

# EALING PARENT CARER FORUM

England & Wales · Charity number 1204127

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2023-07-27

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

## Contact

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**Address** Ealing Community Resource Centre  
63 Mattock Lane  
London  
W13 9LA

**Phone** 07740461551

**Email** [info@epcf.org.uk](mailto:info@epcf.org.uk)

## Activities

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**Objects:** TO RELIEVE THE NEEDS OF CHILDREN AND YOUNG PEOPLE, INCLUDING THEIR PARENTS, CARERS AND FAMILIES, WHO HAVE DISABILITIES AND/OR SPECIAL EDUCATIONAL NEEDS IN EALING AND THE SURROUNDING AREA, IN ORDER TO IMPROVE THEIR QUALITY OF LIFE, PROMOTE THEIR INCLUSION IN THEIR LOCAL COMMUNITIES AND TO HELP AND SUPPORT THEM TO REACH THEIR FULL POTENTIAL

## Classification

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

## Geography

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- Ealing

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£77,380	£10,498	-	-
2024-03-31	£105,513	£10,498	-	-

## Trustees

Name	Role	Appointed
<b>Charles Christian Barnard</b>	Chair	
Carol Swords		
PATRICK KENNEDY		2024-09-18

**EALING PARENT CARER FORUM**

England & Wales - Charity number 1204127

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# Accounts

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## Trustees' Annual Report

		Period start date		Period end date		
<b>From</b>	1 <sup>st</sup>	April	2024	<b>To</b>	31 <sup>st</sup>	March 2025

### Section A Reference and administration details

Charity name

Registered charity number (if any)

Charity's principal address

The Lido Centre

63 Mattock Lane

London

Postcode

W13 9LA

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Charles Barnard	Chair		EPCF
2	Carol Swords			EPCF
3	Patrick Kennedy	Treasurer		EPCF

#### Name of chief executive or names of senior staff members (Optional information)

Oliver Francis – Executive Lead,  
Heidi Appleton – Education Lead

### Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods  
(eg. appointed by, elected by)

Trustees approved by the original EPCF steering group prior to confirmation of our successful application to become a registered charity.

### Section C Objectives and activities

#### Summary of the objects of the charity set out in its governing document

To relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in Ealing and the surrounding area, to improve their quality of life, promote their inclusion in their local communities and to help and support them reach their full potential.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Ealing Parent Carer Forum (EPCF) primarily delivers information and support to families in Ealing caring for children and young people with additional needs. We do this by keeping families informed about workshops, training and briefings from Local Authority, Health, Education and Social Care teams and professionals. We also provide opportunities for parents and carers to meet each other and support each other by sharing information between themselves about what is working, and what is not, in regard to the support their own children receive.

Anyone caring for a child or young person up to the age of 25 in Ealing with additional needs can access our information and support simply by agreeing for us to send them information about our activities by email and/or by us ensuring events are publicised with flyers and announcements shared with our local partners, service providers and others.

Both the Trustees and Executive teams have regard to and are fully aware of the “public benefit” guidance.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

We have successfully managed our transition from an unincorporated group to a Charitable Incorporated Organisation. We have restructured our activities and shared responsibilities more widely in becoming an executive team of 5 managed by our initial 3 trustees.

We worked with our local partners including Ealing Contact, Ealing Mencap, Ealing Anchor Foundation, Your Voice in Health and Social Care (SENDIASS providers) and others to deliver a “Fun Day” for our families where families could come for a morning or afternoon session with entertainment, activities, performers and more. We collectively provided food, drinks and snacks for everyone. This opportunity for our families to spend time with other families in a safe, secure and fun environment. Local Authority and Health professionals were in attendance to have informal opportunities to hear first-hand about our families’ experiences.

We hosted “open” coffee mornings for our families where parents and carers can share their experience and knowledge as well as “in school” meetings where we meet with families in individual schools to offer support and information about services and support available.

We continued to present online and face to face workshops on a variety of topics e.g. sleep disorders, toilet training, ADHD support and many others as guided in co-production by our members, stakeholders, parents and carers.

We continue to provide advocacy to our members/parents and carers in our community to ensure their voices are heard.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The trustees believe the charity should hold 3 months running costs as a reserve, this equates to £4,000. The Charity currently holds £86,397 free reserves (the amount of money that is unrestricted at the year-end).

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our initial principal sources of funds have historically been from the Department for Education Grant Award to each parent carer forum, this amounts to a maximum of £17,500 per year. We have also been previously funded by the Local Authority in the form of ad hoc grant funding to support the staffing and work of the forum.

We are applying for charitable grant funds to further develop our organisation and extend our reach and visibility amongst the wide and diverse communities in Ealing.

Expenditure and bank balances are discussed at every meeting with the trustees.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

	P K	C Swords
Signature(s)	<i>Patrick Kennedy</i>	<i>Carol Swords</i>
Full name(s)	Patrick Kennedy	Carol Swords
Position (eg Chair, etc)	Trustee	Trustee

Date

## Report Of The Independent Examiner To The Trustees Of Ealing Parent Carer Forum

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> March 2025.

### 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 charity's accounts carried out under section 145 of the 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

M. Cridland

*M. Cridland*

.....  
Mr. M. J. Cridland B.A. (Hons) F.C.A  
Scott Vevers Ltd  
Chartered Accountants and Registered Auditors  
65 East Street  
Bridport  
Dorset  
DT6 3LB

Date: 2 /01/2026 .....



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>Ealing Parent Carer Forum</b>	No (if any) <b>1204127</b>
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## Receipts and payments accounts

CC16a

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 £
<b>A1 Receipts</b>					
Opening Funds	-		-	-	28,133
DfE/Contact	-	11,341	-	11,341	17,380
LB Ealing	-	-	-	-	60,000
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	-	11,341	-	11,341	105,513
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	11,341	-	11,341	105,513
<b>A3 Payments</b>					
Consultants Fees	1,181	8,086	-	9,267	6,130
Events	2	1,833	-	1,835	908
Infrastructure	336	485	-	821	809
Website	-	2,765	-	2,765	2,052
Meetings	-	-	-	-	134
Training	-	410	-	410	465
Sundry	20	562	-	582	-
	-	-	-	-	-
<b>Sub total</b>	1,539	14,141	-	15,680	10,498
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	1,539	14,141	-	15,680	10,498
<b>Net of receipts/(payments)</b>	(1,539)	(2,800)	-	(4,339)	95,015
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	87,936	7,079	-	95,015	-
<b>Cash funds this year end</b>	86,397	4,279	-	90,676	95,015

**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 £
<b>B1 Cash funds</b>	Bank Account	86,397	4,279	-
		-	-	-
	<b>Total cash funds</b>	<b>86,397</b>	<b>4,279</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details		-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details		-	-
			-	-
<b>B5 Liabilities</b>	Details		-	
			-	
Signed by one or two trustees on behalf of all the trustees	P K Signature	Print Name	Date of approval	
	<i>Patrick Kennedy</i>	Patrick Kennedy	2 /01/2026	
	C Swords	Carol Swords	2 /01/2026	
	<i>Carol Swords</i>			

**EALING PARENT CARER FORUM**

England & Wales - Charity number 1204127

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# Accounts

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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Ealing Parent Carer Forum (EPCF) primarily delivers information and support to families in Ealing caring for children and young people with additional needs. We do this by keeping families informed about workshops, training and briefings from Local Authority, Health, Education and Social Care teams and professionals. We also provide opportunities for parents and carers to meet each other and support each other by sharing information between themselves about what is working, and what is not, in regard to the support their own children receive.

Anyone caring for a child or young person in Ealing with additional needs is able to access our information and support simply by agreeing for us to send them information about our activities by email and/or by us ensuring events are publicised with flyers and announcements shared with our local partners, service providers and others.

Both the Trustees and Executive teams have regard to and are fully aware of the "public benefit" guidance.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

We have successfully managed our transition from an unincorporated group to a Charitable Incorporated Organisation. We have restructured our activities and shared responsibilities more widely in becoming an executive team of 5 managed by our initial 3 trustees. The transfer of assets and liabilities was completed and recorded on the 4<sup>th</sup> October 2023.

We worked with our local partners including Ealing Contact, Ealing Mencap, Ealing Anchor Foundation, Your Voice in Health and Social Care (SENDIASS providers) and others to deliver a "Fun Day" for our families where families could come for a morning or afternoon session with entertainment, activities, performers and more. We collectively provided food, drinks and snacks for everyone. This opportunity for our families to spend time with other families in a safe, secure and fun environment. Local Authority and Health professionals were in attendance to have informal opportunities to hear first hand about our families' experiences.

We hosted "open" coffee mornings for our families where parents and carers can share their experience and knowledge as well as "in school" meetings where we meet with families in individual schools to offer support and information about services and support available.

We continued to present online workshops on a variety of topics e.g. sleep disorders, toilet training, ADHD support and many others.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

In this first short financial period all policies are in development as financial management and risk management processes become established.

The trustees believe the charity should hold 3 months running costs as a reserve, this equates to £4,000. The Charity currently holds £87,936 free reserves (the amount of money that is unrestricted at the year end).

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our initial principal sources of funds have historically been from the Department for Education Grant Award to each parent carer forum, this amounts to a maximum of £17,500 per year. We have also been previously funded by the Local Authority in the form of ad hoc grant funding to support the staffing and work of the forum.

Once we have become established in our new form we will be able to take advantage of our new ability as a registered charity to apply for charitable grant funds to further develop our organisation and extend our reach and visibility amongst the wide and diverse communities in Ealing.

Expenditure and bank balances are discussed at every meeting with the trustees.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<small>C Barnard</small> <i>Charles Barnard</i>	<small>P K</small> <i>Patrick Kennedy</i>
<b>Full name(s)</b>	Charles Barnard	Patrick Kennedy
<b>Position (eg Chair, etc)</b>	Chair	Treasurer

**Date**

## Report Of The Independent Examiner To The Trustees Of Ealing Parent Carer Forum

I report to the charity trustees on my examination of the accounts of the charity for the period from 27<sup>th</sup> July 2023 to 31<sup>st</sup> March 2024.

### 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 charity's accounts carried out under section 145 of the 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
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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.

M. Cridland

*M. Cridland*

.....  
Mr. M. J. Cridland B.A. (Hons) F.C.A  
Scott Vevers Ltd  
Chartered Accountants and Registered Auditors  
65 East Street  
Bridport  
Dorset  
DT6 3LB

15/08/2025

Date: .....



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Ealing Parent Carer Forum

1204127

Receipts and payments accounts

CC16a

For the period from	27th July 2023	To	31st March 2024
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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 £
<b>A1 Receipts</b>					
Opening Funds	28,133	-	-	28,133	-
DfE/Contact	-	17,380	-	17,380	-
LB Ealing	60,000	-	-	60,000	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>88,133</b>	<b>17,380</b>	<b>-</b>	<b>105,513</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>88,133</b>	<b>17,380</b>	<b>-</b>	<b>105,513</b>	<b>-</b>
<b>A3 Payments</b>					
Consultants Fees	-	6,130	-	6,130	-
Events	76	832	-	908	-
Infrastructure	-	809	-	809	-
Website	-	2,052	-	2,052	-
Meetings	121	13	-	134	-
Training	-	465	-	465	-
	-	-	-	-	-
<b>Sub total</b>	<b>197</b>	<b>10,301</b>	<b>-</b>	<b>10,498</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>197</b>	<b>10,301</b>	<b>-</b>	<b>10,498</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>87,936</b>	<b>7,079</b>	<b>-</b>	<b>95,015</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>87,936</b>	<b>7,079</b>	<b>-</b>	<b>95,015</b>	<b>-</b>

**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 £
<b>B1 Cash funds</b>	Bank Account	87,936	7,079	-
		-	-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	<b>87,936</b>	<b>7,079</b>	-

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-

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

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

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	

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

C Barnard Signature	Print Name	Date of approval
<i>Charles Barnard</i> PK	Charles Barnard	14/08/2025
<i>Patrick Kennedy</i>	Patrick Kennedy	14/08/2025