

**Annual Report and Financial Statements**

**Year ended 1<sup>st</sup> April 2024– 31<sup>st</sup> March 2025**

**Charity Number: 1183372**

**Report dated  
January 2026**



**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**

Keith Clear  
Shenda Williams  
Anita Oxenham  
Felicity Gallacher  
Jennie Fretwell  
Nicky Lambert

### **Steering Group**

Angela Debont  
Jayne Pardesi  
Lisa Scarrott  
Elizabeth Bradley  
Leigh Baseley  
Maxi Card  
Krystal Sutton

### **Volunteers**

Sonia Melia  
Sandra Barrett  
Sarah Buttery  
Beth Morgan  
Heather Stuart  
Rebecca Wozencroft

### **Employees**

Jayne Pardesi  
Elizabeth Bradley  
Lisa Scarrott  
Gem Baukham  
Kira Ramsden  
Claire Clayton

### **Bank**

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

## **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 and young people
- To share experience and knowledge.
- To give feedback.
- To ensure that the future for our children and young people 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.

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 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 they felt the sessions achieved what the session objectives were. We have completed co-production training with the local authority and ICB staff, where we led the training.

We have collaborated and worked with the LA the first year of the PINS Project (Partnership for Inclusion of Neurodiversity in Schools), and ensured that we hit all targets for inclusion, and support at all the schools we were given. After we put in a tender for this project and were awarded it.

Community events we have been part of included Welcome to Medway, Carers week, Days out with a male role model, The Big ConSENDSation, Children's mental health, Sticks and Stones, Child friendly Medway, and All together now Music sessions.

We have reviewed and coproduced letters for Health providers and education, run Healthy Parent Carer courses and training for many groups, assisted with the tender modernisation for child health services, and attended Medway Youth Council Conference.

So, you can see we are a huge part of Medway serving our families.

## 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 and Twitter.

We also attend Local Authority meetings for Health, Social Care, and Education. Here are some of the events we attended between 1<sup>st</sup> April 2024 and 31<sup>st</sup> March 2025.

Strategic meetings 355 an increase of 91

Training and Events attended 109 a slight decrease of 5

Coffee mornings/meetings 19 a decrease of 12

Internal down to 41 from 47

A total of 3656 hours of input, which does not include talking to families, managing the social media posts, or creating newsletters, this is further 87% increase year on year in the amount of time the team put into attendance at these meeting and events.

This indicates a further huge surge in need, of co production and participation from a forum perspective. 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.

Strategic meetings included interviews for commissioning and ICB for the role of deputy DCO.

The one-to-one support that the team offer with form filling, and sign posting when in need, has the team in great demand. In this year alone they saw 209 parents and carers. This is an increase of 72 families compared to the previous year. Our family support team go above and beyond to help those in need. The feedback that we receive from families about the team is wonderful and shows the amazing differences they make.

We continued to facilitate the Parent Carer Panel (Family Hubs and start for life Parent Carer Panel) Helping make sure that all parents and carers can access services from pregnancy through to their child's early years. The voice of this panel is growing in strength and attracting more families to help develop services across Medway.

One of our team Angela DeBont was nominated for a Pride in Medway Award 2025, which she unfortunately did not win, for her continuous volunteering for Medway Parent Carers Forum since day one.



# MEETINGS AND EVENTS: 2024/2025 TOTALS



Strategic



School and Events



Coffee



Internal

<b>355</b>	<b>19</b>	<b>109</b>	<b>41</b>
(1420 hours)	(190 hours)	(1308 hours)	(738 hours)

**Total: 3656 hours of time.**



## 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 the Local authority with independent evaluation of EHCP plans.

To employ further administration staff to help with supporting our digital voice.

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

To implement support for our 18-25 young people moving forward, to ensure their voice is heard.

To gain further support with funding and grants to ensure the longevity of the forum and to continue offering the family support service.





## Financial planning

Every year, we work 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 5 years, which is reviewed yearly.

We apply for a grant from the Department of Education yearly, via Contact. Which we have been successful in receiving for the last 16 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. Our funding for the family support team for the one-to-one work they do, has been funded from alternative sources that we have bidden for funding for.

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 16 years.







Jayne and Maxi, being visited at our stand by Cllr Teresa Murrey. The team spend a lot of time out and about at events. Meeting parents and carers around Medway, networking with other charities and service providers.

## 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 overall.

The work of implementing most of the policies is carried out by the members of the Steering Group, who meet monthly, to plan and enable events to take place, 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 received any benefit from the Medway Parent Carers Forum. Lisa Scarrott is employed by us, due to a conflict of interest, (Lisa's Mum is one of our Trustee's) we sought and received permission from the Charity commission for this, and Anita Oxenham is not involved in anything regarding the employment of Lisa.





## 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.

In 2024/2025 we had around 1216 members recorded, having completed a membership application form this is an increase from 1014 on the previous year. These members have full voting rights. 49 are associate members with no voting rights. All members have been supplied with a new membership number and membership card.

We also have members divided amongst our Family pages of 830.

The Professional page has 126 members.

The Professional Parent page has 149 members.

Our public page has 1.6k followers at present. The members of the public page do not have voting rights as they are not signed up members.

This has been steadily increasing, via word of mouth, information days, Charity events, Facebook advertising on other groups, through the children's centre at Snapdragons and promotion by other council services.

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. Members include those whose young people are now over our 0-25 remit, and wish to stay in touch and help others within the SEND world.



## Statement of Accounts

Please see separate document for statement of accounts 2025

In summary and 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 £15000. Total cash fund at year end was £74,566 from which £31,651 is unrestricted. Unrestricted cash fund decreased by £8327 on last year from the previous year's closing amount of £39,978

Our team has worked hard to ensure funding coming into the forum and enable us to be employers and ensure the running of the forum. Funding is harder to come by for core costs such as wages, and the forum has unfortunately missed out on some funding streams. This is represented in our overall cash funds and has dropped since the previous year.

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2025. The accounts comply with current statutory requirements, the governing document, and Charity Commission guidance.

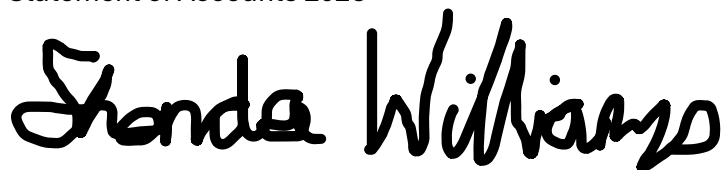
## Statement of Trustees Responsibilities.

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 CIO (Charitable Incorporated Organisation) has income over £25,000 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.

We have had our accounts audited as we are now receiving higher funding. Late in 2024 we changed our accounting system to QuickBooks. Which has enabled our team to keep the records and streams of funding clearer, and in line with what the auditors need to submit to the Charity Commission. Our thanks to our very dedicated team for this.

Approved by the Trustees and signed on its behalf by: Anita Oxenham and Keith Clear on the Statement of Accounts 2025



Shenda Williams Trustee  
Date 20<sup>th</sup> January 2026

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**Medway Parents and Carers Forum CIO**  
**Receipts and Payments for year ended 31st March 2025**

**Charity No 1183372**

		2025	2025	2025	2024
		Unrestricted	Restricted	Total funds	Total funds
	Notes	funds	funds		
	1				
	2				
<b>Receipts</b>					
Participation Grant DfE administered by Contact		0	17,494	17,494	17,256
Grants - Other		0	2,465	2,465	25,286
Grants - PINS		0	20,000	20,000	0
Grants - Healthy Parent Carers		0	5,966	5,966	0
Parent Carer Panel		0	0	0	33,891
Interest		752	0	752	415
Paypal Donations		0	0	0	241
Donation & Refunds		630	0	630	827
<b>Total Receipts</b>		<b>1,382</b>	<b>45,925</b>	<b>47,307</b>	<b>77,916</b>
<b>Payments</b>					
Bank Charges		35	60	95	120
DBS Checks		0	260	260	73
Insurance		0	519	519	873
IT Support		794	847	1,641	1,533
Laptops & tablets		0	299	299	438
Meetings and Events		408	1,523	1,931	2,305
Mobile Phone SIM Free Handset		0	0	0	0
Mobile Phone SIM only Contract		102	536	638	540
Office Costs ink stationery etc		217	2,125	2,342	1,763
Parent Carer Expenses	3	147	1,096	1,243	652
Professional Fees	4	425	1,720	2,145	393
Promotional Items		644	2,270	2,914	1,397
Software licences		0	0	0	0
Storage Unit		0	1,177	1,177	1,451
Training		364	450	814	536
Uniform		0	0	0	76
Wages and Salaries	4	0	32,367	32,367	24,462
Website		0	244	244	1,440
<b>Total Payments</b>		<b>3,136</b>	<b>45,493</b>	<b>48,629</b>	<b>38,052</b>
<b>Net of receipts/(payments)</b>		<b>(1,754)</b>	<b>432</b>	<b>(1,322)</b>	<b>39,864</b>
<b>Transfer of Funds</b>		<b>(6,573)</b>	<b>6,573</b>	<b>0</b>	<b>0</b>
<b>Cash Funds last Year End</b>		<b>39,978</b>	<b>35,910</b>	<b>75,888</b>	<b>36,024</b>
<b>Cash Funds this Year End</b>		<b>31,651</b>	<b>42,915</b>	<b>74,566</b>	<b>75,888</b>

**Medway Parents and Carers Forum CIO**  
**Statement of Assets and Liabilities**  
**As at 31st March 25**

**Charity No 1183372**

Notes			2025	2025	2025	2024
			Unrestricted	Restricted	Total Funds	Total Funds
			funds	funds		
			£	£	£	£
<b>Cash Funds</b>						
Current Accounts	HSBC	Account Closed Nov 24	0	0	0	6,343
Current Accounts	CAF		19,539	26,685	46,224	41,860
Savings	CAF		11,871	16,230	28,101	27,444
Paypal	CAF		241	0	241	241
			<u>31,651</u>	<u>42,915</u>	<u>74,566</u>	<u>75,888</u>
<b>Other Monetary Assets</b>						
			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Assets Retained for the Charity's own use</b>						
			<u>0</u>	<u>143</u>	<u>143</u> *	<u>742</u>
			<u>0</u>	<u>143</u>	<u>143</u>	<u>742</u>
<i>* based on the estimated valuation of the assets used.</i>						
<b>Liability</b>						
Outstanding Supplier Invoices			0	0	0	0
Accounts Fees			0	882	882	840
			<u>0</u>	<u>882</u>	<u>882</u>	<u>840</u>

Signed by one or two trustees on behalf of the trustees

Signature.....

Name Anita Oxenham

Date of Approval 03/03/26

Signature.....

Name.....

Date of Approval.....

Notes to the Accounts

For the period ended 31 March 2025

Notes

1 Basis of preparation

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

2 Funding

					2025	2025	2025	2024
					Unrestricted funds	Restricted funds	Total funds	Total funds
i	Participation Grant	DfE administered by Contact	Grant	1 Year	0	17,494	17,494	17,256
ii	Partnership for Inclusion of Neurodiversity in Schools (PINS)		Grant	1 Year	0	20,000	20,000	0
iii	Healthy Parent Carer	(Joy funding administered by MVA)	Grant	1 Year	0	5,966	5,966	0
iv	Parent Carer Survey	NHS Engagement			0	2,000	2,000	2,000
v	Live Music Now Events				0	280	280	0
vi	Supported internship event	(Medway Council)			0	185	185	0
vii	Parent Support Project	Philip & Connie Phillips Foundation	Grant	1 Year	0	0	0	7,786
viii	Participation Grant	Medway Council (Public Health)	Grant	2 Years	0	0	0	15,000
ix	Universal Parent Carer Panel	Medway Council	Contract	2 Years	0	0	0	33,891
x	MLG IT Equipment				0	0	0	500
					0	45,925	45,925	76,433

- i Department for Education Annual 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.
- ii Grant to enable MPCF to fulfil their tasks as part of PINS Project(Kent and Medway ICB and Medway Council)
- iii Grant to enable MPCF to provide wellbeing training for parent carers
- iv Funding to provide feedback on a specified group of questions within an agreed timescale
- v Funding to enable MPCF engagement at SEND Music events
- vi Funding to enable MPCF to support virtual supported intership event
- vii Continuation of our project to help parent carers with form filling and peer to peer support
- viii To fund forum running costs to support participation and co production within Medway
- ix MPCF were successful in their bid for a 2 year contract to set up and facilitate a universal panel for parents using family hubs
- x Funding to purchase 2 tablets and cases

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

	2025	2024
Employed Staff	31,403	24462
Self employed Staff	732	0
Pensions	231	0
Payroll Costs	525	393
	32,891	24,855

## 5 Restricted Funds

### Current Year

	Balance 1 Apr 24				Balance 31 Mar 25
	Receipts	Payments	Transfers		
DfE	7	17,494	17,500	0	1
Transfer from MPCF General Fund	0	0	6,588	6,588	0
Parent Support	2,484	0	2,469	(15)	0 *
Parent Carer Panel	33,419		11,138	0	22,281
PINS	0	20,000	6,900	0	13,100
Healthy Parent Carer	0	5,966	283	0	5,683
Live Music Now	0	280	280	0	0
Supported Internship Event	0	185	185	0	0
NHS Engagement	0	2,000	150	0	1,850
	35,910	45,925	45,493	6,573	42,915

\* Balance on completed projects transferred to Non restricted

### Previous Year

	Balance 1 Apr 23				Balance 31 Mar 24
	Receipts	Payments	Transfers		
DfE	1,493	17,304	18,790	0	7
Parent Support	5,836	7,786	11,138	0	2,484
Medway	7,133	0	7,110	(23)	0 *
MLG	0	500	470	(30)	0 *
Parent Carer Panel	0	33,931	512	0	33,419
NHS Engagement	0	2,000	120	(1,880)	0 *
	14,462	61,521	38,140	(1,933)	35,910

\* Balance on completed projects transferred to Non restricted

## 6 Taxation

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 2025.

### **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  
The Grain Store  
Hills Barns  
Appledram Lane South  
Chichester, West Sussex  
PO20 7EG

Sign: 

Date: 04.03.2026