



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day 01	Month APRIL	Year 2020	To	Day 31	Month MARCH	Year 2021

Section A Reference and administration details

Charity name Hitchin Partnership C.I.O

Other names charity is known by n/a

Registered charity number (if any) 1158637

Charity's principal address The Cabin, c/o Wilshire-Dacre Junior Academy

Fishponds Road, Hitchin

Hertfordshire

Postcode SG5 1NS

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	Sue Dury	Chair		
2	Lisa Hayes			
3	Geraint Edwards	Treasurer		
4	Elizabeth Pollard			
5	Martin Brown		1/4/2019 to 31/08/2020	
6	Mary Driver			
7	Helen Avey			
8	Rachel Peddie			
9	Tony Plunkett			
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
Accountant	Chris Maylin	27a Wymondley Road, Hitchin SG4 9PN

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

Constitution

How the charity is constituted

Charitable Incorporated Organisation (C.I.O)

Trustee selection methods

Charity Trustees are appointed from the CIO members

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.

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Section C Objectives and activities

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

The role of the CIO Board of Trustees: to provide leadership and management to ensure the objectives of the CIO are met:

- 1) the advancement of education in the United Kingdom in particular but not exclusively by:
 - a) the provision of services, facilities and activities to develop the capacity and skills of parents and carers of children and young people to enable them to engage more with the education of, and to identify and help meet the needs of, the children and young people in their care; and
 - b) the provision of training to individuals in the education of

children and young people in order to equip them with the skills required to deliver such education; and

- c) promoting co-operation and collaboration between schools and other educational bodies;
- 2) the relief of poverty in particular but not exclusively by the provision of information about other organisations which provide activities, services and facilities and which are established for the relief of need of children and young people and their parents and carers;
- 3) the provision of facilities for recreation or other leisure time occupation for children and young people resident in Hitchin and the surrounding area who have need of such facilities by reason of their youth, infirmity or disablement, financial hardship or social and economic circumstances in the interests of social welfare and with the object of improving the condition of life of such children and young people; and
- 4) the promotion of the efficiency and effectiveness of schools and other educational bodies which have charitable purposes and the effective use of charitable resources by providing services for schools and other educational bodies to promote good practice and enhance and improve their procurement activities.

The collaborative approach to transition has resulted in the development of a number of projects including a very successful "transition conference" run by the students for the students. This programme certainly promotes good working relationships between the schools and supports the transition path for young people, relieving anxiety and concerns and enabling early support to be implemented where necessary for both students and parents.

A holiday activity summary is produced and disseminated to all schools prior to each holiday period. The CIO has developed a Holiday Voucher Scheme which enables disadvantaged pupils to participate in local holiday activities. Family support workers have also been successful in accessing grants for families to have a family summer holiday which has been life changing for many.

Increased collaborative working with local community groups to help with food poverty.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Breakdown of the number of referrals to Hitchin Partnership CIO.

Summer Term – April 2020 to August 2020

Primary 23

Secondary 22

Autumn Term – September 2020 to December 2020

Primary 25

Secondary 19

Spring Term – January 2021 to March 2021

Primary 24

Secondary 15

We continue to collaborate with a number of local charities and agencies. This has enabled the CIO to have an established hardship fund to supported the most disadvantaged families at very short notice.

- Shoes (vouchers are issued to ensure only shoes can be purchased). We have two options available for families to choose from. We issued 10 x £30 Shoe Vouchers (less than previous years due to school closures)
- Holiday Activity Scheme
- Funding for 2 children to attend activities
- We facilitated holidays for 2 families through a local organisation.
- Uniform
- Household items; cookers, freezer, mattress

Christmas Hampers

At Christmas, the CIO worked collaboratively to provide food hampers to the most disadvantaged families in Hitchin and the surrounding areas. Due to Covid-19 we issued supermarket vouchers instead of food parcels at Christmas. This was a joint effort and involved fundraising and grants. We provided 158 families with a supermarket voucher and gifts for the children. This provided support to 607 individuals of which 361 children. Vouchers were emailed (posted where needed) and gifts were delivered by volunteers. A total of 108 of these hampers were referred through Hitchin Partnership and Schools.

Covid-19 – Food Provision

We worked collaboratively with the members of the Christmas Hamper Team to provide support to families impacted by the lockdowns and restrictions. The support evolved over the time as Government support was implemented. We supported families in need identified by professionals and developed criteria to support those who had had their employment impacted and not in receipt of other benefits; significantly reduced hours, loss of employment, waiting for benefits to start. During the period March 2020 to January 2021 we supported 125 families with e-vouchers for local supermarkets.

Hitchin Mental Health Recover Team

A number of organisations and charities have come together to provide a recovery programme for schools; teachers, pupils and parents. Hitchin Partnership are part of the team and help with school liaison and providing information to parents.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity does not believe in holding high reserves that have been raised to support the welfare of the families we support.

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.

The charity's principal source of funding is provided from the CIO members (schools) commitment to pooling their Local Authority School Family Worker Funding to enable the primary function and therefore meet the aims of the charity's objectives.

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)

S. E. Dury

Full name(s)

Sue Dury

Position (eg Secretary, Chair, etc)

Chair

Date

14 / 01 / 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

HITCHIN PARTNERSHIP CIO

1158637

Receipts and payments accounts

CC16a

For the period
from

01-Apr-20

To

31-Mar-21

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					
Accommodation Grant	-	-	-	-	2,000
Donations / Other Income	844	-	-	844	2,216
DSPL Income	10,276	-	-	10,276	7,716
Hardship	9,985	-	-	9,985	4,263
HCC Income	38,875	-	-	38,875	30,782
Schools Income	41,280	-	-	41,280	38,784
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	101,260	-	-	101,260	85,761
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	101,260	-	-	101,260	85,761
A3 Payments					
Accommodation Rental	5,000	-	-	5,000	5,000
Accountancy	600	-	-	600	720
App Levy	478	-	-	478	-
Bank Charges	69	-	-	69	55
Christmas Appeal	2,334	-	-	2,334	1,014
FSW Support Costs	1,500	-	-	1,500	3,248
Hardship Support	10,187	-	-	10,187	2,967
Office Costs	908	-	-	908	1,362
Payroll Services	606	-	-	606	-
Phone	2,139	-	-	2,139	951
Salaries	87,976	-	-	87,976	90,622
Supervision & Training	292	-	-	292	240
Travel	930	-	-	930	-
Website & IT	1,746	-	-	1,746	112
	-	-	-	-	-
Sub total	114,765	-	-	114,765	106,290
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	114,765	-	-	114,765	106,290
Net of receipts/(payments)	- 13,505	-	-	- 13,505	- 20,530
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	49,761	-	-	49,761	70,291
Cash funds this year end	36,256	-	-	36,256	49,761

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	Cash At Bank	53,850	-	-
	Debtors	2,745	-	-
	Income received in Advance	- 20,339	-	-
	Total cash funds	36,256	-	-
	(agree balances with receipts and payments account(s))			


	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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	SUE DURY	14/01/2022



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
HITCHIN PARTNERSHIP CIO

On accounts for the year
ended

31 MARCH 2021

Charity no
(if any)

1158637

Set out on pages

ONE TO TWO

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: C D Maylin

Date: 25 November 2020

Name: C D Maylin

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

FCA

Address:

11 The Ridgeway, Hitchin, Herts, SG5 2BT

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.