



Trustees' Annual Report

Period start date
27th July 2023
Period end date
31st March 2024
From To

Section A Reference and administration details

Charity name Ealing Parent Carer Forum

Registered charity number (if any) 1204127

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)

Matthew Jeatt – Executive Lead,
Natasha Parslow – Participation Co-ordinator
Heidi Appleton – Education Lead

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

Constitution

How the charity is constituted

Charitable Incorporated Organisation (CIO)

Trustee selection methods

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, in order 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 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 4th 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

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

Date 14/08/2025

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 27th July 2023 to 31st 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
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

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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

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For the period
from

27th July 2023

To

31st March 2024

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					
Opening Funds	28,133	-	-	28,133	-
DfE/Contact	-	17,380	-	17,380	-
LB Ealing	60,000	-	-	60,000	-
	-	-	-	-	-
Sub total (Gross income for AR)	88,133	17,380	-	105,513	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	88,133	17,380	-	105,513	-
A3 Payments					
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	-
	-	-	-	-	-
Sub total	197	10,301	-	10,498	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	197	10,301	-	10,498	-
Net of receipts/(payments)	87,936	7,079	-	95,015	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	87,936	7,079	-	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 £
B1 Cash funds	Bank Account	87,936	7,079	-
		-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	87,936	7,079	-
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
B3 Investment assets	Details			
			-	-
			-	-
B4 Assets retained for the charity's own use	Details			
			-	-
			-	-
B5 Liabilities	Details			
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	C Barnard Signature	Print Name	Date of approval	
	Charles Barnard	Charles Barnard	14/08/2025	
	Patrick Kennedy	Patrick Kennedy	14/08/2025	