



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	November	2020		31	October	2021

## 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	Chairperson		
2	Debbie Hughes	Treasurer		
3	Jackie Taylor			
4	Claire Wright			
5	Amy Tiller			
6	Dave Tiller			
7	Joanne Wallers			
8				
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. Interested parties are invited to attend a meeting prior to commitment. Potential members are then nominated and selection based upon a show of hands at a Committee meeting.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There is a procedure for the induction of new trustees which includes: giving them a copy of the organisation 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 Friends reviewed the GDPR policies set out last year in line with our GDPR policy and practices will be reviewed annually. We also reviewed all other policies as we do annually including Child protection, Safe Guarding, Anti Bullying Policy, Lone workers policy and others.

Howbury Friends continue to work closely with St Augustine's Pcc, who manage the church hall to ensure the best services & outcomes for families in Slade Green. St Augustine's Church recognise Howbury Friends is a service much needed and supported by the local community, and we have a written agreement to occupy the premises at a regular monthly amount, so we can maintain low cost services for our families from this deprived area. We have a good working relationship with St Augustine's church and the pcc.

Howbury Friends also continued to work with Slade Green Big Local Partnership and Local Trust in delivering projects.

## 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.

Promote such other charitable purposes as may from time to time be determined.

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 to Friday, term time only, for a small daily charge. Holiday family sessions are run in periods of group closure. This year has been so tough due to covid and having to stop and start the club.

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. We had to put these on hold due to Covid

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 other activities that the organisation runs.

Arranging Social events for parents. Howbury Friends provides volunteers and staff for local events and activities run by Slade Green Big Local, We also carry out 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. We have carried on signposting families but it has been hard due to covid

We remained part of Amazon Smile and the Bexley Community lottery. Working with other Groups and agencies to achieve the best possible outcomes in terms of service delivery for our families. This year this has included our involvement in the Slade Green Forum, Northend Ward Neighbourhood Policing, Slade Green Action Group, Neighbourhood Watch, and in the BIG Local Partnership, planning and implementing local events. We have continued to access Impact In Action training, working with Bexley Voluntary Services Council.

Our volunteers have a huge impact on the community.

**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)**

**Additional details of objectives and activities (Optional information)**

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

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

As well as the management committee members, 3 volunteers have been involved in helping to run the events at Howbury Friends and for Slade Green Big Local. We also have other volunteers who help with Swap shop.

The Staff and Trustees have, this year, contributed a lot of voluntary time, over 2000 hours within Howbury Friends and for SGBL,

## Section D

## Achievements and performance

## Section D

## Achievements and performance

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

During the year 1st November 2020 to 31st October 2021, Howbury Friends has:

- Provided a term time, daily walk from school to after school club, giving children access to a wide range of activities and experiences, led by experienced staff from 3.30pm-5.30pm.
- The cost of attendance was reviewed by the Committee, and after much consideration it was decided to keep attendance costs per child to £3.50
- Provided a wide range of arts & crafts materials and resources for Creative activities, including cooking
- Provided a food bank to residents, this included distributing free bakery products regularly to our families through the Tesco Community scheme and Fare Share – where Tesco donate excess bread products to local charities.
- Ran a monthly Swap Shop event where residents can donate clothes, household items etc and receive points, then on the swap shop day can use their points to buy other items.
- Coordinated and volunteered at the Football club Slade Green Knights. Provided funding for kits etc.
- Provided small grants for community members to provide activities in the community.
- Distributed free hygiene and cleaning products through In Kind Direct
- Continued to seek funding from external funders in the aim of improving our services to children & families
- Fundraised internally for the group
- Extended 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.
- 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 • Worked with other community groups and services, schools, Skills For Growth, Northend Wellbeing Centre , BVSC, Police, Charlton Athletic, Local Trust, St Augustine's Church Pcc, for a joined up approach to providing the best possible services with the best possible outcomes for residents, families and children in our Community.



## 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, to cover unforeseen costs and to meet its commitments should the charity need to wind up.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of income is daily fees paid by parents and carers for their children's attendance. We are committed to keeping this as low as possible in order that we remain accessible to families in our identified area of need - Slade Green- the most deprived area in Bexley. We also have some income from the sale of refreshments, but again, we must remain cost effective to our clients. Local Trust and Slade Green Big Local are a main source of funding but we will continue to apply for grant funding for projects and equipment, and fundraise internally to help finances. Our expenditure in its entirety supports the key objectives of our group.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Evelyn Heselden	Debbie Hughes
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	27/7/22	

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Signed on behalf of the charity's trustees

Signature(s)

*E. Heselden*

*Debbie Hughes*

Full name(s)

Evelyn Heselden

Debbie Hughes

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

27/7/22





# Receipts and payments accounts

For the period  
from

01/11/2020

To

31/10/2021

## Section A Receipts and payments

Last year

to the nearest £

Unrestricted  
funds

Restricted  
funds

Endowment  
funds

Total funds  
to the nearest £

to the nearest £

to the nearest £

to the nearest £

to the nearest £

to the nearest £

### A1 Receipts

Bexley Voluntary Service Local Trust	-	91,486	-	91,486	44,725
Bexley Lottery	-	-	-	119	29
After School	119	-	-	10,721	6,322
Amazon	10,721	-	-	69	18
Effinity Charitable Donation	69	-	-	500	-
Local Giving	500	-	-	1,000	500
Mercers Company	1,000	-	-	2,500	3,902
Donation	-	2,500	-	530	300
Erith Rotary Club	530	-	-	2,700	-
Charitable Giving Amazon	2,700	-	-	500	3,494
HMRC Job Grant	500	-	-	1,550	-
	-	1,550	-	15,000	-
Bexley Voluntary Service National Lottery	-	15,000	-	4,748	-
CAF	-	4,748	-	1,000	-
Correction	1,000	-	-	5,500	-
London Borough of Bexley Covid	-	5,500	-	150	1,598
The Neighbourly Brewing	150	-	-	-	1
London Sports Satellite	-	-	-	-	2,015
Refund Bank Fees	-	-	-	-	479
Fundraising	-	-	-	-	400
Nest Pension	-	-	-	-	300
Neighbourly	-	-	-	-	2,000
Wakeham Trust	-	-	-	-	14,825
Orbit	-	-	-	-	9,960
London Community Foundation	-	-	-	-	100
Main Grants	-	-	-	-	21,999
ST Pauls Church	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>17,289</b>	<b>120,784</b>	<b>-</b>	<b>138,073</b>	<b>112,967</b>

### A2 Asset and investment sales, (see table).

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Total receipts** 17,289 120,784 - 138,073 112,967

### A3 Payments

Wages/Hmrc/Pension	12,854	52,534	-	65,388	56,209
Service Charges	827	-	-	827	593
Foodbank	-	61,705	-	61,705	33,985
Office/Printer/Phone	4,663	1,210	-	5,873	6,710
Equipment	-	1,448	-	1,448	29,898
Correction	-	1,000	-	1,000	-
Tutors and Admin/consultants	-	-	-	-	11,597
Hall Hire	-	-	-	-	14,226
	-	-	-	-	-
<b>Sub total</b>	<b>18,344</b>	<b>117,898</b>	<b>-</b>	<b>136,242</b>	<b>153,218</b>

### A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>18,344</b>	<b>117,898</b>	<b>-</b>	<b>136,242</b>	<b>153,218</b>

Net of receipts/(payments)	- 1,055	2,887	-	1,831	- 40,251
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,166	927	-	18,093	-
Cash funds this year end	16,111	3,814	-	19,924	- 40,251

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

Categories

## B1 Cash funds

Details

Money in Bank

Unrestricted funds to nearest £

16,111
-
-
16,111

Restricted funds to nearest £

3,814
-
-
3,814

Endowment funds to nearest £

-
-
-
-

**Total cash funds**

(agree balances with receipts and payments account(s))

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

Local Trust
Local Trust
Howbury Friends
Howbury Friends
Howbury Friends
Howbury Friends
Howbury Friends
Howbury Friends

Cost (optional)

-
-
-
-
-
-
-
-

Current value (optional)

-
-
-
-
-
-
-
-

## B4 Assets retained for the charity's own use

Details

Filing Cabinets
Computers x 2
Toys
Art Equipment
Second Hand Clothes and Equipment
Ipads and tablets x16
Martial Arts Mats

Fund to which liability relates

Local Trust
Local Trust
Howbury Friends

Amount due (optional)

-
-
-
-
-
-

When due (optional)


## B5 Liabilities

Details

Printer
Phone Line
Wages

Signature

*E. J. Heeselden*  
*D. E. Hughes*

Print Name

E. J. HESELDEN  
D. E. HUGHES

Date of approval

28/7/2022  
28/7/2022

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





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Howbury Friends

On accounts for the year  
ended

31/10/2021

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:

21/07/2022

Name:

Chris Smith

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

Address:

93 Flemming Crescent  
Loughborough  
Essex SS9 4HR

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

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