



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **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	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.
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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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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8				
9				
10				
11				
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14				
15				
16				
17				
18				
19				
20				

## Corporate trustees - names of the directors at the date the report was approved

Director name		

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

Trustee name	Dates acted if not for whole year	




## 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

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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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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>
<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>36,726</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,187</b>
<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 £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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	



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### 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.