



Trustees' Annual Report for the period

Period start date

Period end date

From

01 July 2020

To

30 June 2021

Section A

Reference and administration details

Charity name

Wigod Way Wallingford Family Centre

Other names charity is known by

Wallingford Family Centre

Registered charity number (if any)

1173241

Charity's principal address

96a Wilding Road

Wallingford

Oxfordshire

Postcode

OX10 8AJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Maureen Norton	Chairperson		
2	Geoff Norton	Treasurer	Until Jan 2021	
3	Simon Godley	Treasurer	From Jan 2021	
4	Sharon Griffiths	Policies		
5	Kayleigh Simmons		From Nov 2020	
6	Kirsty Dawson		From Nov 2020	
7	Sonya Godley	Safeguarding	From Nov 2020	
8				
9				
10				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
HR	Lynda Atkins	Wallingford, Oxfordshire

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

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Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Elected by trustee board

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There are seven trustee meetings a year. Every meeting includes health & safety, safeguarding, budgeting, staffing, and building maintenance.

All trustees have undergone safeguarding training and have completed a DBS. All trustees have read the Charity Commission 'Essential training' – "What you need to know" and have access to an on-line training platform. Trustees are compliant with the family centre policies created by the organisation to maintain standards within the family centre.

We work with voluntary and statutory organisations.

Statutory organisations include - including Wallingford Town Council, Oxfordshire County Council, South Oxfordshire District Council, South Oxfordshire Housing Association, Adult Education, Community Dental Service, Local Health Visiting Team, Oxfordshire University Hospitals Community Midwifery Team, St Nicholas Infant School (ELSA), St Johns Primary School, Crowmarsh Gifford Primary School (HSLW), St. Nicholas, Brightwell School, Wallingford School and Local Authority Early Intervention Service.

Voluntary organisations include – Foodbank, Citizens Advice Bureau, Local Churches and Childminders.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The objectives of the family centre are to provide relief to families with young children who live in Wallingford and its surrounding area and who are in need by reason of age, ill health, disability, financial hardship, or other disadvantage by the provision of such services as the trustees may decide from time to time.

Nothing in this constitution shall authorise an application of the property of the family centre for purposes which are not charitable.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Our main services include:

- *Open access activities and play & learn sessions that are inclusive, non-judgemental, and informative for the local community.*
- *Timetabled activities focussed on local families with children under 5-year-olds.*
- *Early educational activities to support children learning; parents and carers are advised on early learning areas and support for healthy development.*
- *Snacks are provided for children.*
- *Community Surplus Top Up – Provide easy access to prevent child hunger.*
- *SEN (special educational needs) support session operating once a month on a Saturday. This has provided an invaluable space for these families to make important connections, receive information and access peer support.*
- *Volunteers from the local community are actively recruited and supported to provide them with additional life skills.*
- *Support work experience and work placements for students attending local schools.*
- *Act as a link to the early intervention service (hub) provided by local authority with two-way communication to alert services of children in need from the local area as well as offer a contact support network. Our family centre offers the Local Authority space for families not living together for supervised access.*
- *We signpost to other relevant agencies to support families in financial, mental health & medical needs.*
- *Our family centre acts as a referral point for the vulnerable families to the Food Bank. The Food Bank reciprocates with a current timetable of activities at the family centre.*
- *From April 2020 we have handed over some of our building space to the Oxford University Hospitals Community Midwifery Team to allow them to run daily ante- and post-natal appointments from the centre whilst we were unable to provide face to face services. We have managed the centre and provided timetable of remote and social media led activities and information for parents and carers of under 5-year olds throughout this time.*

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

- *4 x sessions delivered each week during term time with provision for all ages under 5 years (unborn to those preparing for full-time education). The sessions are:*
 - *Tots Time*
 - *Outdoor Explorers*
 - *2 x Baby Babble*
 - *1 x SEN Session - Monthly*
- *Themed sessions – the focus of this changes from term to term, alternating between Outdoor play/activities and Messy/Sensory play. This enables us to offer a diversity of activities that focus on all the areas of a young child's learning and keep the timetable varied and interesting.*
- *Sessions are planned and delivered by a skilled worker with experience and training in Early Years Education.*
- *Extra sessions provided in centre:*
 - *Baby Massage Course*
 - *Mummy Music Sessions*

During "rule of 6" – outdoor groups of up to 15

- *3 x sessions delivered each week during term time with provision for all ages under 5 years*
 - *Nature Natter (toddlers) – Nature based outdoor session for parents' and children to grow, learn and bond, whilst seeking peer support.*
 - *Walk and Talk (baby) - Sling and buggy walks for new parents to access professionals and peer support.*
 - *Online Baby Group with Health visitors*

During Lockdowns

- *3 x online sessions delivered each week during term time with provision for all ages under 5 years. Online sessions included:*
 - *Baby Group & Toddler Groups*
 - *Weaning Session – Delivered with Health Visitor*
 - *Feeding Support – Delivered with Midwifery Team*
 - *Baby Massage*
 - *Toddler Dance*
 - *Nature Natter*
 - *Cuppa and Craft*
 - *Bake-along*

Facilitating opportunities for families to gain specialist information and guidance to support them in their parenting role this includes: –. CAB, Debt Support Agency, Food Bank, Job Centre Plus, SOHA

We regularly distribute the community food surplus to families, schools, local preschools, and day care. Providing easy access to staples for local families.

Engagements

Total : 1,173

- Online Groups – 234
- Telephone Support – 30
- Attended Outdoor Sessions – 369
- Attended Session in Centre – 540
- Social Media Engagement – 4022

Community Engagement

The wider community being engaged with the Family Centre:

- Rainbow Pre-school
- Paddocks Pre-school
- Wallingford Book Shop
- Wallingford 1155
- Kinecroft Dance Academy.
- Floistic
- SOHA
- Henley College
- Oxford College
- James Gesner
- Fire Station
- Henley Birth Centre
- Mummy Music
- Mrs Bun Baker
- DG Fencing
- Securipol
- 1st Choice Repairs
- Complete Cleaning
- Rotary Didcot
- Community Fridge
- Cholsey Daycare
- Support local schools with work experience placements
- Linked with other Early Years partners in the area
- Work alongside CAB in providing advice and support for families and wider community

Partnership Working

Partnerships working with the Family Centre:

- NHS – Centre staff have worked in association with Health Visitors, The Health Visitors have helped to promote the centre to patients as well as running session such as sleep & weaning-information to parents/carers
- Local Schools
- CAP
- Foodbank
- SOHA
- SODC
- Adult Education
- Citizens Advice Bureau

Section D

Achievements and performance

Since April 2020, Wigod Way Wallingford Family Centre has been dedicated for use to the Oxford University Hospitals Community Midwifery Team allowing them to run daily ante- and post-natal appointments, providing care for over 3116 families to date.

Section E

Financial review

Brief statement of the charity's policy on reserves

The reserves that we have set aside provide us with the means for our family centre to cover all liabilities incurred if funding to continue the running of the centre was not secured. We intend to maintain our reserves at a level which is at least equivalent to three months centre running wind down costs along with employer's liabilities and centre liabilities i.e. office, disposing of assets, storing of legal documents/confidential information.

Details of any funds materially in deficit

n/a

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our staff costs account for 70% of our expenditure. Our part time skeleton team consist of an administrator (8.5 hours per week), a manager (15 hours per week) and a Family Support Worker (15 hours per week).

Managing the building and the associated utilities account for 25% of our expenditure (>£7,500).

Using our budgeted expenditure for 2021-2022, our average monthly running costs equate to £2,850. Our minimum reserves (3 months running costs) are, therefore, £8,550.

Our balance on 30 June 2021 was £41,904.30.

Section F

Other optional information

Date	Income	Amount Received (£)	Details
22/10/2020	Wallingford Town Council - Grant	20,000.00	Staff & Rental
03/03/2021	OCC Councillor Priority Fund - Grant	1,230.00	Upgrades to centre
18/03/2021	Wallingford Municipal Charities - Grant	192.79	Health & Safety Training/Equipment
12/04/2021	Tesco Groundworks - Grant	1,000.00	Outdoor Explorers – Toddler Group
14/04/2021	Wallingford Municipal Charities - Grant	187.00	Fire exit – Locking mechanism
01/06/2021	Wallingford Bridge Estate Charities	250.00	Garden Maintenance
-	Room Rental	1,400.00	Core Running Cost
-	Parent Donations	445.38	Core Running Cost
-	Fundraising (SO Charitable/Waitrose)	734.50	Core Running Cost
	Total:	25,439.67	

The family centre normally runs fundraising events. However, COVID19 restrictions has removed the opportunity for these events.

Successful grant applications for maintenance, training and upgrades have been made to Wallingford Municipal Charities, OCC, and Bridge.

Additional income has been raised by parental donations during session as well as hiring the centre.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	MANOITON	
Full name(s)	MAUREEN NORTON	
Position (eg, Chair, etc)	CHAIRPERSON	
Date	31/3/22	

Wigod Way Wallingford Family Centre
Balance Sheet
for the year ending 30 June 2021

	<u>2021</u>	<u>2020</u>
	£	£
Current Assets	<u>41,904.30</u>	<u>46,928.50</u>
Balance brought forward	46,928.50	32,686.23
Surplus for the year	- 5,024.20	14,242.27
	<u>41,904.30</u>	<u>46,928.50</u>

Signed:

Date:

MANorton

9/8/21

Maureen Norton
Chairperson

S. Godley

7/8/21

Simon Godley
Treasurer

Wigod Way Wallingford Family Centre
Receipts and Payments Accounts
for the year ending 30 June 2021

	2021	2020
	£	£
Income		
Grants	22,859.79	35,845.53
Fundraising	734.50	720.00
Parents Donations	445.38	2,006.06
Room Hire	1,400.00	2,555.00
Uncatergorised Income	0.02	-
Total Income	25,439.69	41,126.59
Expenditures		
Staff Payroll Costs	20,960.25	19,143.42
Staff Training Costs	229.60	367.40
Session Expences	31.79	1,312.78
Utilities	1,544.01	2,329.83
Cleaning	1,567.79	1,096.52
Maintenance/Repairs	4,327.02	531.05
Rent	120.00	360.00
Insurances	299.91	-
General Office	1,275.44	1,584.32
Gifts	108.08	118.00
Uncatergorised Expense	-	41.00
Total Expenditures	30,463.89	26,884.32
Surplus/(Deficit) for the year	- 5,024.20	14,242.27

Signed:

Date:

MA Norton

21/9/21

Maureen Norton
Chairperson

S. Godley

21/9/21

Simon Godley
Treasurer



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Wigod Way Wallingford Family centre

**On accounts for the year
ended**

2021

**Charity no
(if any)**

1173241

Set out on pages

8 and 9

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

15/12/21

Name:

MELODIE CORNUT

**Relevant professional
qualification(s) or body
(if any):**

MAAT

Address:

200 CROWNARSH HILL CROWNARSH GIFFORD
WALLINGFORD OXON OX10 8BB

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.