



## **Trustees Annual Report**

**2022/2023**

**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 2022/2023.**

## **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 the recently appointed Charity Manager & Accounts Assistant under the direction of the RSG Chairperson who works closely with the Charity Manager to address the day to day issues.

3.4 During the Financial Year 2022/2023 a total of 6 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 Currently the Charity has 4 appointed Trustees.

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 2022 to 2023.

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 employs 8 staff.

4.10 In September 2022 Ready Steady Go were awarded a National Lottery Community Grant for £99,000.00 which secures 3 years worth of funding for the running costs involved with the running costs of activity club sessions. This is a massive boost for the charity and adds financial security. The grant included the opportunity to employ the Charity Manager for 11.5 paid hours per week. Tracy Rowland the charity founder accepted this part time paid position in April 2022, and continues to work for the charity, volunteering further hours weekly.

4.11 Please see the Summary of Accounts at Appendix 'C' for the Financial Year 2022/2023.

Adele Williams Trustee & Chairperson

Tracy Rowland Charity Manager

## Appendix A - Annual Report 2022/2023

### **Achievements and Performance during 2022/2023**

Ready Steady Go's 3rd year as a registered charity saw Activity Club sessions return after closure due to Covid. RSG offered 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.

Ready Steady Go acquired the lease to Undy Church & Community hall for a period of 2 years (with intention to increase years) in December 2021. This meant that the management of hall became the responsibility of the Charity. The previous committee passed on the equipment and fixtures currently at the hall, so Ready Steady Go did not need to invest in new.

The weekly Activity Club runs after school on a Wednesday & Thursday afternoon at Undy Church and Community Hall. These sessions are regularly attended by our 22 member children and up to 12 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 Arctic 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 being invited back for several sessions during the year:

Key Create – Sensory music, movement & dance

Make a Bear Workshop

Paper plate crafts

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, Halloween & Christmas Parties. 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 Balloonman 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.

We held monthly exclusive family swimming sessions held at Caldicot Leisure Centre (having made a successful grant application) which helps to develop confidence for our children and allows the whole family to participate together.

We have started fortnightly visits to Wellies working farm. The children are able to pet, feed and learn about all the individual animals in a very relaxed and informal environment.

We held 3 subsidised exclusive Whirlkidz indoor softplay sessions which are always well attended, busy and playful sessions.

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 subsidised and supported fun and enjoyable trips to:

Perrygrove Railway

The Wild Place Bristol

Old Down Country Park

Newport Wetlands

Afternoon tea party at Donnies Coffee Shop, Magor

In November 2022, RSG held our 3rd 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 £1300 for the charity.

For our 2022 Christmas treat RSG again enjoyed it when we hired a carriage on the Dean Forest Railway Santa Special Train. All our families attended the event and was very festive.

During early 2023 preparations were under way for the opening of Youth Club for 12 - 19 year olds.

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".

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.

Adele Williams

Miss Tracy Rowland

Trustee and Chairperson

Charity Manager

## Appendix B - RSG Annual Report 2022 - 2023

### 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: [admin@readysteadygoclub.co.uk](mailto:admin@readysteadygoclub.co.uk)

Trustees – 01.04.22 to 31.03.23

Name Position Dates in Office E-mail address

Ms Adele Williams - [adele.264@hotmail.com](mailto:adele.264@hotmail.com) - Full Year

Mrs Chrystal Durnford - [chrystaldurnford@gmail.com](mailto:chrystaldurnford@gmail.com) - Full Year

Mrs Melanie Stirling - [melstirling37@hotmail.com](mailto:melstirling37@hotmail.com) - From November 2022

Cathryn Duke - [ceriduke@gmail.com](mailto:ceriduke@gmail.com) Chair Person Full Year

Tracy Rowland - [tracyrowland67@gmail.com](mailto:tracyrowland67@gmail.com) 01.04.22 - March 2023 (resigned)



## Income &amp; Expenses 2022/2023

DR

CR

## INCOME

Donations		5171.32
Club Fees		5342.74
Grant		23650.28
Fayre Stalls		105
Raffle		1001
Room Hire		1672.4
Activities Contributions		3805.97
Misc.		
		40748.71

## EXPENSES

Activities	9491.5
Stationary	911.06
Hall Rent	3504
Seasonal Events	647.74
Cleaning	241.6
Payroll	20720.16
Insurance	383.68
Xmas Gifts / Occasional Gifts	653.4
Website	905.58
Workwear	57.48
Toys / Equipment	812.28
Promotional	435.11
Food for Kitchen	82.78
Entertainment	18.08
Misc	371.51
Kitchen supplies	166.23
Sessional Supplies	2419.88
Hall Equipment	1784.53
Utilities	3082.16
Maintenance	1187.2
Training	86.4
Expenses / Travel	300.65
Miscellaneous Fees	478.25
	48741.26

Profit / loss for year

-7992.55

Bank balance opening

15124.63

Less Expenses

48741.26

Plus Income

40748.71

Closing Bank Balance 31/3/2023

Total

7132.08

## **Asset Overview**

### **Subject Item Value**

**Fixed Assets £00.00**

**Intangible Assets 0.00**

**Tangible Assets 0.00**

**Heritage Assets 0.00**

**Investments 0.00**

**Total 0.00**

### **Current Assets**

**Stocks 0.00**

**Debtors 0.00**

**Investments 0.00**

**Cash at Bank & In-hand £7132.08**

### **Liabilities**

**Creditors**

**Total Assets and Liabilities**

### **Funds of the Charity**

**Endowment Funds 0.00**

**Restricted Income Funds 3425.77**

**Unrestricted funds 3706.31**

**Revaluation Reserve 0.00**

**Pension Reserve 0.00**

**Total Funds available 7132.08**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

Section A

## Independent Examiner's Report

Report to the trustees

Charity Name

READY STEADY GO

On accounts for the year  
ended

31<sup>ST</sup> MARCH 2023

Charity no  
(if any)

118 320 3

Set out on pages

3

(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 DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

Jo Williams

Date:

31/08/2023

Name:

Joel WILLIAMS

Relevant professional  
qualification(s) or body

Msc Financial Services Management.



(if any):

Address:

10 DINCH HILL LANE

UNDY, MONMOUTHSHIRE.

NP26 3EQ

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.