



Trustees Annual Report

2019/2020

Charity Registration No: 1183203

Ready Steady Go

1. Objectives and Activities

1.1 The objectives of Ready Steady Go (RSG) are defined in the Constitution Document, namely: -

1. To relieve the needs of children with autism spectrum disorder and their families by providing support, education, practical advice, recreational and leisure time activities delivered in the interest of social welfare and, designed to improve their conditions of life and which develop their skills, capacities and capabilities.
2. To advance the education of the public in autistic spectrum conditions, in particular but not exclusively by the provision of:
 - a) advice and support to families affected by autism spectrum disorder to eliminate the stigma associated with autism and the reducing barriers within society; and
 - b) raising public awareness of autism by sharing knowledge and working with the local community and local organisations such as schools etc to educate and encourage collaboration of social and recreational facilities and events involving the local community

1.2 In advancing these objectives and in other decision making, the Trustees ensure cognisance of the Charity Commission's guidance on public benefit.

2. Summary of Main Activities

2.1 In order to fulfil objective 1 (above) RSG has provided members with:

- opportunities to meet and to engage in activity that will assist their development.
- opportunities to integrate with local communities and assist in removing isolation.
- opportunities to develop their skills to participate as independent members of society.
- providing guidance, information and raising awareness to assist the public and those who care for children with Autism to deliver the best care possible.

2.2 In order to fulfil objective 2 (above) RSG has raised awareness of Autism by: -

- drawing attention to the difficulty faced by children and their parents of children with Autism and offering solution to emerging problems.
- members visit local commercial organisations and other bodies that provides the opportunity to offer information about the difficulties encountered through Autism.
- utilising 'contact' opportunities to educate the local community and advice regarding the practical effects of Autism.
- providing opportunities to persons of all ages to 'volunteer' to take part in Club activity.

2.3 Please see Appendix 'A' for details of achievements and performance undertaken during 2019/2020.

3. Structure and Management of RSG

- 3.1 RSG is a Charitable Incorporated Organisation with voting members, other than its charity Trustees.
- 3.2 The Structure and Management of RSG is based upon a Constitution 'approved' by the Charity Commission (for registration purposes) which outlines the compliance criteria that RSG needs to follow. (A copy of this document is available on request and is available via the RSG 'private' Facebook page.)
- 3.3 In accordance with the Constitution, since its inception, RSG has been managed by a small group of Trustees, assisted by a group of parents and professional support workers, under the direction of the RSG Chairperson who address the day to day issues.
- 3.4 During the Financial Year 2019/2020 a total of 7 support workers have contributed to the events organised by RSG with various numbers assisting at different events. In addition, several volunteers have also given their time to assist and support the RSG children and parents.
- 3.5 During the first year of operation, before securing Charity Commission registration, the founder of the group secured the services of four persons to become Trustees of RSG and to accept responsibility for its management. A fifth person was co-opted onto the Trustees Board to provide practical professional advice; each of these five persons are submitting themselves for re-election at the first RSG Annual General Meeting.
- 3.6 The Trustees also have the services of several senior professional persons from local and national organisations who work in the area in which RSG operates who are willing to provide advice and guidance, when requested.
- 3.7 For full details of the Trustees and other administrative information please see Appendix 'B'.
- 3.8 The appointment of current and future Trustees excludes any external body appointing a person to serve on the Board of Trustees. Appointments will be by member votes at the AGM.
- 3.9 Provision is made for the existing Trustees to co-opt another person(s) onto the Board as a temporary Trustee, until such time as that person's name may be submitted to the AGM for 'full' appointment by the members. Any person appointed as a temporary Trustee has the full voting responsibly like any other member of the Board and there are no special restrictions placed on any temporary Trustee.
- 3.10 A number of RSG families also have an association with other local charities, whilst RSG may hold joint events with other charities and support them in other non-financial ways, RSG is totally independent of any other charity (or group) and should any conflict arise, foremost will be the interests of RSG members and its wider local community.

4. Financial Aspects

- 4.1 RSG use the services of Santander UK Ltd for its banking services.
- 4.2 Attached at Appendix 'C' is a summary of the accounts of RSG for the financial Year 2019 to 2020.
- 4.3 At this time in the development of RSG no funds have been invested in any source.
- 4.4 Trustees do not receive any remuneration in respect of any responsibility/activity carried out on behalf of RSG.
- 4.5 It is the aim of the Trustees to secure enough funds at the end of one financial year to meet our commitments during the next financial year, thus enabling planning and a structured approach, so essential for our members.
- 4.6 It is the decision of the Trustees that applications for Grants will only be made to those bone fide organisations and who publicly inform interested parties of the availability of such grants. Such grants will only be used for the purpose for which they were intended (i.e. stated in the grant application) unless agreement is reached with the authority making the grant, for the purpose to be varied.
- 4.7 Donations will only be accepted from bone fide companies/individuals and which are unencumbered (i.e. free from any condition, lien, or security).
- 4.8 The Trustees do not plan to make investments on behalf of the member and therefore will not 'own' property, other than the toys and equipment needed to support the children in Club sessions.
- 4.9 RSG does not employ any staff. The professional Support Workers RSG use, and for which an hourly remuneration is paid, are self-employed or procured from another local charitable organisation, for which an hourly payment is made.
- 4.10 Please see the Summary of Accounts at Appendix 'C' for the Financial Year 2019/2020.

John Stafford
Trustee and Secretary

Appendix A

Achievements and Performance during 2019/2020

Achievements and Performance during 2019/2020

Ready Steady Go's first year as a registered charity has been a busy and fun-filled year with a comprehensive and varied schedule of events for the children and their families. Ready Steady Go has provided weekly activity club sessions, supported community trips, specific exclusive external activity sessions and seasonal events and parties.

The weekly Activity Club runs after school on a Friday at Undy Church and Community Hall. These sessions are regularly attended by our 15 member children and up to 10 siblings. Each session is supported by our support workers and volunteers, with sessions having weekly themes. Children have fun playing with the extensive range of toys available to them, with many favourites such as Thomas the Tank Engine, Brio, Lego and Duplo being enjoyed.

Each Activity Club session has a different theme with the toys, sensory items and arts & crafts all themed such as the Artic Ocean, Farmyard and Dinosaurs. The children have great fun developing their imaginations through play in this supported and comfortable environment.

As well as inhouse workshops we also invite external suppliers to our sessions and have enjoyed the following creative and sensory sessions throughout the year, with suppliers often be invited back for several sessions during the year:

- Lego / Concrete workshop with Natasha
- Chocolate Workshop with Kokoblas – creating handmade chocolate Lollypops
- Key Create – Sensory music, movement & dance
- Make a Bear Workshop
- Wooden spoon craft
- Paper plate crafts
- Fluffy animals with Animal Interactive
- Ice Cream Sundae making
- Biscuit and cake decorating

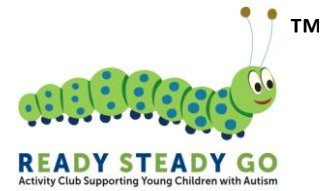
We celebrated each season with seasonal activities that included Pancake decorating, Easter Party, Halloween Pumpkin Carving Party and Christmas Party. All the children, siblings and parent carers have great fun at these events, and we have been joined by Irene the face-painter, Tony the Balloon man and Crazy Al – our resident DJ. Lots of fun for all the family and all the children received seasonal goody bags and gifts.

RSG attends exclusive gymnastic sessions twice monthly at Wye Gymnastics where the children have amazing fun supported by the volunteers from Wye Gymnastics. These sessions are extremely popular with our families.

Members attend monthly exclusive small group horse riding sessions at Severnvale Riding Stables which is extremely popular with the families. Many of our children now attend further riding lessons at the centre as equine therapy works so well for them.

In conjunction with Disability Sports Wales we attended weekly bespoke Sports Literacy Sessions at Caldicot Leisure Centre (having made a successful grant application) which helps to develop confidence and skills for our children to allow them to progress to join existing disability sports sessions.

Waitrose Supermarket at Caldicot invited RSG to provide their staff with an insight into the problems of children with Autism, as a result 2 seminars were held in store to raise awareness of Autism and the effect that it can have on children.



We have run bespoke Nature School sessions at The Cornfield Project in Portskewett, working with Rewild Play for some of our children. Some of our children have also attended existing Forrest School Sessions at Caldicot Castle and Greenmeadow Farm Park with Rewild Play.

We held 5 subsidised exclusive Whirlikidz indoor softplay sessions which are always well attended, busy and playful sessions, and 2 exclusive play sessions at Parc Play Wooden Activity Play Centre in Cardiff. We also arranged supported group visits to inclusive sessions at Energi Inflatable Park in Newport.

In January we were visited by the Community Special Dentist Team who explained the importance of toothcare to our children and helped parent carers with specific advice. We themed the activity session around teeth with painting pictures of smiley teeth and made fruit salad faces.

RSG held 2 x very well attended exclusive family swim sessions at Caldicot Leisure Centre.

School holidays can be particularly challenging for our families and we therefore have developed a well-supported and comprehensive school holiday schedule of events. We visited many places as a group and offered support to families where needed to enable them to go out. Some entry fees were subsidised through grants received.

We were regular visitor to Perrygrove Railway making good use of our child and carer annual passes received via a successful Greggs Foundation Grant.

We subsidised and supported fun and enjoyable trips to:

- The Wild Place Bristol
- Old Down Country Park
- Newport Wetlands
- Caldicot Castle and Country Park
- Day at the Seaside at Ogmore on Sea
- Afternoon tea party at Donnies Coffee Shop, Magor
- St Fagans – Welsh Folk Museum
- Beechenhurst – The Forest of Dean
- Shopping Trip at Waitrose Supermarket, Caldicot

In August RSG held our 1st Annual ASD Family Funday in Raglan. Over 40 families (150 people) attended our fun day specifically catering for families who generally would struggle to attend a public fun day. This was a ticketed event to restrict numbers and lots of fun was had by all attending.

In September, our families visited Peppa Pig World at Alton Towers which was funded through Happy Days Charity. Our families had a fantastic time at each venue.

In November, RSG held our 2nd Annual Christmas Fayre which was a festive and joyful event and well attended by the local community. The fayre and raffle ticket sales raised over £1200 for the charity.

For our 2019 Christmas treat RSG hired a carriage on the Dean Forest Railway Santa Special Train. All our families attended the event and was very festive.

In October, our young volunteer Harry Stitt received the prestigious Gwent High Sheriff Award for his volunteering services to Ready Steady Go. RSG is immensely proud of Harry and highly value his support and commitment.

2019/2020 was a difficult year for our families, due to Covid-19, RSG Activity Club sessions have had to temporarily close as of 20th March 2020, but the charity continues to support families in other ways. We continue to provide online support via our members Facebook page, provided

goody bags for the children throughout lockdown and continue to resume activities that are safe to attend such as horse riding and gymnastics.

Ready Steady Go has always and continues to receive incredible support from the local community of Undy, Magor, Caldicot and Chepstow. Without the support of so many friends we would not be able to provide such important support and fun activities for our families.

To the many persons/organisations that made donations to enable RSG to provide the activities for are children and parent carers (too many to name individually) we say a huge "Thank you". To our supporters, who have helped us throughout the year in so many ways, we also a huge "Thank You".

A number of individuals and organisations have made Grants to RSG or organised fund-raising activities to assist us; it is impossible to list each one individually, but here is a small list of individuals and organisations that have helped support RSG during the past year. To any that we have missed, we apologise, but your efforts and contributions are very much appreciated by all of RSG.

- Undy Church and Community Hall Committee (special thanks to John Smith)
- St Pierre Ladies Golf Members – Captain Beryl Young and member Sue Thomas – for fundraising for Ready Steady Go as their chosen Charity of the year 2019
- Debbie Ling of John Lewis Ltd who arranged and organised a successful fund-raising Ladies Fashion Show at St Pierre.
- Undy AFC for their continued support.
- Local Giving (for their advice and guidance as well as their contributions).
- Magor Knit & Natter.
- St Marys Church Undy.
- Magor & Undy Community Council.
- St Marys Ladies Guild, Caldicot.
- Magor Churchmen.
- Joanne Gillard and GAVO.
- Happy Days Charity.
- Greggs Foundation.
- Co-op Community Fund.
- Disability Sport (Wales).
- Groundworks (Tesco).
- Magic Parent and Carer Network (re Funday donation)
- Fred Weston (Advisor to RSG) and Monmouthshire County Council.
- Clive Roberts (for support in the upkeep of the RSG allotment).
- Alison and Frank Heathman & Castleton Lodge.
- Caishnah Baum - Community Lead Waitrose Caldicot.
- Kit Ireland.
- Severnvale Equestrian Centre.
- Wye Gymnastics.
- The Cornfield Project.
- All our volunteers and support workers.

Finally, a big "Thank You" to all the RSG children and their parent carers (past and present) whose enthusiasm, smiles and laughter has made the Trustees work enjoyable and worthwhile.

Mrs Tracy Stafford
Trustee and Chairperson



Appendix B

Administrative information and details of Trustees

Reference and Administration Details

Name of Charity:	Ready Steady Go
Other Names used:	Ready Steady Go Activity Club, or RSG Club
Charity Registration Number:	1183203
Registered/Principal Office:	19, Acacia Avenue Undy NP26 3NQ
Contact E-mail address:	rsgclub.undy@gmail.com

Trustees – 01.04.19 to 31.03.20

Name	Position	Dates in Office	E-mail address
Mrs Tracy Stafford	Chairperson	Whole Year	mrstracystafford@outlook.com
Mr John Stafford	Secretary	Whole Year	js460038@outlook.com
Mrs Chrystal Durnford		Whole Year	chrystaldurnford@gmail.com
Mrs Cathryn Duke		Whole Year	ceriduke@gmail.com
Miss Catherine Morgan-Owen		01.07.19 onwards	catherinemorganowen@gmail.com

Appendix C

Summary of Accounts

Asset Overview

Subject	Item	Value
<u>Fixed Assets</u>		£
	Intangible Assets	0.00
	Tangible Assets	0.00
	Heritage Assets	0.00
	Investments	0.00
	<u>Total</u>	0.00
<u>Current Assets</u>		
	Stocks	0.00
	Debtors	0.00
	Investments	0.00
	Cash at Bank & In-hand	22,030.32
<u>Liabilities</u>		
	Creditors	420.00
	<u>Total Assets and Liabilities</u>	21,610.32
<u>Funds of the Charity</u>		
	Endowment Funds	0.00
	Restricted Income Funds	11,655.25
	Unrestricted funds	9,955.07
	Revaluation Reserve	0.00
	Pension Reserve	0.00
	<u>Total Funds available</u>	21,610.32

Income and Expense Summary 2019/20

		Debit		Credit
<u>Income</u>		£		£
	Donations			5,621.09
	Club Fees			2,761.96
	Fun Day			1,026.00
	Grants			16,287.75
	Activity Contributions			2,093.90
	Raffle			113.00
	Fundraising			1,186.93
<u>Expenses</u>				
	Equipment	1,816.72		
	Fun Day	1,561.66		
	Activities	10,347.10	¹	
	Stationary	334.21		
	Food	274.68		
	Workwear	390.59		
	Storage	8.25		
	Promotion/Selling	224.78		
	Hall Hire	890.00		
	Support Workers	5,766.35	²	
	Insurance	231.11		
	Miscellaneous	136.00	³	
	Incidental Expenses	972.63		
		22,954.08		29,090.63

- ¹ Includes £120 paid to Wye Gym in April '20, for Feb/March '20.
- ² Includes £300 paid in April '20 which relates to this financial year (19/20)
- ³ £96.00 Localgiving Subscription & £40 Gambling licence (for Raffles)

Sally Stafford
Financial Administrator

Income & Expenses 2021/2022	DR	CR
INCOME		
Donations		3432.67
Club Fees		1919
Grant		500
Fayre Stalls		230
Raffle		1131
Room Hire		402.5
Activities Contributions		1237.8
Misc.		30.43

EXPENSES		
Activities	6253.95	
Stationary	525.6	
Hall Rent	1168	
Seasonal Events	649.22	
Cleaning / Covid Care / Equipment	516.85	
Payroll	37.5	
Insurance	235.92	
Xmas Gifts / Occasional Gifts	619.59	
Website	1311.76	
Workwear	328.8	
Toys / Equipment	696.83	
Promotional	131.25	
Food for Kitchen	32.5	
Entertainment	400	
Misc	329.77	
	13237.54	8883.4

Profit/loss for year		-4354.14
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Bank balance opening		19478.77
Less expenses		13237.54
Plus income		8883.4

Closing Bank Balance		15124.63
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Bank Statement		15124.63
Petty Cash		0

Total	£15,124.63
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