitor the impact that Covid-19 continues to have on current operations, and the likely long-term effects on reserves.

**Plans for Future Periods**

The charity plans to continue to provide the existing services in furtherance of its core objectives, but recognises that the raising of funds for its work in future will be increasingly challenging.

**Statement of Trustees' Responsibilities**

The Trustees are responsible for preparing the Report of the Trustees and financial statements in accordance with applicable law and regulations.

Charity law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing those financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

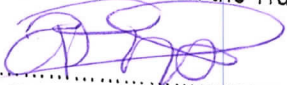
So far as the Trustees are aware, there is no relevant information (information needed by the independent examiner in connection with preparing his report) of which the charity's examiner is unaware, and each Trustee has taken all the steps that he ought to have taken in order to make himself aware of any relevant information and to establish that the examiner is aware of that information.

**Independent Examiner**

Peter J Stevenson FCA has signified his willingness to continue in office and a resolution to re-appoint him as examiner will be proposed at the forthcoming annual general meeting.

Approved by the Trustees on 23 June 2021

And signed by order of the Trustees by

  
 .....  
 Amie Prior  
 Trustee and Secretary



## **Independent Examiner's Report to the Trustees of Dovecote Voluntary Parent Committee CIO**

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2021, which are set out on pages 5 to 9.

### **Respective Responsibilities of Trustees and Examiner**

As the charity's trustees you are responsible for the preparation of the accounts. You consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply, and that an independent examination is needed. It is my responsibility to state on the basis of Procedures specified in the General Directions given by the Charity Commissioners under section 145 of the Act, whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Peter J. Stevenson*

Peter J. Stevenson  
Chartered Accountant

8 Harbord Road  
Oxford  
OX2 8LJ

Date: 23<sup>rd</sup> June 2021

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2021

	Restricted Funds £	Unrestricted Funds £	2021 Totals £	2020 Totals £
<b>INCOME</b>				
Grants and donations	26,500	11,882	38,382	61,071
Activities for generating funds: Fees and hirings	0	3,551	3,551	12,161
Other income				
Furlough payments	0	29,028	29,028	0
Interest	0	21	21	84
<b>TOTAL INCOME</b>	<b>26,500</b>	<b>44,482</b>	<b>70,982</b>	<b>73,316</b>
<b>EXPENDITURE (Note 3)</b>				
Fundraising and publicity	0	2,010	2,010	2,559
Charitable activities				
Staff costs	21,971	18,363	40,334	44,687
Activity costs	1,379	0	1,379	6,219
Property costs	3,150	0	3,150	3,150
Office costs	0	317	317	497
Professional fees	0	895	895	870
Charitable donations	0	250	250	
Sensory garden	1,394	0	1,394	150
<b>TOTAL EXPENDITURE</b>	<b>27,894</b>	<b>21,835</b>	<b>49,729</b>	<b>58,132</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>-1,394</b>	<b>22,647</b>	<b>21,253</b>	<b>15,184</b>
Funds b/f at 1st April 2020	1,394	86,843	88,237	73,053
<b>Total funds c/f at 31st March 2021</b>	<b>£0</b>	<b>£109,490</b>	<b>£109,490</b>	<b>£88,237</b>

The notes on page 3 form part of these accounts.

All activities are continuing; there are no gains and losses other than those recognised through the Statement of Financial Activities.




BALANCE SHEET AS AT 31ST MARCH 2021

	Note	2021 £	2020 £
<b>FIXED ASSETS</b>		<u>0</u>	<u>0</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	4	500	500
Bank deposit a/c		45,474	45,453
Cash at bank and in hand		<u>87,934</u>	<u>65,761</u>
		133,908	111,714
<b>CURRENT LIABILITIES</b>	5		
Deferred income		23,628	22,460
Creditors		<u>790</u> <u>24,418</u>	<u>1,017</u> <u>23,477</u>
<b>NET CURRENT ASSETS</b>		<u>109,490</u>	<u>88,237</u>
<b>NET ASSETS</b>		<u>£109,490</u>	<u>£88,237</u>
<b>FUND BALANCES</b>			
Restricted funds	6	0	1,394
Designated funds		35,000	36,000
Other unrestricted funds		<u>74,490</u>	<u>50,843</u>
		<u>£109,490</u>	<u>£88,237</u>

NB Designated funds represent a provision for redundancy costs in the event of the charity being wound up

These accounts were approved by the Management Committee on 23rd June 2021

SIGNED:   
Rachel Partlett

SIGNED:   
Amie Prior

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

## 1. Basis of accounting

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The statements should be read in conjunction with the accompanying Annual Report. All the assets and liabilities of the former unincorporated body were transferred in at 1st April 2017.

## 2. Accounting policies

(a) **Income Is** included in the SoFA when:

the entity becomes entitled to the resources, it is probable that the income will be received, and the monetary value can be measured with sufficient reliability.

(b) **Liabilities** are recognised as soon as there is a legal or constructive obligation committing the entity to pay out resources.

## 3. Expenditure

Expenditure includes the Independent Examiner's fee £400 (2020 £400); no trustees were paid or committee expenses reimbursed (2020 NIL), and there were no related party transactions in either year. No employees' emoluments exceeded £60,000 in either year; the average number of employees was 5 (2020: 5), although all staff were furloughed for most of the year.

	2021 £	2020 £
4. Debtors		
Payments in advance: insurance	500	500
	<u>£500</u>	<u>£500</u>

## 5. Creditors

Deferred income: grants	23,628	22,460
HM Revenue & Customs	0	357
Other creditors	790	660
	<u>£24,418</u>	<u>£23,477</u>

## 6. Restricted funds

	Sensory Garden	TOTAL
Balance b/f, 1.4.20	1,394	1,394
Income	0	0
	<u>1,394</u>	<u>1,394</u>
Less: expenditure	1,394	1,394
Balance c/f, 31.3.21	<u>£0</u>	<u>£0</u>

## 7. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue operating for the foreseeable future. The Trustees continue to monitor the impact that Covid-19 is having on operations, and are taking actions to minimise their effect on the long-term reserves of the charity. Under all scenarios reviewed the charity has sufficient reserves to continue operating as a going concern for at least 12 months from the date of signing this report, so has adopted this basis in preparing the accounts.

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2020

FOR COMPARATIVE PURPOSES

	Restricted Funds £	Unrestricted Funds £	2020 Totals £
<b>INCOME</b>			
Grants and donations	49,759	11,312	61,071
Activities for generating funds:			
Fees and hirings	0	12,161	12,161
Other income			
Refunds and miscellaneous	0	0	0
Interest	0	84	84
<b>TOTAL INCOME</b>	<b>49,759</b>	<b>23,557</b>	<b>73,316</b>
<b>EXPENDITURE</b>			
Fundraising and publicity	0	2559	2,559
Charitable activities			
Staff costs	40,390	4,297	44,687
Activity costs	6,219	0	6,219
Property costs	3,150	0	3,150
Office costs	0	497	497
Professional fees	0	870	870
Sensory garden	150	0	150
<b>TOTAL EXPENDITURE</b>	<b>49,909</b>	<b>8,223</b>	<b>58,132</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>-150</b>	<b>15,334</b>	<b>15,184</b>
Funds b/f at 1st April 2019	1,544	71,509	73,053
<b>Total funds c/f at 31st March 2020</b>	<b>£1,394</b>	<b>£86,843</b>	<b>£88,237</b>

## DETAILED INCOME &amp; EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2021

	2020/21		2019/20	
	£	£	£	£
<b>INCOME</b>				
Fees	1,081		7,686	
Rentals	0		2,005	
Grants: Oxfordshire County Council	0		1,964	
Grants: Oxford City Council	14,000		14,650	
Grant: Blackbird Leys Parish Council	500		1,800	
Grant: Awards for All	10,000		10,000	
Grant: Gannet Foundation	0		8,645	
Grant: Oxfordshire Community Foundation	2,050		0	
Grant: Tambour Foundation	3,739		0	
Grant: Catalyst Housing Group	0		6,500	
Other grants and donations: restricted	2,500		6,200	
Other grants and donations: unrestricted	5,593		11,312	
Furlough payments	29,028		0	
Building Management fees	2,470		2,470	
Bank interest	21	70,982	84	73,316
<b>EXPENDITURE</b>				
Wages	8,280		12,322	
Training, travel and subsistence	54		162	
Services Coordinator: salary + NI	32,000		32,203	
Fundraising fee	2,010		2,559	
Sensory Garden (grant funded)	1,394		150	
Equipment, workshops & trips	1,219		5,725	
Rent	2,600		2,600	
Insurance	550		550	
Accountancy and bookkeeping	400		400	
Payroll charges	495		470	
Inspection and DBS check fees	126		494	
Telephone	317		469	
25th anniversary donation	250		0	
Miscellaneous	34	49,729	28	58,132
<b>SURPLUS FOR THE YEAR</b>				
	£21,253		£15,184	

**DOVECOTE VOLUNTARY PARENT COMMITTEE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

INDEX

Page 1-3	Report of the Trustees
4	Independent Examiner's Report
5	Statement of Financial Activities
6	Balance Sheet
7	Notes to the Financial Statements
8	Statement of Financial Activities 2019/20 (for comparative purposes)
9	Detailed Income & Expenditure Account

Registered Charity No: 1172048

DOVECOTE VOLUNTARY PARENT COMMITTEE  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES

Amie Prior  
Jacob Brain  
Rachel Partlett  
Tara Collier  
Hilary Miles  
Craig Logan  
Dwayne John

REGISTERED OFFICE

The Dovecote  
Nightingale Avenue  
Blackbird Leys  
Oxford  
OX4 5BU

INDEPENDENT EXAMINER

Peter J Stevenson FCA

BANKERS

Barclays Bank plc  
Cowley  
Oxford



## DOVECOTE VOLUNTARY PARENT COMMITTEE

TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and the financial statements for the year ended 31 March 2021.

**Charitable Status**

Dovecote Voluntary Parent Committee is a charity, registered in England, number 1172048.

**Trustees**

The Trustees who have held office at any point during the period ended 31 March 2021 and to the date of this report are as follows:

Rachel Partlett (Chair)  
Amie Prior (Secretary)  
Jacob Brain  
Tara Collier  
Hilary Miles  
Craig Logan  
Dwayne John

**Structure, Governance and Management**

The Committee was originally established under a Constitution adopted in 2007. The charity formed in 2017 acquired the assets and liabilities of the former unincorporated body.

Additional trustees may be appointed by the Committee; all new trustees are offered appropriate training in order to fulfil their role.

**Objectives and activities**

The object of the charity is to provide facilities for the daily care, recreation and education of children during out of school hours and school holidays.

The charity also aims to advance the education and training of persons in the provision of such care, education and recreational facilities.

**Achievements and performance**

The charity has been very successful in attracting grants for its core work, not only for immediate use but also to support its work in the following period. The staff were generally on furlough throughout the year, with the result that grants previously secured towards staffing and other general costs have not yet been fully applied.

**Public benefit**

The Trustees of the charity have had due regard both to the objectives of the charity, as set out above, and also to the guidance on public benefit published by the Charity Commission, in exercising their powers and duties. All activities are undertaken in furtherance of the charity's objects, as outlined above.

**Risk management**

The principal risks the charity may face are perceived to be inadequate future funding and the possibility of safeguarding issues arising in the children's activities. To mitigate these risks, more than sufficient future funding has been secured in the short term, and appropriate safeguarding measures have been put in place. Risk assessments have been carried out in accordance with Government regulations in respect of the Health and Safety of staff and volunteers during the Covid-19 pandemic.

**DOVECOTE VOLUNTARY PARENT COMMITTEE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Financial Review**

All the assets and liabilities of the former unincorporated body were transferred to the charity as at 1 April 2017, and totalled £85,032, of which £2,194 were restricted funds.

Income for the year totalled £87,610 (2020 £73,316), and expenditure £49,729 (2020 £58,132). The net surplus of £37,881 (2020 £15,184) has been added to the fund balances, resulting in reserves carried forward of £126,118, of which £15,428 (2020 £1,394) were restricted funds and £40,000 (2020 £36,000) funds designated for redundancy costs in the event of the charity being wound up.

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operation for at least 12 months from the date of signing this report, and have therefore continued to adopt the going concern basis in preparing the financial statements. They regularly monitor the impact that Covid-19 continues to have on current operations, and the likely long-term effects on reserves.

**Plans for Future Periods**

The charity plans to continue to provide the existing services in furtherance of its core objectives, but recognises that the raising of funds for its work in future will be increasingly challenging.

**Statement of Trustees' Responsibilities**

The Trustees are responsible for preparing the Report of the Trustees and financial statements in accordance with applicable law and regulations.

Charity law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing those financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

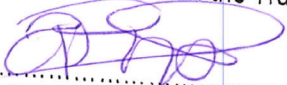
So far as the Trustees are aware, there is no relevant information (information needed by the independent examiner in connection with preparing his report) of which the charity's examiner is unaware, and each Trustee has taken all the steps that he ought to have taken in order to make himself aware of any relevant information and to establish that the examiner is aware of that information.

**Independent Examiner**

Peter J Stevenson FCA has signified his willingness to continue in office and a resolution to re-appoint him as examiner will be proposed at the forthcoming annual general meeting.

Approved by the Trustees on 23 June 2021

And signed by order of the Trustees by

  
 .....  
 Amie Prior  
 Trustee and Secretary



## **Independent Examiner's Report to the Trustees of Dovecote Voluntary Parent Committee CIO**

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2021, which are set out on pages 5 to 9.

### **Respective Responsibilities of Trustees and Examiner**

As the charity's trustees you are responsible for the preparation of the accounts. You consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply, and that an independent examination is needed. It is my responsibility to state on the basis of Procedures specified in the General Directions given by the Charity Commissioners under section 145 of the Act, whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Peter J. Stevenson*

Peter J. Stevenson  
Chartered Accountant

8 Harbord Road  
Oxford  
OX2 8LJ

Date: 23<sup>rd</sup> June 2021

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2021

	Restricted Funds £	Unrestricted Funds £	2021 Totals £	2020 Totals £
<b>INCOME</b>				
Grants and donations	26,500	11,882	38,382	61,071
Activities for generating funds: Fees and hirings	0	3,551	3,551	12,161
Other income				
Furlough payments	0	29,028	29,028	0
Interest	0	21	21	84
<b>TOTAL INCOME</b>	<b>26,500</b>	<b>44,482</b>	<b>70,982</b>	<b>73,316</b>
<b>EXPENDITURE (Note 3)</b>				
Fundraising and publicity	0	2,010	2,010	2,559
Charitable activities				
Staff costs	21,971	18,363	40,334	44,687
Activity costs	1,379	0	1,379	6,219
Property costs	3,150	0	3,150	3,150
Office costs	0	317	317	497
Professional fees	0	895	895	870
Charitable donations	0	250	250	
Sensory garden	1,394	0	1,394	150
<b>TOTAL EXPENDITURE</b>	<b>27,894</b>	<b>21,835</b>	<b>49,729</b>	<b>58,132</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>-1,394</b>	<b>22,647</b>	<b>21,253</b>	<b>15,184</b>
Funds b/f at 1st April 2020	1,394	86,843	88,237	73,053
<b>Total funds c/f at 31st March 2021</b>	<b>£0</b>	<b>£109,490</b>	<b>£109,490</b>	<b>£88,237</b>

The notes on page 3 form part of these accounts.

All activities are continuing; there are no gains and losses other than those recognised through the Statement of Financial Activities.


BALANCE SHEET AS AT 31ST MARCH 2021

	Note	2021 £	2020 £
<b>FIXED ASSETS</b>		<u>0</u>	<u>0</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	4	500	500
Bank deposit a/c		45,474	45,453
Cash at bank and in hand		<u>87,934</u>	<u>65,761</u>
		133,908	111,714
<b>CURRENT LIABILITIES</b>	5		
Deferred income		23,628	22,460
Creditors		<u>790</u> <u>24,418</u>	<u>1,017</u> <u>23,477</u>
<b>NET CURRENT ASSETS</b>		<u>109,490</u>	<u>88,237</u>
<b>NET ASSETS</b>		<u>£109,490</u>	<u>£88,237</u>
<b>FUND BALANCES</b>			
Restricted funds	6	0	1,394
Designated funds		35,000	36,000
Other unrestricted funds		<u>74,490</u>	<u>50,843</u>
		<u>£109,490</u>	<u>£88,237</u>

NB Designated funds represent a provision for redundancy costs in the event of the charity being wound up

These accounts were approved by the Management Committee on 23rd June 2021

SIGNED:   
Rachel Partlett

SIGNED:   
Amie Prior

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

## 1. Basis of accounting

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The statements should be read in conjunction with the accompanying Annual Report. All the assets and liabilities of the former unincorporated body were transferred in at 1st April 2017.

## 2. Accounting policies

(a) **Income** is included in the SoFA when:

the entity becomes entitled to the resources, it is probable that the income will be received, and the monetary value can be measured with sufficient reliability.

(b) **Liabilities** are recognised as soon as there is a legal or constructive obligation committing the entity to pay out resources.

## 3. Expenditure

Expenditure includes the Independent Examiner's fee £400 (2020 £400); no trustees were paid or committee expenses reimbursed (2020 NIL), and there were no related party transactions in either year. No employees' emoluments exceeded £60,000 in either year; the average number of employees was 5 (2020: 5), although all staff were furloughed for most of the year.

	2021 £	2020 £
4. Debtors		
Payments in advance: insurance	500	500
	<u>£500</u>	<u>£500</u>

## 5. Creditors

Deferred income: grants	23,628	22,460
HM Revenue & Customs	0	357
Other creditors	790	660
	<u>£24,418</u>	<u>£23,477</u>

## 6. Restricted funds

	Sensory Garden	TOTAL
Balance b/f, 1.4.20	1,394	1,394
Income	0	0
	<u>1,394</u>	<u>1,394</u>
Less: expenditure	1,394	1,394
Balance c/f, 31.3.21	<u>£0</u>	<u>£0</u>

## 7. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue operating for the foreseeable future. The Trustees continue to monitor the impact that Covid-19 is having on operations, and are taking actions to minimise their effect on the long-term reserves of the charity. Under all scenarios reviewed the charity has sufficient reserves to continue operating as a going concern for at least 12 months from the date of signing this report, so has adopted this basis in preparing the accounts.

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2020

FOR COMPARATIVE PURPOSES

	Restricted Funds £	Unrestricted Funds £	2020 Totals £
<b>INCOME</b>			
Grants and donations	49,759	11,312	61,071
Activities for generating funds:			
Fees and hirings	0	12,161	12,161
Other income			
Refunds and miscellaneous	0	0	0
Interest	0	84	84
<b>TOTAL INCOME</b>	<b>49,759</b>	<b>23,557</b>	<b>73,316</b>
<b>EXPENDITURE</b>			
Fundraising and publicity	0	2,559	2,559
Charitable activities			
Staff costs	40,390	4,297	44,687
Activity costs	6,219	0	6,219
Property costs	3,150	0	3,150
Office costs	0	497	497
Professional fees	0	870	870
Sensory garden	150	0	150
<b>TOTAL EXPENDITURE</b>	<b>49,909</b>	<b>8,223</b>	<b>58,132</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>-150</b>	<b>15,334</b>	<b>15,184</b>
Funds b/f at 1st April 2019	1,544	71,509	73,053
<b>Total funds c/f at 31st March 2020</b>	<b>£1,394</b>	<b>£86,843</b>	<b>£88,237</b>



## DETAILED INCOME &amp; EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2021

	2020/21		2019/20	
	£	£	£	£
<b>INCOME</b>				
Fees	1,081		7,686	
Rentals	0		2,005	
Grants: Oxfordshire County Council	0		1,964	
Grants: Oxford City Council	14,000		14,650	
Grant: Blackbird Leys Parish Council	500		1,800	
Grant: Awards for All	10,000		10,000	
Grant: Gannet Foundation	0		8,645	
Grant: Oxfordshire Community Foundation	2,050		0	
Grant: Tambour Foundation	3,739		0	
Grant: Catalyst Housing Group	0		6,500	
Other grants and donations: restricted	2,500		6,200	
Other grants and donations: unrestricted	5,593		11,312	
Furlough payments	29,028		0	
Building Management fees	2,470		2,470	
Bank interest	21	70,982	84	73,316
<b>EXPENDITURE</b>				
Wages	8,280		12,322	
Training, travel and subsistence	54		162	
Services Coordinator: salary + NI	32,000		32,203	
Fundraising fee	2,010		2,559	
Sensory Garden (grant funded)	1,394		150	
Equipment, workshops & trips	1,219		5,725	
Rent	2,600		2,600	
Insurance	550		550	
Accountancy and bookkeeping	400		400	
Payroll charges	495		470	
Inspection and DBS check fees	126		494	
Telephone	317		469	
25th anniversary donation	250		0	
Miscellaneous	34	49,729	28	58,132
<b>SURPLUS FOR THE YEAR</b>				
	£21,253		£15,184	