

# **Annual General Meeting**

## **Southwark Everywoman Centre**

Date:- 16/12/2022

Venue:- 121a Peckham High Street, London SE15 5SE

Present –Trustees, Accountant, staffs, Volunteers, and the Tutors

### **1. Quorum**

Everyone that needs to be in the meeting is present and there was no absent received, everyone received the invitation to the AGM meeting.

### **2. Purpose of the meeting**

The purpose of the meeting is to update on all the project from Jan to December, what went well, what are the concern that needs to be address, and to let us know what new we are doing for the next year.

### **3. Sewing Class**

Zahra explained to the board that during the year 4 sewing class was run 2 Basic and 2 advance classes with the 102 clients. The training went well, and all the clients were happy to be part of the group. She also let the meeting know the number of waiting list that need the class. She suggests that we get another tutor to support the current tutor. It was then agreed that the sewing class will continue to run 4 classes and to increase the number in each class if there are enough sewing machines to be used. Zahra confirms that the trustee has approved the request to purchase another 10-sewing machine.

### **4. ESOL Class**

The ESOL Class is going well, and the clients are improving with their speaking and writing. During the year, 62 clients have gone through the class, we need to look for an English tutor for the next class due to the tutor start a full-time employment in a school. Zahra and Gbemi will investigate it and engage a part time tutor for the English class.

### **5. Advocacy Session**

The advocacy session is a very popular class, and the demand is increasing every week. The session takes place once a week, (Wednesdays). We need 3 more volunteers to support application form filling, we are going to advertise for volunteer in January 2023 when we resumed.

## **6. Equipment's and materials**

There are enough materials to start the year with and if need to buy any materials, Zahra will sort that out with the treasurer and update the Trustee. We are using the Pecan chairs and table for the classes.

## **7. Rents**

We will continue to use the Pecan premises, which is the base for the Southwark Everywoman Centre. If the rent goes up, we will then see if we need to look for another premises to rent or adjust the rent with the approval of the trustee.

## **8. Filling**

The chairperson reminds Zahra to ensure all the filing of documents are up to date for auditors when we need to audit our documents and for the accountant to be able to update our account, all the invoices should correspond with payment.

## **9. Accounting and Bank correspondence**

The accountant updates us on the balance we have, all outgoing and incoming money. The outgoing is balance with all the invoices. The account is balance. The funding that comes in is all accounted for.

## **10. Volunteers**

The chair asks the volunteer to let us hear their views on the projects they are involved with. The volunteers confirm that they are well look after and there is no complain.

## **11. Close**

The chair ask if there is any other issues to discus, and everyone agreed that there is no more issues to discuss, so the chair declared the meeting closed

  
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Chairperson

Date 19/12/2022

**SOUTHWARK EVERY WOMAN`S CENTRE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2023**

**Charity Registration Number: 1116600**

**LONDON ACCOUNTANCY PRACTICE  
SOJOURNER TRUTH CENTRE  
161 SUMNER ROAD  
LONDON SE15 6JL**

**SOUTHWARK EVERY WOMAN'S CENTRE**  
**YEAR ENDED 31<sup>st</sup> MARCH 2023**

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# **SOUTHWARK EVERY WOMAN`S CENTRE**

## **ADMINISTRATIVE INFORMATION**

**AS AT 31<sup>st</sup> MARCH 2023**

<b>REGISTRATION DETAILS</b>	SOUTHWARK Every Woman`s Centre is an unincorporated organisation registered as a charity. Charity registration number: 1116600
<b>GOVERNING DOCUMENT</b>	SOUTHWARK Every Woman`s Centre is an Unincorporated organisation governed by the Charities Act 2011 and its constitution.
<b>MANAGEMENT COMMITTEE</b>	<b>Gbemisola Oguntuya Oloyede</b> .....Chair Gloria Pacquette .....Vice Chair Elizabeth Manty ..... Treasurer Winifred Baiden.....Secretary Adakou Orome.....Member
<b>PRINCIPAL ADDRESS</b>	Southwark Every Woman`s Centre Pecan; 121A Peckham High Street London SE15 5SE
<b>INDEPENDENT EXAMINER</b>	London Accountancy Practice Sojourner Truth Centre 161 Sumner Road London SE15 6JL
<b>BANKERS</b>	NatWest Camberwell (A) Branch 70 Denmark Hill London SE5 8TT

## **SOUTHWARK EVERY WOMAN'S CENTRE**

### **MANAGEMENT COMMITTEE REPORT**

**YEAR ENDED 31<sup>st</sup> MARCH 2023**

The Management Committee present their financial statements for the year ended 31<sup>st</sup> March 2023.

#### **PRINCIPAL ACTIVITY**

To meet the needs of women living in and around the SOUTHWARK Estate, in particular but not limited to the generality of the foregoing:

- a) The advancement of education and training with a view of enhancing the capacities and skills of women so that they actively participate and meet their own needs in society
- b) The relief of unemployment.
- c) The promotion of good health.
- d) The relief of poverty and sickness of people who have been affected by humanitarian disasters internationally, in particular but not exclusively by the provisions of goods medical items, financial support and other means as the trustees in their absolute discretion think fit.

#### **STATEMENT OF MANAGEMENT COMMITTEE RESPONSIBILITIES**


The Management Committee is required to prepare financial statements which give a true and fair view of the state of affairs of the project and of the income and expenditure of the project for that period. In preparing those statements the Management Committee are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; state whether applicable standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the project will continue in operation.

The Management Committee are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the project. They are also responsible for safeguarding the assets of the project and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

#### **APPROVAL**

This report was approved by the Management Committee on

..........2023 and signed on their behalf by

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF SOUTHWARK EVERY WOMAN'S CENTRE  
ON THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023 WHICH ARE  
SET OUT ON PAGES 5-8**

**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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 report**

In connection with my examination, no matter has come to my attention:

(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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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

Signature: Ade Adebambo ..... Dated 3/11/2023

Ade Adebambo, MBA, ACMA, CGMA, ACG.  
London Accountancy Practice  
Sojourner Truth Centre  
161 Sumner Road London, SE15 6JL



**SOUTHWARK EVERY WOMAN'S CENTRE  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

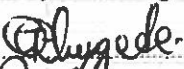
	<b>Unrestricted Fund £</b>	<b>Restricted Fund £</b>	<b>2023 Total £</b>	<b>2022 Total £</b>
<b>INCOMING RESOURCES</b>				
<b>Incoming resources from generated funds:</b>				
Voluntary Income	29,333		29,333	23,292
Rosa Fun	0		0	-
<b>Total incoming Resources</b>	<b>29,333</b>		<b>29,333</b>	<b>23,292</b>
 Cost of generating funds				
<b>Charitable activities</b>	21,897	0	21,897	20,688
 <b>Total Resources expended</b>	<b>21,897</b>	<b>0</b>	<b>21,897</b>	<b>20,688</b>
 <b>Net Incoming Resources</b>	7,436	0	7,436	2,604
 <b>Fund Balances brought forward</b>	4,561	0	4,561	1,957
 <b>Fund balances carried forward</b>	<b>11,997</b>	<b>0</b>	<b>11,997</b>	<b>4,561</b>




**SOUTHWARK EVERY WOMAN'S CENTRE  
BALANCE SHEET  
AS AT 31 MARCH 2023**

	2023	2022
	£	£
<b>Current Assets</b>		
Cash at Bank	12,547	5,061
	<b>12,547</b>	<b>5,061</b>
<b>Current Liabilities</b>		
Accountancy Fee	550	500
<b>Net Current Assets</b>	<b>11,997</b>	<b>4,561</b>
<b>Funds:</b>		
Unrestricted Fund	11,997	4,561
Restricted Fund	0	0
	<b>11,997</b>	<b>4,561</b>

Approved by the Management and signed on its behalf

by  Chairperson

 Treasurer

on 03/01/2023 2023

# **SOUTHWARK EVERY WOMAN'S CENTRE**

## **NOTES TO THE ACCOUNTS**

**YEAR ENDED 31<sup>st</sup> MARCH 2023**

### **1. ACCOUNTING POLICIES**

#### **1.1 Basis of preparation of Financial Statements**

The financial statements are prepared under the historic cost convention and include the results of the charity's operations which are described in the Management Committee's Report and all of which are continuing.

The accounts have been prepared in accordance with the Statements of Recommended Practice for charity accounts.

The charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity

#### **1.2 Incoming Resources**

1.2.1 Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

#### **1.3 Restricted Funds**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

#### **1.4 Unrestricted Funds**

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

#### **1.5 Designated Funds**

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

### **2. CREDITORS & ACCRUALS**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accountancy Fees	550	<u>500</u>

**SOUTHWARK EVERY WOMAN'S CENTRE  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023  
DETAIL INCOME AND EXPENDITURE**

	<b>Unrestricted Fund</b>	<b>Restricted Fund</b>	<b>2023 Total £</b>	<b>2022 Total £</b>
<b>INCOMING RESOURCES</b>				
Rosa Fun	7333	0	7333	0
LB Southwark	22,000	0	22,000	23,292
<b>TOTAL INCOMING RESOURCES</b>	<b>29,333</b>	<b>0</b>	<b>29,333</b>	<b>23,292</b>
<b>RESOURCES EXPENDED</b>				
Charitable Expenditure				
Salaries	17,950	0	17,950	16,700
Pension Contributions	346	0	346	686
Admin Expenses	100	0	100	0
Printer	80	0	80	0
Volunteer Exp	200	0	200	530
Teacher	762	0	762	300
Sewing Machine	750	0	750	0
Website	150	0	150	200
Payroll	439	0	439	283
Black History Celebrations	300	0	300	1229
Bank Charges	108	0	108	60
Accountancy Fees	550	0	550	500
Insurance	163	0	163	200
	<b>21,897</b>		<b>21,897</b>	<b>20,688</b>



## MONITORING SELF-ASSESSMENT FORM FOR VOLUNTARY SECTOR ORGANISATIONS IN RECEIPT OF COUNCIL GRANT FUNDING

**FINANCIAL YEAR: 2023-24**      **NAME OF MONITORING OFFICER:**

*To be completed by the grant recipient*

<b>ORGANISATION NAME:</b>	Southwark Everywoman's Centre
<b>ADDRESS:</b>  <b>WARD:</b> Present At Monitoring Meeting	<p>The overall aim of the Southwark Everywoman's Centre is to bring together women from all ethnic backgrounds, and to empower them by building their skills and confidence - thus improving their education and employment opportunities. In particular - but not limited to - the following:</p> <ul style="list-style-type: none"> <li>• The advancement of education and training with a view of enhancing the capacities and skills of women so they can actively participate and meet their own needs in society.</li> <li>• To provide a supportive network for women living in Southwark, regardless of their race or cultural background.</li> <li>• To provide provision for marginalised and isolated women who cannot speak English.</li> <li>• Promoting cultural diversity and community cohesion.</li> <li>• Relief from unemployment.</li> <li>• The promotion of good health</li> </ul>
<b>Purpose of Grant:</b>	

	<ul style="list-style-type: none"> <li>• Advocacy and advice.</li> </ul>
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### Part 1: Self-assessment

We ask these questions to enable funded groups and the council to assess the adequacy of your internal controls, governance arrangements and financial management.

<b>NUMBER OF PAID STAFF – FTE</b>	1 Full Time Centre Manager 3 Part- Time Staffs (Including Administrator)
<b>NUMBER OF VOLUNTEERS:</b>	4 Volunteers
	Yes / No
	Comments:
<b>DAYS/HOURS OF SERVICE</b>	5 Days per week Monday to Friday 9:30am to 5:00PM 7Hours

<b>1. Governing Instruments &amp; legal status</b>	<b>YES or No</b>	<b>Information, comments and actions</b>
1.1 Registered charities : provide link to your entry on the Charity Commission website	Yes	<u>Number: Charity Number: 1116600</u>
1.2 Registered companies: provide link to your entry on the Companies House website	No	<u>Number:</u>

1.3 Date(s) of most recent annual returns made to Charity Commission and/or Companies House		<u>Date(s) of last returns</u> <u>2023</u>
1.4 Is there a full Board / Management Committee (MC) complement with appropriately elected membership & executive? Y/N	Yes	1) Gbemesola Oguntuyo Oloyede: <u>Chair</u> 2) Gloria Pacquette: <u>Vice Chair</u> 3) Elizabeth Mantey: <u>Treasurer</u> 4) Adakou Orome <u>Number: 4 Management committee Board Members</u>
1.5 How many board or management committee members do you have?		<u>Number: 4 of them are Black ethnic Background</u>
1.6 Out of above total, how many identify as being of a Black Asian or minority ethnic background?  NB <i>This definition is used by the National Lottery and other funders – see 01. DEI Data Group Standard v 1.0.pdf - Google Drive</i>		
1.7 Does your board include representation from the group(s) of people you provide services to? Y/N	Yes	
1.8 How often do your Management Committee meetings take place?	Yes	<u>Frequency of meetings Quarterly</u>
1.9 Are appropriate records of Annual General Meetings (AGM) & Management Committee (MC) meetings e.g. minutes, agendas, annual reports kept on file ? Y/N	Yes	
<b>2. Business Planning &amp; Service Delivery</b>	<b>YES</b>	
2.1 Can you provide us with a copy of your latest business/action plan? Y/N	yes	<u>If NO, please explain why not</u>
2.2 Are your service users given opportunities give feedback on your services? Y/N	<b>Yes</b>	<u>If YES, Please give examples</u> <u>Feedback form and survey questionnaire</u>
<b>3. Accounts requirements</b>	<b>YES</b>	
3.1 Are formal records kept of all transactions? Y/N	YES	



3.2 Is your Auditor or Independent Examiner SORP (Statement of Recommended Practice) compliant? <b>Y/N</b>	NO	If <b>NO</b> , please explain <u>All the account is up to date and correspond with invoices</u>
3.3 Please state the date of the last Annual General Meeting (AGM) when your accounts were formally approved		<u>Date of last mtg: 16/12/2022</u>
3.4 Are you aware of any irregularities in the accounts? <b>Y/N</b>	NO	<u>Details of any irregularities</u>
<b>4. Budgets</b>	<b>YES or NO</b>	
4.1 Are annual budgets prepared and approved by Trustees to cover both income and expenditure? <b>Y/N</b>	Yes	
4.2 Is actual financial performance against budgeted forecasts measured and regularly reported to the Management Committee, eg by using management accounts? <b>Y/N</b>	Yes	
<b>5. Banking procedures</b>	<b>YES</b>	
5.1 How many bank accounts are in operation? If more than one, please explain why?	One	<u>Number of bank accounts and explanation if more than one</u> <u>Only one Bank Account. NatWest Bank</u> <u>Sort Code 60-22-27</u> <u>Account Number: 391385577</u>
5.2 If more than one bank account is in operation, please confirm name of bank account(s), sort code(s) and account number(s).		<u>Bank a/c details (if more than one)</u>
5.3 Confirm who are the authorised signatories and their status within organisation e.g. Chair, Treasurer, Chief Executive.		<u>Names and status:</u> <u>Elizabeth Mantey (Treasurer)</u> <u>Zahra Abdalla Project Manager</u>



5.4 Is money belonging to the charity held separately from that of any individual trustee/staff member? <b>Y/N</b>	<b>NO</b>	<u>Yes</u>
5.5 Do you have a financial procedures document? <b>Y / N</b>	<b>Yes</b>	Date of most recent update: 2023
5.6 Are incoming receipts banked promptly and regularly (at least weekly). <b>Y/N</b>	<b>Yes</b>	
5.7 How often do trustees inspect bank statements?		<u>Frequency</u> <u>Quarterly</u>
5.8 Is all incoming money banked and no amounts held over for petty cash "feeding"? <b>Y/N</b>	<b>Yes</b>	
<b>6. Controls over income &amp; expenditure</b>	<b>YES or NO</b>	
6.1 Do you consider that all income & expenditure is properly authorised? <b>Y/N</b>	<b>Yes</b>	
6.2 Is supporting documentation held for all income & expenditure e.g. invoices? <b>Y/N</b>	<b>Yes</b>	
6.3. Are card readers, chequebooks etc. kept secure with access only by nominated persons? <b>Y/N</b>	<b>Yes</b>	
6.4 Is the preparation of payments undertaken by someone other than the authorising officer? <b>Y/N</b>	<b>No</b>	
6.5 Are invoices checked against orders made? <b>Y/N</b>	<b>Yes</b>	
6.6 Are there different authority levels for different amounts of expenditure? (in other words, do different staff or trustees authorise expenditure depending on the amount?) And if yes, at what level do they need to be approved by the board or management committee? <b>Y/N</b>	<b>No</b>	<u>Level of expenditure</u>
<b>7. Electronic banking &amp; Cyber Fraud protection</b>		
7.1 Do you use electronic payment, banking or accounting	<b>No</b>	If <b>NO</b> , go to next section

software? Y/N		
7.2 Are PCs and laptops kept secure with up to date anti-virus and spyware software and a personal firewall? Y/N	Yes	
7.3 Is the PIN and/or password regularly changed, for example to mitigate the risks of compromised security when individuals leave the organisation? Y/N	Yes	
7.4 Does the organisation maintain a list of persons (trustees and staff) who are approved to have access to the PIN and/or password? Y/N	Yes	
7.5 Does the system require authorisation by 2 people (this is recommended by the Charity Commission – further guidance on electronic banking can be found at <a href="https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities#internal-financial-controls-in-practice---purchases-payments-and-loans">https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities#internal-financial-controls-in-practice---purchases-payments-and-loans</a> – section 5.4) Y/N	Yes	
7.6 Has Multifactor Authentication been set up for all those with access to your banking and/or accounting software? Y/N	Yes	
7.7 Have those using online banking and accounting facilities been trained in their use, including Cyber Security training? Y/N	Yes	
<b>8. Payment by cheque.</b>	YES or NO	
8.1. Do you use cheques? Y/N	Yes	If NO, go to next section
8.2 Is there a policy that a nominated signatory may not sign a cheque made payable to themselves? Y/N	Yes	
8.3 Is there a policy of not signing blank cheques? Y/N	Yes	
8.4 Are all cheque counterfoils properly completed? Y/N	Yes	
8.5 Are cheques signed only with documentary evidence of the nature of the payment? Y/N	Yes	

<b>9. Payments by cash</b>	<b>YES or NO</b>	
9.1 Do you make cash payments?	Yes	If <b>NO</b> , go to next section
9.2 Are all cash payments made from a cash float? <b>Y/N</b>	Yes	
9.3 Is the cash float drawn from the bank and not from incoming money? <b>Y/N</b>	Yes	
9.4 Do all payments have supporting documentation? <b>Y/N</b>	Yes	
9.5 Is supporting documentation authorised by someone other than the cashier or claimant? <b>Y/N</b>	Yes	
9.6 Are amounts claimed entered on petty cash vouchers? <b>Y/N</b>	Yes	
9.7 Are all topping up withdrawals from bank noted in the petty cash book? <b>Y/N</b>	Yes	
9.8 Does someone other than the cashier make regular checks of petty cash records? <b>Y/N</b>	NO	If <b>YES</b> , name of person/people
<b>10. Wages and salaries</b>	<b>YES or NO</b>	
10.1 Are salary levels properly authorised and recorded? <b>Y/N</b>	Yes	
10.2 Are any staff or workers paid wages or salaries in cash? <b>Y/N</b>	No	If <b>YES</b> , why?
<b>11. Staff, Volunteer and Trustee recruitment &amp; retention</b>	<b>YES or NO</b>	
11.1 Is there a written recruitment & selection policy for staff and volunteers? <b>Y/N</b>	Yes	Date of most recent update:
11.2 Do all staff have written job descriptions and contracts of employment? <b>Y/N</b>	Yes	
11.3 Are all staff and volunteers provided with induction and supervision? <b>Y/N</b>	Yes	

11.4 Do all Trustees have up to date role descriptions and guidelines about being a Trustee? <b>Y/N</b>	Yes	
<b>12. Policies &amp; Procedures</b>	<b>YES or NO</b>	
12.1 Is there a written Health & Safety at Work policy? <b>Y/N</b>	Yes	Date of most recent update: 2023
12.2 Is there a Safeguarding children policy in place? <b>Y/N</b>  For further information on safeguarding children see <a href="https://www.southwark.gov.uk/childcare-and-parenting/children-social-care/child-protection">https://www.southwark.gov.uk/childcare-and-parenting/children-social-care/child-protection</a>	No	Date of most recent update:
12.3 Is there a Safeguarding vulnerable adults policy in place <b>Y/N</b>  For further information on safeguarding vulnerable adults see <a href="https://www.southwark.gov.uk/social-care-and-support/adult-social-care/safeguarding-adults/safeguarding-adults">https://www.southwark.gov.uk/social-care-and-support/adult-social-care/safeguarding-adults/safeguarding-adults</a>	YES	Date of most recent update: 2023
12.4 Have any of your staff or volunteers attended safeguarding training? <b>Y/N</b>	Yes	Gives dates of most recent safeguarding training and name(s) of staff who attended <u>ZAHRA</u> <u>ADAKOU</u> <u>GLORIA</u> <u>DIANA</u>
12.5. Do you carry out Disclosure and Barring Service (DBS) checks for any of your staff or volunteer posts <b>Y/N</b>	No	If <b>YES</b> , state what these staff posts are <u>ADMINISTRATOR</u> <u>SUPPORT VOLUNTEER</u> <u>CENTRE MANAGER</u>

12.6 Can you provide us with a copy of your current Employer's liability insurance for at least £5M? Y/N	No	
12.7 Can you provide us with a copy of your current Public liability/personal injury/3rd party insurance for at least £2M? Y/N	No	
12.8 Does the organisation have an Equalities & Diversity policy? Y/N	Yes	Date of most recent update: 2022
12.9. Is there a complaints policy? Y/N	Yes	Date of most recent update: 2022
<b>13. Fundraising and income generation</b>	<b>YES or NO</b>	
13. <u>Briefly</u> describe how you fundraise		
<b>14. Premises and fire safety</b>	<b>YES or NO</b>	
14.1 Please provide contact details for your landlord.		<u>Contact details</u> <u>Chris The Director of Pecan: Contact number:</u> <u>02077320007.</u> <u>Address Pecan: 121A Peckham high street</u> <u>London</u> <u>SE15 5SE</u>
14.2 Is there a lease/license in place? Y/N	Yes	
14.3 Please specify the term of the lease/license		<u>term of the lease/license ----Rent</u>
14.4 When is the next rent review due?	Yes	October 2023
14.5 Have you made provision for any rent increase? Y/N	No	
14.6 Do you receive mandatory rate relief in the current year?	No	

<b>Y / N</b>			
14.7 Do you receive discretionary rate relief in the current year? <b>Y/N</b>	No		
14.8 Who is the "responsible person" in your organisation for fire safety as set out in Regulatory Reform (Fire Safety) Order 2005?  See link below for more information for your responsibilities regarding fire safety:  <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>		Name of person: Pecan	
14.9 Can you confirm that this "responsible person" has carried out the following and give the date of your latest fire risk assessment: <b>Y/N</b> <ul style="list-style-type: none"> <li>• a fire risk assessment of the premises and review it regularly, telling staff or their representatives about any risks this person has identified</li> <li>• put in place, and maintain, appropriate fire safety measures</li> <li>• plan for an emergency and provide staff information, fire safety instruction and training</li> </ul>	yes	Date of last fire risk assessment July 2023	

## Part 2: Documents to attach

Please note that if you have previously provided any of these documents by email or via our Grants Management Software (GMS), you do not need to send them a second time.

However, if you have reviewed or updated any document since you previously provided it, please send it to us so that we have the current version.

Document	Attached: Yes or No	Any comments
Audited or independently examined accounts for 2022-23, to be provided by 31 <sup>st</sup> October 2023 via attachment or hyperlink		
Business/Action Plan		
Complaints Policy		
Equalities & Diversity Policy		
Financial procedures document		
Copies of your Public Liability and Employers Liability insurance schedules		
Health & Safety At Work Policy		
List of current trustees with contact details (these will be kept confidential)		
Minutes of last AGM (these can be draft)		
Minutes of the most recent trustee meeting (one set of minutes only please)		
Safeguarding policies, covering <ul style="list-style-type: none"> <li>• Children</li> <li>• Vulnerable adults</li> </ul>		

### Part 3: Request for Common Purpose grant extension for 2024-25

Question	Answer
Do you wish to request an extension for your Common Purpose grant for 2024-2025 Y/N ?	Yes we would like to request for extension for the Common purpose grant for 2024-2025
If YES, please confirm how you would spend this grant	We're looking forward to strengthening our organisation by hiring more staff, as well as an online marketplace selling expert - to teach our





	<p>women how to manage money wisely - as this build's confidence and at times, an extra £20, £40 a week can really make a huge difference. We currently have one paid and one volunteer advisor helping us, but we need to pay the volunteer and keep him onboard full-time to really expand the efforts of our organisation. He helps with strategy, development and fundraising etc.</p>
<p>Please indicate <u>Council Delivery Plan</u> priorities the funding would contribute to. These include:</p> <ul style="list-style-type: none"> <li>• making Southwark an anti-racist borough</li> <li>• supporting residents through the cost of living crisis</li> <li>• tackling the climate emergency</li> <li>• welcoming migrants and refugees</li> </ul>	<p>As we know that Southwark is one of the most deprived areas in Britain, and despite many programmes of regeneration a significant proportion of its population - particularly those from black and ethnic minority communities - feel isolated and left behind. Statistical evidence of this is provided by Outreach workers who surveyed women in Southwark. They found that many of Southwark's women were identified as being neither in education nor employment, whilst others were looking for the opportunity to return to work after a long absence due to parenting (or other family related issues). These included many young parents, single mothers, victims of domestic violence and isolated women from all ethnic backgrounds.</p> <p>There has also been an increase in immigration of women from poorer countries, and their lack of English language skills has created a barrier resulting in isolation and unemployment. Data obtained from the Office of National statistics shows that: Southwark has an unemployment rate of 13.6% as against a national average of 11.6% (2018). The Annual Population Survey indicates that 26.5% of the population is economically inactive. Lone parents in Southwark are 16.9% with 37.3% being one-person households. Approx. 11,000 refugees and asylum seekers live in the borough of Southwark has a higher rate of domestic violence than the UK average of Anecdotal evidence and the experience of local legal agencies suggests that there is a high number of people with NRPF in the Borough</p>

Indicate which outcomes from the Common Outcomes Framework the grant would contribute to ie Safer communities, Healthier communities, Engaged communities, Greener communities, Vibrant communities

People who come to Southwark Every Woman's Centre learn to be independent through the classes they attend, this contributes to safer community because coming to the class keep them busy. We offer an introductory course, and then progression to an advanced class in confidence build, eating healthy, budgeting and advocacy regarding benefits and wellbeing which make the community healthier During sewing classes, they socialise, make friends, and start to feel part of a community. By learning a new skill, they start to feel more confident, and as those specific increases, or they can share their skill and talent with others, their sense of wider confidence beyond the group and in everyday life also increases at the same time, friendships blossom, and women provide additional support to each other - this makes them more independent and able to face challenges. While they take part in classes, they also receive advice and advocacy, support with employment, and we also increase employment opportunities, helping build financial independence. In some cases, we enable participants to plan and prepare for the establishment of their own professional practices

*Phayede*

04/10/2023

(Chair)

Signed

Date

