

## **HEADWAY NORTH WEST LONDON ANNUAL REPORT 2024 (for AGM 24/6/2025)**

This is the annual report for the year January to December 2024.

### **Overview of 2024**

The Link and the Communication Café were well attended throughout the year and there were a number of interesting events to report – see below.

Zoom meetings including the football discussion group and family and friends group continued.

### **Governance**

The Board is made up of volunteer Trustees and oversees the provision of the service and the finances of the charity, the recruitment and employment of our staff members and ensures that all necessary filing with Headway UK, Companies House and the Charity Commission is completed. The Board met 8 times during 2024.

### **Board membership (and brief role descriptions)**

Claire Angol:	book-keeping, banking, website, volunteers at events
David Bannon:	fundraising
Pat Byrne:	regular and experienced Link volunteer, arranges the annual barbeque, fundraising
Isang Emeneka:	social media, 1:1 support to Service Manager
Tracey Freeman:	runs the communication café, fundraising, arranges and volunteers at events
Jaymini Katira:	deals with complaints and contact with members
Toby Kesavanathan:	friends and family group
Camille Mason-Perez:	friends and family group

Henrietta Phillips: chair, minute secretary, files reports and documents

Margaret Anthony: not a board member but drafts our accounts voluntarily and is a fundraiser

### **Financial management**

In 2024 the charity spent £13,791 of our funds. This was partially deliberate as we decided to use some of our funds to employ a sessional worker, Philip. We continue to have sufficient funds available to operate.

However it is to be noted that our income has dipped and that costs including, for example, insurance costs have risen significantly.

### **Fundraising/donations**

The fundraising undertaken in 2024 included:

- David Bannon continued to share information about the Charity with a number of sympathetic organisations – a number of whom made 4 figure donations to support our work
- A quiz night in February 2024 run by Dave and Sue Harman raised over £1,400
- The West London Harley Riders continue to support us and we received another generous donation of £1,000 from them
- HNWL also continues to benefit from ad hoc or monthly donations from supporters.

### **The Link, online group meetings and the Communication Café**

With the assistance of the volunteers, Bakhtiar Hormoz, our service manager runs The Link and helps to facilitate the online group meetings through the week. Bakhtiar was assisted by a sessional worker, Philip Charles until October 2024.

The communication café was set up by Tracey Freeman in 2022 with Tracey and Alan Green. It takes place weekly at St Luke's Parish Hall in Pinner.

Volunteers at the Link and/or café in 2024 include Frances, Gladys, Pat, Tracey Freeman, Alan Green, Bridget, Isabel, Rebecca, Cait, Alex, Tracy, Margaret, Richard, Maria, Stephen, Susan, Anjili, Karen, Ian, Hephzi, Sue, Dave and Barry.

Tracey Green, a professional speech and language therapist continued to volunteer her time working with attendees at the Link and Communication Café.

### **Activities and events**

After a successful performance in 2023 the Link members were invited to perform at the Headway Awards in December 2024 and this was another success.

In March 2024 Bakhtiar took a number of members for a short holiday to Goddards, a property in Surrey owned by the Landmark Trust and offered to us. The week was very successful with the group enjoying a number of activities.

The annual barbecue arranged by Pat at The Swan in Sudbury took place in July and at least 40 people attended.

Bakhtiar and a number of members camped overnight at the West London Harley Riders Rally also in July to enjoy all that was on offer while promoting our charity.

The Christmas party in December was very well attended as ever, and a number of members also attended the usual festive event at the Royal Albert Hall.

### **Headway North London**

The monthly meetings, facilitated by Bakhtiar and Julie Bridgewater, continued to be held in 2024.

Headway North London members are very welcome to attend events and the communication café, and Headway North West London members are welcome to attend the Headway North London monthly meetings.

## Conclusion

Thanks to our employees and volunteers the Link and Community Café provided regular support and activities for members in 2024, and a number of other events also took place in 2024.

The charity is facing challenging times financially and our regular income is not sufficient to sustain the charity. We are taking steps to address that.

At the time of writing this report we have been given notice that we will no longer be able to use the Salvation Army premises for The Link and so we will be finding new premises as soon as possible.

Thank you for your support.

*HPhillips*

Henrietta Phillips, Chair

COMPANY REGISTRATION NUMBER: 05283025  
CHARITY REGISTRATION NUMBER: 1110088

**Headway North West London (A Company Limited by  
Guarantee)**

**Company Limited by Guarantee**

**Unaudited Financial Statements**

**31 December 2024**

**HARDCASTLE BURTON**

Chartered accountants  
36 Dene Road  
Northwood  
Middlesex  
HA6 2DA

**Headway North West London (A Company Limited by Guarantee)**  
**Company Limited by Guarantee**  
**Financial Statements**  
**Year ended 31 December 2024**

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	<b>Page</b>
Trustees' annual report (incorporating the director's report)	<b>1</b>
Independent examiner's report to the trustees	<b>4</b>
Statement of financial activities (including income and expenditure account)	<b>6</b>
Statement of financial position	<b>7</b>
Notes to the financial statements	<b>8</b>

# **Headway North West London (A Company Limited by Guarantee)**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

**Year ended 31 December 2024**

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2024.

#### **Reference and administrative details**

<b>Registered charity name</b>	Headway North West London (A Company Limited by Guarantee)
<b>Charity registration number</b>	1110088
<b>Company registration number</b>	05283025
<b>Principal office and registered office</b>	Grove House 55 Lowlands Road Harrow Middx HA1 3AP

#### **The trustees**

H Phillips  
C Angol  
D Bannon  
T Freeman  
J Katira  
C Mason-Perez  
I Emeneka  
T Kesavanathan

<b>Independent examiner</b>	Mr C J Hayfield FCA, DChA Hardcastle Burton 36 Dene Road Northwood Middlesex HA6 2DA
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#### **Structure, governance and management**

The Company is run and managed by its trustees.

#### **Objectives and activities**

The charity's objective is to provide relief to persons resident in North West London, and their spouses, relatives or carers, who have suffered from head injury, through the provision of information, facilities and services.

Headway North West London provides a social rehabilitation service known as THE LINK and volunteer led support groups to affected persons of brain injury in the boroughs of Hillingdon, Harrow and Brent.

# **Headway North West London (A Company Limited by Guarantee)**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 December 2024**

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#### **Objectives and activities *(continued)***

##### **Activities in 2024**

During the year the charity continued to provide support and services to service users and their family members. The communications cafe in Pinner has continued to be successful in adding another activity for members on a Wednesday. The Christmas meal was held in early in December 2024 and was very well attended.

##### **Supporters**

The West London Harley Riders attended the Christmas meal and again presented a cheque for £1,000. A number of corporate sponsors with local connections to the charity made significant donations again this year. The charity also has a number of individual supporters who provide monthly donations as well as donations made, for example, in commemoration of special birthdays. Thompsons Solicitors have continued to provide office space free of charge. Funds are also raised through annual membership fees.

##### **Achievements and performance**

##### **The Link**

Mr B Hormoz, the Service Manager has continued to run a full service for the members at the link on a Thursday. He has worked with a fantastic group of volunteers.

##### **Communication**

The Service Manager sends out e-mails regularly detailing recent and future events and providing other relevant information to the membership and other supporters. The charity also has a Facebook page and Isang Emeneka, one of the Trustees manages X (formerly Twitter), Instagram and Linked In accounts for the charity.

##### **Financial review**

The income from the charity's main funding source, the weekly day service 'The Link', has remained steady in 2024. The charity has used its reserves in paying salaries and rent and so has incurred a deficit this year of £13,791, (2023, £1,457). Adequate reserves have been maintained throughout the year and the charity is in a position to maintain its charitable activities in 2025. Reserves stand at £22,725, (2023:£36,517). The charity's reserves policy is to maintain enough reserves to cover six months of operational expenses.

##### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.



# **Headway North West London (A Company Limited by Guarantee)**

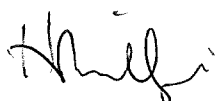
**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2024**

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The trustees' annual report was approved on 16 April 2025 and signed on behalf of the board of trustees by:



H Phillips  
Trustee

# **Headway North West London (A Company Limited by Guarantee)**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee)**

**Year ended 31 December 2024**

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I report to the trustees on my examination of the financial statements of Headway North West London (A Company Limited by Guarantee) ('the charity') for the year ended 31 December 2024.

#### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

# **Headway North West London (A Company Limited by Guarantee)**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee) *(continued)***

#### **Year ended 31 December 2024**

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I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr C J Hayfield FCA, DChA  
Hardcastle Burton  
Independent Examiner

36 Dene Road  
Northwood  
Middlesex  
HA6 2DA

16 April 2025

# Headway North West London (A Company Limited by Guarantee)

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2024

		2024		2023
		Unrestricted	Total funds	Total funds
	Note	funds		
		£	£	£
<b>Income and endowments</b>				
Donations and legacies	5	28,761	28,761	32,492
<b>Total income</b>		<u>28,761</u>	<u>28,761</u>	<u>32,492</u>
<b>Expenditure</b>				
Expenditure on charitable activities	6,7	42,553	42,553	33,949
<b>Total expenditure</b>		<u>42,553</u>	<u>42,553</u>	<u>33,949</u>
<b>Net expenditure and net movement in funds</b>		<u>(13,792)</u>	<u>(13,792)</u>	<u>(1,457)</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		36,517	36,517	37,974
<b>Total funds carried forward</b>		<u>22,725</u>	<u>22,725</u>	<u>36,517</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 8 to 10 form part of these financial statements.

# Headway North West London (A Company Limited by Guarantee)

## Company Limited by Guarantee

### Statement of Financial Position

31 December 2024

	Note	2024 £	2023 £
<b>Current assets</b>			
Stocks	10	422	422
Debtors	11	—	2,893
Cash at bank and in hand		22,303	33,202
		<u>22,725</u>	<u>36,517</u>
<b>Net current assets</b>		<u>22,725</u>	<u>36,517</u>
<b>Total assets less current liabilities</b>		<u>22,725</u>	<u>36,517</u>
<b>Funds of the charity</b>			
Unrestricted funds		<u>22,725</u>	<u>36,517</u>
<b>Total charity funds</b>	12	<u>22,725</u>	<u>36,517</u>

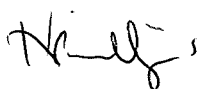
For the year ending 31 December 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 16 April 2025, and are signed on behalf of the board by:



H Phillips  
Trustee

The notes on pages 8 to 10 form part of these financial statements.

# Headway North West London (A Company Limited by Guarantee)

## Company Limited by Guarantee

### Notes to the Financial Statements

Year ended 31 December 2024

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#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Grove House, 55 Lowlands Road, Harrow, Middx, HA1 3AP.

#### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis.

##### Going concern

There are no material uncertainties about the charity's ability to continue.

##### Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

# Headway North West London (A Company Limited by Guarantee)

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 December 2024

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#### 3. Accounting policies *(continued)*

##### Resources expended *(continued)*

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

##### Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

#### 4. Limited by guarantee

#### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
<b>Donations</b>				
Donations	14,726	14,726	20,252	20,252
The Link	14,035	14,035	12,240	12,240
	<u>28,761</u>	<u>28,761</u>	<u>32,492</u>	<u>32,492</u>

#### 6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Headway activities	<u>42,553</u>	<u>42,553</u>	<u>33,949</u>	<u>33,949</u>

#### 7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2024 £	Total fund 2023 £
Headway activities	<u>42,553</u>	<u>42,553</u>	<u>33,949</u>

# Headway North West London (A Company Limited by Guarantee)

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 December 2024

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#### 8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and salaries	<u>27,840</u>	<u>23,773</u>

The average head count of employees during the year was 2 (2023: 2).

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

#### 9. Trustee remuneration and expenses

No remuneration was paid to trustees during the year. No expenses were paid to trustees during the year.

#### 10. Stocks

	2024	2023
	£	£
Raw materials and consumables	<u>422</u>	<u>422</u>

#### 11. Debtors

	2024	2023
	£	£
Trade debtors	<u>—</u>	<u>2,893</u>

#### 12. Analysis of charitable funds

##### Unrestricted funds

	At 1 January 2024	Income	Expenditure	At 31 December 2024
	£	£	£	£
General funds	<u>36,517</u>	<u>28,761</u>	<u>(42,553)</u>	<u>22,725</u>

	At 1 January 2023	Income	Expenditure	At 31 December 2023
	£	£	£	£
General funds	<u>37,974</u>	<u>32,492</u>	<u>(33,949)</u>	<u>36,517</u>