



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 July 2021	To	30 June 2022

## 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	Simon Godley	Treasurer		
3	Sonya Godley	Safeguarding		
4	Sharon Griffiths	Health & Safety		
5	Kayleigh Simmons	HR		
6	Kirsty Dawson	Fundraising		
7				
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

### 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.*

*It has been a busy year and we have had the privilege of working with & alongside: - Health Visitors, Midwifery Team, Wallingford Medical Practice Social Prescribers, LCSS (Local Community Support Services), Wild About Wallingford, DCP (Didcot Community Partnership), Wallingford Foodbank, Didcot Foodbank, CAB (Citizens Advice Bureau), Ridgeway Church Beacon Project, Rainbow Preschool, Paddocks Preschool, Wallingford School, SODC - South & Vale (Emma Boor), Busy Brush Pottery, OCC Real Play, Oxford College, Henley College, Lidl, M & S, Sainsburys, Henley Birthcare, Mummy's Music, Yoga Bellies, Rugby Tots, The Village Midwife, Happy Wave Yoga, Swaps4All, Community Fridge, OPA (Oxfordshire Play Association), CAP (Christians Against Poverty), Swings & Smiles, Donkey Sanctuary, AV Events, Wallingford Radio, Floistic, SOFEA*

## 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

We are currently running at capacity; all our groups are well attended by local families. Our figures speak for themselves with 225% increase since last year and 81% increase from our last comparable year.

Attending these sessions gives the opportunity for families to access additional support and create strong support networks within our community.

Over the last 12 months we have resumed face-to-face sessions, we are restricting numbers to allow us to operate in a safe manner. For our sessions we have had a footfall of 5745, 2987 of those being children. Had we not restricted our session capacity, it is likely this figure would have been higher.

We receive referrals from our Primary Health Care team and other organisations. The needs of our users are ever-changing, and we have borne witness to a considerable increase in complex cases locally and continue to do our utmost to support these families on their journey. We continue to house the midwives for pre-natal and ante-natal checks. The health visitors are now running courses from the Centre on a 5-week rotation.

Our family worker, alongside our incredible volunteers, have provided an exciting and varied timetable. Sessions are interactive, engaging and fun. We continue to offer additional support for those most in need with tailored support for families, including food and clothes parcels. We are using our connections to assist families, signposting them to neighbouring organisations when necessary. Our term time timetable offered :

 Follow us on Facebook @WallingfordFamilyCentre  
 Follow us on Instagram @WallingfordFamilyCentre  
 Follow us on Twitter @WallingfordFamilyCentre

Tuesday	Wednesday	Thursday
Toddler Group	Baby Group	Family Group
Outdoor Explorers	Baby Babble	Tots Time
10am	10am	10am
	Expectant Parents & Baby Group	
	Bumps & Babies	
	11.30am	
Saturday (once a month)		
Sensory Session		
A Special Time to Play		

Book via EventBrite: <http://wallingfordfamilycentre.eventbrite.com>

We are pleased to have been running face to face groups for the entirety of 2021-2022, with fluctuating capacity this year due to Covid Guidance late 2021-early 2022. We have decided to continue the booking system used during covid to manage the sessions. As outlined previously we are running at capacity and use the booking system to ensure we can cater for families in a safe and effective way.

We are currently accommodating 12 adults for baby groups, holding back 2 spaces for referrals and 25 adults per session to toddler groups and SEN session.

Alongside our sessions we continue to distribute the community surplus. We have witnessed a stark increase in those requiring support to feed themselves and their families, a bleak representation of the road ahead for many Wallingford residents. We continue to work closely with local preschools to ensure that the surplus reaches those most in need.

All4Swaps are also providing a swap shop which has been a popular addition to our offering, drawing in previously hard to reach corners of our community and reducing the financial burden many are enduring.

**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.

*Using our budgeted expenditure for 2022-2023, our average monthly running costs equate to £3,725. Our minimum reserves (3 months running costs) are, therefore, £11,175.*

*Our balance on 30 June 2022 was £50,694.03.*

**Section F**

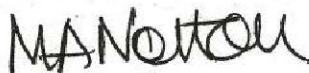
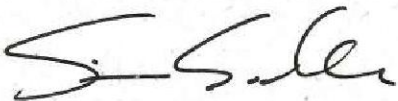
**Other optional information**

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Maureen Norton	Simon Godley
Position (eg, Chair, etc)	Chair	Treasurer
Date	30/4/2023	

**Wigod Way Wallingford Family Centre**  
**Balance Sheet**  
for the year ending 30 June 2022

	2022		2021
	£		£
Total Net Assets	<u>50,694.03</u>		<u>41,904.30</u>
Balance brought forward	41,904.30		46,928.50
Surplus for the year	8,789.73	-	5,024.20
	<u>50,694.03</u>		<u>41,904.30</u>

Signed:

Date:

Maureen Norton  
Chairperson

*MANORTON*

05/04/23

Simon Godley  
Treasurer

*S. Godley*

05/04/23

**Wigod Way Wallingford Family Centre**  
**Receipts and Payments Accounts**  
for the year ending 30 June 2022

	<u>2022</u>	<u>2021</u>
	£	£
<b>Income</b>		
Courses	253.17	
Discounts given	-	60.00
Donations and legacies	2,100.00	
Fundraising	6,790.98	734.50
Gift Aid	600.50	5.50
Grants	22,276.00	22,859.79
Interest	29.19	
Parent Donations	3,166.80	439.88
Room Hire	5,330.00	1,400.00
Uncategorised Income		0.02
<b>Total Income</b>	<u><u>40,486.64</u></u>	<u><u>25,439.69</u></u>
<b>Expenditures</b>		
Advertising/Promotional	125.60	
Bank Charges	64.00	
Cleaning	1,619.45	1,567.79
General Office	1,041.05	1,088.84
Gifts	506.27	108.08
Insurances	301.74	299.91
Other Professional Services	129.60	186.60
Payroll Expenses	23,768.65	20,960.25
Rent	120.00	120.00
Repair and maintenance	1,650.67	4,327.02
Session Expenses	356.19	31.79
Staff Training	101.94	229.60
Utilities	1,911.75	1,544.01
<b>Total Expenditures</b>	<u><u>31,696.91</u></u>	<u><u>30,463.89</u></u>
<b>Surplus/(Deficit) for the year</b>	<u><u>8,789.73</u></u>	<u><u>- 5,024.20</u></u>

Signed:

Date:

Maureen Norton  
Chairperson

*MA Norton*

05/04/23

Simon Godley  
Treasurer

*S. Godley*

05/04/23



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

2022

Charity no  
(if any)

1173241

Set out on pages

6 and 7

(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 30 / 06 / 2022.

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:

Date:

28/6/23

Name:

MELANIE CORNUT MAAT.

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

MAAT.

Address:

200 CROWNERS HILL CROWNERS H  
GIFFORD WALLINGFORD OXON  
OX10 8BG.

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.**