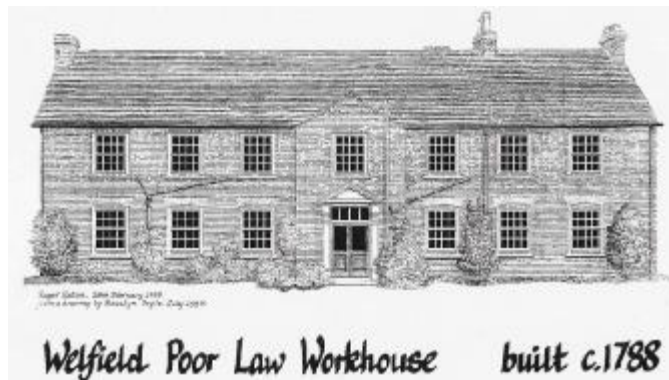


# WELLFIELD TRUST

**Relieving Poverty in Hatfield**



## **ANNUAL REPORT & ACCOUNTS 2020 - 2021**

Office:-  
Birchwood Centre  
Longmead  
Hatfield  
Herts AL10 0AN

Registered Charity No 296205

Tel: 01707 251018  
Fax: 01707 251018  
E-mail: [wellfieldtrust@aol.com](mailto:wellfieldtrust@aol.com)  
[www.wellfieldtrust.co.uk](http://www.wellfieldtrust.co.uk)

Registered Office : Birchwood Centre, Longmead, Hatfield, Herts AL10 0AN

**The Wellfield Trust aims to provide relief from poverty to those in need, hardship or distress either generally or individually and residing in the Parish of Hatfield, by way of a one-off grant payment for items, services or facilities.**

# WELLFIELD TRUST

## TRUSTEES :-

		<u>TERM OF OFFICE</u>
Sheila Jones (Chair)	5 YRS TO 2023	CO-OPTED
Maggie Haynes	5 YRS TO 2020	CO-OPTED
Linda Mendez	4 YRS TO 2025	NOMINATED
John Dean	5 YRS TO 2025	CO-OPTED
Marylyn McLaren	5 YRS TO 2023	CO-OPTED
Howard Brown	5 YRS TO 2025	CO-OPTED
Tara Lyons	4 YRS TO 2021	NOMINATED
Mark Bolitho	4 YRS TO 2024	NOMINATED
Debbie MacCormick	5 YRS TO 2025	CO-OPTED

Trustee Maggie Haynes retired from office on the 14<sup>th</sup> September 2020.

No other person served as a Trustee during this year.

### Trustee recruitment and training :-

Recruitment of co-opted Trustees is by way of advertisement. Interested persons are provided with an application form and information on duties and responsibilities.

References are sought, and applicants interviewed by the Chairperson, Trust Manager and Personnel Committee before a recommendation is made at a full meeting of the Trustees. Training is provided by the Trust Manager, which includes details on the Trust's aims activities, training documents, and opportunities for attending courses.

## OFFICERS :-

Jenny Bayford  
Fred Park

Trust Manager  
Finance Officer

## **A BRIEF HISTORY OF WELLFIELD TRUST**

The original house was built in about 1788 as the Hatfield Parish Workhouse. It was run as such until 1835 when responsibility for relief of the poor was transferred to the Union of Parishes. The responsibility for running Wellfield came under the control of the Hertfordshire County Council and the major part of the building was used as a Home for Elderly Women with other parts being used for hospital purposes. When hospitals were transferred to the Minister for Health in 1948, the Local Authority took over and made the hospital facilities available to the Health Authority whilst itself maintaining the Home for Elderly Women. In 1983 it was decided to cease operation of the Home but the District Health Authority continued to operate their elderly care ward, which had more recently been built. The site was sold by the (then) Parish Council to the North West Thames Regional Health Authority in 1988, on the understanding that demolition of the home would take place, a new hospital built and the existing ward kept open. It was recognized that the legal title was most likely vested in the Parish Council, subject to and upon charitable trusts for the benefit of the poor of the Parish. The site was subsequently resold for housing development. **A full history of Wellfield is available on request.**

The Council set up a Wellfield Trust steering group in 1987 to make a charity which would provide assistance for those in need who lived in the Parish of Hatfield and a Scheme of Administration was signed and sealed on 8<sup>th</sup> March 1990 and is available for inspection on request.

In accordance with the Scheme of Administration, there are nine Trustees, six of whom are co-opted from the general public for a term of five years and three of whom are nominated by decision of Hatfield Town Council for a term of four years.

## **AIMS AND OBJECTIVES**

After the payment of the Charity's administrative expenses, the Trustees shall apply the income of the Charity in relieving poverty either generally or individually of persons resident in the Parish of Hatfield who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.

The Trustees may pay for such items, services or facilities by way of donations or subscriptions to institutions or organisations which provide, or which undertake in return to provide such items, services or facilities for such persons.

In exceptional cases the Trustees may grant relief to persons otherwise eligible therefore who are resident immediately outside the said parish but in the opinion of the Trustees ought nevertheless for sufficient reason to be treated as if resident therein or who are located for the time being within that parish.

Since 1990 the Trust has provided funds to individuals and projects within the civic parish of Hatfield. To qualify, applicants must demonstrate that they are 'poor' or that a scheme will benefit the poor. In order to more closely define which areas of poverty were most in need, the Trust commissioned the Wellfield Report, which was published in 1996 and is now an accepted text on the issue as well as a working document. However, it has been twenty years since the Report and there have been new developments and communities built. The Trust recognizes this and is making every effort to impact on these areas.

### ***MEMBERSHIP OF OUTSIDE BODIES***

The Trust is a member of the National Council for Voluntary Organisations and the Association of Charity Officers. Both organizations provide information and support on Charity law, which is constantly changing, as well as lobbying Government, and arrange training courses for Trustees and staff. The Trust Manager is involved in two committees of the Association of Charity Organisations, one on grant making and the other for Charities with less than five staff, where ideas and support is shared in order to improve the work of the Trust and other charities.

### ***TRUST ADMINISTRATION***

The Trust is supported from the Wellfield Office at the Birchwood Centre, Longmead, Hatfield. The Trust Manager, Jenny Bayford, is available at the Trust's Office from 9am to 2.30pm weekdays. The full Trust meets every two months, with one open meeting per year, at which it considers this Report. The Trust is accountable to the Charity Commission, who monitors the activities and receives the Annual Accounts.

### ***THE FRANCIS BOTELER CHARITY***

A special achievement was marked in 2014, when one of Hatfield's oldest Charities transferred its activities to the Wellfield Trust.

The Francis Boteler Charity was established in 1678 by Sir Francis Boteler in his will for the assistance of local widows – four in Hatfield, one in Tewin, in the sum of £20 – a considerable sum in those days.

Latterly, the Charity had found that the costs of administering their activities were uneconomic in comparison to the small grants they were able to make.

The Wellfield Trust, as a well-established Hatfield 'relief of poverty' trust, was able to absorb the aims of the Charity, and is able to further these aims alongside its own.

## **MAIN ACTIVITIES IN RELATION TO OBJECTIVES**

### **INDIVIDUAL AID COMMITTEE**

#### **2020/2021 MEMBERSHIP**

Trustees:- S Jones, T Lyons, D MacCormick, M McLaren, M Bolitho & H Brown

The Scheme of Administration was drawn up to include specifically the types of aid available to individuals and was based on guidelines from the Charity Commission. The Trustees decided that a committee should be appointed to meet, probably monthly, to consider applications. These applications are sponsored by individuals from specialist organizations such as Social Services, Health Visitors, Scheme Managers, local schools, or any other person who has knowledge of the applicant's financial situation and needs.

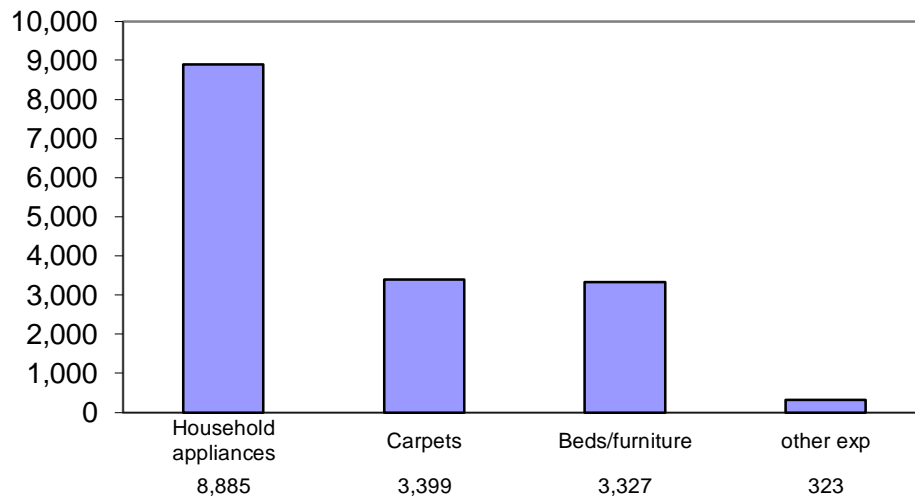
Since its first meeting in late 1990, 2,753 applications have been considered. In this past year, 52 applications were considered with only 1 being declined or withdrawn. The goods and services for which grants have been approved vary as does the age and situation of the applicants, although the main areas of grant aid remain that of household appliances and carpets. Other grants included such items as beds, school trips and course equipment/fees.

Under the Trust's criteria, it can only consider applications for individuals residing in Hatfield. It is also recommended practice that a grant cannot be considered within two years of a previous grant having been awarded. The Trust has continued to develop this year in assisting individuals to obtain funds from other charities.

As the Wellfield Trust is a local charity, the majority of its Trustees live within the area and so it may be that, at times, they have personal knowledge of an individual. In this case, this is declared, and they take no part in the decision-making process and the declaration is recorded in the minutes.

The grants awarded have enabled Hatfield parishioners to obtain items for which there is no other source of funding and the Wellfield Trust is, therefore, an important addition to other aid agencies. Our thanks must be given to our main suppliers; including A.L. Young Ltd, who provide white goods, and G Tompsett, who provide carpets.

## INDIVIDUAL AID GRANTS 2020/2021



## PROJECT AID COMMITTEE

### 2020/2021 MEMBERSHIP

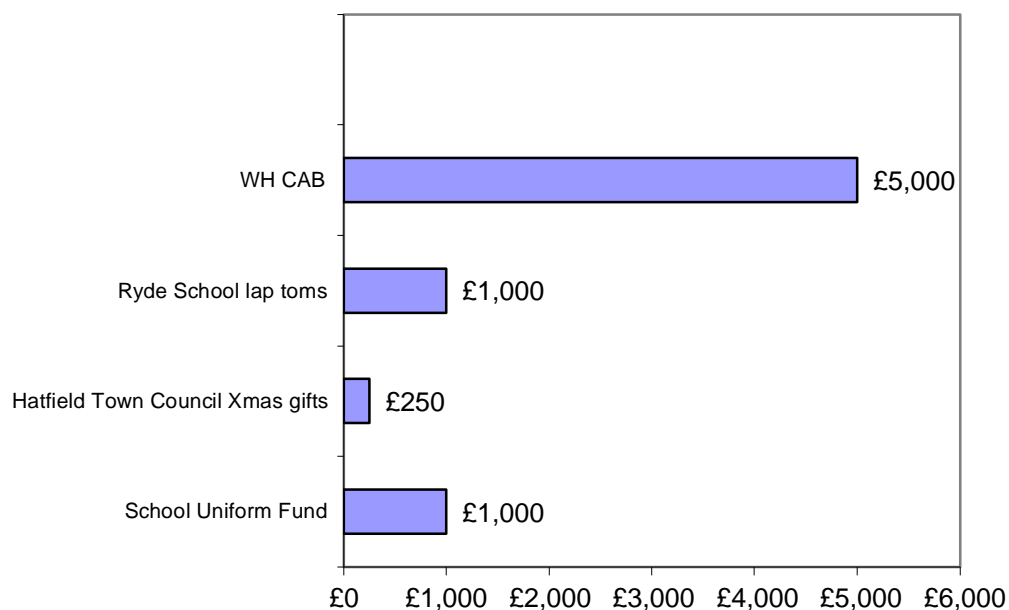
Trustees:- S Jones, J Dean, L Mendez & M Bolitho

The Scheme of Administration also allowed for aid to be granted for collective benefit of those in need or hardship. A committee was set up to consider these applications in the first instance, although it was appreciated that, generally, the size of the grant would be such that final approval would be given by the whole body of Trustees. Trustees are sometimes volunteers for more than one organisation and, as such, may be involved with the organisation applying for a grant. In these cases, this is declared, and they take no part in the decision-making process and the declaration is recorded in the minutes.

In the past year the Committee has awarded grants to Oak View School, Herts Young Homeless, Potential Kids & Hatfield Foodbank

**The Committee is always looking for new projects to support.**

## PROJECT AID GRANTS 2020/2021



## SPECIAL PROJECT GRANT

Wellfield Trust has worked in partnership with Citizens Advice Welwyn Hatfield (CAWH) for many years. During this time the CAWH charity has assisted many families by acting as sponsors and supporting people with their applications for individual aid grants. This year, the Trust is supporting the initiative for CAWH to provide home visits for vulnerable people in Hatfield. To date, home visits have included advice to help people reduce their fuel costs, assistance with applying for disability benefits and help with applying for individual aid grants. By working together in this way, both organisations have made their services more accessible to the people who need them.

## WELLFIELD TRUST SCHOOL UNIFORM FUND

This year the Trust introduced a school uniform fund, which is administered by Citizens Advice Welwyn Hatfield. This fund is open to applications from residents living in Hatfield and paid by vouchers, which are redeemed at Smarty's school uniform shop in Hatfield.



## **THE WELLFIELD ROOM**

The Wellfield Room at Birchwood Leisure Centre is available free of charge for charitable uses falling within the Trust's criteria such as a locally based self-help group whose members are in need, hardship or distress who may want to use the room on a regular basis or as a one off for their meetings and social events. If you know of anyone who may fill the criteria, please contact the Trust Manager. The room is also available for hire at very reasonable rates, is centrally located, easily accessible and seats around 30 people.

## **SCOOTER LOAN SCHEME**

The Scooter Loan Scheme was initiated when the Trust had become increasingly aware of the needs of the elderly or disabled in Hatfield, who would be virtually housebound and unable to maintain their independence without the use of a motorised scooter. The Trust decided to set up a scooter loan scheme and in late 1995, purchased two four wheeled scooters. The scheme has developed to the extent that we now have 15 scooters, which can be loaned to people for as long as needed and which are insured, regularly serviced and maintained under the scheme.

## **TRUSTEES CERTIFICATE**

The Annual Report for the year ending 31<sup>st</sup> March 2021 is as approved by the Trustees.

Signature : ***M. McLaren***

**CHAIRMAN**

Date: 14/09/2021

## **POLICIES**

### **Health & Safety Policy**

The Wellfield Trust intends to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. The Health & Safety Policy is reviewed on a regular basis and a full copy is available on request.

### **Equality & Diversity Policy**

The Wellfield Trust recognizes that many people in our society experience discrimination or lack of opportunity for reasons which are not fair such as race, religion, gender, age and disability. We will challenge discrimination and lack of opportunity within our own policy and practice and will help other organizations and individuals to do the same. The Equality & Diversity Policy is reviewed on a regular basis and a full copy is available on request.

### **Risk Management Policy**

The Wellfield Trust have reviewed the possible risks as a whole and put in safeguards for prevention and response. The Risk Management Policy is reviewed on a regular basis and a full copy is available on request.

### **Investment Policy**

The Trustees consider the Charities Official Investment Fund (a specialised unit trust) to meet their requirements to generate both income and capital growth. The Trustees consider the return on investments to be satisfactory. Funds are currently invested in the Investment and Property Funds. Trustees consider these suitable for long term investment, highly diversified, well balanced and designed to meet growth and income requirements. Those investments are reviewed quarterly by Trustees and regular meetings take place with the Funds Management.

### **Reserves**

The Trust's reserves include donations received in the past for our Scooter Loan Scheme. This amount will be drawn on as the need arises to replace the scooter fleet of vehicles. The fluctuation in Project Aid grants does occasionally lead to an under spend in the Annual Budget. The level of reserves does smooth out this uneven level of applications.

### **Data Protection Policy**

The EU General Data Protection Regulation (GDPR) is a privacy and data protection regulation in the European Union effective from 25<sup>th</sup> May 2018. The GDPR imposes new obligations on organisations that control or process personal data and introduces new rights and protections for EU citizens.

We are committed to ensuring that your privacy is protected, and we strictly adhere to the provisions of all relevant Data Protection Legislation, including GDPR, ensuring all personal data is handled in line with the principles in the regulation.

If you have any further questions in connection with this, please contact the Trust Manager.

## **STATEMENT OF ACCOUNTS**

### **FOR THE YEAR ENDED 31ST MARCH 2020**

THE ATTACHED RECEIPTS & PAYMENTS ACCOUNT AND STATEMENT OF ASSETS & LIABILITIES HAVE BEEN PREPARED IN COMPLIANCE WITH SECTION 133 OF THE CHARITIES ACT 2011.

#### **NOTES :-**

1. PARTICULARS OF TRUSTEES AT THE END OF THE FINANCIAL YEAR ARE AS FOLLOWS

<b><u>NAME</u></b>	<b><u>ADDRESS</u></b>	<b><u>OCCUPATION</u></b>
J. DEAN	42 NEW PARK RD., NEWGATE ST.	BUSINESSMAN
M. HAYNES	61 PUTTOCKS DRIVE, WELHAM GREEN	OFFICE SUPERINTENDANT
S. JONES	8 DELLFIELD RD., HATFIELD	RETIRED
M. McLAREN	52 WOODS AVE, HATFIELD	RETIRED
H. BROWN	80 CHELWOOD AVE, HATFIELD	RETIRED
M BOLITHO	32 CHURCH ST, HATFIELD	DESIGNER/ARTIST
L. MENDEZ	12 SHALLCROSS CRES, HATFIELD	RETIRED
T LYONS	42 WILD HILL, HATFIELD	COMPANY DIRECTOR
D MacCORMICK	16 MOOREND, WELWYN GARDEN CITY	ADVICE SERVICE MANAGER

2. NO REMUNERATION OR REIMBURSEMENT OF NECESSARY TRAVELLING EXPENSES HAVE BEEN MADE.
3. THE AVERAGE NUMBER OF EMPLOYEES DURING THE YEAR WAS ONE, EQUIVALENT TO THREE QUARTERS OF ONE FULL-TIME EMPLOYEE. THERE ARE NO EMPLOYEES WITH EMOLUMENTS ABOVE £50,000.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Wellfield Trust

No (if any)  
296205

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021
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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>					
Donations, Legacies and Grants	395	-	-	395	150
Dividends on Investments	65,255	-	-	65,255	66,071
Hire of Room	827	-	-	827	7,612
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	66,477	-	-	66,477	73,833
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	66,477	-	-	66,477	73,833
<b>A3 Payments</b>					
Salaries & national insurance	24,249	-	-	24,249	23,773
Pension contributions	2,910	-	-	2,910	2,853
Repairs & Maintenance	-	-	-	-	-
Light & Heat	-	-	-	-	2,250
Insurance	2,083	-	-	2,083	2,128
Telephone, Internet & Postage	823	-	-	823	942
Printing, Stationery & Subscriptions	1,471	-	-	1,471	2,572
Grants & Donations paid	23,185	-	-	23,185	26,819
Professional Fees	3,700	-	-	3,700	3,619
Servicing of Scooters	3,268	-	-	3,268	3,102
	-	-	-	-	-
<b>Sub total</b>	61,689	-	-	61,689	68,058
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	61,689	-	-	61,689	68,058
<b>Net of receipts/(payments)</b>	4,788	-	-	4,788	5,775
<b>A5 Transfers between funds</b>					
	-	-	-	-	-
<b>A6 Cash funds last year end</b>	41,058	-	-	41,058	35,283
<b>Cash funds this year end</b>	45,846	-	-	45,846	41,058

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Bank and petty cash	35,746	-	-
	CCLA Charities Deposit Fund	10,100	-	-
		-	-	-
	<b>Total cash funds</b>	<b>45,846</b>	<b>-</b>	<b>-</b>
	(agree balance with receipts and payments account(s))	OK	OK	OK
		Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	CCLA	Charities Investment fund	770,763	1,953,460
	CCLA	Charities Property fund	190,763	177,677
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Lease of part of Birchwood Community Centre	Unrestricted funds	100,000	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	M McLaren	M McLaren	14/09/2021	
	M Bolitho	M Bolitho	14/09/2021	

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WELLFIELD TRUST**

I report to the trustees on my examination of the accounts of Wellfield Trust (the Trust) for the year ended 31 March 2021, which are set out on the attached 13 pages.

### **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 Trustee's accounts carried out under section 145 of the 2011 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 2011 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 Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

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.



P A R Skipper BSc FCA  
HBB Audit Limited  
Chartered Accountants  
Bridge House  
25 Fiddlebridge Lane  
Hatfield  
Hertfordshire  
AL10 0SP

Date: 14 September 2021

## **Public Benefit**

The Trustees have had regard to the Charity Commission's guidance on Public Benefit and to its draft supplementary guidance on Public Benefit for charities for the prevention or relief of poverty and all the Wellfield Trust's activities fall squarely within the guidance.

83% of our grants were made to beneficiaries whose sole income was state benefits. The other 17% included pensioners, students, low wage earners and people being supported by Social Services.