

# Dovecote Voluntary Parent Committee Annual Report 2021 – 2022

Registered Charity No: 1172048



## **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

- Twice 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.

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

[https://www.youtube.com/watch?v=ai\\_I5Lg34BY](https://www.youtube.com/watch?v=ai_I5Lg34BY)

### **Project Management**

We the Dovecote Voluntary Parent management committee receive regular reports and updates 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. Unfortunately, due to the pandemic our meetings have been limited this year. Accounts are prepared by a qualified accountant and signed off at our AGM. Day to day activities of the project is 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 our wonderful volunteer 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.

## **Vision, Mission and Values**

**OUR VISION** – *A world where all children and young people are equal*

**OUR MISSION** – *provide services, support and opportunities that support the*

*Improvement of the descending spiral of deprivation  
and  
inequality, setting a path for lasting growth*

**OUR VALUES** – *We pride ourselves in giving a safe  
and*

*welcoming environment in order to  
give our  
users the ability to development  
themselves  
and break the cycle of undesirable  
peer  
pressure.*

We support children and young people in their personal development and to build positive relationships. Together we enable children and young people to reach their full potential and realise their ambitions. We are ambitious for the lives of the children and young people we work with. The services we provide to families and children aspire to better lives. We have built trusting relationships within the community over many years. We have maintained this trust by being dependable and consistent in our delivery of services and support.

### **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**

Current office hours vary

## **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
Sharon Bishop	Play Assistant
Amanda Mackenzie	Former afterschool club Leader

Along with a range of seasonal staff throughout the year

## **Volunteers**

Alison Logan

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

## **Chairs Report**

I am pleased to present our annual report for 2020-21 and to say express my relief that there is a light at the end of this pandemic storm. It is clear the impact of the pandemic has been felt by all. I am pleased to say that the past twelve months have been much better than the previous twelve months when the pandemic was at its worse. We have been able to resume delivery of our vital services i.e., stay and play and afterschool club sessions and playschemes

I am also pleased to report that we have been reassured by Amy Eckersley, Catalyst new Community Facilities Coordinator that we will have use of the Dovecote under the same terms and agreement as we currently have for the foreseeable future. Amy and Carol held a zoom call earlier in March to discuss the changes that may take place when the merger with Catalyst and Peabody Housing is complete later this year. Apart from a new organisation Asylum Children together using the upstairs office there will not be any other changes in the users of Dovecote. In the future It is hoped that a pre-school can be found to make use of the purpose-built pre-school room.

I would like to say a huge thank you to all Trustees who continue to serve, support and scrutinise the Charity's work. Without their dedication and commitment which is very much valued and appreciated, there would not be a Dovecote project.

2021 has shown itself to be challenging and uncompromising. So are we in building a society that works better for all disadvantage children and families.

## **Treasurers Report**

2021/22 financial accounts have been prepared by our long-standing accountant Peter J Stevenson MA FCA

Covid-19 has provided challenges to us financially as it has to everyone. We are fortune with the support of the Government furlough scheme to have secured enough funds to continue delivering Dovecote Children & Families project until March 2023.

I would like to thank Carol for all her hard work and dedication in raising the funds needed to secure the delivery of the project for the coming year

### **Secretary**

I would like to extend a warm welcome to everyone here tonight attending 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 world is changing fast. Life is more uncertain than ever before. More challenging. More complex. Covid-19 brought an extraordinary sting to the year's tail, turning vulnerable children's and parents lives upside down in ways we had never imagined.

Working directly with children, young and families remains central to our approach. Using what we learn from our direct practice means we can find solutions to the bigger, universal problems disadvantage children, young people and families face on a daily basis

### **Easter & Summer Playschemes**

Unlike April 2021 we were able to deliver our Easter playscheme. The was delivered for one week. Due to covid restrictions we were only able to support 10 children to attend

Again, unlike the summer of 2021 our summer scheme was able to run as usual this year, i.e., first four weeks of the school holiday period. We had a total of 26 children attend weeks one and two and 23 children attend weeks three and four. Our themes for this year's scheme were bugs life, jungle, sport and dinosaurs and fun week.

Children had the opportunity to enjoy a variety of activities, opportunities and experiences; a variety of art and crafts, cooking, sensory play, outside creative play, team games, sports games, colouring competitions, sand art, making slime, making bracelets, bouncy castle fun, parachute games and much more

End of the scheme was celebrated with a family, carer and staff day trip to Bournemouth. It was decided under the current circumstances to have a trip to beach out in the open with no queuing and close contact with lots of other people. For some the trip was the only opportunity for them to escape from the challenges of living in one of Europe's largest housing estates especially after almost eighteen months of lockdown. 19 adults and 28 children participated having lots of fun and quality family time together. Despite the weather being rather disappointing, overcast everyone who attended had a fantastic day out.

Holiday playschemes benefit disadvantaged children by enabling them to connect with friends and sympathetic adults, have experiences that broaden their horizons and give them memories to embrace and share.

Our schemes provide critical access to cultural events, recreational spaces, and entertainment for children and their families living in a nationally recognised area of disadvantage.

New research reveals what we already know is that holiday playschemes have a wider impact on child health and well-being than previously believed. The research

was carried out by Northumbria University in Newcastle, the research, which claims to be the 'largest-ever' study into holiday clubs in England, finds that holiday provision benefits children and their parents beyond combating hunger. Holiday playschemes provide a number of social and health benefits including providing children a safe place to play.

For further information on the above research follow the link below;

<https://newsroom.northumbria.ac.uk/pressreleases/holiday-clubs-provide-far-more-benefits-beyond-just-providing-food-study-reveals-2524327>

### **Afterschool Club**

Despite the challenges faced during the pandemic our afterschool club has gone from strength to strength. We have had many new children joining us in the past year along with our regular attendees. Attendance each session is almost at full capacity

#### **Benefits of afterschool club activities**

- Sociable, confident kids. Mixing with existing friends in a new environment helps children learn to share and appreciate each other's talents and abilities. ...
- Smarter kids. After-school activities can play a huge part in supporting academic learning. ...
- Safer, happier kids.

#### **Why are after school clubs important?**

- Joining after school activities gives children the opportunity to make new friends and socialise with other children outside their school. They learn how to act in different situations, play more fairly, and focus on working as a team rather than for themselves.

Taking part in after-school clubs can give primary school children from poorer families a boost in academic performance and provide them with important social skills. According to published by the Centre for Longitudinal Studies and funded by the Nuffield Foundation, after-school clubs stood out among a wide range of out of school activities as having positive benefits for young children, making the case for ongoing investment in these clubs as a way to help close the education gap

The research found that attending after-school clubs was associated with positive outcomes for disadvantaged children. On average, they achieved a two-point higher total score in their end of primary school assessments in English, maths and science than their peers who did not attend such groups.

For further information on the above research follow the link below:

<https://theconversation.com/after-school-clubs-help-poorer-primary-pupils-get-ahead-57851#:~:text=With%20disadvantaged%20children%20missing%20out,through%20promoting%20positive%20social%20skills>

### **Stay & Play**

We were very fortunate to restart our stay and play sessions September 2022. Both sessions Monday and Wednesdays are extremely busy. We have been blessed to have had the opportunity support new mums and many lockdown babies to



socialise, learn new skills, access new opportunities, be less afraid of trying new things and meeting new people, overcome the feeling of loneliness, isolation and much more.

Stay & play sessions offer the following;

- a. Group leaders ensure a smooth-running of our sessions where your child will be able to explore and play safely.
- b. Children learn best when they are having fun and our groups offer a wide-range of play activities and educational toys to assist your child's developmental needs.
- c. A choice of activities are offered depending on seasons and the interests of the children in the group.
- d. Our sessions offer fun outdoor play experience and exploring outside is keenly encouraged
- e. Sessions include free-play, messy play, arts and crafts, healthy snack and sensory play in our purpose-built sensory room. These opportunities and experiences will help your child by; encouraging speech and language, encouraging sharing and turn-taking and exploring new and exciting activities.



### **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 2020/2021 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

Our wonderful volunteer; Alison Logan

**Catalyst Housing Group**

**Oxford City Council**  
**National Lottery Community Fund**  
**Oxford Food Hub**  
**Woodward Charitable Trust**  
**Greensquare Housing**  
**All Souls College**  
**Doris Field Charitable 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 2022**

**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 2020/21 (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 2022

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

# TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their report and the financial statements for the year ended 31 March 2022.

## 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 2022 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 for the first half of the year, and consequently activity levels have remained below the previous norm.

## 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.

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**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 £50,962 (2021 £87,610), and expenditure £51,450 (2021 £49,729). The net deficit forward of £125,630 of which £NIL (2021 £15,428) were restricted funds and £45,000 (2021 £40,000) 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 16 May 2022

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 2022, 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 O.A.

Peter J. Stevenson  
Chartered Accountant

8 Harbord Road  
Oxford  
OX2 8LJ

Date: 16<sup>th</sup> May 2022

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2022

	Restricted Funds	Unrestricted Funds	Totals 2022	Totals 2021
<b>INCOME</b>				
Grants and donations	31,387	3,809	35,196	55,010
Activities for generating funds:				
Fees and hirings	0	7,921	7,921	3,551
Book sales	0	320	320	0
Other income	0			
Furlough payments	0	7,423	7,423	29,028
Refunds	0	5	5	0
Interest	0			21
<b>TOTAL INCOME</b>	<b>31,387</b>	<b>19,575</b>	<b>50,962</b>	<b>87,610</b>
<b>EXPENDITURE (Note 3)</b>				
Fundraising and publicity	0	1,086	1,086	2,010
Charitable activities				
Staff costs	40,124	2,268	42,392	40,334
Activity costs	3,541	0	3,541	1,379
Property costs	3,150	0	3,150	3,150
Office costs	0	386	386	317
Professional fees	0	895	895	895
Charitable donations	0	0	0	250
Sensory garden	0	0	0	1,394
<b>TOTAL EXPENDITURE</b>	<b>46,815</b>	<b>4,635</b>	<b>51,450</b>	<b>49,729</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>-15,428</b>	<b>14,940</b>	<b>-488</b>	<b>37,881</b>
Funds b/f at 1st April 2021	15,428	110,690	126,118	88,237
<b>Total funds c/f at 31st March 2022</b>	<b>£0</b>	<b>£125,630</b>	<b>£125,630</b>	<b>£126,118</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 2022

	2022	2021
<b>FIXED ASSETS</b>		
<b>CURRENT ASSETS</b>		
Debtors and prepayments	500	500
Bank deposit a/c	55,479	45,474
Cash at bank and in hand	73,571	87,934
	<u>129,550</u>	<u>133,908</u>
<b>CURRENT LIABILITIES</b>		
Deferred income	3,000	7,000
Creditors	920	790
	<u>3,920</u>	<u>7,790</u>
<b>NET CURRENT ASSETS</b>	<u>125,630</u>	<u>126,118</u>
<b>NET ASSETS</b>	<u>£125,630</u>	<u>£126,118</u>
<b>FUND BALANCES</b>		
Restricted funds	0	15,428
Designated funds	45,000	40,000
Other unrestricted funds	80,630	70,690
	<u>£125,630</u>	<u>£126,118</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 16 May 2022

SIGNED:

Rachel Partlett

SIGNED:

Amie Prior

## 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 (2021 £400); no trustees were paid or committee expenses reimbursed (2021 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 (2021: 5), although staff generally were furloughed for the first half of the year.

## 4. Debtors

	2022	2021
£	£	£
Payments in advance: insurance	500	500
	<b>£500</b>	<b>£500</b>

## 5. Creditors

Deferred income: grants	3,000	7,000
HM Revenue & Customs	0	0
Other creditors	920	790
	<b>£3,920</b>	<b>£7,790</b>

## 6. Restricted funds

All restricted fund grants included in the accounts were fully expensed during 2021/22.

## 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. 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, and consequently has adopted this basis in preparing the accounts.

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

	Restricted Funds	Unrestricted Funds	Totals 2021
<b>INCOME</b>			
Grants and donations	48,217	6,793	55,010
Activities for generating funds:			
Fees and hirings	0	3,551	3,551
Other income			
Furlough payments	0	29,028	29,028
Interest	0	21	21
<b>TOTAL INCOME</b>	<b>48,217</b>	<b>39,393</b>	<b>87,610</b>
<b>EXPENDITURE</b>			
Fundraising and publicity	0	2,010	2,010
Charitable activities			
Staff costs	28,260	12,074	40,334
Activity costs	1,379	0	1,379
Property costs	3,150	0	3,150
Office costs	0	317	317
Professional fees	0	895	895
Charitable donations	0	250	250
Sensory garden	1,394	0	1,394
<b>TOTAL EXPENDITURE</b>	<b>34,183</b>	<b>15,546</b>	<b>49,729</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>14,034</b>	<b>23,847</b>	<b>37,881</b>
Funds b/f at 1st April 2020	1,394	86,843	88,237
<b>Total funds c/f at 31st March 2021</b>	<b>£15,428</b>	<b>£110,690</b>	<b>£126,118</b>



DETAILED INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2022

	2021/22	2020/21
<b>INCOME</b>		
Fees		
Rentals	4,893	1,081
Book sales	558	0
Refunds	320	0
<b>Restricted grants:</b>	97	0
Oxford City Council	18,887	14,000
Blackbird Leys Parish Council	2,500	1,200
Awards for All	10,000	10,000
Oxfordshire Community Foundation	0	2,550
Tambour Foundation	0	19,167
Other	0	2,500
<b>Unrestricted grants:</b>		
Catalyst Housing Group	2,500	5,593
Other	1,309	
Furlough payments	7,423	29,028
Building Management fees	2,470	2,470
Bank interest	5	21
<b>EXPENDITURE</b>		
Wages	9,927	8,280
Training, travel and subsistence	465	54
Services Coordinator: salary + NI	32,000	32,000
Fundraising fee	1,086	2,010
Sensory Garden (grant funded)	0	1,394
Equipment, workshops & trips	3,074	1,219
Rent	2,600	2,600
Insurance	550	550
Accountancy and bookkeeping	400	400
Payroll charges	495	495
Inspection and DBS check fees	187	126
Telephone	386	317
25th anniversary donation	0	250
Miscellaneous	280	34
<b>(DEFICIT)/SURPLUS FOR THE YEAR</b>	<b>-£488</b>	<b>£37,881</b>



**DOVECOTE VOLUNTARY PARENT COMMITTEE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**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 2020/21 (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 2022

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

# TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their report and the financial statements for the year ended 31 March 2022.

## 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 2022 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 for the first half of the year, and consequently activity levels have remained below the previous norm.

## 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.

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**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 £50,962 (2021 £87,610), and expenditure £51,450 (2021 £49,729). The net deficit forward of £125,630 of which £NIL (2021 £15,428) were restricted funds and £45,000 (2021 £40,000) 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 16 May 2022

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 2022, 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 OBE*

Peter J. Stevenson  
Chartered Accountant

8 Harbord Road  
Oxford  
OX2 8LJ

Date: 16<sup>th</sup> May 2022

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2022

INCOME	Restricted Funds	Unrestricted Funds	Totals	2022	Totals	2021
Grants and donations	31,387	3,809	35,196			55,010
Activities for generating funds:						
Fees and hirings	0	7,921	7,921			3,551
Book sales	0	320	320			0
Other income						
Furlough payments	0	7,423	7,423			29,028
Refunds	0	5	5			0
Interest	0					21
<b>TOTAL INCOME</b>	<b>31,387</b>	<b>19,575</b>	<b>50,962</b>			<b>87,610</b>
<b>EXPENDITURE (Note 3)</b>						
Fundraising and publicity	0	1,086	1,086			2,010
Charitable activities						
Staff costs	40,124	2,268	42,392			40,334
Activity costs	3,541	0	3,541			1,379
Property costs	3,150	0	3,150			3,150
Office costs	0	386	386			317
Professional fees	0	895	895			895
Charitable donations	0	0	0			250
Sensory garden	0	0	0			1,394
<b>TOTAL EXPENDITURE</b>	<b>46,815</b>	<b>4,635</b>	<b>51,450</b>			<b>49,729</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>-15,428</b>	<b>14,940</b>	<b>-488</b>			<b>37,881</b>
Funds b/f at 1st April 2021	15,428	110,690	126,118			88,237
<b>Total funds c/f at 31st March 2022</b>	<b>£0</b>	<b>£125,630</b>	<b>£125,630</b>			<b>£126,118</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 2022

	2022	2021
<b>FIXED ASSETS</b>		
<b>CURRENT ASSETS</b>		
Debtors and prepayments	500	500
Bank deposit a/c	55,479	45,474
Cash at bank and in hand	73,571	87,934
	<u>129,550</u>	<u>133,908</u>
<b>CURRENT LIABILITIES</b>		
Deferred income	3,000	7,000
Creditors	920	790
	<u>3,920</u>	<u>7,790</u>
<b>NET CURRENT ASSETS</b>	<u>125,630</u>	<u>126,118</u>
<b>NET ASSETS</b>	<u>£125,630</u>	<u>£126,118</u>
<b>FUND BALANCES</b>		
Restricted funds	0	15,428
Designated funds	45,000	40,000
Other unrestricted funds	80,630	70,690
	<u>£125,630</u>	<u>£126,118</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 16 May 2022

SIGNED:

Rachel Partlett

SIGNED:

Amie Prior

## 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 (2021 £400); no trustees were paid or committee expenses reimbursed (2021 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 (2021: 5), although staff generally were furloughed for the first half of the year.

## 4. Debtors

	2022	2021
£	£	£
Payments in advance: insurance	500	500
	<b>£500</b>	<b>£500</b>

## 5. Creditors

Deferred income: grants	3,000	7,000
HM Revenue & Customs	0	0
Other creditors	920	790
	<b>£3,920</b>	<b>£7,790</b>

## 6. Restricted funds

All restricted fund grants included in the accounts were fully expensed during 2021/22.

## 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. 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, and consequently has adopted this basis in preparing the accounts.

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

	Restricted Funds	Unrestricted Funds	Totals 2021
<b>INCOME</b>			
Grants and donations	48,217	6,793	55,010
Activities for generating funds:			
Fees and hirings	0	3,551	3,551
Other income			
Furlough payments	0	29,028	29,028
Interest	0	21	21
<b>TOTAL INCOME</b>	<b>48,217</b>	<b>39,393</b>	<b>87,610</b>
<b>EXPENDITURE</b>			
Fundraising and publicity	0	2,010	2,010
Charitable activities			
Staff costs	28,260	12,074	40,334
Activity costs	1,379	0	1,379
Property costs	3,150	0	3,150
Office costs	0	317	317
Professional fees	0	895	895
Charitable donations	0	250	250
Sensory garden	1,394	0	1,394
<b>TOTAL EXPENDITURE</b>	<b>34,183</b>	<b>15,546</b>	<b>49,729</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>14,034</b>	<b>23,847</b>	<b>37,881</b>
Funds b/f at 1st April 2020	1,394	86,843	88,237
<b>Total funds c/f at 31st March 2021</b>	<b>£15,428</b>	<b>£110,690</b>	<b>£126,118</b>

DETAILED INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2022

	2021/22	2020/21
<b>INCOME</b>		
Fees	4,893	1,081
Rentals	558	0
Book sales	320	0
Refunds	97	0
<b>Restricted grants:</b>		
Oxford City Council	18,887	14,000
Blackbird Leys Parish Council	2,500	1,200
Awards for All	10,000	10,000
Oxfordshire Community Foundation	0	2,550
Tambour Foundation	0	19,167
Other	0	2,500
<b>Unrestricted grants:</b>		
Catalyst Housing Group	2,500	5,593
Other	1,309	
Furlough payments	7,423	29,028
Building Management fees	2,470	2,470
Bank interest	5	21
<b>EXPENDITURE</b>		
Wages	9,927	8,280
Training, travel and subsistence	465	54
Services Coordinator: salary + NI	32,000	32,000
Fundraising fee	1,086	2,010
Sensory Garden (grant funded)	0	1,394
Equipment, workshops & trips	3,074	1,219
Rent	2,600	2,600
Insurance	550	550
Accountancy and bookkeeping	400	400
Payroll charges	495	495
Inspection and DBS check fees	187	126
Telephone	386	317
25th anniversary donation	0	250
Miscellaneous	280	34
<b>(DEFICIT)/SURPLUS FOR THE YEAR</b>	<b>-£488</b>	<b>£37,881</b>