



CHARITY COMMISSION
FOR ENGLAND AND WALES

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.
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	
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 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>
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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 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 Councillor 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

	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		Trustees and Committee
2	Amanda Bruce	Secretary		
3	Neil Topping			
4	Linda Simmie		Appointed 9 th May 2022	
5	Rev David Benskin		Resigned on 19 th April 2023	
6	Rev Val Kearney		Confirmed on 17 th May 2023	
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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	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)		
Date		



CHARITY COMMISSION
FOR ENGLAND AND WALES

First Steps Fgamily Hub

1179759

Receipts and payments accounts

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For the period
from

Period start date
1.4.22

To

Period end date
31.3.23

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
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
		-	-	-	
	-	-	-	-	-
Sub total (Gross income for AR)	21,839	-	-	21,839	29,548
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21,839	-	-	21,839	29,548
A3 Payments					
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
		-	-	-	
	-	-	-	-	
	-	-	-	-	-
Sub total	24,103	-	-	24,103	18,981
A4 Asset and investment purchases. (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	24,103	-	-	24,103	18,981
Net of receipts/(payments)	- 2,264	-	-	- 2,264	10,567
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	47,293	-	-	-	36,726
Cash funds this year end	45,029	-	-	- 2,264	47,293

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		45,029	-	-
		-	-	-
		-	-	-
	Total cash funds		-	-
	(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	