



CPCP
City Pregnancy Counselling & Psychotherapy

CITY PREGNANCY COUNSELLING & PSYCHOTHERAPY ('CPCP')

Registered charity number 1140992

SECOND ANNUAL REPORT 1 MAY 2012 – 30 APRIL 2013

About City Pregnancy Counselling and Psychotherapy

CPCP is a charity providing counselling and psychotherapy psychotherapists to women, men and couples experiencing difficulties related to pregnancy, pregnancy loss, infertility and related issues. The counselling and psychotherapy is provided by volunteer counsellors and psychotherapists who are either professionally qualified (to Diploma level or higher) or who are currently undertaking counselling courses at Diploma level or higher.

Principal address

15A Lamb's Passage, London EC1Y 8LE

Constitution

CPCP was constituted by a declaration of trust dated 31st December 2010 (the **Declaration of Trust**), which functions as the charity's governing document.

Trustees

The Trustees are Rev. Peter Newby, Miss Hannah Southon and Miss Christina Manara, who were appointed as Trustees by the Declaration of Trust. Pursuant to clause 9 of the Declaration of Trust, the power to select and appoint additional or replacement trustees lies with the Trustees from time to time. In selecting a new or replacement trustee, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity and in making the appointment, the Trustees must pass a unanimous resolution in favour of the appointment.

Structure, governance and management

The Trustees are responsible for the overall governance and running of the charity. CPCP employs one person, on a part-time basis (25 hours per week), in the position of Therapy Manager, who is responsible for the day-to-day running and administration of the charity and the clinical supervision of the counsellors and psychotherapists. Over the course of the year, CPCP maintained a team of between 9 - 13 volunteer counsellors and psychotherapists.

The majority of management decisions are taken by the Management Committee, which meets approximately once a month and which is comprised of one or more of the Trustees, the Therapy Manager, a volunteer and persons invited by the Trustees

to attend in a consultative capacity. Clients are also welcome to attend the Management Committee meetings in a representative capacity.

CPCP has a Policy and Procedures Manual to assist staff and volunteers to comply with their legal, professional and ethical responsibilities. This was last updated by the Trustees on 2 June 2013.

Objects and activities

The object of CPCP, as set out in its governing document, is the relief of physical or mental illness or mental or emotional suffering of persons living or working in England or Wales, but in particular those living and working in the City of London and the surrounding area of Greater London, caused by difficulties connected with pregnancy and parenthood.

The activity carried out by CPCP in furtherance of its objects is the provision of counselling and psychotherapy, free of charge, for the persons living and working in the charity's area of benefit. In setting the charity's objects and in planning and implementing its activities, the Trustees have given careful consideration to the guidance issued by the Charity Commission on public benefit.

Achievements and performance

In our last annual report the Trustees set a goal of increasing the Therapy Manager's hours from 20 to 25 per week, as we concluded that this factor was the major constraint on client numbers. Additional hours would enable more networking and marketing to be undertaken and more clinical supervision given to individual volunteers (thus increasing the number of clients each individual volunteer could see).

The generous financial assistance of our donors has enabled us, in September 2012, to achieve that goal. The Trustees' decision, together with the hard work of the Therapy Manager and the volunteers and the support of our donors has borne fruit in enabling more clients to access CPCP's services. When increasing the number of hours worked by the Therapy Manager, the Trustees set a target of 100 clients being helped over the course of the year (in comparison with the 81 seen the previous year). That goal was surpassed and 103 clients were seen over the course of the year.

Numbers of clients seen per week fluctuated from between 20 in September 2012 to 47 in April 2013. The numbers of clients by category being seen at CPCP at various points from January 2011 to May 2013 is displayed in the attached chart. It is noticeable that from December 2012 to May 2013, client numbers consistently remained at over 30 per week and we believe is a direct result of increasing the Therapy Manager's hours.

Developments over the past year

The major project undertaken by the Trustees, staff and volunteers over the course of the past year has been to put together an application to the British Association of Counselling and Psychotherapy for CPCP to be accredited by that institution. This was an extensive piece of work, as all CPCP's policies and procedures had to be checked against and conformed to BACP standards. The application was submitted in the first week of June and we now wait to hear the outcome from the BACP.

Reserves

The Trustees do not at present have a policy on reserves.

Grants

Grants were gratefully received from the trustees of the St. John Southworth Fund, the Philip King Charitable Trust, the Catholic Bishops Conference of England and Wales and St. Mary Moorfields Church and private benefactors.

Statement of assets and liabilities

At the end of its second financial year, CPCP had assets of £3,166.03 consisting of cash in its bank account. Total operating expenses were £39,195.00 (within the predicted budget of £40,000) and total funds raised were £34,525.75 (figures taken from the unaudited accounts). The shortfall was met from surplus cash of £8,600 retained at the end of the first financial year.

Goals for the coming year

To secure CPCP's financial position by (i) implementing the Trustees' policy of maintaining 6 months' operating expenses in its bank account at all times and (ii) by seeking a wider and longer term base of financial support.

Thanks

The Trustees thank all staff, volunteers and donors for their generosity and hard work, which is enabling increasing numbers of clients to access the help and support they need. Special thanks go to the Therapy Manager, Agnes Rees, in driving forward CPCP's application for accreditation by the British Association of Counselling & Psychotherapy and to volunteer therapist Suzan Crawley, both for volunteering her time as a therapist and as CPCP's Safeguarding Officer.

Declaration

The Trustees declare that they have approved the Trustees' report above

Signed on behalf of all the charity's Trustees:

Signature

Full names Hannah Lucy Southon

Position Trustee

Date 11 August 2013

Client numbers Jan 2011 - May 2013

