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17 Milton Meadows  
Milton, Nr Tenby  
Pembrokeshire  
SA70 8PL

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021  
FOR  
TREGARON FAMILY CENTRE**

**TREGARON FAMILY CENTRE**  
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**FOR THE YEAR ENDED 31 MARCH 2021**

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**TREGARON FAMILY CENTRE  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2021**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Charity SORP.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity Number**

1168620

**Registered Office**

Tregaron Family Centre  
Ground Floor Flat  
Council Offices  
Dewi Road  
Tregaron  
Ceredigion  
SY25 6JN

**Trustees**

Mrs Catherine Hughes  
Mrs Ann Jones  
Mrs Margaret Jones  
Mrs Mary Lewis

**Bankers**

Barclays Bank  
32 High Street  
Cardigan  
Ceredigion  
SA31 3AQ

**Independent Examiners**

Business & Employment Support & Training  
17 Milton Meadows  
Milton, Nr Tenby, Pembrokeshire SA70 8PL

**TREGARON FAMILY CENTRE  
REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Tregaron Family Centre is a charity governed by a constitution as adopted 25<sup>th</sup> November 2013 and amended in 2016. It is registered as a charity with the Charity Commission.

The aims and objects of the charity are, in Tregaron and surrounding districts:

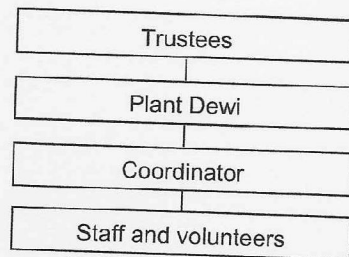
- i) The preservation and protection of health and the relief of distress within family relationships by the provision of a resource and advice centre and by the education of the public in good parenting skills;
- ii) The provision of facilities for recreation and other leisure time activities for families with young children in the interests of social welfare with a view to improving conditions of life.

Plant Dewi are appointed by the Family Centre Management Committee to manage and advise the Co-ordinator.

**Appointment of Trustees**

Trustees are appointed as set out in the constitution of the charity. Professionals and service users within the community, who have a personal interest in the charity, are invited to join the management committee. Nomination forms are completed and applicants are voted onto the committee as appropriate. Committee members can also be co-opted when appropriate.

**Organisation Structure**



Trustees are consulted on aspects of accounting, policies and procedures and involved in the decision-making regarding the running of the charity. The Co-ordinator is responsible for keeping order of files, office work and over-seeing all other day-to-day activities at the centre.

**Related Parties**

Plant Dewi are appointed by the Family Centre Management Committee to manage the Co-ordinator and the day to day running of the Family Centre.

**Risk Management**

Tregaron Family Centre conducts risk assessments before undertaking any activities or events and ensures that appropriate DBS checks are undertaken for those working with children or vulnerable adults. Financial risks have been reviewed and procedures put in place accordingly. The trustees are currently working on a reserves policy to be held in line with the identified risks.



**TREGARON FAMILY CENTRE  
REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2021**

### **OBJECTIVES AND ACTIVITIES**

The aims and objects of the charity are, in Tregaron and surrounding districts:

- i) The preservation and protection of health and the relief of distress within family relationships by the provision of a resource and advice centre and by the education of the public in good parenting skills;
- ii) The provision of facilities for recreation and other leisure time activities for families with young children in the interests of social welfare with a view to improving conditions of life.

The charity works in partnership with parents and carers. It empowers them in order to better cope with family life and therefore gives their children a better start in life.

The Aims of the Family Centre is to ensure children:

- Have a flying start in life
- Have a range of education and learning opportunities
- Enjoy the best possible health, free from abuse
- Have access to play, leisure and cultural activities
- Are listened to and respected and have their identity recognised
- Have a safe home and community
- Are not disadvantaged by poverty

The objectives for the next year are to continue to:

- provide a safe, warm and welcoming environment
- provide access to various play equipment and activities
- offer training and support to families
- provide opportunities to go on trips and outings
- provide open-door policy where everyone is welcomed
- continue outreach work to identify isolated families

The changes we have noticed are that children are better prepared for school life. Also, some parents have gone back to employment, gained certificates with our training, learned new skills and children have developed better social skills. Parents and children interact much more freely and enjoy their experiences together.

At the Family Centre Staff provide a safe quality service. Staff provide an opportunity to access information and other services that they may require to meet their individual needs. We offer support to parents while caring for their children and try to relieve stress and anxiety within the family. Through questionnaires and evaluation forms parents have told us that through attending the Family Centre their families have gained:

- improved social and support networks
- improved skills on positive parenting
- improved relationships
- improved resilience
- increased confidence and self-esteem
- increased access to community resources

### **Public Benefit**

The public benefit through having a service that provides families with children aged 0-4 years (0-11 school holidays) with free access to a wide variety of play activities, free accredited training/courses on parenting skills, free trips and outings, and an open-door policy promoting equal opportunities for all families. The centre also works closely with other like-minded organisations and is therefore able to sign-post families in need to other professionals. By providing this service we preserve and protect health and relieve stress within family relationships.



**TREGARON FAMILY CENTRE  
REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2021**

**ACHIEVEMENT AND PERFORMANCE**

Sadly, due to the public health crisis (Covid-19), the Family Centre has been closed for the year, however, this has not stopped us from supporting and providing for our families. Our services were moved to being delivered online – via Facebook, Messenger, Whatsapp and regular phone contact. During the year, with the restrictions changing, we have also been able to successfully offer walk and talk sessions, which have been wonderful. Over the year, we have supported a total of: 52 adults, 80 children and 49 families.

At the start of the year, we decided to set up a FaceBook messenger group for our families, which has almost doubled in the year – going from 22 families to 40 families being supported online. The decision was also made to create a support group via FaceBook messenger for our baby group, which has also been a success. These messenger groups give us the opportunity to communicate with our families, monitor their needs and help boost their mental health and well-being during what has been a difficult year for all.

Although the year has been tough, we have still been able to outreach and support families in need. We have provided over 160 activity packs throughout the year to ensure that our families were able to support, encourage and further develop their child/children's learning and relationship. As previously mentioned, this year we have utilised the power of technology and social media, ensuring that we can support our families. This has enabled us to deliver over 40 interactive virtual sessions for our families, ranging from craft sessions, dance parties, story and song sessions to general chats and information sessions with professionals. As we are part of the Pathfinder Project, all of our families have access to and are offered parenting courses through them. Over the year, we have had a total number of 11 families who have attended different parenting courses such as Baby Massage with the Pathfinder Project.

Working with the community has been a key factor for the family centre, and we did not want this to be any different due to the pandemic. With this in mind we decided to make Kindness Christmas boxes for our friends/residents at our local residential care home Bryntirion. Our families created a beautiful box filled with homemade items, such as: a Christmas card, homemade calendar, decorated tea light holder, a Christmas bauble and other gifts all wrapped up in homemade wrapping paper. Each family was paired with a resident so that it was all personalised. These items were made during zoom craft sessions with the families, which the family centre facilitated and supplied the materials.

The connection and communication between parents have flourished during this year. Our parents are more active in communicating with each other via our messenger support group, they are encouraging each other, providing tips and tricks and checking in with each other on a regular basis.

We have been fortunate to have formed a well-supported and productive parent forum at Tregaron Family Centre. We felt that it was important to ensure that our families voices were being heard when making decisions regarding the different aspects of the centre. Having this in mind, towards the end of the year, we approached two parents who had previously been extremely active in our virtual sessions at the centre. Having spoken to these parents, they both agreed to become parent reps for the centre. Since this decision was made, our parent reps have been extremely active in helping gather the parents' thoughts, feelings and wishes regarding the centre. They have held 2 very successful parent forum meetings, have been active in encouraging parents to join our sessions and have even helped us with outreaching to different businesses in the community. They are also very active in attending our trustees' meetings.

We feel that we have taken on the challenge of the pandemic and have ensured that we as a centre and our families have been given the opportunity to thrive. We have seen an increase in the number of parents we support, parents who participate in online training, as well as an increase in parent involvement in all aspects of the centre. This pandemic has also given us as professionals the opportunity to work much closer with professionals across the county, helping to build multi-agency working.

**TREGARON FAMILY CENTRE  
REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2021**

**FINANCIAL REVIEW**

**Reserves Policy**

The trustees have reviewed the risks facing the organisation and have determined that reserves of between 3 – 6 months should be held to protect against the sudden/unexpected loss of funding or other unanticipated problems. This would equate to between £5,574 and £11,147. Reserves of £15,734 are held at present, which is above this level. Trustees are reviewing how the surplus can be designated. Trustees will review the policy at least annually and whenever new services are introduced.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



**TREGARON FAMILY CENTRE  
REPORT OF THE INDEPENDENT EXAMINER  
FOR THE YEAR ENDED 31 MARCH 2021**

**Independent examiner's report to the trustees of Tregaron Family Centre**

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 8 to 13.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention (other than disclosed below):

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Mrs Shirley David

Address: Business & Employment Support & Training  
17 Milton Meadows, Milton, Nr Tenby, Pembrokeshire, SA70 8PL  
01646 65165

Date: 23<sup>rd</sup> June 2021



**TREGARON FAMILY CENTRE  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021**

This statement includes an income and expenditure account and statement of total recognised gains and losses

	Notes	Unrestricted Funds	Restricted Funds	Total 31 Mar 21	Total 31 Mar 20
<b>Income</b>					
Donations and Legacies					
Trading income		10400	35757	46157	35494
Total Income	2	0	900	900	676
		<b>10400</b>	<b>36657</b>	<b>47057</b>	<b>36170</b>
<b>Expenses</b>					
Charitable Activities					
Activity costs		0	4771	4771	247
Advertising/promotional		0	0	0	116
Consultancy		0	90	90	5217
Finance costs		0	144	144	108
Health and Safety		0	473	473	0
Miscellaneous Expense		0	1245	1245	190
Office Expense		0	216	216	302
Petty cash		55	4	58	0
Professional Fees		0	600	600	363
Rent and Rates		0	149	149	4053
Repairs		0	0	0	1100
Salary	3	0	9437	9437	36912
Small items of Equipment		0	1464	1464	338
Support Costs - Governance	4	0	965	965	1827
Support Costs - HR	4	0	1395	1395	30
Telephone		0	403	403	522
Training		0	432	432	94
Utilities		-4	456	451	2527
Total Charitable Activities		50	22244	22294	53946
Total Expenses	2	50	22244	22294	53946
Net Income		10350	14413	24763	-17776
B/F Funds Previous Year	2	5384	10000	15384	33160
C/F Funds Current Year	2	15734	24413	40147	15384

**TREGARON FAMILY CENTRE  
BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Total	
		Mar 31, 2021	Mar 31, 2020
Fixed Asset			
Total Fixed Asset		0	0
Cash at bank and in hand			
Barclays 23722678		4,927	4,727
Barclays 33466639		37,870	15,624
Petty cash		2	195
Total Cash at bank and in hand		42,798	20,547
Debtors			
Grants Receivable		375	
Total Debtors		375	0
Net current assets		43,173	20,547
Creditors: amounts falling due within one year			
Trade Creditors			
Accounts Payable		3,027	1,101
Total Trade Creditors		3,027	1,101
Current Liabilities			
Accrued Leave and Payroll		0	4,062
Total Current Liabilities		0	4,062
Total Creditors: amounts falling due within one year	7	3,027	5,163
Net current assets (liabilities)		40,147	15,384
Total assets less current liabilities		40,147	15,384
Total net assets (liabilities)		40,147	15,384
Fund Breakdown			
Unrestricted Reserves	2	15,734	5,384
Restricted Funds	2	24,413	10,000
Total Funds		40,147	15,384

Approved by the Trustees on 9/12/2021

Signed on their behalf by M E Jones

Name MARGARET E JONES Date 9/12/2021  
(CHAIRPERSON)

**TREGARON FAMILY CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**4. Support Costs**

<b>Support Costs</b>	<b>Raising Funds</b>	<b>Charitable Activities</b>	<b>Total</b>
Governance	0	965	965
Finance	0	0	0
HR	0	1,395	1,395
<b>Total</b>	<b>0</b>	<b>2,360</b>	<b>2,360</b>

Costs are allocated directly.

There was no trustee remuneration.

**5. Risk Management**

The trustees have carried out a review of the major risks to the organisation and believe that the level of reserves aimed for in the reserves policy below is sufficient to cover adverse conditions that the organisation may face. In addition, the organisation has in place financial, personnel and health & safety controls to limit the likelihood and impact of risks. All activities and events are risk assessed prior to commencement. Appropriate DBS checks are done of all staff and volunteers. The trustees will actively monitor risk and review their policies at least annually.

**6. Debtors/Prepayments:** There were no debtors at end of year.

**7. Creditors:** There was £3,026.81 due in accounts payable at the end of the year, Amazon £51.99, BEST £300.00, St David's Diocesan Council £2,624.49 and Welsh Water £50.33.