



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	APRIL	2021		31	MARCH	2022

### 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	Fergal Moane		June 2022	
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)

--

## 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)

Charitable Incorporated Organisation (C.I.O)

Trustee selection methods  
(eg. appointed by, elected by)

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.

--

## 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

**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)**

<p>children and young people in order to equip them with the skills required to deliver such education; and</p> <p>c) promoting co-operation and collaboration between schools and other educational bodies;</p> <p>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;</p> <p>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</p> <p>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.</p>	<p><b>Support for Families</b></p> <p><b>Food and household items</b> Hitchin Partnership CIO are working collaboratively with local community groups to help families. The impact of restrictions due to Covid has increased the number of people needing support. With raised funds we have provided supermarket vouchers and have had 286 families referred within during this time period. The vouchers have been one offs or provided regularly to help with budgeting. We also ensure families are aware of the local provisions for help.</p> <p><b>Household Items</b> We have provided essential items for the home including ovens, fridges, vacuum cleaners, beds and furniture. This has been through local funding and organisations providing pre-loved items.</p> <p><b>School Uniform and Shoes</b> We have provided Shoe Vouchers to families in excess of £400 enabling parents and carers to purchase good quality school shoes. We provide £30 or £40 as a Shoe Voucher and families can then contribute towards the cost. We help families complete bursary forms for secondary school uniform and work closely with a local organisation to source good quality second hand uniform and winter coats for primary aged children.</p> <p><b>Enrichment</b> 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. We received some additional funding to pay for nominated families to have a day out at a local wildlife park, entry, travel and food costs were all included. At Christmas we were able to provide pantomime tickets to families through funding received. The feedback from all these activities was really positive and gave families quality time together. Through our work with families we have identified the need to help with in their home, this is has been facilitated through bulk waste collections, particularly helpful where families do not have a car.</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

Breakdown of the number of referrals to Hitchin Partnership CIO.

Summer Term – April 2021 to August 2021

Primary 26

Secondary 18

Autumn Term – September 2021 to December 2021

Primary 26

Secondary 18

Spring Term – January 2022 to March 2022

Primary 35

Secondary 13

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). Holiday Activity Scheme
- Funding for children to attend activities
- We facilitated holidays for families through a local organisation.
- Uniform
- Household items.

### 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 163 families with a supermarket voucher and gifts for the children. This provided support to 635 individuals of which 375 children. Vouchers were emailed (posted where needed) and gifts were delivered by volunteers. A total of 126 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. The group continue to provide supermarket vouchers to families referred through professionals.

### 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)	<i>S.E. Dury</i>	
Full name(s)	Sue Dury	
Position (eg Secretary, Chair, etc)	Chair	
Date	15 / 11 / 2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

HITCHIN PARTNERSHIP CIO

1158637

## Receipts and payments accounts

CC16a

For the period  
from

01-Apr-21

To

31-Mar-22

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Accommodation Grant	2,000	-	-	2,000	-
Donations / Other Income	21	-	-	21	844
DSPL Income	8,240	-	-	8,240	10,276
Hardship	8,185	-	-	8,185	9,985
HCC Income	40,754	-	-	40,754	38,875
Schools Income	39,357	-	-	39,357	41,280
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>98,557</b>	<b>-</b>	<b>-</b>	<b>98,557</b>	<b>101,260</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>98,557</b>	<b>-</b>	<b>-</b>	<b>98,557</b>	<b>101,260</b>
<b>A3 Payments</b>					
Accommodation Rental	5,000	-	-	5,000	5,000
Accountancy	600	-	-	600	600
App Levy	425	-	-	425	478
Bank Charges	96	-	-	96	69
Christmas Appeal	4,370	-	-	4,370	2,334
FSW Support Costs	1,749	-	-	1,749	1,500
Hardship Support	4,257	-	-	4,257	10,187
Office Costs	936	-	-	936	908
Payroll Servies	506	-	-	506	606
Phone	1,767	-	-	1,767	2,139
Salaries	87,102	-	-	87,102	87,976
Supervision & Training	480	-	-	480	292
Travel	-	-	-	-	930
Website & IT	533	-	-	533	1,746
	-	-	-	-	-
<b>Sub total</b>	<b>107,821</b>	<b>-</b>	<b>-</b>	<b>107,821</b>	<b>114,765</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>107,821</b>	<b>-</b>	<b>-</b>	<b>107,821</b>	<b>114,765</b>
<b>Net of receipts/(payments)</b>	<b>- 9,264</b>	<b>-</b>	<b>-</b>	<b>- 9,264</b>	<b>- 13,505</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>36,256</b>	<b>-</b>	<b>-</b>	<b>36,256</b>	<b>49,761</b>
<b>Cash funds this year end</b>	<b>26,992</b>	<b>-</b>	<b>-</b>	<b>26,992</b>	<b>36,256</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>	Cash At Bank	71,356	-	-
	Creditors	- 23,949	-	-
	Income received in Advance	- 20,415	-	-
	<b>Total cash funds</b>	<b>26,992</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	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





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 2022

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 31/03/2022.

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: 26 September 2022

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.**