



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 SEPT 2020	To	31 AUG 2021

Section A Reference and administration details

Charity name **THE HOWBURY TUMBLERS**

Other names charity is known by Tumblers

Registered charity number (if any) **1087716**

Charity's principal address **Slade Green and Howbury Community Centre**

Chrome Road

Slade Green Erith Kent

Postcode

DA8 2EL

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	Natalie Shaw	Chair		
2	Jenny Faulkner	Vice Chair		
3	Emma Stuart	Treasurer		
4	Sam Rawlins	Secretary		
5	Sam Nicklin (Formerly Owen)			
6	Laura Hulott			
7	Chloe Ritch (was Phillips)			
8	Abigail Pennial			
9	Vikki Russell			
10	Jezz Vaughn Kelly			
11	Gayna Saill			
12				
13				
14				
15				
16				
17				
18				
19				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Grants & Funding	Vikki Wilkinson Carol Penny	BVSC, Crayford Manor House Mayplace Road East, Crayford Kent DA1 4HB

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

Carole Read – Manager Clare Tyrrell – Deputy Manager Lucy Plaskasovitis- Senior Playleader

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

CONSTITUTION

How the charity is constituted
(eg. trust, association, company)

A Registered Charity

Trustee selection methods
(eg. appointed by, elected by)

Vacant posts are advertised in a newsletter, on our website and via social media. We try to encourage new members onto the Committee, and ask them to express interest in a letter. Interested parties are invited to attend a meeting prior to commitment. Potential members are then nominated and selection based upon a show of hands at a Committee meeting.

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.

There is a procedure for the induction of new trustees which includes: giving them a copy of the organization structure, constitution, policies, minutes of meetings and rules regarding quorums. Trustees are given our Privacy notice and Personal data consent form. Trustees are encouraged to attend training courses and given access to the local Voluntary services newsletters and publications.

Howbury Tumblers reviewed and updated all policies and procedures this year in line with our review policy. Paperwork generated this year surplus to the new regulations was securely destroyed.

Howbury Tumblers continue to work closely with Eco Communities, who manage the Centre, to ensure the best services & outcomes for families in Slade Green. Eco Communities recognise Howbury Tumblers is a service much needed and supported by the local community, and we have a written agreement to occupy the premises rent free, so we can maintain low cost services for our families from this deprived area. We have a good working relationship with Eco Communities and as long as they are running the Centre I am confident our rent agreement will be honoured. The charity's greatest risk at present remains the COVID crisis- we have been very well supported throughout this period by relief grants – and the HMRC furlough scheme – but as restrictions have eased, grants available for our sector have shrunk back again – support has effectively come to an end – which Covid most certainly has not -and we face an uncertain period as cases are still very high, and we will undoubtedly have absences from booked sessions which could have a huge negative impact on the charity finances. Our ongoing Covid- safe measures remain, as do our restrictions on attendance numbers, which again impacts on our income. We may also need to close sessions if staff become unwell and

without the support of the furlough scheme staff will be unable to receive any remuneration for their sickness period

Section C

Objectives and activities

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

The Objects of Howbury Tumblers are :

1. To enhance the wellbeing, development and education of pre-school age children (0-5 yrs) by providing a safe and stimulating play and learn environment
2. To encourage Parents & Carers to be involved in the development and wellbeing of their child through participation in group activities, and those offered by other agencies and community groups
3. To ensure the group offers opportunities for all children regardless of race, culture, religion, ability or means
4. To encourage the study of the needs of such children and their families and carers and promote public interest in and recognition of such needs in the local area

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)

Historically Howbury Tumblers gives Parents, Carers and their children under five drop – in access to its provision from 9.30 to 2.30 Monday to Friday, term time only, for a small daily charge. Holiday family sessions are run in periods of group closure, and include provision for older siblings. However, due to implementing Covid safe measures, in September 2020 we introduced a booking system for track & trace purposes and to control user numbers, and introduced two daily sessions , enabling us to effectively clean between sessions and ensure public safety as far as possible.

The Group sells refreshments to users to help finances.

Children's birthday parties are held and charged for as a means to raise funds for the group.

A learning support program provides short and long term work experience placements for school children and placements for childcare students at all levels, including Skills for Growth.

We work to support Parents in their parenting role, providing a listening ear when needed, and signposting to relevant agencies and services when appropriate, and encouraging their involvement in the Group and its activities, and their child's development, building confidence and skills.

Arranging Social events for parents. Howbury provides volunteers for local events and activities run by Slade Green Big Local, Howbury Friends and other Community Groups

Signposting to other community groups and services, with which we work closely, and with whom we collaborate to provide community events – in the aim of achieving better outcomes for our families, promoting Community participation and cohesion and contributing to wellbeing and

health of the family unit and community as a whole.

Fundraising to extend our services and provide better for the children and families in our community. This included selling Cakes, raffles, selling crackers at our local community Christmas Fun day, participating in a Christmas card project and photography week, and joining Amazon Smile and the Bexley Community lottery.

Working with other Groups and agencies to achieve the best possible outcomes in terms of service delivery for our families. This year this has included our involvement in Bexley SHIELD , Bexley Community Champions , Bexley Children & Young Peoples Network , Northend Ward Neighbourhood Policing & Neighbourhood Watch, Bexley Voluntary Services Council and in the Slade Green BIG Local Partnership, planning and implementing local aid and intervention- this year notably in the provision of a daily foodbank and clothing/ toy / book bank.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- Contribution made by volunteers.

As well as the management committee members, 3 Parent volunteers have been involved in helping to run the day to day activities and holiday events at Howbury Tumblers. Another volunteer helps out with the website management and administration, purchasing and general caretaking, and another with assistance with accounting and with Social Media

The Staff have, this year, been furloughed for half of the group's usual annual operating time, usually around 43 weeks - over the 23 weeks we were able to provide face to face services, staff continue to contribute much voluntary time, over 550 hours. Carole Read has contributed in excess of 350 hours, and also over 30 hours for Slade Green Big Local Partnership, having the role of Chair. Clare Eastop, Lucy Plaskasovitis and Donna Leinster contributed around 8 hours of voluntary work a week, in addition to their part time paid hours. Parental Volunteer time contributed is around 30 hours, within Howbury Tumblers, where voluntary work has included helping with the remote events we set up at Christmas and Easter, and the other volunteers around 40 hours across the year.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During the year 1st September 2020 to 31st August 2021, Howbury Tumblers has:

- Provided 23 weeks of face to face services, two bookable sessions daily, giving children access to a wide range of activities and experiences, led by experienced staff from 9.30-11.30 am and 12.15-2.15pm
- Implemented a new COVID risk assessment and working plan, so that we were able to deliver services as safely as possible – this included enhanced regular cleaning regimes, controlling user numbers at sessions, and introducing two sessions a day to maximize participation opportunity.
- Provided all child spaces at £1 per child, through grant funding, for the whole 23 operational weeks.
- Provided a wide range of arts & crafts materials and resources for Creative activities, which were delivered in a Covid safe manner
- Provided Covid safe sensory activities daily on our sensory table, with a linked theme to the creative opportunities available that week, to promote the learning potential of each week's activities, and helping to engage more difficult to reach children, and individual sensory exploration (using non shared tactile and other resources) at our extended circle time, which focused on children's wellbeing
- Provided opportunities for outdoor and physical play daily
- Provided Covid- safe singing, dancing and instruments

whenever possible

- Tracked all Children's individual progress, and undertook close tracking and monitoring of children we recognize needed more support, and worked closely with Parents and Carers to effect positive change, signposting to appropriate agencies where necessary- with particular attention paid to their mental health & wellbeing
- Supported a number of adults and children experiencing difficulties in re- socialization
- Supported a number of families with free sessions
- Promoted an active lifestyle to our families through many activities
- Provided 23 weeks of free baby ballet and dance classes to around 30 families and 40 individual children , and free phonics sessions held in Tumblers to around 78 individual children, over two sessions a week, through grant funding
- Provided free, remote live sessions, run through our Facebook group , of both phonics and baby ballet, throughout lockdown , engaging families at a difficult time, and reaching over 100 families some of the sessions – that were also accessible after the live, and hence increased engagement – this was available to any members of our Facebook group , Howbury Tumblers, through grant funding
- Produced a monthly newsletter and activity plan, and posted these on our website, on social media, and in hard copy at Tumblers and In the Centre to inform our families , and promote the existence , substance and availability of our services and those of other local Community groups and Centre's
- Provided creative & other activities focused on wellbeing
- Continued to engage children in our book lending / early reading scheme
- Provided over 120 children an opportunity to see Father Christmas in a Covid- safe outdoor event, run over 4 sessions , with each child receiving a book and gift pack
- Provided over 120 children with the opportunity to meet the Easter Bunny in a Covid- safe outdoor event, run over 4 sessions , with each child receiving a book and gift pack
- Maintained the play & learn environment to a high standard of cleanliness and safety – with enhanced and ongoing cleaning taking place minute to minute – with an extra clean between sessions
- Sold a reduced range of refreshments to raise funds for the group- only selling sealed drinks , sweets and crisps to be

Covid- secure

- Had yearly renewal DBS checks on all staff
- Staff and 3 volunteers completed full certificated training in Paediatric First Aid, Emergency First aid at Work, Heath 7 safety and Food Safety
- Employed Donna Leinster in April 2021 when Julie Evelin left our employment to look after grandchildren.
- Reviewed GDPR policies – in order that Tumblers is fully compliant with legislation and took steps to remain fully compliant, such as destroying all paperwork no longer within the policy limits
- Reviewed our COVID-19 Risk assessment and working plan
- Maintained Privacy Statements to all forms of our Communications with others
- Continued to seek funding from external funders in the aim of improving our services to children & families
- Fundraised internally for the group, selling gift crackers and cakes and other seasonal items at our Father Christmas event and Easter event, and by our Christmas card project with Chameleon Create
- Raised money for BBC Children IN Need with a remote raffle and duck race , raising £120
- Continued selling tickets for the Bexley Community Lottery, and sold tickets to 16 regular supporters, raising around £730 this year. Promoted this regularly on Social media and via newsletters
- Joined the Amazon Smile sales commission scheme, raising around £100
- Participated in the LocalGiving match fund scheme, raising around £440 from donations and match funding.
- Achieved two regular donors in the above scheme, each contributing £10 a month to Howbury Tumblers
- Received £1000 from Bexley Green points recycling scheme, selected as one of five Bexley charities who received a proportion of the total award pot
- Provided a second play leader five days a week through funding from Children In Need for the wage of our Assistant Play leaders (started September 2017), with around 6-8 hours weekly voluntary time by the funded staff.
- Successfully secured another 3 years grant funding from BBC Children IN Need, to pay the wage of a second playleader

covering opening hours at Tumblers – the grant started in July 2021.

- Provided Covid- secure Christmas and Easter events through our Big Lottery Community Fund Grant- Learning Live- and finally four face to face events, run over 8 sessions, in the summer holidays, as originally planned, engaging around 65 individual children per event
- Provided dance & phonics, remote and face to face sessions for our toddlers, from our Comic Relief Groundwork Grant funding , promoting learning & physical & social skills and tackling exclusion due to poverty, free of charge to our children, using trusted and experienced providers.
- We were able to use remaining funds in our Co-op Community Foundation grant for cleaning and PPE, – the costs of which have risen 300% due to increased Covid measures -
- Completed our COVID Relief Grant from Slade Green Big Local, using it to purchase cleaning products and PPE and to refresh our First Aid kit
- Was able to begin to use our William Kendall foundation grant for creative and sensory resources - £2000- the whole of which was carried over from 2020/21
- Completed our Wakeham trust grant for sensory resources, - £110.03 was carried over from 2020/21
- Applied for a Grant for Outdoor equipment from Postcode Lottery Trust Magic little Grant, and received £500 for play equipment , which has been spent entirely on the resources, which will improve the quality of outdoor play for our children and contribute to better physical & mental wellbeing
- Completed our BBC Children In Need COVID Relief grant received last accounting year to pay the wage of both senior play leaders for around 4 months – however as we had another long lockdown, it was agreed we use the funds to provide a large item of outdoor equipment, and paid for staff training as detailed previously.
- Was successful in achieving a Bexley Covid relief Grant, run by BVSC – which has paid the wages of the lead two staff, and will do so until approx. December 2021 – enabling us to reduce admission costs to £1 per child per session for the duration, thus tackling poverty and adverse effects of the pandemic and improving access and participation in a high quality learning environment to children in our deprived community
- Maintained the website for the Group Promoted the Group through social media - a page and Group on Facebook, and on websites such as Bexley Borough Mummies , Club Hub,& Happity
- Supported Erith Christchurch Festival of lights and had a Howbury Tumblers Christmas tree at the church festival,

contributing to charity, encouraging people into church for the event, and promoted our own services to the Community

- Continued involvement in the Slade Green Big Local Partnership, assisting to steer our Community in this 10 year pathway and encourage local people to be involved in decision making. Carole Read has sustained the role of the Chair of Slade Green Big Local Partnership, and this role this year has been confined to participating in and chairing Zoom meetings, and making decisions about COVID aid for our community- this has again mostly been achieved by the running of the (daily) foodbank and through the community swap shop for clothes, toys and other goods.
- Received a Civil recognition Volunteering award and trophy from The Mayor of Bexley
- Continued to support Parents in their parenting role, including those experiencing difficulties with older children – arranging remote and face to face meetings with other agencies we felt could help through our links and work with others and signposting to other support and guidance
- Continued to Support a local families , individual Parents and children in difficult circumstances by providing a listening ear and practical help & advice
- Made one referrals to the Bexley MASH team- a requested referral, and led to a network of support being established for a family struggling with their problems
- Continued to raise the profile of our group and other agencies and community groups in the local area, enabling more families to access family services
- Furloughed all (4) staff members when the COVID pandemic once again forced us into closure and lockdown, claiming 80% wages for staff through this scheme, to protect the finances of the group into the future.

Section E Financial review

Brief statement of the charity's policy on reserves

The Trustees try to maintain general reserves of at least £15,000 in order to have sufficient funds to maintain the Charity's cash flow, to cover unforeseen costs and to meet its commitments should the charity need to wind up.

Details of any funds materially in deficit

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.

Our main source of income is daily fees paid by parents and carers for their children's attendance. We are committed to keeping this as low as possible in order that we remain accessible to families in our identified area of need - Slade Green- the most deprived area in Bexley. We also have some income from the sale of refreshments, but again, we must remain cost effective to our clients. Our other source of income is through birthday parties – at this time we are not able to offer these - we hope to resume these through the next year. We have for years had some income from the provision of sessional staffing for outreach work for Northend Wellbeing Centre and other Children's Centre's. Sadly at this time all the Centre's are facing closure due to Local Council cut backs, and if so, which is looking very likely, we will lose this small source of income. We have safeguarded the finances through the pandemic by closing the group and furloughing staff, and by applying for funding to help us get back into operations. We will continue to apply for grant funding for projects and equipment, and fundraise internally to help finances.



Our expenditure in its entirety supports the key objectives of our Group.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		S Rawlins 
Full name(s)	Natalie Shaw	Samantha Rawlins
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	24/9/2020	



Charity Name The Howbury Tumblers	No (if any) 1087716
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Receipts and payments accounts

For the period from	Period start date 01.09.20	To	Period end date 31.08.21
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Parent/Carers Subscriptions	2,013			2,013	6,159
Refreshment Sales	859			859	1,333
Outreach Income					3,412
Income from Childrens parties				-	102
Bexley Community Lottery	730			730	713
Fundraising & Donations	2,355			2,355	417.77
HMRC Furlough scheme	9,881			9,881	8,568
GRANTS				-	18,393
Children In Need 2021		10,000		10,000	
Big Lottery Community Fund		173		173	
Comic Relief / Groundwork		3600		3,600	
Bexley Covid relief grant		7,728		7,728	-
LocalGiving Match Fund Grant		441		441	-
Other Income	1,212			1,212	515
Sub total	17,050	21,942	-	38,992	39,611
A2 Asset and investment sales, etc.	-	-	-	-	
Total receipts	17,050.35	21,942	-	38,992	39,611
A3 Payments					
Staff Wages	10,597	10,709		21,306	25,526
Tax/NI	3			3	-
Toys, Books & Play Equipment	873	1,840		2,713	885
Refreshments Supplies	259			259	620
Activity resources Costs	- 707	2,291		1,583	872
Insurance	320			320	306
External providers costs	-	5,005		5,005	
Payroll Service	276			276	301
Cleaning	149	613		762	590
Subscriptions & Website	16			16	304
Rent/ Room Hire	-	125		125	579
Postage & Printing/Stationery	37	30		67	44
DBS Fees & BVSC membership	50			50	-
Other expenditure	1,064			1,064	4,385
Sub total	12,937	20,612		33,549	34,415
A4 Asset and investment purchases, etc.	-	-	-	-	-
Total payments	12,937	20,612	-	33,549	30,029
Net of receipts/(payments)	4,114	1,329	-	5,443	9,582
A5 Transfers between funds			-	-	-
A6 Cash funds last year end			-		
Cash funds this year end	4,114	1,329	-	5,443	

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	30777.31	15,981	-
	Cash in hand	20		-
		-	-	-
	Total cash funds	30,797	15,981	46,778.62
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	Agreement Error
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	None	-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Books, Toys & Play equipment	unrestricted	-	10,000
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	E.Stuart 	Emma Stuart (Treasurer)	27-Sep-21	
	Natalie Shaw 	Natalie Shaw (Chair)	27-Sep-21	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

The Howbury Tumblers

On accounts for the year
ended

31st August 2021

Charity no
(if any)

1087716

Set out on pages

(remember to include the page numbers of additional sheets)

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 statement

My examination was carried out in accordance with 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 that 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.

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

Signed:

Date: 02/11/2021

Name:

Genevieve Jones

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

Association of Accounting Technicians

Address:

71 St Marks Avenue
Gravesend Kent
DA11 9LN

Section B	Disclosure
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Only complete if the examiner needs to highlight material problems.

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

N/A