

Annual Report and Financial Statements

Year ended 1st April 2022 – 31st March 2023

Charity Number: 1183372

**Report dated
January 2024**



Medway Parent Carer Forum
c/o Snapdragons, Cliffe Road, Strood, Rochester, ME2 3FF
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Administrative information

Trustee's during the reporting period

June Patey
Keith Clear
Shenda Smith
Anita Oxenham
Hannah Burke
Jennifer Fretwell
Felicity Baker

Steering Group

Angela Debont
Jayne Pardesi
Lisa Scarrott
Emma Kelliher
Elizabeth Bradley

Volunteers

Krystal Sutton
Harriet Chatwell
Leigh Baseley

Bank

HSBC 231 High Street, Chatham, Kent, ME4 4BQK
CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Governing documents

CIO-association registered 13th May 2019
Amended on the 6th April 2023

Vision statement

The forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

Mission

Medway Parents and Carers Forum, work with (not for) the local authority, health, and local services to improve services for children and young people with special educational needs and/or disabilities (SEND) and their families, by ensuring that families' voices are heard by planners and decision-makers.

We provide an opportunity for parents and carers to express their views and input into the planning and delivery of SEND services. Wherever possible, we aim to work in co-production.

We signpost, support, and empower families to obtain the best possible support and services for their children.

Our Aims

- To have a collective voice, around common issues.
- To work in partnership with those who provide services and support.
- To raise awareness of what support /services are needed.
- To raise awareness of issues faced by our children.
- To share experience and knowledge.
- To give feedback.
- To ensure that the future for our children is a good one.

To achieve these aims we need families support, our strength and effectiveness rely upon their opinions and viewpoints.

Objectives

- We will continue raising common issues that affect all types of disabilities.
- Through shared knowledge, the forum will raise awareness of the groups and services available to the Medway Community.
- Work together in partnership, to gain the right outcome on policy making and service provision for all disabilities.

Ensuring our activities achieve our objects and benefit the public.

The Forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

We support our families and carers with our Family Support Team, in helping with filling in forms and guidance of how to complete them with one to one support. This is a new initiative for the forum, which were able to undertake due to funding received from Kent Community foundation and the National lottery.

We benefit the public and our members by being their combined voice in attendance at meetings and planning for services in the Medway area. We are the established and committed individuals that attend the same meetings and put across the parents and carers thoughts, feelings, frustrations, and elation. Ensuring inclusion for all and transforming services for service users.

We ensure that all our activities undertaken by the forum meet our Vision, Mission, Objects, and Objectives. At the heart of the forum are Trustees that want to ensure the future of the forum and the community ties that we have already built, in coproduction and consultation. Looking to a future where coproduction is natural and inclusive. This enables our parents and carers the autonomy, confidence and empowering their progression of dealing with the needs of their young persons. They are part of a community of like-minded individuals changing the future of services and support.

This year we have helped support various initiatives from the local authority and our parents and carers, we constantly feedback to our members about what has been achieved and to the professionals that supported parents and carers. We have received great feedback from the professionals on how they enjoyed meeting parents and carers, and that felt the sessions achieved what the session objectives were.

Review of activities

The forum maintains 3 different Facebook pages.

MPCF (Medway Parents and Carers Forum) Professionals page

MPCF (Medway Parents and Carers Forum) Professional parents' page

MPCF family page

also

LinkedIn

Instagram

Twitter

We also attend Local Authority meetings for Health, Social Care, and Education. Here are some of the events we attended between 1st April 2022 and 31st March 2023.

At these meetings we represent our membership of parents and carers, engage with the committees and local authority on parents and carers views, feeding back to parents and carers after also.

We joined 8 school coffee meetings or SEND events. There were 7 sessions of training for staff around IT, social media, and Forum Participation. This also includes events that the forum attended such as Medway Carnival, Grain Carnival, Family Hub Fun Days, Road Safety Training days for Children and Young People, our preparing for Adulthood event, a SEND Education event and a Health and Social Care event where parents got to meet professionals and senior leaders from Medway Council.





Future plans

Our future for the Medway Parent Carer Forum is to engage and recruit more Trustees into the forum and elevate the number of volunteers we have.

Carry on with our successful coffee meetings.

Carry on meeting the needs of our members, by being their voice at local authority and charity meetings.

Ensure training is available to our members for subjects they feel they need support in.

Enlist the help of more professionals for our Meet the Professionals Coffee Meetings.

Ensure that co-production carries on between ourselves Health, Education and Social Care.

Keep our membership growing, whilst retaining our current members, and whilst safeguarding our young people.

Engaging and networking with other charities to support the voice of our parents and carers.

Carry on supporting individual family needs with applying for EHCP's, and Form filling.

Carry on supporting parents/carers and Local authority with independent evaluation of ECHP plans.

To employ further administration staff, for day to day running of the office.

To employ further family support officers to support our families and carers with the administration requirements they need.

Financial review

Over the past few years, we have worked tirelessly to coproduce with both the Local Authority and Health to help shape Children's services. Coproduction is well known to increase both cost efficiency and consumer satisfaction. The fulfilment of what is for the authority a legal requirement, (that underpins both the Children and Families Act and the Care Act) has however financial implications on the Forum, and we have been becoming increasingly stretched to coproduce whilst still covering our everyday activities. It is now usual in most authorities for the LA to match the Department for Education funding to Forums to allow them to coproduce effectively.

We have put together a business plan for the next year.

We apply for a grant from the Department of Education yearly, via Contact. Which we have been successful in receiving for the last 14 years. Since we were formed in 2009.

We have sought funding from various establishments for costs incurred in employment of staff, core costs and events, these can be seen on the financial records.

We are truly grateful for any funding we receive that supports our families, carers and allows us to keep doing what we are passionate about for the last 14 years.

In accordance with our governing document and financial policy, the forum should have funds available, in case of any need arising. This should consist of 4 months of running costs including salaries or £1000 whichever is greater, which currently stands at £9335

Total cash fund at year end was £36,024 from which £21,562 is unrestricted. Unrestricted cash fund increased slightly last year from the previous year's closing amount of £20,971



Management

The trustees are responsible for the overall management and control of the Medway Parent Carers Forum and meet monthly to support the needs of the steering group and the forum on the whole.

The work of implementing most of the policies is carried out by the members of the Steering Group, who used to meet 6 times a year, but this has been elevated to 12 times a year to meets with the needs of our parents and carers.

The Steering Group prepare the papers, manage the accounts and the review of any matters arising. They also deal with the day to day running of the Forum, including but not exhausting social media, emails, telephone enquiries and running of the office.

All trustees give of their time freely and no remuneration was paid in the year.

Expenses were paid in the year.

No trustee or person connected with a trustee received any benefit from the Medway Parent Carers Forum.

Statement of Trustees Responsibilities.

The Trustees are responsible for preparing a Trustees 'Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. Medway Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011. The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

This is the first year where we an income above this threshold and we will have our accounts independently verified.



Membership

A member may be an individual, a corporate body, or (an individual or corporate body representing) an organisation which is not incorporated.

Membership of the CIO (Charitable Incorporated Organisation) is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members.

We currently have around 674 members recorded, having completed a membership application form. These members have full voting rights. The membership is currently under review, and all members are being asked to submit a new membership form and being supplied with a new membership card. This figure has risen from the previous figure of 93 members. We started to have a real deep dive of data and membership this year, and ensuring we were 100% compliant in all areas. In doing so, all members received a new membership card and membership number.

We also have members divided amongst our Facebook pages, The Professional page has 64 members, The Professional Parent page has 100 members, up from 90 members.

The Professional page has 100 members.

The Family page has 1800 up from 1179 members the previous year.

This has been steadily increasing, via word of mouth, information days, Charity events, Facebook advertising on other groups, and through the children's centre at Snapdragons. These members do not have voting rights until they have completed a membership application form.

The pages enable our members to interact with each other, support and encourage and share information. This is always encouraging to see members supporting each other and helping us to change the future of services for our young people.

Statement of declaration

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2023. The accounts comply with current statutory requirements, the governing document, and Charity Commission guidance.

The Trustees declare that they have approved the Trustees report above

Signed on behalf of the Charities Trustees:

A handwritten signature in black ink that reads "Shenda Smith". The script is cursive and fluid, with the first name "Shenda" and the last name "Smith" clearly distinguishable.

Shenda Smith Trustee
Date 28th February 2024

Receipts and Payments for year ended 31st March 2023

| | Notes | 2023 Unrestricted funds | 2023 Restricted funds | 2023 Total funds | 2022 Total funds |
|-----------------------------------|-------|-------------------------------|-----------------------------|---------------------|---------------------|
| | 1,2 | | | | |
| Receipts | | | | | |
| Grants DfE | | 0 | 14,734 | 14,734 | 9,304 |
| Grants Other | | 0 | 11,765 | 11,765 | 7,500 |
| Interest | | 61 | 0 | 61 | 0 |
| Donations & Refunds | | 703 | 0 | 703 | 508 |
| Total Receipts | | <u>764</u> | <u>26,499</u> | <u>27,263</u> | <u>17,312</u> |
| Payments | | | | | |
| Parent Carer Expenses | 3 | 0 | 948 | 948 | 922 |
| Staffing Cost | 4 | 0 | 12,797 | 12,797 | 0 |
| Laptops | | 0 | 1,137 | 1,137 | 987 |
| Mobile Phone | | 0 | 260 | 260 | 0 |
| Storage Unit | | 0 | 1,295 | 1,295 | 1,139 |
| Insurance | | 0 | 600 | 600 | 363 |
| Meetings and Events | | 0 | 2,667 | 2,667 | 139 |
| Training | | 173 | 1,957 | 2,130 | 1,867 |
| Promotional Items | | 0 | 1,994 | 1,994 | 2,931 |
| Uniform | | 0 | 114 | 114 | 339 |
| DBS Checks | | 0 | 73 | 73 | 122 |
| Software licences | | 0 | 427 | 427 | 892 |
| Professional Fees | | 0 | 0 | 0 | 800 |
| Bank Charges | | 0 | 132 | 132 | 111 |
| IT Support | | 0 | 1,485 | 1,485 | 1,187 |
| Telephone | | 0 | 421 | 421 | 344 |
| Office Costs ink stationery etc | | 0 | 1,526 | 1,526 | 1,230 |
| Website | | 0 | 0 | 0 | 2,379 |
| Total Payments | | <u>173</u> | <u>27,833</u> | <u>28,006</u> | <u>15,752</u> |
| Net of receipts/(payments) | | 591 | (1,334) | (743) | 1,560 |
| Cash Funds last Year End | | 20,971 | 15,796 | 36,767 | 35,207 |
| Cash Funds this Year End | | <u>21,562</u> | <u>14,462</u> | <u>36,024</u> | <u>36,767</u> |

Statement of Assets and Liabilities as at 31st March 23

| | | Notes | 2023 Unrestricted funds £ | 2023 Restricted funds £ | 2023 Total Funds £ | 2022 Total Funds £ |
|--|------|-------|------------------------------------|----------------------------------|--------------------------|--------------------------|
| Monetary Assets | | 5 | | | | |
| Current Accounts | HSBC | | 0 | 6,492 | 6,492 | 23,072 |
| | CAF | | 19,548 | 7,970 | 27,518 | 11,695 |
| Savings | CAF | | 2,014 | 0 | 2,014 | 2,000 |
| | | | <u>21,562</u> | <u>14,462</u> | <u>36,024</u> | <u>36,767</u> |
| Other Monetary Assets | | | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Assets Retained for the Charity's own use | | | <u>0</u> | <u>2,307</u> | <u>2,307</u> | <u>3,876</u> |
| | | | <u>0</u> | <u>2,307</u> | <u>2,307</u> | <u>3,876</u> |
| Liability | | | | | | |
| Outstanding Supplier Invoices | | | 1,440 | 1,267 | 2,707 | 288 |
| Accounts Fees | | | 0 | 780 | 780 | 0 |
| | | | <u>1,440</u> | <u>2,047</u> | <u>3,487</u> | <u>288</u> |

Signed by one or two trustees on behalf of the trustees:

Signature: Name: A. OXENHAMDate of Approval: 11/04/24Signature: Name: KEITH CLEARDate of Approval: 11/04/24

Notes to the Accounts for the period ended 31 March 2023

For the period ended 31 March 2023

Notes

1 Basis of preparation

This Financial Statement has been prepared on a Receipts and Payments basis, inline with Charity Commission guidance

2 Grants

| | 2023 Unrestricted funds | 2023 Restricted funds | 2023 Total funds | 2022 Total funds |
|--------------------------|-------------------------------|-----------------------------|---------------------|---------------------|
| Department for Education | 0 | 14,734 | 14,734 | 9,304 |
| Parent Support Project | 0 | 11,765 | 11,765 | 0 |
| CCG | 0 | 0 | 0 | 7,500 |
| | <u>0</u> | <u>26,499</u> | <u>26,499</u> | <u>16,804</u> |

Department for Education Grant is restricted for the purpose of facilitating parent participation through the development of the Forum and associated running costs. Any underspend must be returned.

Parent Support Funding to setup and train staff & volunteers to assist parents with completion of DLA & PIP forms

3 Parent Carer expenses

No remuneration, either directly or indirectly, has been paid to the Trustees during the accounting period.

Travel costs that have been reimbursed at HMRC approved rates are included in this category.

4 Staffing Costs

| | |
|---------------------------|---------------|
| Employed Part-time Staff | 12,309 |
| Self Employed Parent Reps | 100 |
| Payroll Costs | <u>387</u> |
| | <u>12,796</u> |

This was our first year employing part-time staff to support the daily running of the Forum and to set up our Parent Support Project.

5 Restricted Funds**Current Year**

| | Balance 1 Apr 22 | Receipts | Payments | Transfers | Balance 31 Mar 23 |
|----------------|---------------------|---------------|---------------|-----------|----------------------|
| DfE | 4,026 | 14,734 | 17,267 | 0 | 1,493 |
| Medway | 11,770 | 0 | 4,637 | 0 | 7,133 |
| Parent Support | 0 | 11,765 | 5,929 | 0 | 5,836 |
| | <u>15,796</u> | <u>26,499</u> | <u>27,833</u> | <u>0</u> | <u>14,462</u> |

Grant from Medway to support participation within Medway as per agreed business plan.

Previous Year

| | Balance 1 Apr 21 | Receipts | Payments | Transfers | Balance 31 Mar 22 |
|--------|---------------------|---------------|---------------|-----------|----------------------|
| DfE | 10,430 | 9,304 | 15,708 | 0 | 4,026 |
| Medway | 4,314 | 7,500 | 44 | 0 | 11,770 |
| | <u>14,744</u> | <u>16,804</u> | <u>15,752</u> | <u>0</u> | <u>15,796</u> |

Taxation**6 Medway Parents and Carers Forum is not registered for VAT or Gift Aid**

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of Medway Parent and Carer Forum on the accounts for the year ended 31st March 2023.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the organisation and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT


In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Zita Derbak MAAT AATQB
Independent Examiners Ltd
Unit 2
The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

Sign: 

Date: 12.04.2024