



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	January	2012		31	December	2012

Section A Reference and administration details

Charity name Chris Westwood Charity for Children with Physical Disabilities

Other names charity is known by

Registered charity number (if any) 1101230

Charity's principal address For the attention of Martyn Morgan,
Quality Solicitors Talbots
63, Market Street
Stourbridge,
West Midlands
Postcode DY8 1AQ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christopher Westwood	Chairman of Trustees		A Trustee is appointed by a resolution of the Trustees passed at a Special Meeting, called in accordance with clause K of the Declaration of Trust dated 19 th November 2003.
2	Martyn Peter Morgan	Legal Services		
3	Graham Kenneth Wood	Treasurer		
4	Dr. Janine Margaret Barnes	Medical Adviser		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Not Applicable - None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Not Applicable - no additional advisers required at the present scale of activity		

Name of chief executive or names of senior staff members (Optional information)

Not Applicable - no employees, all work carried out voluntarily, at no cost to the Charity, by the Trustees. All Charity activities are under the control of the Trustees, chaired by the Founder (Chris Westwood).

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed dated 19 th November 2003.
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Selected by the existing Trustees, in accordance with sections D to G inclusive of the Declaration of Trust, dated 19 th November 2003.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Policy Regarding Trustee Appointment: Trustees are selected on the basis of the expertise and experience that they are able to bring to the Charity. As the position is voluntary, and the current scale of operation is such that there is no need to employ any additional assistance, key attributes are the willingness to both provide the necessary time, as required, to carry out any tasks that arise, and to underwrite any incidental costs that result from those actions, so minimizing (and to date eliminating) any resultant costs to be met from Charity funds.

Organisational Structure: The Trustees constitute a governing board, which meets biannually (or additionally as may be required). Direct and e-mail contact is made between the Trustees on a regular basis to discuss and agree any actions, grant approvals etc. that may be required. These are then carried out, and subsequently reported formally, at the next Trustee meeting. The Charity is not part of any wider network, operates as a sole entity, and it is the wish of the Founder that it remains independent.

Relationship with Related Parties: The Charity has no formal direct operating relationship with any other charity or organisation. An informal relationship exists with another local charity, as two Trustees are also Trustees of the Wylde Charity, and may, therefore, be able to provide additional applicant introductions, should any arise applicable to the Charity objectives.

A relationship also commenced during 2012 with the Wolves Community Trust (WCT). Under this arrangement, the Charity continues to operate completely independently, but any application which has been supported within the WCT operating area, is referred to them, and within an agreed maximum budget for the year, some support might be retrospectively awarded. The availability of additional potential finance from this source has allowed the Charity to explore expansion within this key local area. In the first part year (2012), we have received £4,712.50.

Several groups also collect for the Charity, but, while any and all donations are very greatly appreciated, the Trustees retain sole control over decisions regarding the use of any funds donated.

Periodically, the Charity is approached by other charities for donations. In each case it is prepared to offer help only if a suitable case is referred directly to it, and it can then deal directly with the applicant, so that the effect of any administration expenditure by the original charity is avoided.

The Chairman is a Governor of Pens Meadow Severe Special School in

Wordsley. The Charity periodically helps some of the children attending this school, but all application for help follow the standard procedure, and are considered by all the Trustees. Assistance is granted only if any application satisfies the Grant Criteria, the necessary funding is available, and all the Trustees agree to proceed.

Trustees Consideration of Major Risks: The Trustees are aware of the guidance in "Charities and Risk Management", and under the requirements of the SORP 2005 a Charity is encouraged to make a statement regarding Risk Management as a matter of best practice. While SORP 2005 does not apply to Charities using a *Receipts and Payments* method of presenting accounts, the Trustees consider that carrying out Risk Assessments on the major activities is still a very worthwhile exercise, and, accordingly, operations are reviewed at the biannual meetings, and procedures are regularly updated and extended in the light of operational experience, and revised legislation/guidance.

The Charity operating procedures are detailed in the Charity Handbook, which is regularly updated. These include a series of key procedures, one of which is a detailed risk assessment covering all the relevant activities of the Charity, and another is the Child Protection Policy.

While it remains a requirement that all Trustees must satisfactorily complete a basic Criminal Records Bureau check prior to appointment, this has subsequently been extended, with two nominated Trustees now required to also complete an enhanced CRB check, repeated according to an agreed periodicity (currently 3 years), and to act as the specified direct contacts with children when/if a very occasional requirement for such contact arises. Since these contacts are minimal, and very occasional, no further action is considered relevant at present. In fact, due to the requirements of working with WCT, all of the Trustees had to complete an enhanced CRB check, prior to the start of the association, although the minimum requirement specified above is considered all that is required for regular operation, should the agreement with WCT not be in place.

During 2010, the Trustees reviewed the Child Protection Policy in accordance with the Charity Commission Guidance note: *Safeguarding Children (March 2009)*, and issued a Statement of Intent detailing the principles to be followed in developing the Policy for Safeguarding Children from harm. The Child Protection Policy has subsequently been reviewed regularly, at the specified six monthly intervals, updated as required, and renamed the *Policy for Safeguarding Children from Harm*.

The Trustees' Statement of the Consideration of Major Risks is:

"At the current scale of operation, with the only point of contact with the public normally being via the provision of grant aid finance, approval for which is only given following the receipt of external expert assessment, and having an extensive Policy for Safeguarding Children in place, and in operation, current risks are assessed to relate to the ability to generate sufficient funding, generate a suitable level of grant requests, and ensure the long term continuation of the Charity. Operational objectives have already been set to address these risks".

Summary of the objects of the charity set out in its governing document

To provide financial assistance at the discretion of the Trustees to provide the relief of Physically Handicapped Children, within the United Kingdom, in particular but not exclusively to improve the quality of their lives by the provision of financial and other assistance, for example the purchase of equipment and modifications to improve access and mobility, or for any other purpose that the Trustees deem to be in accordance with the aims of the Charity, in Stourbridge and surrounding areas.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Public Benefit: The Trustees are very aware of the requirements for the Charity to be able to demonstrate, explicitly, that its aims are for the public benefit, and for Trustees to report on their charity's activities for the public benefit.

This section has been prepared in accordance with the *21st December 2011 revisions to "Charities and Public Benefit"*, issued by the Charity Commission.

Charitable Activity:

Since inception, the Charity has received a wide range of requests for assistance, and typical examples of the areas in which financial assistance has been granted to date have been:

- Special exercise equipment, walkers, and standing frames, to assist in regaining and maintaining mobility.
- Wheelchairs, special mobility chairs, support seating and lifting equipment, to improve the quality of life.
- Contributions towards a range of specialised facilities that may be required, to enable the child to become more independent.

The Trustees consider that the aims of the Charity fall under charitable purpose j, which is:

"The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage"

And that the activities listed above clearly comply with this requirement.

The detailed analysis of the activities of the Charity, in relation to Public Benefit, is:

Public Benefit – the Principles:

There are two key principles of public benefit and, within each principle, there are some important factors which must be considered in all cases. These are:

Principle 1: There must be an identifiable benefit or benefits

1. Principle 1a It must be clear what the benefits are
2. Principle 1b The benefits must be related to the aims
3. Principle 1c Benefits must be balanced against any detriment or harm

Principle 2: Benefit must be to the public, or section of the public

- Principle 2a The beneficiaries must be appropriate to the aims
- Principle 2b Where benefit is to a section of the public, the opportunity

to benefit must not be unreasonably restricted by geographical or other restrictions

- Principle 2c *Text withdrawn by Charity Commission in Guidance of 21.12.11.*
- Principle 2d Any private benefits must be incidental

In order to demonstrate how the Charity's aims are for the public benefit, each of the above principles has been examined, in detail, with respect to the activities of the Charity during the year.

Principle 1a: It must be clear what the benefits are:

The stated aims, detailed in the Trust Deed, cover the provision of financial assistance, at the discretion of the trustees, to provide the relief of physically handicapped children. This includes improvement to the quality of life by the provision of financial or other assistance.

The Charity also clearly states on the website homepage (www.chriswestwoodcharity.co.uk), that this is achieved by provision of funding for equipment to improve the quality of life of physically disabled children. Also available on the website are details of the Grant Criteria used by the Trustees, and details of the information required in the submission of an application for assistance in funding the purchase of equipment required..

The public benefit requirement is met by the clear stated aim of providing financial assistance to physically handicapped children, details of how an application should be submitted, and applicable purposes that will be considered, in accordance with charitable purpose j.

Principle 1b: The benefits must be related to the aims

The stated aims cover the provision of financial assistance to provide the relief of physically handicapped children.

*The activities of the Charity throughout the year have been solely related to the provision of financial assistance within the areas listed under **Charitable Activity**.*

Accordingly, the Charity's activities are relevant to its aims in that it has provided financial assistance for the relief of physically handicapped children, and the public benefit requirement is considered to be met.

Principle 1c: Benefits must be balanced against any detriment or harm

The Charity has clearly stated legal aims, together with monitored procedures to ensure compliance with those aims. It carries out no direct activities other than the provision of financial assistance to help the relief of physically handicapped children.

The Charity does not carry out any activities other than the relief of physically handicapped children by the provision of financial assistance. Its actions are in response to requests for assistance which are supported, either initially, or following a Charity request, by information and advice from experts in the particular area of the problem, explaining why the assistance is required, the specification of the equipment to be purchased with the grant, and the cost. The Charity, therefore, provides finance only when suitable external expert advice has already been provided.

While direct contact with any children has been minimal, generally the decisions being based on the information and advice provided by the relevant experts, the Charity has taken specific steps to minimise the possibility of any harm arising to any child, for which a grant has been requested, should direct contact be necessary.

The Charity has a Policy for Safeguarding Children from Harm, and, additionally, requires all Trustees to complete a satisfactory Criminal Records Bureau (CRB) check, prior to appointment. In addition, two Trustees are nominated for any outside contact with children, and a CRB Policy has been added to the Charity protocols, which requires an enhanced CRB assessment to be repeated at a specified period. The initial periodicity has been set at 3 years (although, as previously stated, due to an association with WCT, all of the four Trustees currently have had an enhanced CRB check).

As a result, the Trustees consider that the infrequent requirement for any access to a child, the Policy for Safeguarding Children from Harm, the CRB Policy, and the approval of the provision of finance for the purchase of equipment only when recommended by relevant competent independent experts, are appropriate measures to ensure minimal risk of any harm arising to an applicant, which demonstrates compliance with this principle.

Principle 2a: The beneficiaries must be appropriate to the aims

The aims of the Charity are to provide relief to physically handicapped children. Accordingly, the benefit is available only to a section of the public.

The selected grouping has two restrictions:

Firstly, it is limited to children and young people. While there are no explicit age limits, the discretion of the Trustees is used, and ages up to 25 years would normally be considered. Secondly, the child, or young person, must require assistance for the relief of problems associated with a physical disability, in order to be assessed for a grant, and be in a position where insufficient funding is available from other sources, to provide the relief requested.

It is considered that the restrictions are the result of a clear definition of the charitable purpose, and are reasonable and relevant to the Charity's aims. They define a potentially substantial class of people able to benefit, and anyone who could qualify for the benefit is eligible.

Accordingly, it is considered that this demonstrates compliance with this principle, in that the defined group is both reasonable and substantial, and satisfies the aims of the Charity.

Principle 2b: Where benefit is to a section of the public, the opportunity to benefit must not be unreasonably restricted by geographical or other restrictions

While the Declaration of Trust Deed does allow the Charity to operate throughout the UK, the Charity's primary stated aim is to help children and young people with physical disabilities, in Stourbridge and the surrounding areas.

The location of operation is at the discretion of the Trustees. In view of the size of the Charity, and current scale of operation, it was considered sensible and practical to concentrate initially on the local area. This would

minimise any costs arising should any contact with either the family or relevant experts arise, and help to build a presence by concentrating on one area. Accordingly, approval of applications to date has been restricted to only those within an approx. 50 mile radius of the registered office, any final decision on location remaining at the discretion of the Trustees.

The Trustees do not totally exclude consideration of any applications from outside the Midlands area, and will allow the area of operation to grow, if suitable applications arise, once the scale of the Charity's operations has increased significantly. The Trustees consider that the area specified is of a very significant size, particularly in relation to the size of the Charity, and does not place unreasonable geographical restrictions on applicants.

Ability to pay any fees charged – While this section has now been withdrawn, the Charity wishes to state clearly that there are no fees charged for any of the activities of the Charity. Everything done is an outright gift to the recipient, so this section was never applicable.

Principle 2c: People in poverty must not be excluded from the opportunity to benefit – Withdrawn by Charity Commission in 21.12.11 Guidance, but not applicable in any case since all activities are outright gifts, and the Charity has a specific Policy Statement that it does not retain title to any equipment purchased. All finance provided is an outright gift to the recipient.

Principle 2d: Any private benefits must be incidental

Where people or organisations benefit from a charity, other than as a beneficiary, then those sorts of "private" benefits must be incidental, which means they are a necessary result, or by-product, of carrying out the charity's aims. Where private benefits are more than incidental this might mean the organisation is set up for private, rather than public, benefit, and so might not be charitable.

The activities of the Charity are confined to the relief of physically handicapped children by the provision of relevant financial assistance. The assistance is generally for the direct purchase of an item of equipment, and, primarily, therefore, benefits only the recipient.

None of the Trustees is associated in any way with the assessment, manufacture, or supply of any equipment, or receives any payment associated with the provision of the financial assistance.

In fact, it should be noted that all the work carried out by the Trustees is voluntary, and no remuneration is received from the Charity for any activity. This is one of the ways that the Charity has been able to operate with the objective of incurring no overhead costs.

As a result, it is considered that the Charity operates only to help those specified in its charitable aims, and the Trustees do not obtain any private benefits from the Charity. Accordingly, the Trustees consider that compliance with this principle has been demonstrated.

Conclusion:

The Trustees formally declare that they have had regard to the

guidance issued by the Charity Commission on Public Benefit, and consider that the activities of the Charity are in full compliance.

Additional details of objectives and activities (Optional information)

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Key Financial Highlights:

1. The Charity began the year with funds of £8,574.05
2. Income for the year was £55,145.92
3. Grants made totalled 46, at a cost of £50,706.80
4. Administration expenditure for the year was again zero
5. Leaving total funds at the year end of £13,013.17
6. During the year, two milestones were reached. In February, the Charity reached 100 grants made, and just over £100,000 granted since we started, and total grants exceeded £50,000
7. By the year end, we had completed 138 grants since we started, totalling £139,811.28

Significant fundraising events during the year were:

1. We received a number of personal donations of varying size, including the annual donation from the Founder, at various times throughout the year. Significant donations of £500.00 and above were reported in the minutes of the biannual Trustee Meetings, in accordance with the Money Laundering Regulations.
2. Standing Orders continued to grow, with one new donor, and several people increasing their contributions. The total for the year reached £1,315.00, which will increase to £1643.75 once we claim the Gift Aid due, and with the increased contributions, 2013 is expected to exceed £1,560.00, plus Gift Aid.
3. In April, we received £1,506.75 from our Gift Aid claim, which was paid very promptly, using the new online system.
4. In May we received a donation of 100,000 shares in Eurovestech, which was at that time quoted on AIM. We were one of only 11 charities to receive funding, and we managed to sell the shares to raise £8,963.44. The company later de-listed and returned to private hands, so this tremendous donation will be hard to make up in 2013.
5. Other Company donations amounted to £3,655.96, during the year.
6. In May, we also held the Racketball Marathon once again at Stourbridge Lawn Tennis & Squash Club, and raised £923.26, before adding in any Gift Aid that we shall be able to claim.
7. In June we entered a team of 6 riders from QS Talbots, in the Aberdovey Bike Ride. After an application, we were accepted as one of fourteen charities to benefit from the total fund raised. We raise £3,919.71 from our own sponsorship, which was paid into the fund in July. Finally, after many late paying competitors slowing the process, we received a distribution from the Fund in December of £7,000.00. We may be eligible to apply again in 3 years time.
8. In September, we held the Walkathon once again, this time incorporating a Cyclothon, and £420 was raised before Gift Aid,

with a big increase on the number of participants over 2011, the first year of the event. It was thoroughly enjoyed by everyone, and we anticipate an even bigger turnout in 2013.

9. We also held our Charity Lunch event at Brockencote Hall. This year we were entertained by Adrian Chiles as our guest speaker. As he was originally local to the area, he helped us at no cost to the Charity, which was again a tremendous help. The event raised £6,744.00 before Gift Aid, which should see it exceed £7,000.00 in total. However, one auction lot for £575.00 has still not been paid, so the accounts only include £6,169.00, but we remain hopeful that payment will eventually be received.
10. Individual donors have kindly contributed £3,331.25, and we have received £273.93 from small fundraising events by other groups.
11. The association with the Wolves Community Trust has so far brought in a further £4,712.50 of support towards 8 grants we made, and we have submitted a number of further applications for grants in the last two months.
12. Finally, applications to Charitable Foundations yielded a number of small awards, which collectively amounted to £16,300.00 in the year, and helped us to avoid using up all of our reserves, and having to temporarily cease operations.

Operational Activities:

1. We made 46 grants during the year, up from 36 in 2011.
2. A number of these were again for low cost items, where a small grant can make a major difference.
3. Total grants exceeded £50,000 for the first time, and activity increased 44% on 2011.
4. The activity in 2012 represented 57% of all the grant funding we had made since we started, which puts into perspective our rapid rate of growth.
5. We again managed to operate with no administration costs, so that every penny donated was used for the purpose intended.

Future Developments:

1. Our initial target in 2013 will be to try and consolidate our income to enable us to continue operations at this new level of activity.
2. There remain many areas where we need to increase our contacts, but the initial target will be to develop further our network of contacts within the Wolverhampton area, and build on our relationship with the Wolves Community Trust, which is greatly appreciated.
3. There is also considerable scope for further development in Worcestershire, which we are not actively pursuing at the moment, unless we are contacted, as we still need to build our income base further before considering any major expansion in this area.

Brief statement of the charity's policy on reserves

The Trustees are aware of the Guidance issued under "*Charities and Reserves*" CC19 June 2010, and have formulated the policy in the light of the operations being carried out with zero administration cost, and all funding available being Unrestricted.

The primary objective of the Charity is to ensure that the funding raised is

directed to those in need. If an application fulfils the Grant Criteria, and the Trustees, at their discretion, consider that a grant should be made, then provided sufficient funds are available, help will be given, even if it reduces the reserves to zero. With no operating costs, we have no minimum reserves requirements, and the Trustees consider that all funds held should be used for the purpose for which they were donated, with no minimum retention level. Should the level of grant requests fall significantly below income at any time, allowing a cash reserve to accumulate, the Trustees have the discretion to consider longer term investment, in accordance with the criteria in the Investment Policy.

Mindful of the increased level of risk that would then be involved, the policy requires the Trustees to seek suitable relevant expert advice, at that point, before taking any action, although, as stated above, the objective of the Trustees is to ensure that funds raised are directed to those in need, at the earliest opportunity, and not accumulated in the Charity's reserves.

Currently, the Trustees aim to hold the cash reserves in instant access accounts, to enable the Charity to respond to requests arising for grant assistance, as they arise.

Details of any funds materially in deficit

Not Applicable – None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charity has continued to try to develop a wide range of sources of funding. These currently include:

- A minimum income guarantee by the Founder (Charity Commission requirement), and an annual donation.
- Regular Standing Orders (we are constantly seeking to increase funding by this method)
- Online donations – the Charity is registered with Charities Trust, and has both a general donations page, and the facility to donate to specific fundraising activities.
- Fundraising activities, which have included a range of sponsored events.
- Collections by other groups. The Charity has developed informal relationships with volunteers and other groups, keen to assist by raising funds. This is seen as a key area, and its development will greatly help the Charity with the overall funding needs.
- Periodic Personal and Company donations from supporters, which are extremely useful in providing additional funding.
- Collection boxes, which have proved to be useful at certain fundraising events.
- Help from outside sources. This has involved applications to relevant Charitable Foundations, and while we have found some problems with timescale of response, since we are seeking to provide funding rapidly, we have found several organisations that have been happy to contribute to our general funding, and this has allowed us to complete 2012 without turning away a child we wished to help. It is a vital source of income for us, which we greatly appreciate, and which we shall try to develop in the future.
- Our relationship with the Wolves Community Trust has also allowed us to progress further development of our activities within their area. We would like to continue to develop our working relationship with them.
- Because of all the voluntary support, the Charity has been able to continue in 2012 to operate with no overhead costs, every requirement being donated, as necessary, so that all the funding

raised could be used for the original donor's intentions. All the expenditure was, therefore, concentrated on the 46 grants made for specific targeted purposes, each of which supported the aims of the Charity.

Section F Other optional information

The Charity considers that its method of operation offers four points of possible differentiation from other charities, which might be worthy of consideration to potential donors:

Targeted:

We are a local charity, targeting small sums for specific uses, which can make a dramatic difference to both the life of the individual, and the family. Typically this will involve the purchase of a special piece of equipment to help with daily life, which can range from a special car seat, special support chair, a walker to aid mobility, to special exercise equipment to aid development.

Safety Net:

The State systems often have gaps which leave individuals with little hope of receiving help, and it is in these areas that the Charity operates. The State provides wheelchairs for school use, but little else, resulting in the special equipment required often having to be funded from the general school budget, or by the parents for home use. The Charity can help by providing the required funding directly to the individual children with the identified needs.

Timescale:

We try to respond to a request within 24/48 hrs. Larger organisations often have quarterly cut off dates for applications, and periods of 3 to 4 months before a determination is made. When a young child needs exercise equipment for development, we believe that speed is critical, and for suitable applications, we can give a fast response, allowing improvements to start much earlier.

No Costs:

We operate without any overhead costs. All the Trustees, and their friends, provide the necessary services free of charge, and no person receives any payment from the Charity. This includes office services, printing, postage, website development etc. As a result, every penny donated is put to the use that the donor intended.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Christopher	Westwood
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Position (eg Secretary, Chair, etc)

Chairman of Trustees	
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Date

04/01/13
