

# FIRST STEPS FAMILY HUBS

England & Wales · Charity number 1179759

## Details

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**Other names** Chalgrove and Watlington First Steps Family Hub

**Status** Registered

**Legal form** CIO

**Registered** 2018-09-03

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Chalgrove Cp School  
High Street  
Chalgrove  
Oxford  
OX44 7ST

**Phone** 01865400234

**Website** [www.firststepshub.org.uk](http://www.firststepshub.org.uk)

## Activities

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**Objects:** FOR THE PUBLIC BENEFIT TO ADVANCE THE EDUCATION (INCLUDING SOCIAL AND PHYSICAL TRAINING) OF CHILDREN UNDER 5 AND THEIR FAMILIES, IN CHALGROVE, WATLINGTON AND SURROUNDING VILLAGES IN SUCH WAYS AS THE CHARITY TRUSTEES THINK FIT.

**Activities:** Fun and educational activities for families with children under 5

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, People With Disabilities, Other Defined Groups

## Geography

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- Oxfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£19,827	£29,111	-	-
2024-03-31	£24,899	£22,513	-	-
2023-03-31	£21,839	£24,103	-	-
2022-03-31	£29,548	£18,981	-	-
2021-03-31	£15,799	£11,260	-	-

## Trustees

Name	Role	Appointed
<b>HEATHER MARGARET TOPPING</b>	Chair	2017-11-21
Amanda Jayne Bruce		2019-05-01
Linda Simmie		2022-05-09
NEIL TOPPING		2017-11-21
Rev Valerie Anne Kearney		2023-05-17

**FIRST STEPS FAMILY HUBS**

England & Wales - Charity number 1179759

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# Accounts

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## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2024  
Period end date

Period start date To 31<sup>st</sup> March 2025

Charity name: **Chalgrove and Watlington First Steps Family Hub**

Charity registration number: **1179759**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To enhance the development and education of families with children primarily under statutory school age in Watlington, Chalgrove and surrounding villages.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Hub is open each morning for sessions planned for 0 -5 years and their parents and carers. In addition it runs more specialist sessions including school readiness, mental health and wellbeing, baby massage and music. The staff are able to signpost parents and carers to additional specialist services as needed and have regular contact with health and educational professionals who visit the hub regularly.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have been provided with the charity commission documentation both in hard copy and online and have signed a Trustee and Committee code of conduct document

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Our 3 paid staff are supported by a volunteer at each session. All are DBS checked and have completed safeguarding training. Our trustees and committee

		members are also volunteers providing a lot of support time, enthusiasm, and professional knowledge to help the staff with the work programme as well as attending meetings regularly.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We aim to provide a support service for children, parents, grandparents, and other carers in South Oxfordshire operating from two bases – one in Chalgrove and one in Watlington. These are both alongside nursery and primary schools and linking closely with staff there. We provide activity sessions preparing babies and young children to be ready for nursery and school as well as support and advice for the adults caring for them. These services are preventive and responsive to local needs providing social contact to prevent loneliness and isolation and poor mental health. The services are a lifeline particularly for young families new to the area and we have many new houses being built. It is hoped that these connections will remove or reduce some of the burden on social care and family support services as families establish links in their communities. This year has seen a significant increase in those moving to new housing requiring more support in a new area. We have continued with the social media connections which were established when we were unable to open in person and this has reached families in more remote locations who may find attendance more difficult at times. We are confident that our two centres have achieved their objective this year and have been delighted to see such high attendance with very positive feedback from those attending. Smaller groups have been able to support those more anxious about meeting others as well as large groups with a musician who provides enjoyment for all in a large hall attached to the playroom. We have close links with the parish councils. Local District and County Councillors have provided not only continued support to our committee as well as visiting us but have been able access finance from their councillor grants which has helped enormously. We have remained financially</p>

		stable and as numbers have increased so have our voluntary contributions. We can continue to provide the service successfully due to excellent staff, a very positive and reliable group of volunteers as well as regular support from Health Visitors and Head Teachers from the schools and nurseries.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The charity is meeting the objectives set out in its constitution and this is evidenced by attendance figures, verbal and written feedback from attendees and nursery and primary school head teachers.
Performance of fundraising activities against objectives set	Para 1.41	Fundraising and donations have continued to match our financial requirements.
Investment performance against objectives	Para 1.41	We have a deposit account with our bank and we have been able to increase funds with interest successfully.
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity has reduced its reserves a little this year but still maintains a healthy balance sheet with a lot of voluntary donations from the community.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our reserves are maintained to ensure the stability of the organisation and the employment of staff. We have accepted grants when offered for various items and the support of the parish councils and closely monitor, at our regular meetings, our sustainability as well as our regular outgoings.
Amount of reserves held	Para 1.22	£38279
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	We are increasingly concerned about our financial sustainability longer term as our staff numbers are higher and fewer volunteers are available for trustee, committee and voluntary roles. We are currently applying for a number of grants with support from our local government councillors but hoping that the government strategy for Early Years Hubs for family support will be expanded and will be able to support our services.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Parish Councils annual donations, District and County Council Councillor grants, occasional donations from local businesses, voluntary tradesman support for maintenance tasks, fundraising activities by villagers or from fetes and festivals. We receive regular donations each week from our services users which is recommended but voluntary and access is open to all.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	As our charity has become more established and recognised for the work we do we hope that any financial risks have lessened as more people have experienced the care and support provided enabling us to request increased donations if required to maintain services. Currently we are very fortunate with our two premises, but should this change and require large rent payments it would present a greater

		<p>financial risk to our organisation. We have also increased the pay rates and numbers of hours worked by staff to manage our increased demand and ensure safety for all our users. Our outgoings are therefore slightly higher than in previous years. We do need increased staff management time and fundraising skills to continue as grants are less available and cannot be relied upon to achieve sufficient income. We have a number of tasks and responsibilities being undertaken by older retired trustees and committee which is not sustainable without an injection of employed management staff.</p>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by a resolution passed at a meeting of the charity trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees meet initially with Chair of Trustees and then with committee members and trustees. They all sign a code of conduct when they are elected and this is explained fully to them.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity works collaboratively with local councillors, education staff, local health services and other early years services.
Relationship with any related parties	Para 1.51	Professional relationships particularly working with statutory child care situations and our local councils and schools as described above.
Other		

### Reference and Administrative details

Charity name	First Steps Family Hubs
Other name the charity uses	Chalgrove and Watlington First Steps Family Hubs
Registered charity number	1179759
Charity's principal address	Chalgrove and Watlington First Steps Family Hub High Street Chalgrove Oxfordshire OX44 7ST

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Heather Topping	Chair		Trustees as stated here
2	Amanda Bruce	Secretary		
3	Linda Simmie			
4	Valerie Kearney			
5	Neil Topping			
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

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Position (eg Secretary,  
Chair, etc)

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Date

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FIRST STEPS FAMILY HUB

INCOME & EXPENDITURE ACCOUNT - 12 MONTHS TO MARCH 2025

	6 M to September	October	November	December	January	February	March	12 M to March	Budget 12M to March
INCOME	4103	915	197	6368	386	6674	1333	19979	18680
EXPENDITURE	11785	3267	3832	2008	3159	2111	2949	29111	32220
SURPLUS/(DEFICIT)	-7682	-2352	-3635	4360	-2773	4563	-1616	-9132	-13540
CASH @ BANK b/f	47415	39733	37381	33746	38106	35333	39896	38280	47415
CASH @ BANK c/f	39733	37381	33746	38106	35333	39896	38280	29148	33875
<b>INCOME</b>									
Watlington P C				5000				5000	5000
Chalgrove P C						6500		6500	6000
Stadhampton P C				1000				1000	800
Interest	709	82	77	86	82	70	78	1185	900
Session Donations	1427	173	116	228	299	99	309	2651	3450
Other Donations	1021	655		49			945	2670	1340
Other Income	26	5	4	5	5	4	4	53	240
Gift Aid	920							920	950
	<u>4103</u>	<u>915</u>	<u>197</u>	<u>6368</u>	<u>386</u>	<u>6674</u>	<u>1336</u>	<u>19979</u>	<u>18680</u>
<b>EXPENDITURE</b>									
Salaries -	8802	2395	2166	1740	2510	1811	2451	21875	21900
Training	18	24	78					120	300
Session Resources	901	203	347	175	246	177	160	2210	2850
Premises Expenses	0	194	648			24	78	944	3500
Admin Expenses	408	12	494	-6	54		160	1122	470
Donations	0							0	100
Telephone	366							366	900
IT Expenditure	1290	439	99	99	349	99	99	2474	2200
	<u>11785</u>	<u>3267</u>	<u>3832</u>	<u>2008</u>	<u>3159</u>	<u>2111</u>	<u>2949</u>	<u>29111</u>	<u>32220</u>
<b>BANK BALANCE</b>									
Current	13428	10993	7281	11555	8700	13192	11497		
Deposit	26305	26388	26465	26551	26633	26704	26782		
	<u>39733</u>	<u>37381</u>	<u>33746</u>	<u>38106</u>	<u>35333</u>	<u>39896</u>	<u>38279</u>		

*L. Cooper*  
31/8/25

**FIRST STEPS FAMILY HUBS**

England & Wales - Charity number 1179759

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# Accounts

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## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2023  
Period end date

Period start date To 31<sup>st</sup> March 2024

Charity name: **Chalgrove and Watlington First Steps Family Hub**

Charity registration number: **1179759**

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		<p>have our voluntary contributions. We can continue to provide the service successfully due to excellent staff, a very positive and reliable group of volunteers as well as regular support from Health Visitors and Head Teachers from the schools and nurseries.</p>
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Amount of reserves held	Para 1.22	£47,415
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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Other		
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Relationship with any related parties	Para 1.51	Professional relationships particularly working with statutory child care situations and our local councils and schools as described above.
Other		

### Reference and Administrative details

Charity name	First Steps Family Hubs
Other name the charity uses	Chalgrove and Watlington First Steps Family Hubs
Registered charity number	1179759
Charity's principal address	Chalgrove and Watlington First Steps Family Hub High Street Chalgrove Oxfordshire OX44 7ST

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Heather Topping	Chair		
2	Amanda Bruce	Secretary		
3	Linda Simmie			
4	Valerie Kearney		17 <sup>th</sup> May 2023 to 31 <sup>st</sup> March 2024	
5	Neil Topping			
6	David Benskin		1.4.23 to 19 <sup>th</sup> April 2023	
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

--	--

Position (eg Secretary,  
Chair, etc)

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Date

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

FIRST STEPS FAMILY HUBS

1179 759

**Receipts and payments accounts**

CC16a

For the period from	Period start date	To	
	1.4.23		31.3.24

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Parish Councils	11,800	-	-	11,800	11,350
Local Funds	5,570	-	-	5,570	3,451
Session Donations	3,533	-	-	3,533	3,771
	-	-	-	-	-
Other	3,996	-	-	3,996	3,267
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>24,899</b>	<b>-</b>	<b>-</b>	<b>24,899</b>	<b>21,839</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>24,899</b>	<b>-</b>	<b>-</b>	<b>24,899</b>	<b>21,839</b>
<b>A3 Payments</b>					
Payroll	15,383	-	-	15,383	14,287
Building Running Cost Contribution	1,969	-	-	1,969	4,539
Session Resources	3,033	-	-	3,033	2,791
Office ( copier/phone/IT	1,845	-	-	1,845	1,564
	-	-	-	-	-
Other	283	-	-	283	922
	-	-	-	-	-
<b>Sub total</b>	<b>22,513</b>	<b>-</b>	<b>-</b>	<b>22,513</b>	<b>24,103</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>22,513</b>	<b>-</b>	<b>-</b>	<b>22,513</b>	<b>24,103</b>
<b>Net of receipts/(payments)</b>	<b>2,386</b>	<b>-</b>	<b>-</b>	<b>2,386</b>	<b>- 2,264</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>45,029</b>	<b>-</b>	<b>-</b>	<b>45,029</b>	<b>47,293</b>
<b>Cash funds this year end</b>	<b>47,415</b>	<b>-</b>	<b>-</b>	<b>47,415</b>	<b>45,029</b>

*C. Cooper*  
Examined  
21/6/24

**FIRST STEPS FAMILY HUBS**

England & Wales - Charity number 1179759

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# Accounts

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## Trustees' Annual Report for the period

From 01/04/2022

Period start date To 31/03/2023

Period end date

**Charity name: Chalgrove and Watlington First Steps Family Hub**

**Charity registration number: 1179759**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To enhance the development and education of families with children primarily under statutory school age in Watlington, Chalgrove and surrounding villages.
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### Additional information (optional)

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		lot of support time, enthusiasm, and professional knowledge to help the staff with the work programme as well as attending meetings regularly.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We continue to aim to provide a support service for children, parents, grandparents, and other carers in South Oxfordshire operating from two bases – one in Chalgrove and one in Watlington. These are both alongside nursery and primary schools and linking closely with staff there. We provide activity sessions preparing babies and young children to be ready for nursery and school as well as support and advice for the adults caring for them. These services are preventive and responsive to local needs providing social contact to prevent loneliness and isolation, poor mental health. The services are a lifeline particularly for young families new to the area and we have many new houses being built. It is hoped that these connections will remove or reduce some of the burden on social care and family support services as families establish links in their communities. This year has seen a significant increase in those moving to new housing requiring more support in a new area. We have continued with the social media connections which were established when we were unable to open in person and this has reached families in more remote locations who may find attendance more difficult at times. We are confident that our two centres have achieved their objective this year and have been delighted to see such high attendance with very positive feedback from those attending. Social networks have been establishing well and we have been reaching a wide geographical area in this rural county. Smaller groups have been able to support those more anxious about meeting others as well as large groups with a musician who provides enjoyment for all in a large hall attached to the playroom. We have close links with the parish councils. Local District and County Councillors have provided not only continued support to our committee as well as visiting us but have</p>

		<p>been able access finance from their councillor grants which has helped enormously. We have remained financially stable and as numbers have increased so have our voluntary contributions. We can continue to provide the service successfully due to excellent staff, a very positive and reliable group of volunteers as well as regular support from Health Visitors and Head Teachers from the schools and nurseries.</p>
--	--	---

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The charity is meeting its constitutional objectives and this is evidenced by attendance figures, verbal and written feedback from attendees and nursery and primary school head teachers.
Performance of fundraising activities against objectives set	Para 1.41	Fundraising and donations have continued to match our financial requirements.
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity has reduced its reserves a little this year but still maintains a healthy balance sheet with a lot of voluntary donations from the community.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our reserves are maintained to ensure the stability of the organisation and the employment of staff. We have accepted grants when offered for various items and the support of the parish councils and closely monitor our sustainability as well as our regular outgoings.
Amount of reserves held	Para 1.22	£45,029
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Parish Councils annual donations, District and County Councillor Council grants, occasional donations from local businesses, voluntary tradesman support for maintenance tasks, fundraising activities by villagers or from fetes and festivals.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	As our charity has become more established and recognised for the work we do we hope that any financial risks have lessened as more people have experienced the care and support provided enabling us to request increased donations if required to maintain services. Currently we are very fortunate with our two premises but should this change and require large rent payments it would present a greater financial risk to our organisation.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by a resolution passed at a meeting of the charity trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees meet initially with Chair of Trustees and then with committee members and trustees. They all sign a code of conduct when they are elected and this is explained fully to them.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity works collaboratively with local councillors, education staff, local health services and other early years services.
Relationship with any related parties	Para 1.51	Professional relationships particularly working with statutory child care situations.
Other		

### Reference and Administrative details

Charity name	First Steps Family Hubs
Other name the charity uses	Chalgrove and Watlington First Steps Family Hub
Registered charity number	1179759
Charity's principal address	Chalgrove and Watlington First Steps Family Hub High Street Chalgrove Oxfordshire OX44 7ST

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Heather Topping	Chair		Trustees and Committee
2	Amanda Bruce	Secretary		
3	Neil Topping			
4	Linda Simmie		Appointed 9 <sup>th</sup> May 2022	
5	Rev David Benskin		Resigned on 19 <sup>th</sup> April 2023	
6	Rev Val Kearney		Confirmed on 17 <sup>th</sup> May 2023	
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18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

First Steps Ffamily Hub

1179759

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1.4.22		31.3.23

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Covid Grant		-	-	-	6,500
Parish Councils	11,350	-	-	11,350	11,400
Local Funds	3,451	-	-	3,451	6,475
Session Donations	3,771	-	-	3,771	3,670
		-	-	-	
Other	3,267	-	-	3,267	1,503
		-	-	-	
		-	-	-	
<b>Sub total (Gross income for AR)</b>	<b>21,839</b>	<b>-</b>	<b>-</b>	<b>21,839</b>	<b>29,548</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>21,839</b>	<b>-</b>	<b>-</b>	<b>21,839</b>	<b>29,548</b>
<b>A3 Payments</b>					
Payroll	14,287	-	-	14,287	12,206
		-	-	-	
Building Running Cost Contribution	4,539	-	-	4,539	2,077
Session Resources	2,791	-	-	2,791	2,156
Office (copier/phone/phone/IT)	1,564	-	-	1,564	1,731
Other	922	-	-	922	811
		-	-	-	
		-	-	-	
		-	-	-	
<b>Sub total</b>	<b>24,103</b>	<b>-</b>	<b>-</b>	<b>24,103</b>	<b>18,981</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>24,103</b>	<b>-</b>	<b>-</b>	<b>24,103</b>	<b>18,981</b>
<b>Net of receipts/(payments)</b>	<b>- 2,264</b>	<b>-</b>	<b>-</b>	<b>- 2,264</b>	<b>10,567</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	47,293	-	-	-	36,726
<b>Cash funds this year end</b>	<b>45,029</b>	<b>-</b>	<b>-</b>	<b>- 2,264</b>	<b>47,293</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		45,029	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>-</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B5 Liabilities</b>	<b>Details</b>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

**FIRST STEPS FAMILY HUBS**

England & Wales - Charity number 1179759

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# Accounts

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## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2021  
31<sup>st</sup> March 2022

Period start date To  
Period end date

Charity name: **First Steps Family Hubs**

Charity registration number: **1179759**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To enhance the development and education of families with children primarily under statutory school age in Watlington, Chalgrove and surrounding villages.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Hub is open each morning for sessions aimed at 0 -5 years and their parents and carers. In addition it runs more specialist sessions including school readiness, mental health and wellbeing, baby massage and music. The staff are able to signpost parents and carers to additional specialist services as needed and have regular contact with health and educational professionals.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have been provided with the charity commission documentation both in hard copy and online and have signed a Trustee and Committee code of conduct document.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
		Our two paid staff are supported each

Contribution made by volunteers	Para 1.38	morning with a volunteer. All are DBS checked and have completed Safeguarding training. Our trustees and committee members are also volunteers providing a lot of support time and enthusiasm for the work of the charity. We have a committed group of people providing frequent contact support to the sessions and attending meetings as necessary.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We continue to aim to provide a support service for children, parents, grandparents, and other carers in South Oxfordshire operating from two bases - one in Chalgrove and one in Watlington. These are both alongside nursery and primary schools and linking closely with staff there. We provide activity sessions preparing babies and young children to be ready for nursery and school as well as support and advice for the adults caring for them. These services are preventive and responsive to local needs providing social contact to prevent loneliness and isolation, poor mental health. The services are a lifeline particularly for young families new to the area and we have many new houses being built. It is hoped that these connections will remove or reduce some of the burden on social care and family support services as families establish links in their communities. 2021 - 22 has seen an increase in those moving to new housing as well as re-establishing our full programme after Covid restrictions. We have continued with the social media connections which were established when we were unable to open in person and this has reached families in more remote locations who may find attendance more difficult at times. We are confident that our two centres have achieved their objective this year and have been delighted to see such high attendance with very positive feedback from those</p>

		<p>attending. Post Covid families have been re establishing their social networks and we have been reaching a wide geographical area in this rural county. Smaller groups have been able to support those more anxious about meeting others as well as large groups with a musician who provides enjoyment for all in a large hall attached to the playroom. We have close links with the parish councils and a few more have provided financial support to us. Local District and County Councillors have provided not only continued support to our committee as well as visiting us but have been able access finance from their councillor grants which has helped enormously. We have remained financially stable and as numbers have increased so have our voluntary contributions. We can continue to provide the service successfully due to excellent staff, a very positive and reliable group of volunteers as well as regular support from Health Visitors and Head Teachers from the schools and nurseries.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The charity is meeting its objectives and this is evidenced by attendance figures and feedback received regularly.
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity ended the year with an increase in its reserves. This was still the result of some increase in funds from Covid grants in addition to high donations from those attending in addition to increased numbers.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Since Sure Start funding ceased alongside a transition grant from Oxfordshire County Council we have been very aware of the risks to the charity longer term as our regular income was not sufficient to cover our outgoings when we were first established. Due to prudent financial management and efforts to improve grant funding our reserves are in a much healthier position. We have increased our staff costs a little to cover staff sickness and ensure adequate cover and do not intend to increase reserves with any grant applications in the coming year. We anticipate increased energy costs and council funding restrictions in this economic climate and will be monitoring closely to ensure sustainability of the services into the future.
Amount of reserves held	Para 1.22	47,293
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	We rely upon the commitment of our parish councils for our continuation as well as grants from the District Council and County Council when they are available. We also have close connections with Oxfordshire Community Foundation and other local charitable services and apply for funds when appropriate. Other sources of income are from attendees donating, village fairs and fetes and the Beacon Festival who have generously supported us as a nominated charity for their music and camping event.
Investment policy and		

objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<p>Inevitably the economic climate currently with financial uncertainty and lack of commitment to Early Years funding leaves us with a level of vulnerability should local councils decide that their funds need to be directed to other needs. However local councils are receiving more funding as a result of the house building projects and do recognise the importance of community building and family support. Our major advantage is that our buildings are currently rent free and many hours of work are provided voluntarily.</p>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by a resolution passed at a meeting of the charity trustees and we are fortunate to have experienced people in post.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Each trustee signs a code of conduct which is explained to them when they are elected.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity works collaboratively with local councillors, education staff and health services and other centres working with Early Years who had previously also been Sure Start Centres.
Relationship with any related parties	Para 1.51	AS above
Other		

### Reference and Administrative details

Charity name	First Steps Family Hubs
Other name the charity uses	Chalgrove and Watlington First Steps Family Hub
Registered charity number	1179759

Charity's principal address	Chalgrove and Watlington First Steps Family Hub High Street Chalgrove Oxfordshire OX44 7ST

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Heather Topping	Chair		Committee and Trustees
2	Amanda Bruce	Secretary		
3	Neil Topping			
4	Rev David Benskin			
5	Anna Badcock			
6	Linda Simmie		9 <sup>th</sup> May 2022	
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**Corporate trustees - names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	


## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

--	--

Position (eg  
Secretary, Chair, etc)

--	--

Date

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

First Steps Family Hub

No (if any)  
1179759

CC16a

## Receipts and payments accounts

For the period from	1.4.21	To	Period end date 31.3.22
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Covid Grant	6,500	-	-	6,500	-
Parish Councils	11,400	-	-	11,400	11,000
Local Funds	6,475	-	-	6,475	4,075
Session Donations	3,670	-	-	3,670	476
	-	-	-	-	-
Other	1,503	-	-	1,503	248
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>29,548</b>	<b>-</b>	<b>-</b>	<b>29,548</b>	<b>15,799</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>29,548</b>	<b>-</b>	<b>-</b>	<b>29,548</b>	<b>15,799</b>
<b>A3 Payments</b>					
Payroll	12,206	-	-	12,206	7,263
	-	-	-	-	-
Building Running Cost Contribution	2,077	-	-	2,077	1,386
Session Resources	2,156	-	-	2,156	709
Office (copier, phone IT)	1,731	-	-	1,731	1,756
other	811	-	-	811	146
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>18,981</b>	<b>-</b>	<b>-</b>	<b>18,981</b>	<b>11,260</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>18,981</b>	<b>-</b>	<b>-</b>	<b>18,981</b>	<b>11,260</b>
<b>Net of receipts/(payments)</b>	<b>10,567</b>	<b>-</b>	<b>-</b>	<b>10,567</b>	<b>4,539</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	36,726	-	-	-	32,187
<b>Cash funds this year end</b>	<b>47,293</b>	<b>-</b>	<b>-</b>	<b>10,567</b>	<b>36,726</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name FIRST STEPS FAMILY HUBS

On accounts for the year ended

31/3/2022

Charity no (if any)

1179759

Set out on pages

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 31/3/2022

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: Claire L Fenwick

Date: 17/08/2022

Name: CLAIRE L FENWICK

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

CERTIFIED ACCOUNTANT - FCCA

Address:

18A SHIRBURN STREET  
WATLINGTON  
OXON OX49 5BT.

**FIRST STEPS FAMILY HUBS**

England & Wales - Charity number 1179759

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# Accounts

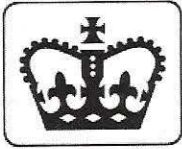
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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Heather A. Topping</i>	<i>A J. Bruce</i>
Full name(s)	<i>HEATHER MARGARET TOPPING</i>	<i>Amanda Jayne Bruce</i>
Position (eg Secretary, Chair, etc)	<i>Chair</i>	<i>Secretary</i>
Date	<i>21st December 2021</i>	



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

FIRST STEPS FAMILY HUBS

On accounts for the year ended

31st MARCH 2021

Charity no (if any)

1179759

Set out on pages

(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 31/03/2021.

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:

CLARE L FENWICK

Date:

16/12/2021

Name:

CLAIRE L FENWICK

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

FCCA

Address:

18A SHIRBURN STREET, WATLINGTON

OXON

OX49 5BT.