

WELLFIELD TRUST

Relieving Poverty in Hatfield



Wellfield Poor Law Workhouse built c.1788

ANNUAL REPORT & ACCOUNTS 2023 - 2024

Office:
Birchwood Centre
Longmead
Hatfield
Herts AL10 0AN

Registered Charity No 296205

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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:

TERM OF OFFICE

Marylyn McLaren (Chair)	5 YRS TO 2028	CO-OPTED
Debbie MacCormick (Vice Chair)	5 YRS TO 2025	CO-OPTED
Howard Brown	5 YRS TO 2025	CO-OPTED
Linda Mendez	5 YRS TO 2029	CO-OPTED
Jenny Bayford	5 YRS TO 2027	CO-OPTED
Lax Hirani	5 YRS TO 2029	CO-OPTED
Tara Lyons	4 YRS TO 2025	NOMINATED
Gareth Aicken	4 YRS TO 2026	NOMINATED
David Young	4 YRS TO 2026	NOMINATED

Nominated Trustee Linda Mendez's term of office expired and from 9th January 2024 she continues to serve as a Coopted Trustee.

No other person served as a Trustee during this year.

OFFICERS :

Silvia Verboom	Trust Manager
Fred Park	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 a 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 8th 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

MEMBERSHIP OF OUTSIDE BODIES

The Trust is a member of the National Council for Voluntary Organisations and the Association of Charity Officers. Both organisations 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 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

2023/2024 MEMBERSHIP

Trustees: H Brown, T Lyons, D MacCormick, M McLaren & J Bayford

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 organisations such as Social Services, Health Visitors, Housing Officers, 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, 2,914 applications have been considered. In this past year, 50 applications were considered with 8 being declined and 1 being 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, cots, furniture and a vacuum cleaner. The Trust also awarded a special grant of £2,000 to Platypus Swimming Club.

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 Albany Radio Ltd., who provide white goods, G Tompsett, who provide carpets and Search 4 Furniture, who provide beds and furniture.

INDIVIDUAL AID GRANTS 2023/24



PROJECT AID COMMITTEE

2023/2024 MEMBERSHIP

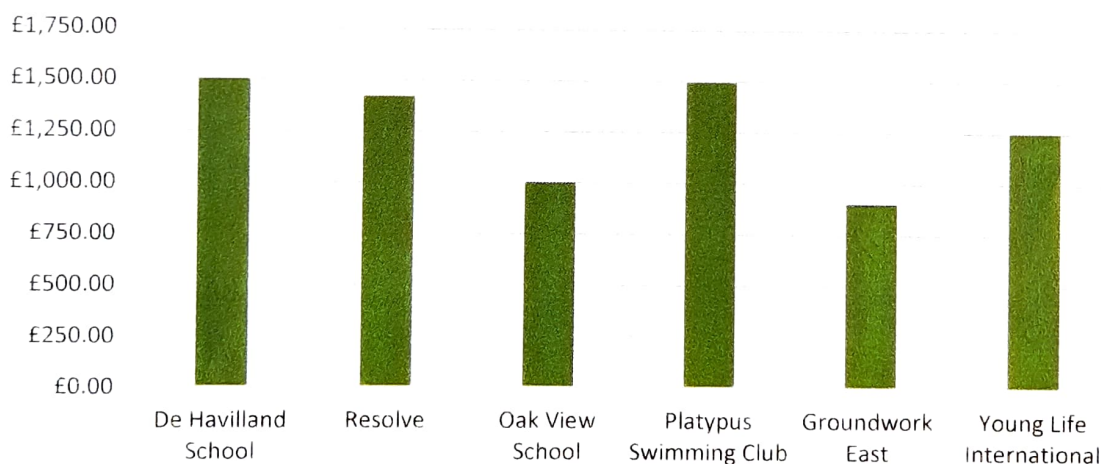
Trustees: L Mendez, M McLaren, G Aicken, D Young & L Hirani

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 De Havilland School, Resolve, Oak View School, Platypus Swimming Club, Groundwork East & Young Life International.

The Committee is always looking for new projects to support.

PROJECT AID GRANTS 2023/24



WELLFIELD TRUST SCHOOL UNIFORM FUND

In 2020 the Wellfield Trust introduced a school uniform fund. In 2023/24 the Trust awarded a sum of £5,000 to the fund. Wellfield Trust provided all primary schools in Hatfield with 10 school uniform vouchers each, of the value of £50 per voucher. 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. 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 since 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 31st March 2024 is as approved by the Trustees.

Signature: M. McLaren *M McLaren* CHAIRMAN
Date: *14.5.24* *J Macdonick* vice-chairman

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 organisations 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.

Conflict of Interest Policy

The purpose of this policy is to protect the integrity of the Trust's decision-making process, to enable stakeholders to have confidence in Wellfield Trust's integrity, and to protect the integrity and reputation of staff and Trustees.

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 Manager.

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 25th 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.

Financial Controls Policy

The Wellfield Trust has in place the procedures, policies, and means by which it monitors and controls the direction, allocation, and usage of its financial resources. Financial controls are at the very core of resource management and operational efficiency of this organization. The Financial Controls Policy is reviewed on a regular basis and a full copy is available on request.

Safeguarding Adults Policy

The Wellfield Trust demonstrates the commitment to safeguarding adults and to ensure that everyone involved in Wellfield Trust is aware of the legislation, policy, and procedures for safeguarding adults. The Safeguarding Adults Policy is reviewed on a regular basis and a full copy is available on request.

Complaints Policy and Procedure

The Wellfield Trust views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person or organisation that has made the complaint.

Serious Incident Reporting Policy

The purpose of this policy is to ensure that all serious incidents can be identified, escalated and reported internally so that the Trustees can exercise adequate oversight and consider whether to make a serious incident report to the Charity Commission for England and Wales among other potential actions.

Trustee Recruitment Policy

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. The Trustee Recruitment Policy is reviewed on a regular basis and a full copy is available on request.

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2024

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

<u>NAME</u>	<u>OCCUPATION</u>
M. McLAREN	RETIRED
H. BROWN	RETIRED
L. MENDEZ	RETIRED
T. LYONS	COMPANY DIRECTOR
D. MacCORMICK	RETIRED
G. AICKEN	RETIRED
D. YOUNG	RETIRED
J. BAYFORD	RETIRED
L. HIRANI	SDET CONSULTANT

2. NO REMUNERATION OR REIMBURSEMENT OF NECESSARY TRAVELLING EXPENSES HAVE BEEN MADE.

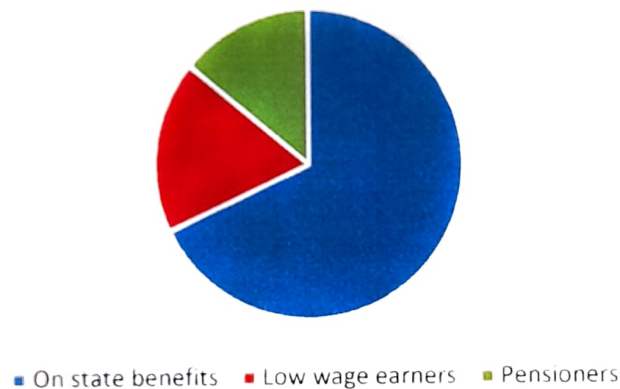
3. THE AVERAGE NUMBER OF EMPLOYEES DURING THE YEAR WAS ONE, EQUIVALENT TO THREE QUARTERS OF ONE FULL-TIME EMPLOYEE. THERE ARE NO EMPLOYEES WITH EMOLUMENTS ABOVE £50,000.

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.

In 2023/24, 68 % of our grants were made to beneficiaries whose sole income was state benefits, 18 % low wage earners and 14 % pensioners.

Beneficiaries 2023/24





Receipts and payments accounts

For the period
from

Period start date
1st April 2023

To

Period end date
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					
Donations, legacies and grants	250	-	-	250	270
Dividends on investments	68,965	-	-	68,965	68,360
Hire of room	6,404	-	-	6,404	6,145
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	75,619	-	-	75,619	74,775
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	75,619	-	-	75,619	74,775
A3 Payments					
Salaries & national insurance	24,540	-	-	24,540	22,308
Pension contributions	1,472	-	-	1,472	1,004
Repairs & Maintenance	89	-	-	89	26
Light & Heat	2,250	-	-	2,250	2,250
Insurance	505	-	-	505	2,096
Telephone, Internet & Postage	750	-	-	750	708
Printing, Stationery & Subscriptions	2,727	-	-	2,727	2,594
Grants & Donations paid	26,563	-	-	26,563	37,613
Professional Fees	3,901	-	-	3,901	3,598
Scooters costs	3,242	-	-	3,242	3,873
bank charges	74	-	-	74	77
Sub total	66,113	-	-	66,113	76,147
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	66,113	-	-	66,113	76,147
Net of receipts/(payments)	9,506	-	-	9,506	- 1,372
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	46,507	-	-	46,507	47,879
Cash funds this year end	56,013	-	-	56,013	46,507

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	20,913	-	-
	CCLA Charities Deposit Fund	35,100	-	-
		-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	56,013	-	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
	CCLA	Charities Investment Fund	770,763	2,226,564
	CCLA	Charities Property Fund	190,763	162,943
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Lease of Birchwood Community Centre	Unrestricted funds	100,000	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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 Debbie Macdonald	MARYKIN McLAREN DEBBIE Macdonald	14.5.24 14.5.24

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 2024, which are set out on the attached 14 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').

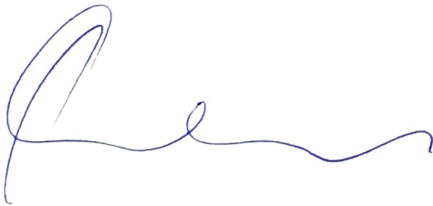
I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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: 28 August 2024