



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 SEPT 2022	To	31 AUG 2023

## 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	01/09/22-15/02/2023	
2	Natalie Buhl	Chair	From 15/02/2023	
3	Jenny Faulkner	Vice Chair		
4	Emma Stuart	Treasurer		
5	Sam Rawlins	Secretary		
6	Sam Nicklin (Formerly Owen)			
7	Laura Hulott			
8	Chloe Ritch (was Phillips)			
9	Jezz Vaughn Kelly			
10	Gayna Saill			
12	Lorraine Owen			
13				
14				

### 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	Carol Penny	BVSC, Engine House Bexley, 2 Veridion Way Erith Kent DA18 4AL

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

Carole Read – Manager/ lead playleader Clare Tyrrell – Deputy Manager / Lead playleader Lucy Plaskasovitis- Senior Support Playleader Donna Leinster Support 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)	Volunteering opportunities including joining the Committee are advertised on newsletters, 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: inviting them to observe a meeting, 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 including Safeguarding Children Policy. Paperwork generated this year was securely destroyed in line with GDPR regulations.

Howbury Tumblers continue to work well and 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. We have a written agreement to occupy the premises rent free, so we can maintain low cost services for our families in our deprived area. As long as ECO COM manages the Centre I am confident our rent agreement will be honoured. The charity's greatest risk at present is the cost of living crisis- we face an uncertain period as families will struggle to pay for essentials which could have a huge negative impact on the charity finances. We will look for funding to support families and the charity if opportunities become available.

## Section C Objectives and activities

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

<p>The Objects of Howbury Tumblers are :</p> <ol style="list-style-type: none"> <li>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</li> <li>2. To encourage Parents &amp; 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</li> <li>3. To ensure the group offers opportunities for all children regardless of race, culture, religion, ability or means</li> <li>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</li> </ol>
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**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)**

<p>Howbury Tumblers gives Parents, Carers and their children under five pre- bookable accesses to its provision from 9.30 to 12.00 pm, and 12.15-2.15 pm, Monday to Friday, term time only, for a small daily charge. Some drop – in families are also accommodated if we have space for them. We have waived fees on occasions for families we know to be going through hardship so that they are able to attend. Holiday family sessions are run in periods of group closure, and include provision for older siblings</p> <p>The Group sells refreshments to users to help finances.</p> <p>Children’s birthday parties are held and charged for as a means to raise funds for the group.</p> <p>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.</p> <p>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.</p> <p>Arranging Social events for parents. We provide volunteers for local events and activities run by Slade Green Big Local, Howbury Friends and other Community Groups</p> <p>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.</p> <p>Fundraising to extend our services and provide better for the children and families in our community. These included selling Cakes, raffles, selling crackers at our local community Christmas Fun day, participating in a Christmas card project, promoting Amazon Smile and the Bexley Community lottery.</p> <p>Working with other Groups and agencies to achieve the best possible</p>
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outcomes in terms of service delivery for our families. This year this has included our involvement in Bexley SHIELD, Bexley safeguarding 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 in the provision of a daily foodbank and clothing/ toy / book bank, and some large scale community events.

### 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, 4 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, odd jobs and general caretaking, and being our Santa. Another volunteer provides us with assistance with accounting and with Social Media

WE have provided face to face services over 46 weeks this year. Staffs continue to contribute much voluntary time, over 600 hours .Carole Read has contributed in excess of 500 hours – at least 10 hours per week - and also over 50 hours for Slade Green Big Local Partnership, having the role of Chair. Clare Eastop, Lucy Plaskasovitis and Donna Leinster contributed around 6 hours of voluntary work a week, in addition to their part time paid hours. Parental Volunteer time contributed is around 60 hours, within Howbury Tumblers, where voluntary work has included helping with the family events in school holidays, and the other volunteers – helping with website, odd jobs , purchasing etc. around 40 hours across the year. The Committee contributed around 12 hours each individually attending both online (Zoom) and face to face meetings when possible.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During the year 1st September 2022 to 31st August 2023, Howbury Tumblers has:

- Provided 46 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 9.30-12.00pm and 12.15-2.15pm. Around 700 individual children have attended this year, averaging 150 a week.
- Provided this for no extra cost– because of Grants we have been able to maintain attendance fees despite our own costs for resources etc increasing a lot. WE have not raised costs for 1 on 2 children to attend for around 12 years, keeping us as accessible as possible to our disadvantaged families.
- Maintained the play & learn environment to a high standard of cleanliness and safety – with enhanced and ongoing cleaning taking place
- Provided a wide range of arts & crafts materials and resources

for Creative activities, and provided cooking activities, both hot and cold.

- Provided sensory activities daily 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
- Did a literacy project, with crafts to explore and enjoy a particular book each week, with a lot of reading, and we was proud to host an author in the setting for one lucky group, when she came to read her book. We also hosted two online book reading sessions, through our Facebook Group, for bedtime stories, where another author read her books to the children.
- Provided opportunities for outdoor and indoor physical play daily and promoted an active lifestyle to our families through many activities
- Provided singing, dancing and instruments , and Storytime at each session
- 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. We also assisted with reports to these agencies on a couple of children, using our observations to help gain a picture of the child and plan intervention.
- Supported a number of adults and children experiencing difficulties in their lives
- Supported a number of families with free sessions
- 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
- Continued to engage children in our book lending / early reading scheme , and continued our book bank and toy bank
- Hosted and supported 4 students for work experience & support in childcare learning, from a variety of educational establishments, including Shooters Hill College
- Staff refreshed Safeguarding procedures via online training, also refreshed in Human trafficking & slavery, and Domestic violence.
- Sold a reduced range of refreshments to raise funds for the group

- Hosted a visit from our Grant manager at BBC Children In Need – Maeve loved our setting and was in tears at some points – a lovely visit for all of us
- Had four visits from the Dental Hygiene community nurse, giving practical advice, fun play for the children, and samples to Parents
- Had yearly renewal DBS checks on all staff , and on our new regular volunteer
- Maintained Privacy Statements to all forms of our Communications with others
- Reviewed all our Policies between March and August 2023.
- Fundraised internally for the group, selling gift crackers and cakes and other seasonal items at our Father Christmas event raising £304 – with raffles the total raised was £660
- 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, raising £67 for the Church and Bexley Community hospice
- Raised money for BBC Children IN Need with a cake bake and raffle, raising £246.41
- Continued selling tickets for the Bexley Community Lottery, and sold tickets to 16 regular supporters, raising around £1175 this year. Promoted this regularly on Social media and via newsletters
- Through our supporters voting for us, received 2 payments of £1000 from Movement for Good! This has been a tremendous help to us this year.
- Continued the Amazon Smile sales commission scheme, raising around £100
- 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
- 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 participating in and chairing meetings, and making decisions about aid for our community- planning and helping at events - making decisions about the foodbank and community swap shop for clothes, toys and other goods. We ran three large scale community events this year. Slade Green Big Local has now come to an end, and after 12 years of planning and

practical help, Carole has now been retired from these duties.

- 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
- 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
- Continued to seek funding from external funders in the aim of improving our services to children & families, gaining grants from Local Giving Magic Little Grant, Slade Green Big Local, and Wakeham Trust.
- Provided a second play leader five days a week through funding from Children In Need for the wage of our Assistant Play leaders (started July 2022), with around 6-8 hours weekly voluntary time by the funded staff, and successfully secured this funding - year 3 to pay the wages of the support play leaders until May 2024. We had feedback from CIN after the review of our year 2 report: *-The report provides rich and very specific examples and case studies provided to help demonstrate how all three of the differences have been achieved. Clear to see the work that is done with both the parent/ carer and the child to ensure the best outcomes for the child. Excellent case study provided to help demonstrate this further. Great to see such a range of positive activities and support continually on offer. Good learnings around communication and developing ways to support those from all ethnicities and cultures.- Well done to the whole team on another fantastic year of delivery.*
- Through our Big Lottery Community Fund Grant – Invite engage inspire Unite we provided two meet the mini beast events for Halloween autumn half term. We provided around 140 children with a special Christmas event with a visit and gift from Santa – split over 5 sessions. We hosted a farm event at Easter with farm animals attending in our garden over 2 sessions with 80 children attending
- With Funding from Magic Little Grant Scheme we provided a diverse and rich range of creative and sensory materials for children to do crafts and exploration – this included cooking.
- Purchased creative, sensory and cooking resources through our William Kendall Grant- some has carried over into year 23/24. These grants helped us enormously in providing quality resources, which are more expensive all the time, and even more so when we are providing for around 150 children a week. They enabled us to not increase attendance costs to our

## Section D

## Achievements and performance

families, so very important.

- Purchased cleaning products through our Wakeham Trust Grant – another important buffer for our finances
- Held a 2 session family event May half term, meet the owls, through a grant from Slade Green Big Local
- Successfully secured another grant through Big Lottery Community Fund Grant – We are Family – and provided 8 summer events , engaging over 280 children who took part in Forest school, Yoga and dance, and circus skills workshops and a Boogie Baba disco day !

## 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)

ou **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. Fundraising is important – bringing in around £1700 per year through the Bexley Lottery and Amazon smile commission- this scheme has now come to an end . Another small source of income is through birthday parties. Grant funding continues to be an important source of income, particularly for the support staff wages, and for the purchase of activity and sensory resources - 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

The longstanding Chairperson of our Committee – Natalie Shaw -stepped down this year due to work commitments –her children no longer attend as they are older now. We welcomed a new chair -Natalie Buhl.

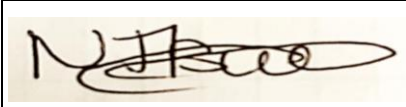



## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Natalie Buhl	Samantha Rawlins
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	27 September 2023	



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

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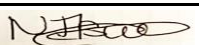
For the period from	Period start date 01.09.22	To	Period end date 31.08.23
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### Section A Receipts and payments

	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 £
<b>A1 Receipts</b>					
Parent/Carers Subscriptions	16,001			16,001	12,243
Refreshment Sales	2,117			2,117	2,054
Outreach Income				-	
Income from Childrens parties	325			325	313
Bexley Community Lottery	1,176			1,176	1,066
Fundraising & Donations	3,901			3,901	1816.64
GRANTS				-	-
Children In Need cost of living grant		500		500	10,000
Big Lottery Community Fund		6,723		6,723	6,210
Children In Need year 3		10000		10,000	400
Wakeham trust grant		500		500	1,280
Slade Green Big Local		750		750	270
LocalGiving Magic little Grant		500		500	500
Other Income	313			313	100
<b>Sub total</b>	<b>23,832</b>	<b>18,973</b>	<b>-</b>	<b>42,805</b>	<b>36,252</b>
<b>A2 Asset and investment sales, etc.</b>	-	-	-	-	
<b>Total receipts</b>	<b>23,831.94</b>	<b>18,973</b>	<b>-</b>	<b>42,805</b>	<b>36,252</b>
<b>A3 Payments</b>					
Staff Wages	15,014	12,227		27,241	24,604
Tax/NI	2			2	
Toys, Books & Play Equipment	102	382		484	1,031
Refreshments Supplies	746	128		874	683
Activity resources Costs		2,726		2,726	1,997
Insurance	403			403	362
External providers costs		1,783		1,783	3,480
Payroll Service	329			329	276
Cleaning	273	191		464	103
Subscriptions & Website	22			22	396
Rent/ Room Hire				-	151
Postage & Printing/Stationery	13	58		71	35
DBS Fees & BVSC membership	13			13	-
Donations	313			313	105
Other expenditure	238			238	196
<b>Sub total</b>	<b>17,467</b>	<b>17,496</b>	<b>-</b>	<b>34,962</b>	<b>33,420</b>
<b>A4 Asset and investment purchases, etc.</b>	-	-	-	-	-
<b>Total payments</b>	<b>17,467</b>	<b>17,496</b>	<b>-</b>	<b>34,962</b>	<b>33,119</b>
<b>Net of receipts/(payments)</b>	<b>6,365</b>	<b>1,477</b>	<b>-</b>	<b>7,843</b>	<b>3,133</b>
<b>A5 Transfers between funds</b>			-	-	-
<b>A6 Cash funds last year end</b>			-		

<i>Cash funds this year end</i>	6,365	1,477	-	7,843	6,507
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## 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 £
<b>B1 Cash funds</b>	Cash at bank	43648.39	13,785	-
	Cash in hand	20		-
		-	-	-
	<b>Total cash funds</b>	<b>43,668</b>	<b>13,785</b>	<b>.</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	#VALUE!
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	None	-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	None		-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	Books, Toys & Play equipment	unrestricted	-	8,000
		restricted	-	10,000
			-	18,000
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
	None		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		<b>Signature</b>	<b>Print Name</b>	<b>Date of approval</b>
E.Stuart			Emma Stuart ( Treasurer)	27-Sep-23
Natalie Buhl			Natalie Buhl ( Chair)	27-Sep-23



# Independent examiner's report on the accounts

Report to the trustees/  
members of

The Howbury Tumblers

On accounts for the year  
ended

31<sup>st</sup> August 2023

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:

15/10/2023

Name:

Genevieve Jones

Relevant professional  
qualification(s) or body (if

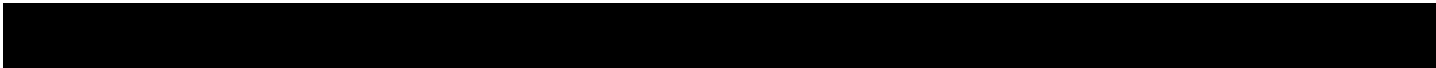
Association of Accounting Technicians

any): 

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Address: 

71 St Marks Avenue
Gravesend Kent
DA11 9LN



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