

St Mary's Contact Centre
Annual Report
for the Financial year ending
31st March 2021

**St Mary's Contact Centre is registered with the Charity Commission
Registration number 1179955**

Principal Office	Norwich Central Baptist Church Duke Street Norwich NR3 3AP
Trustees	Gill Duffy (Chair) John Easton (Treasurer) David Ramsbottom (until September 2020) June Gidney (until September 2020) Rosemary Horbury Helen Bouttell (from September 2020) Eunice Walcott (from September 2020) Katherine Severson
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ

The trustees present their Annual Report the year ending 31st March 2021

Structure, Governance and Management

Our Governing Document is the “Constitution for St Mary’s Contact Centre March 2017”

Trustee Meetings take place at least 4 times a year.

The Charity Trustees are responsible for the oversight of the Contact Centre’s operations, together with the financial and legal aspects of the Charity.

We are affiliated to the National Association of Child Contact Centres who audit our policies and procedures.

Objectives

The principal objective of Contact Centre is to relieve the needs of children separated from parents and / or other family members through divorce and family breakdown in Norwich and the surrounding area in Norfolk by providing a safe, friendly and neutral environment where children of separated families can spend time with their non-residential parents and sometimes other family members.

A secondary objective is to enable the families to reach a point, where suitable, when they can arrange to meet outside of the centre and move on from needing the facility.

Activities

In order to achieve the principal objective, which is set out above, the Contact Centre is open on Saturdays, bi-weekly, for parents to meet with the children that do not live with them. The non-resident parent sits at a table with their child(ren) and they have the option of doing activities / games together. Refreshments are also provided. The resident parents are able to stay in a different room and also enjoy refreshments. Some parents use the centre as a venue to meet and the non-resident parent then takes their child(ren) out.

We aim to provide a range of games and activities suitable to the different ages of the children.

Families can refer themselves via NACCC to the centre but most referrals come via solicitors, CAFCASS or Children's Services.

We employ a Contact Centre Co-ordinator whose role includes:

- Receiving applications for use of the centre and interviewing potential customers
- Overseeing the running of the centre when it is open and ensuring everything runs smoothly
- Co-ordinating the volunteers who help with the running of the centre

We have 12 volunteers. They undertake regular training across a number of areas. There are many related training modules, including Domestic Abuse, Understanding Substance Abuse, and Managing Conflict, which are delivered on a three year rolling programme, following the programme provided by NACCC.

The volunteers' activities at the centre include the following:

- Helping set up the centre and clear things away
- Serving refreshments
- Having an oversight of what is happening in the room where the families are meeting, helping with any queries or issues
- Welcoming and interacting with the families and supporting the transition from the resident parent to the visiting parent.

Families

In the year 2020 – 2021 the Contact Centre was closed for much of the year due to COVID 19, with a brief period of opening for a few weeks before closing again. A number of families made their own arrangements for meeting during COVID and this has enabled them to move on to not needing the centre anymore. This has been a positive outcome from a difficult situation. 8 families were still registered with the centre and referrals were still being made during closure.

Financial Review

The Contact Centre raises the funds which it needs to carry on its activities through grant income, application fees and the sale of refreshments.

The accounts for 1st January 2020 to 31st December 2020 are attached to this report.

Future Plans

At the end of March there were plans in place for safe re-opening of the centre, ready for when it was permitted.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

ST MARK'S CONTACT CENTRE

On accounts for the year
ended

31 DECEMBER 2020

Charity no
(if any)

1179955

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020

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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

A Rodford

Date:

27/9/20

Name:

A Rodford

Relevant professional
qualification(s) or body
(if any):

ATT

Address:

CHURCH FARM BARN
SOUTHBURGH
NORFOLK IP25 7TF

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

For clarity, bank reconciliation
re CAF account particularly
to be attached

St Marys Contact Centre
Profit And Loss Account
For the year ended 31 December 2020

		2020 £	2019 £
Income	Canteen Receipts	52	35
	Grant	3,628	1,280
	Grant BBC Children in Need	6,400	4,800
	Referral Fees	-	420
		<u>10,080</u>	<u>6,535</u>
Cost of sales	Purchases	(19)	-
		<u>(19)</u>	<u>-</u>
Gross profit		<u>10,061</u>	<u>6,535</u>
Expenses	Advertising and PR	-	(199)
	Bank charges	(60)	(60)
	Data Protection	(35)	(35)
	Donation	(500)	(1,000)
	Expenses	-	(121)
	Insurance	(379)	(395)
	notification	-	(240)
	Stationery and printing	-	(65)
	Subscriptions	(246)	(239)
	Telephone and fax	(308)	(308)
	Toys	(71)	(364)
	Training Course	-	(30)
	Volunteers thank you	-	(308)
	Wages	(2,726)	(4,374)
		<u>(4,324)</u>	<u>(7,738)</u>
Net profit/(loss)		<u><u>5,737</u></u>	<u><u>(1,203)</u></u>

St Marys Contact Centre
Balance Sheet
As at 31 December 2020

		2020	2019
		£	£
Bank	Barclays	8,577	2,484
	Caff	2,658	2,994
	Petty cash	30	49
		<u>11,264</u>	<u>5,527</u>
		11,264	5,527
Net assets		<u>11,264</u>	<u>5,527</u>
		£	£
Capital account	Brought forward	5,527	6,731
	Net profit/(loss)	<u>5,737</u>	<u>(1,203)</u>
		11,264	5,527
Total funds		<u>11,264</u>	<u>5,527</u>