



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	November	2019		31	October	2020

Section A Reference and administration details

Charity name

Howbury Friends

Other names charity is known by

Registered charity number (if any)

1117813

Charity's principal address

St Augustines Church Hall

Slade Green Road

Erith Kent

Postcode

DA8 2LW

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	Evelyn Heselden	Chair		
2	Debbie Hughes	Treasurer		
3	Jackie Taylor	Secretary		
4	Claire Wright			
5	Amy Tiller			
6	Dave Tiller			
7	Joanne Wallers			
8	Natalie Shaw			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

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

Melanie Hudson – Coordinator, Sonya Richbell – Support Worker

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)	Registered Charity
Trustee selection methods (eg. appointed by, elected by)	Vacant posts are advertised in a newsletter and via social media. We try to encourage new members onto the committee and ask them to express interest in a letter. We then have a meeting prior to commitment.

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 organisation structure, constitution, policies, minutes of meetings and rules regarding quorums. Trustees are given our privacy notice and personal data consent form and confidentiality form. Trustees are encouraged to attend training courses and given access to the local voluntary services newsletters and publications. We review all our policies on an annual basis. Howbury Friends works with St Augustines pcc, who manage the church hall. We have a good working relationship with St Augustines Church and the pcc. We also continued to work with Slade Green Big Local and Local Trust.

Section C Objectives and activities

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

Advance education for families and other members of the community and surrounding areas of the London Borough of Bexley by running events and activities and encouraging people in learning and education. Promote for the benefit of the inhabitants of Slade Green and the surrounding areas of the London Borough of Bexley, without distinction of sex, sexual orientation, race or political or religious or other opinions by associating with other local inhabitants, local authorities and voluntary organisations in a common effort to advance education, recreation and other leisure time occupations with the objective of improving the condition of life for the said inhabitants.

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)

Promote such other charitable purposes as many from time to time be determined
<p>Howbury Friends gives parents, carers and their children aged 5 years and over the chance for the children to attend an affordable after school club whilst the parents/carers are at work Monday-Friday, term time only for a small daily charge. Holiday family sessions are run in periods of group closure.</p> <p>The charity also provides an extensive programme for other members of the community either through fitness, get togethers, community days, festivals and learning activities and courses.</p> <p>A learning support program provide short and long term work experience placements for school and students at all levels.</p> <p>We work to support parents in their parenting role, providing a listening ear when needed. We can signpost them to relevant organisations when appropriate.</p> <p>We have Amazon smile and the Bexley Community Lottery, we work with other groups and agencies to achieve the best outcomes in terms of service delivery for out families.</p> <p>We have worked with other organisations including Howbury Tumblers, Slade Green Big Local, Neighbourhood watch, BVSC, Police, Childrens centres and statutory organisations.</p> <p>Our volunteers have a massive impact on the community, we also launched a Food bank over the covid period.</p> <p>The staff and trustees have, this year, contribute a lot of voluntary hours, including parties, fun days, football, festivals and coffee morning.</p>

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.

•

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Provided a term time, daily walk from school and after school club with the cost of attendance held at £3.50 this was massively disrupted with Covid.

- Provided a wide range of arts and crafts materials and resources for creative activities and cooking.
- Promoted an active lifestyle and healthy eating to our families.
- Provided a dance class weekly but again this was disrupted by covid
- Provided sports sessions
- Provided a crafty morning for adults
- Provided HGV Classes
- Provided a Job Cafe
- Provided a food bank to residents.
- Provided a swap shop.
- Volunteered at Slade Green Knights FC

Ran a Christmas fair and a Christmas tree event

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees try to maintain general reserves of at least £10,000 in order to have sufficient funds to maintain the Charity's cash flow this has been extremely hard this year because of Covid

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.

After school club is one source of income and the other main source of income is Slade Green Big Local.

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)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

E. Heselden

Full name(s)

EVELYN HESELDEN

Position (eg Secretary, Chair,
etc)

CHAIR

Date

27/8/2021

March 2

TAR

6

TAR

7

March 2012



CHARITY COMMISSION
FOR ENGLAND AND WALES

Howbury Friends

1117813

Receipts and payments accounts

CC16a

For the period
from

01/11/2019

To

31/10/2020

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					
London Sports Satellite	-	1,598	-	1,598	532
Amazon Europe	18	-	-	18	22
Refund Bank Fees	1	-	-	1	246
After school	6,322	-	-	6,322	22,245
Fundraising	2,015	-	-	2,015	-
Nest Pension	479	-	-	479	-
Neighbourly	400	-	-	400	-
HMRC	-	3,494	-	3,494	-
Wakeham Trust	300	-	-	300	-
Orbit	-	2,000	-	2,000	-
London Community Foundation	-	14,825	-	14,825	-
Main Grants	-	9,960	-	9,960	-
Bexley Lottery	29	-	-	29	18
Local Giving	500	-	-	500	-
Bexley Voluntary Council Local Trust	-	44,725	-	44,725	-
St Pauls Church	100	-	-	100	-
Donation	3,902	-	-	3,902	-
Erith Rotary Club	300	-	-	300	-
Local Trust	-	21,999	-	21,999	188,786
Forest Road	-	-	-	-	500
Crest Electrical	-	-	-	-	500
Events	-	-	-	-	135
returned cheques	-	-	-	-	1,938
Asda	-	-	-	-	200
Groundworks	-	-	-	-	1,000
Sub total (Gross income for AR)	14,366	98,600	-	112,967	216,122
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14,366	98,600	-	112,967	216,122
A3 Payments					
Wages/hmrc/pension	6,059	50,150	-	56,209	63,832
Service Charges	593	-	-	593	481
Foodbank	-	33,985	-	33,985	-
Tutors and Admin/consultants	2,292	9,305	-	11,597	16,130
Office/printing/equipment/Telephone	-	6,710	-	6,710	13,632
Hall Hire	2,576	11,650	-	14,226	25,065
Events/Activities/Equipment	-	29,898	-	29,898	101,024
Insurance	-	-	-	-	1,748
Sub total	11,519	141,698	-	153,218	221,912
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	11,519	141,698	-	153,218	221,912
Net of receipts/(payments)	2,847	43,098	-	40,251	5,790
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,319	44,026	-	58,345	-

<i>Cash funds this year end</i>	17,166	928	-	18,094	-	5,790
---------------------------------	--------	-----	---	--------	---	-------

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	Money in bank	17,166	928	-
		-	-	-
		-	-	-
	Total cash funds	17,166	928	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Filing Cabinets	Local Trust	-	-
	Computers x 2	Local Trust	-	-
	Toys	Howbury Friends	-	-
	Art Equipment	Howbury Friends	-	-
	Second Hand Clothes and equipment	Howbury Friends	-	-
	Tuck shop	Howbury Friends	-	-
	Shredders/scissors	Howbury Friends	-	-
	Ipads x12	Howbury Friends	-	-
	Martial Mats	Howbury Friends	-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Printer	Local Trust	-	Monthly
	Phone Line	Local Trust	-	Monthly
	Gardener	Local Trust	-	Monthly
	Wages	Howbury Friends	-	4 Weekly/monthly
	Rent	Howbury Friends	-	Monthly

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>E. Heselden</i>	Evelyn Heselden	27/8/21
<i>Debbie Hughes</i>	Debbie Hughes	27/8/21



Section A

Independent Examiner's Report

Report to the trustees/
members of

Howbury Friends

On accounts for the year
ended

31/10/20

Charity no
(if any)

1117813

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

27/08/2021

Name:

Chris Smith

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

Address:

93A Flemming Crescent
Lough on Sea
SS9 4HR



Section A

Independent Examiner's Report

Report to the trustees/ members of	Howbury Friends		
On accounts for the year ended	31/10/20	Charity no (if any)	1117813
Set out on pages	(remember to include the page numbers of additional sheets)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

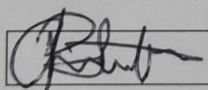
Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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: 27/08/2021

Name: Chris Smith

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

Address: 93A Flemming Crescent
Lough on Sea
SS9 4HR