



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 August 2022	To	31 July 2023

## Section A Reference and administration details

Charity name **Bexley Voice for Special Needs Children**

Other names charity is known by **Bexley Voice or BV**

Registered charity number (if any) **1142306**

Charity's principal address **Bexley Voice Office**  
**Learning & Enterprise College Bexley**  
**5 Brampton Road,**  
**Bexleyheath,**  
**Postcode** **DA7 4EZ**

### 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	Lisa Randall	Chair		
2	Debra Pettitt	Treasurer		
3	Sukhina Banks			
4	Laraine Davies	Secretary		
5	Graham Wakefield			
6	Lori Makey			
7	Janine Wooster			
8	Danita Hooker			
9	Ramona Martin			
10				
11				
12				
13				
14				
15				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
N/A		

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

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## 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)	Standard
Trustee selection methods (eg. appointed by, elected by)	Elected at Annual General 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.

We would like to thank all of our dedicated committee members and wonderful volunteers for another great year together. The determination and commitment of the Bexley Voice committee is the driving force behind what we do.

To achieve our aims, we are continually looking to recruit new members to the management committee and for specific support tasks, so that we can meet the increased demand for participation and continue to reach out to more parents and carers who need our support and to help influence change.

## Section C Objectives and activities

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

In setting out our objectives and planning our activities the Trustees and Management Committee have given careful consideration to the Charity Commission's public benefit guidance.

Our objective is to represent families in the London Borough of Bexley by providing a "voice" to express their views and opinions, to help improve the lives of children with special needs.



**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)**

We do this by:

1. Attending meetings with Bexley Council for the development and provision of services for our children and young people.
2. Providing a central parent consultation point for Bexley Council and service providers.
3. Proactively providing ongoing feedback to service providers on performance.
4. Raising awareness of the impact of a wide range of special needs on family life.
5. Providing views, based on personal experiences and canvassed opinion, ensuring that all Parents and Carers, whatever their background, have the opportunity to have their opinions represented.

In setting out our objectives and planning our activities the Trustees and Management Committee have given careful consideration to the Charity Commission's public benefit guidance. This is reflected in the breadth of activities undertaken during a very busy and productive year.

Our website continues to be very popular with parents and also professionals. It is an excellent resource tool for signposting to other local and national organisations; it is regularly maintained and provides up to date information and details of all of our previous Newsletters, Meetings, Events, School Visits, Campaigns, Consultations, Fundraising, Training sessions and Local and National Issues and so much more.

Our parent/carers drop ins and workshops have enabled us to offer,

- 1:1 support
- Invite Parents/Carers to be involved in our consultations
- Support Parents/Carers – with a wide range of issues
- Assist Parents in using and providing feed back to the Bexley Local Offer team.
- We have also had some wonderful guest speakers to talk to our members about various SEND issues.

We have continued to produce our regular E-bulletin informing parents/carers and professionals directly; this has been a great way of communicating and we are able to have instant responses to polls and questions we pose.

Bexley Voice has attended many meetings with the Local Authority; we have attended meetings networking locally, like the Voluntary Services Forum and the Children and Young Peoples Network Forum. We have attended national and regional meetings, to keep up to date with legislation and best practice and to benefit from the

experience of other Forums in different parts of the country.

We continue to be involved with the Local Offer and have regular meetings to monitor progress.

#### **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.

N/A

### **Section D — — Achievements and performance — — —**

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

- Website and social media contact and information points
- Telephone and email support
- Tea & Talk parent/carer support group
- School Visit Programme, for parents and staff.
- Management Committee Meetings
- Bexley Local Offer – consultation and feedback to LA
- Transition Support Programme, providing a written resource and support meetings
- Attending and contributing to local Health meetings.
- Transport – contributing to policy and providing parent feedback
- Parent/Carer Resource Pack, an important step in pulling together information for our members

### **Section E Financial review**

**Brief statement of the charity's policy on reserves**

We have set aside 6 months running costs as our contingency reserve.

**Details of any funds materially in deficit**

None

**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.

## 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)	D. Pettitt	
Full name(s)	Debra Pettitt	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	30/05/2024	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Bexley Voice for Special Needs Children

No (if any)  
1142306

## Receipts and payments accounts

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For the period from	Period start date 01/08/2022	To	Period end date 31/07/2023
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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>					
Grant Funding	27,568	8,750	-	36,318	57,715
Fundraising	270	-	-	270	999
Donations	1,090	-	-	1,090	1,988
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>28,928</b>	<b>8,750</b>	<b>-</b>	<b>37,678</b>	<b>60,702</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>28,928</b>	<b>8,750</b>	<b>-</b>	<b>37,678</b>	<b>60,702</b>
<b>A3 Payments</b>					
Wages	20,657	12,737	-	33,394	26,950
Expenses	2,077	2,675	-	4,752	5,352
Room Hire	3,081	1,170	-	4,251	3,968
Insurance	-	346	-	346	342
Bank Charges	-	-	-	-	-
Website	-	40	-	40	37
Training	1,040	346	-	1,386	450
Printing	-	-	-	-	370
Events	-	-	-	-	1,325
Phones	32	87	-	119	182
<b>Sub total</b>	<b>26,887</b>	<b>17,401</b>	<b>-</b>	<b>44,288</b>	<b>38,976</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>26,887</b>	<b>17,401</b>	<b>-</b>	<b>44,288</b>	<b>38,976</b>
<b>Net of receipts/(payments)</b>	<b>2,041</b>	<b>- 8,651</b>	<b>-</b>	<b>- 6,610</b>	<b>21,726</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>115</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,375</b>	<b>53,534</b>
<b>Cash funds this year end</b>	<b>2,041</b>	<b>- 8,651</b>	<b>-</b>	<b>68,766</b>	<b>75,375</b>



## 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>				
	Allocated to projects	40,514	16,320	-
	Disaster Recovery	11,930	-	-
	<b>Total cash funds</b>	<b>52,444</b>	<b>16,320</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>				
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>				
		Fund to which asset belongs	Cost (optional)	Current value (optional)
	X4 Laptops	Restricted	-	-
	X2 Mobile phones	Unrestricted	-	-
	X1 printer	Unrestricted	-	-
	Assorted office equipment	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>				
		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	D. Pettitt	DEBRA PETTITT	30/5/24	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Bexley Voice for Special Needs Children

On accounts for the year  
ended

31<sup>st</sup> July 2023

Charity no  
(if any)

1142306

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/07/2023**.

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 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:

S Walker

Date:

30/05/2024

Name:

Sally Walker

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

Service Manager

Address:

8 Motney hill Road  
Ravensham  
Kent  
ME8 7TZ



$\bullet$   $11^2 = 121$ ,  $22^2 = 484$ ,  $33^2 = 1089$ ,  $44^2 = 1936$ ,  $55^2 = 3025$ ,  $66^2 = 4356$ ,  $77^2 = 5929$ ,  $88^2 = 7744$ ,  $99^2 = 9801$ .  
 $11^3 = 1331$ ,  $22^3 = 10648$ ,  $33^3 = 35937$ ,  $44^3 = 85184$ ,  $55^3 = 166375$ ,  $66^3 = 287496$ ,  $77^3 = 456533$ ,  $88^3 = 681472$ ,  $99^3 = 970299$ .  
 $11^4 = 14641$ ,  $22^4 = 234432$ ,  $33^4 = 1185921$ ,  $44^4 = 368544$ ,  $55^4 = 9150625$ ,  $66^4 = 19135296$ ,  $77^4 = 35153041$ ,  $88^4 = 59969536$ ,  $99^4 = 96059601$ .

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