

WIGAN PARENT CARER FORUM

England & Wales · Charity number 1203737

Details

Status Registered

Legal form CIO

Registered 2023-06-26

Register [View on the Charity Commission register](#)

Contact

Address Wigan Parent Carer Forum
Ashland House
Dobson Park Way
Ince
Wigan
WN2 2DX

Phone 07719330602

Email participation@wiganpcf.org.uk

Website www.wiganpcf.org.uk

Activities

Objects: THE OBJECTIVES OF WIGAN PARENT CARER FORUM ARE TO PROMOTE SOCIAL INCLUSION AND PARTICIPATION OF PARENT CARERS OF CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES (SEND) AGED 0-25 LIVING IN WIGAN BOROUGH IN THE DEVELOPMENT OF SERVICES PROVIDED FOR CHILDREN AND YOUNG PEOPLE WITH SEND. THE ORGANISATION AIMS TO EMPOWER PARENTS AND CARERS OF CHILDREN AND YOUNG PEOPLE WITH SEND AGED 0-25 AND THEIR FAMILIES BY PROVIDING FORUMS, WORKSHOPS, INFORMATION, GENERAL SUPPORT, TRAINING, AND ACTIVITIES. IN ADDITION, WIGAN PARENT CARER FORUM AIMS TO RAISE AWARENESS OF ISSUES AFFECTING CHILDREN AND YOUNG PEOPLE WITH SEND AND THEIR FAMILIES. OVERALL, THE ORGANISATION'S PRIMARY PURPOSES ARE TO REPRESENT THE VIEWS AND EXPERIENCES OF PARENTS AND CARERS OF DISABLED CHILDREN IN THEIR LOCAL AREA, TO IMPROVE ACCESS TO SERVICES AND SUPPORT FOR FAMILIES WITH DISABLED CHILDREN, AND TO WORK WITH LOCAL AUTHORITIES AND OTHER ORGANISATIONS TO ENHANCE LOCAL SERVICES AND SUPPORT FOR THESE FAMILIES.

Activities: .

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes
- **Who:** Children/young People, People With Disabilities, Other Defined Groups

Geography

- Wigan

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£67,329	£65,607	-	-
2024-03-31	£56,419	£50,100	-	-

Trustees

Name	Role	Appointed
Lisa Jane Aldred	Chair	2023-09-01
Andy Sampson		2026-01-08
Rebecca Selby BSc, MSc		2023-09-01

WIGAN PARENT CARER FORUM

England & Wales - Charity number 1203737

Accounts

Trustees' Annual Report for the Period

From: 1 April 2024

To: 31 March 2025

Charity Information

Charity Name: Wigan Parent Carer Forum

Charity Registration Number: 1203737

Charity's Principal Address:

Wigan Parent Carer Forum

Ashland House

Dobson Park Way

Ince

Wigan

WN2 2DX

Objectives and Activities

Summary of the Charity's Purpose

Wigan Parent Carer Forum exists to empower parent carers of children and young people aged 0–25 with special educational needs and/or disabilities (SEND) in Wigan Borough. The charity aims to promote social inclusion, provide peer support, and influence the development of local services so that they reflect the needs and experiences of SEND families.

Key Activities and Public Benefit

During the reporting period, the charity undertook a range of activities to further its objectives and deliver public benefit. These included: - Hosting parent carer forums, engagement sessions, and events to ensure parent voices were heard and represented. - Delivering peer support opportunities to reduce isolation and strengthen networks among parent carers. - Working in partnership with education, health, and social care services to support co-production and improve SEND provision locally. - Delivering targeted projects, including the Autism in Schools project and Holiday Activities and Food (HAF) provision. - Providing direct support to families through information sharing, signposting, and empowerment-focused activity.

These activities supported parent carers to feel informed, connected, and empowered, while also contributing to improved understanding of SEND needs across local services.

Trustees' Statement on Public Benefit

The trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit when reviewing the charity's aims and activities and in planning future work.

Achievements and Performance

Between April 2024 and March 2025, Wigan Parent Carer Forum delivered a broad programme of engagement, support, and co-production activity for parent carers across the borough.

During the year, the charity delivered **49 parent carer sessions**, resulting in **570 instances of parent engagement**. These sessions included peer support activities, information events, family-focused sessions, and opportunities for parents to engage with and influence local SEND services.

Key achievements during the year included: - Continued delivery of regular parent carer engagement sessions across the borough. - Successful family events designed to reduce isolation and strengthen peer-to-peer support. - Delivery of parental engagement activity linked to the **Autism in Schools project**, including events with strong attendance from parents. - Ongoing partnership and co-production work with education, health, and social care colleagues.

At the end of the reporting period, the forum had a membership of **1,570 parent carers**, demonstrating sustained engagement and continued demand for the charity's services and representation.

Financial Review

During the period from 1 April 2024 to 31 March 2025, Wigan Parent Carer Forum recorded total income of £67,329. This represented an increase compared to the previous year and reflected a combination of grant funding, donations, fundraising income, and bank interest.

The charity received £65,695 in grant funding, including: - The standard Parent Carer Forum grant from the Department for Education, administered via Contact. - Tripartite funding from the local authority, health, and social care partners. - Funding to deliver the Autism in Schools project. - Holiday Activities and Food (HAF) funding from the local authority.

In addition, the charity received £1,600 from fundraising activities, and £34 in bank interest.

Total expenditure for the year amounted to £65,607. The majority of this expenditure (£59,514) was incurred directly on charitable activities, ensuring that funds were used to deliver services and support for parent carers and families of children and young people with SEND. Additional costs included trustee expenses of £1,143 and overheads of £4,950, supporting the effective operation of the charity.

At the end of the reporting period, the charity recorded a net surplus of £1,722, resulting in total cash funds of £8,040, comprising £6,318 in unrestricted funds and £1,722 in restricted funds. The trustees consider the charity to be in a stable financial position at the year end.

Reserves Policy

The charity's reserves policy is to maintain unrestricted reserves sufficient to cover approximately three to six months of core operating costs, in order to provide financial resilience and continuity of services. At the end of the reporting period, unrestricted reserves stood at £6,318, which the trustees consider to be within a prudent and appropriate range given the charity's size, commitments, and funding profile.

Risk Management

The trustees regularly review the risks facing the charity and take steps to mitigate these where possible. Key risks identified during the reporting period included: - Funding uncertainty, managed through diversifying income streams and maintaining strong relationships with funders. - Capacity and sustainability, addressed through careful planning, prioritisation of activities, and effective use of volunteers. - Governance and compliance, mitigated through ongoing review of policies, financial controls, and trustee oversight.

Structure, Governance, and Management

Wigan Parent Carer Forum operates as a Charitable Incorporated Organisation (CIO) and is governed by a constitution.

Trustees are appointed based on their alignment with the charity's aims and values and their ability to contribute skills and experience to support effective governance. The trustees are responsible for setting strategy, overseeing finances, and ensuring the charity complies with its legal and regulatory obligations.

The charity operates robust financial controls, including the use of online banking with appropriate authorisation arrangements, clear expense reimbursement processes, and regular financial monitoring.

Volunteers and Community Impact

The charity continues to be supported by a small but dedicated volunteer team. During the reporting period, four core volunteers contributed their time and expertise to support engagement activity, events, administration, and representation work. Their contribution was vital to the delivery of the charity's activities and its ability to support and represent parent carers across Wigan Borough.

Future Plans

In the coming year, the trustees intend to: - Continue delivering high-quality engagement and peer support opportunities for parent carers. - Strengthen co-production and partnership working with education, health, and social care services. - Build on existing projects, including work in schools and targeted family support. - Explore additional funding opportunities to support long-term sustainability. - Continue strengthening governance, policies, and systems in line with best practice.

Declarations

The trustees declare that they have approved this Trustees' Annual Report.

Signed on behalf of the charity's trustees:

Signature: _____

Full Name: Lisa Aldred

Position: Chair of Trustees

Date: 30 January 2026

Charity Name Wigan Parent Carer Forum	No (if any) 1203737
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Receipts and payments accounts

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For the period from	Period start date 01/04/2024	To	Period end date 31/03/2025
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	-	65,695	-	65,695	24,060
Donations	-	-	-	-	32,359
Fundraising	1,600	-	-	1,600	-
Bank Interest	34	-	-	34	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,634	65,695	-	67,329	56,419
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,634	65,695	-	67,329	56,419
A3 Payments					
Charitable Activities	-	59,514	-	59,514	50,101
Trustee Expenses	-	1,143	-	1,143	-
Overheads	-	4,950	-	4,950	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	65,607	-	65,607	50,101
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	65,607	-	65,607	50,101
Net of receipts/(payments)	1,634	88	-	1,722	6,318
A5 Transfers between funds	- 1,634	1,634	-	-	-
A6 Cash funds last year end	6,318	-	-	6,318	-
Cash funds this year end	6,318	1,722	-	8,040	6,318

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	Natwest 49138596	6,318	1,722	-
		-	-	-
		-	-	-
	Total cash funds	6,318	1,722	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Unpaid Wages		1,955	31/04/2025
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Wigan Parent Carer Forum

On accounts for the year
ended

31 March 2025	Charity no (if any)	1203737
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Set out on pages

1-2
(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 30 March 2025.

Responsibilities and
basis of report

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

Independent
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Date:

30/1/2026

Name:

Kay Wightman

Relevant professional
qualification(s) or body
(if any):

FFA FTA

Address:

Accounting for Good CIC
2 Geordie Ridley Place, Upper Precinct, Blaydon on Tyne
Tyne and Wear NE21 5BT

WIGAN PARENT CARER FORUM

England & Wales - Charity number 1203737

Accounts

Trustees' Annual Report for the Period



From: 26/06/2023

To: 31/03/2024

Charity Information

Charity Name: Wigan Parent Carer Forum

Charity Registration Number: 1203737

Charity's Principal Address:

Wigan Parent Carer Forum

Ashland House

Dobson Park Way

Ince

Wigan

WN2 2DX

Objectives and Activities

Summary of the Charity's Purpose

Wigan Parent Carer Forum exists to empower parent carers of children and young people (aged 0-25) with special educational needs and/or disabilities (SEND) in Wigan Borough. The charity aims to promote social inclusion and influence the development of local services, ensuring they reflect the needs of SEND families.

Key Activities and Public Benefit

During this period, the charity has:

Hosted forums, workshops, and training sessions to provide parents with the knowledge and resources to support children and young people with SEND.

Delivered peer support sessions to reduce social isolation and create a strong parent network.

Worked closely with local authorities and health services to advocate for better SEND provisions.

Participated in key community events to increase awareness of SEND challenges and solutions.

Offered direct support to families through drop-in sessions, signposting, and empowerment programs.

Trustees' Statement on Public Benefit

The trustees confirm that they have had due regard to the Charity

Commission's guidance on public benefit while carrying out the charity's objectives.

Achievements and Performance

Highlights from the Year:

Christmas Party (Dec 2023): A successful family event supported by volunteers, with a special visit from Santa.

Emotionally Based School Avoidance (EBSA) Hybrid Session (Nov 2023): First-ever hybrid session, made possible by a donated Smart TV.

Wigan Central Family Hub Opening (Oct 2023): Actively involved in launching this essential service hub.

Parent Empowerment Programme: A 6-week training programme to equip parents with tools to support their children's best lives.

Low Bank Ground Trip (Sept 2023): Families engaged in outdoor activities that helped build confidence and social connections.

Neurodevelopmental Focus Groups: Sessions designed to gather parent feedback on essential health and educational services.

All Different, All Equal Event (Mar 2024): Engaged with the community on topics such as Transport, Housing, Education, and Employment.

Financial Review

Financial Position at the End of the Period:

Total Income: £56,419

£32,359 rolled over from previous funding,

£24,060 earned through charitable activities.

1 grant received: £22,785 from the Department for Education via Contact.

Total Spending: £50,100

Remainder : £6,319,

Reserves Policy

The charity aims to maintain reserves covering 3-6 months of operational costs to ensure sustainability. As of this period, unrestricted reserves are within a prudent range.

Risk Management

The charity recognizes several key risks and has developed mitigation strategies:

Funding Uncertainty: Diversifying income streams and applying for new grants.

Volunteer Retention: Regular support, training, and appreciation initiatives for volunteers.

Governance & Compliance: Strengthening financial controls and adopting missing governance policies (e.g., risk management policy).

Structure, Governance, and Management

Governing Document: The charity operates under a constitution as a Charitable Incorporated Organisation (CIO).

Trustee Selection: Trustees are appointed based on alignment with the charity's mission and values.

Financial Controls: The forum adheres to its Financial Control Policy (revised 2024), ensuring transparency and accountability. Key elements include:

Use of NatWest online banking, with three signatories for oversight.

No use of cheques; all transactions are recorded digitally.

Strict expense reimbursement guidelines.

Volunteers and Community Impact

Wigan Parent Carer Forum is heavily volunteer-driven, with 15 dedicated volunteers contributing significantly to its success. Their efforts in event coordination, peer support, advocacy, and administration have made a tangible impact on SEND families in Wigan Borough.

Future Plans

Strengthening governance policies, including implementing a risk management policy.

Expanding outreach programs to engage more parent carers.

Developing new funding sources to ensure long-term sustainability.

Enhancing hybrid and digital service delivery

The next financial year is well underway, and we have all manner of exciting things happening. We look forward to sharing these developments in next year's annual report.

Declarations

The trustees declare that they have approved this report.

Signed on behalf of the charity's trustees:

Signature: _____

Full Name: Lisa Aldred

Position: Chair of Trustees

Date: _____