



# Trustees' Annual Report for the period

	Period start date			Period end date			
<b>From</b>	01	January	2013	<b>To</b>	31	December	2013

## 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 19th November 2003.
2	Martyn Peter Morgan	Legal Adviser		
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 19th 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 19th 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. Upon his death, a permanent endowment from his estate will provide regular income from a suitably managed investment portfolio, which the Founder wishes to be used by the Trustees to continue the activities of the Charity, as an independent organisation, in perpetuity.

**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.

An informal relationship also exists with the Friends of Alfie Johnson, which also helps local children with disabilities, and applications are occasionally co-funded, where appropriate.

An informal relationship 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.

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., and of Penn Hall Special School in Wolverhampton. The Charity periodically helps some of the children attending these schools, but all applications 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, and circulated to the Trustees. 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, very occasional, and never unsupervised, 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 at some point in the future.

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**

**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)**

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.

**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.

**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 more detail, with respect to the activities of the Charity during the year.

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

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, and 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.

*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.

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, and has a stated Policy for Safeguarding Children from Harm, which is detailed in the Charity Handbook.

As a result, the Trustees consider that appropriate measures are in place to ensure minimal risk of any harm arising to an applicant, in accordance 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. This 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 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. 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 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.

*Principle 2d: Any private benefits must be incidental*

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.

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.

**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.

**Summary of the main achievements of the charity during the year****Key Financial Highlights:**

1. The Charity began the year with funds of £13,013.17
2. Income for the year was £57,936.50
3. Grants made totalled 61, at a cost of £66,853.31
4. Administration expenditure for the year was again zero
5. Leaving total funds at the year end of £4,096.36
6. By the year end, we had completed 199 grants since we started, totalling £206,664
7. The rate of expansion of activity continued to accelerate. We reached our first milestone of 100 grants, and just over £100,000 raised and granted after eight and a quarter years of operation. In the subsequent year and three quarters to date, we have completed a further 99 grants, to reach 199 grants since inception in November 2003, and just under £207,000 in grants made.

**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. Significant donations of £1,000.00 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 two new donors, and several people increasing their contributions. The total for the year reached £1,605.00, which will increase to exactly £2,000.00 once we claim the Gift Aid due, and with the increased contributions, we anticipate that the full year income at the new rate, including Gift Aid, will be £2,175.00.
3. At the end of April we received £2,758.89 from our Gift Aid claim, having been paid very promptly, using the latest version of the HMRC online system.
4. Other Company donations amounted to £4,907.58, during the year. This included the provision of two tricycles, value £1,919.00, from Quest 88 Ltd. 2013 was their 25th anniversary, and we were chosen as one of twelve UK charities to receive a gift. During the year we approved the purchase of twelve tricycles. The actual cost of two of them, which would have been £1,919.00, at our agreed discount, was covered by the gift, and this helped our funds to go much further.
5. In May, we also held the Racketball Marathon once again at Stourbridge Lawn Tennis & Squash Club, and raised £357.44, before adding in any Gift Aid that we shall be able to claim.
6. In June our Legal Trustee held a Property Seminar, which was sponsored by a number of local companies. As a result, we were able to receive all of the money from bookings for the event, which raised £5,050.00.
7. In September, we held the Walkathon once again, this time incorporating both the options of a cycle route, and a canoe trip down the river from Bridgnorth. as a result, we renamed it the Triathlon, although all participants confined themselves to only one activity (sensibly in view of the time available). This time the number of participants increased to 43, and £527.00 was raised. This event is now growing rapidly in size, and we are hopeful of further progress in 2014, particularly as the canoe option was greatly enjoyed by 13 participants.

8. A Property Seminar in May replaced our Charity Lunch at Brockencote, as we felt that it was time for a change, and we hope to hold the lunch again in 2014. One payment of £527.00 for an auction item had been outstanding from the 2012 Lunch, and this was received during 2013.
9. A new event was held in November, which was a Quiz Night. This was well attended, with the ticket sales having to be closed at 130, as we were unsure if any more would become too crowded in the Hagley Community Centre. The event was enthusiastically received, and with a low ticket price of £8.00, including food, the raffle, and the bar were heavily supported, resulting in a final total of £1,049.00 raised. A truly excellent result.
10. Additional fundraising events raised £1,613.00, with further amounts still to come in. One new event was an Alumni Dinner at Stourbridge Old Edwardian Club, and while the amount raised was only £155.00 this year, we are optimistic for future growth, as the event was well received.
11. Individual donors have kindly contributed £8,449.10, and we have received £1,613.00 from small fundraising events by other groups.
12. During the year, the association with the Wolves Community Trust brought in a further £9,969.56 of support towards the increasing number of grants we are now making within their area, and we are very grateful for their help. In total, contributions were made towards funding for 25 separate local grants.
13. Our use of collection boxes has increased significantly, and we now have several permanent locations, Stourbridge Tennis Club proving to be a particularly suitable location. While the amount raised during the year was still small (£70.79), this increased significantly on 2012, and is another useful source of funding.
14. Finally, applications to Charitable Foundations yielded a number of small awards, which collectively amounted to £21,000.00 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 61 grants during the year, up from 46 in 2012.
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 32% on 2012.
4. We again managed to operate with no administration costs, so that every penny donated was used for the purpose intended.
5. As a result of the increased activity, we almost reached a second milestone of 200 grants made, finishing the year at 199, and approx. £207,000 granted, since we started in November 2003. If we are able to fund the current level of activity, we shall approach 300 grants by the end of 2014, which sets us a seriously worrying funding challenge.

#### Future Developments:

1. Our initial target in 2014 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



## Section D

## Achievements and performance

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. We have approached one group that might offer suitable funding, and were we to be successful, considerable expansion into this area could result.

## Section E

## Financial review

### 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

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

adopted.

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, both at fundraising events, and in certain locations where we have been allowed to leave them.
- 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 2013 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 2013 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 61 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, particularly when they have a degenerative condition, 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)

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Position (eg Secretary, Chair,  
etc)

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Date

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