

# Trustees' Annual Report

**Charity name:** Cariad Children's Project

**Registered charity number:** 1209981

**Charity contact address:** 4 Grove Road, Pontardawe, Wales, SA8 4HH

**Website / email:** [www.cariadchildrensproject.org](http://www.cariadchildrensproject.org)

**Reporting period:** 24<sup>th</sup> September 2024 – 24<sup>th</sup> September 2025

**Governing document:** Charitable Incorporated Organisation (CIO) Foundation Model Constitution, adopted on

**Principal office/operational area:** Pontardawe, Neath Port Talbot (serving families in the surrounding communities of the Swansea Valley and wider South Wales, as resources permit)

## 1. Reference and administrative details

### **Trustees during the period:**

- Elspeth Lowe, Chair
- Elspeth Lowe, Project Coordinator and Trustee
- Sharon Davies, Secretary

-Melanie Davies , Trustee

-Lisa Davies, Trustee

-Michelle James-Ellison, Trustee  
(all appointed in 2025)

### **Key volunteers and advisors:**

- Lead volunteers: Lynne Lloyd – Financial Support
- Bankers: Virgin Money

## 2. Structure, governance and management

**Legal status and governance.** The charity is governed by its Constitution and is managed by a board of trustees who meet regularly and have approved key governance policies (conflicts of interest, safeguarding, data protection, volunteer management, and financial controls). New trustees receive an induction by providing them with a copy of the Constitution and in future years will include ongoing training.

**Risk management.** The trustees maintain a risk register covering safeguarding, volunteer and beneficiary safety, financial controls (including cash handling and procurement), data protection, and reputational risk. Controls include DBS checks for relevant roles, spending thresholds and incident reporting procedures.

### 3. Charitable purposes and public benefit

**Objects.** The charity exists to relieve need and support the welfare, education and development of children and families, primarily in and around Pontardawe, by providing newborn essentials and educational supplies.

**Public benefit statement.** The trustees confirm they have had regard to the Charity Commission's public benefit guidance. Activities described below directly advance the relief of those in need (Charities Act 2011, s.3(1)(j)) and the advancement of education (s.3(1)(b)). Benefits are provided without undue restriction and are targeted on the basis of need.

### 4. Objectives and activities

**Strategic aim (year one).** Establish the Cariad Children's Project and deliver two core programmes:

1. **Newborn Essentials** – assembling and distributing care packs for newborn babies (e.g., nappies, wipes, clothing, toiletries, muslins, blankets).
2. **Education Support** – term-time packs of age-appropriate stationery, exercise books, pencil cases, learning resources, and seasonal top-ups.
3. **Setting up a resource hub in the village of Pontardawe**

**How activities deliver public benefit.** The packs reduce immediate financial pressure on families and support children's readiness to learn. Distribution works through health visitors, midwives, schools and recognised community referrers to ensure resources reach families in need.

**Volunteers.** The project is volunteer-led. Volunteers assist with procurement, packing sessions, referrals, deliveries, and fundraising. Induction, role descriptions and safeguarding briefings are provided.

## 5. Achievements and performance (first year)

- **Start-up and setup:** Registered bank account; adopted financial controls; created referral pathway with local partners.
- **Families Supported in our First Year** 40 families have been helped from April 2024 when the charity first became operational. This help include care packs distributed to families in need referrers (health visitors, midwives) and educational support and educational support providing school-age packs distributed ahead of the new term. Contents aligned with local school lists; included SEND-friendly options where requested.
- **Partnerships:** Collaboration with schools, health visitors, education coordinators, foodbanks, social services, St John's Ambulance, Salvation Army.
- **Safeguarding & quality:** No reportable incidents. Feedback from referrers indicates improved school readiness, reduced short-term hardship for families.

**Challenges and learning.** Demand exceeded projections in early months; supply chain constraints for certain items (e.g., nappies). We will be introducing bulk-buy arrangements and reserve threshold for core items as the charity moves forward.

## 6. Financial review (summary)

Figures to be completed from the Receipts & Payments statement.

- **Total receipts:** £12896.39 (donations and grants £10976.72; fundraising £624.41; in-kind donations (non-cash) with estimated value £1000 disclosed but not included in R&P totals).
- **Total payments:** £1004.08 (project delivery items £824.88; insurance £179.20).
- **Year-end cash at bank and in hand:** £11892.33

**Reserves policy.** The trustees aim to hold unrestricted free reserves equivalent to **2–3 months** core operating costs (currently assessed at £3000, to ensure continuity of essential provision

**Going concern.** The trustees consider the charity to be a going concern for the foreseeable future based on donations received and low fixed costs.

## 7. Fundraising statement

The charity complies with the Code of Fundraising Practice. We do not use professional fundraisers or commercial participators. No complaints were received. Communications are opt-in and privacy notices are available on request.

## 8. Grant-making and related parties

No grants were issued to individuals outside of standard packs. No related-party transactions took place in the year.

## 9. Plans for future periods (year two)

- Consolidate **Newborn Essentials** with minimum stock levels and referral SLAs.
- Expand **Education Support** to a year-round model (starter kits, exam packs).
- Pilot **family drop-in advice afternoons** with partner organisations.
- Develop **regular-giving** and **local corporate partners**; pursue suitable UK and international funders aligned with child welfare and education poverty relief.
- Formalise **impact tracking** (unique beneficiary counts, demographics, outcomes via referrer survey).
- Set up community hub.

## 10. Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and, where required, the financial statements in accordance with applicable law and the charity's governing document. They are responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

## 11. Approval

Approved by the trustees on [date] and signed on their behalf by:

Signature: \_\_\_\_ Elspeth Lowe\_\_\_\_\_  
Name: Elspeth Lowe  
Role: Chair

## Receipts and Payments Accounts (for small charities)

Use this section if preparing on a Receipts & Payments basis. Replace placeholders with actual figures.

### Statement of Receipts and Payments for the year ended [date]

Receipts	Unrestricted (£)	Restricted (£)	Total (£)
Donations (individual)	1376.72	1376.72	
Grants (foundations/other)	9600	9600	
Community fundraising events	624.41	624.41	
Gift Aid reclaimed	1295.26 Cash Back	1295.26	
Bank interest			
<b>Total receipts</b>	<b>12896.39</b>	<b>12896.39</b>	

Payments	Unrestricted (£)	Restricted (£)	Total (£)
Newborn essentials (nappies, toiletries, clothing)	745.97	745.97	
Educational supplies (stationery, books, kits)	60.11	60.11	
Packaging and consumables Storage/	198	198	

<b>Payments</b>	<b>Unrestricted (£)</b>	<b>Restricted (£)</b>	<b>Total (£)</b>
transport (including mileage)			
Insurance and safeguarding checks			
Volunteer expenses			
Governance (bank fees, accountancy/IE , filings)			
<b>Total payments</b>	1004.08	1004.08	

**Cash funds at end of year** | 11892.33

**Notes:**

1. The charity received non-cash donations of goods estimated at £2000(not included in the above totals).
- 2, Trustees received no remuneration.
4. Accounting policies: Receipts & Payments basis; no fixed assets capitalised; stock of donated goods expensed when distributed.