



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	APRIL	2022		31	MARCH	2023

## 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)**

- 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.

**Support for Families**

We provide a family support service via referrals. We have supported an average of 39 families each term, split between Secondary Schools (11) and Primary (28) approximately. Reasons for support include; SEND, Behaviour, Financial Issues, Mental Health CYP/Adult, School Attendance, Parenting, Housing.

**Food Provision**

Hitchin Partnership CIO are working collaboratively with local community groups to help families. Being part of Hitchin Food Provision allows us to provide supermarket vouchers to families. Families have to be professionally referred for the support, it is an emergency provision and not long term. We provide signposting information to the many local initiatives providing free/low cost food provision. Our team will also work with families to help with long term solutions/strategies.

**Household Items**

Links with local organisations and groups has enabled us to help families with practical support. This has included providing essential items for the home including ovens, fridges, beds and furniture.

**School Uniform and Shoes**

Funding has helped us provide access to new uniforms, shoes and coats for families. We helped 21 families with vouchers for high street shops to purchase quality items for their children. We help families complete bursary forms for secondary school uniform.

**Enrichment**

We were able to provide families with funding for much needed enrichment activities over the school summer holidays. Helping 19 families with a variety of activities; days out, farm/zoo visits, cinema tickets, bus tour.

**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 2022 to August 2022

Primary 28

Secondary 11

Autumn Term – September 2022 to December 2022

Primary 27

Secondary 17

Spring Term – January 2023 to March 2023

Primary 35

Secondary 13

Our collaborative work with local organisations, charities and groups enables to help with hardship and practical items for disadvantaged families.

- Shoes Vouchers to help with the cost of high quality school shoes.
- School Uniform
- Household items; beds, furniture, electrical goods.
- Funding for children to attend activities term time and during the school holidays.

### **Christmas Hampers**

As part of the Hitchin Christmas Community Team we provided 'hampers' to 175 families. We moved away from providing food hampers and now provide a supermarket voucher enabling our families to purchase food suitable for their homes and requirements. Gifts were given to all children 18 years and under, we gave out gifts to over 400 children.

### **Food Provision**

We are part of the Hitchin Food Provision Team providing emergency supermarket vouchers to families in need. Families referred through professionals and receive a supermarket voucher with a very quick turnaround. We make enquiries about the support they are receive and signpost to more long term resources and solutions.

### **Hitchin Mental Health Recovery 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)		
Full name(s)	Sue Dury	
Position (eg Secretary, Chair, etc)	Chair	
Date		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

HITCHIN PARTNERSHIP CIO

1158637

## Receipts and payments accounts

CC16a

For the period  
from

01-Apr-22

To

31-Mar-23

### 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
Donations / Other Income	2,989	-	-	2,989	21
DSPL Income	7,040	-	-	7,040	8,240
Hardship	3,593	-	-	3,593	8,185
HCC Income	44,332	-	-	44,332	40,754
Schools Income	45,121	-	-	45,121	39,357
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>103,075</b>	<b>-</b>	<b>-</b>	<b>103,075</b>	<b>98,557</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>103,075</b>	<b>-</b>	<b>-</b>	<b>103,075</b>	<b>98,557</b>
<b>A3 Payments</b>					
Accommodation Rental	-	-	-	-	5,000
Accountancy	600	-	-	600	600
App Levy	399	-	-	399	425
Bank Charges	72	-	-	72	96
Christmas Appeal	2,691	-	-	2,691	4,370
FSW Support Costs	280	-	-	280	1,749
Hardship Support	4,741	-	-	4,741	4,257
Office Costs	506	-	-	506	936
Payroll Services	232	-	-	232	506
Phone	1,244	-	-	1,244	1,767
Salaries	101,201	-	-	101,201	87,102
Supervision & Training	192	-	-	192	480
Travel	-	-	-	-	-
Website & IT	-	-	-	-	533
	-	-	-	-	-
<b>Sub total</b>	<b>112,158</b>	<b>-</b>	<b>-</b>	<b>112,158</b>	<b>107,821</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>112,158</b>	<b>-</b>	<b>-</b>	<b>112,158</b>	<b>107,821</b>
<b>Net of receipts/(payments)</b>	<b>- 9,083</b>	<b>-</b>	<b>-</b>	<b>- 9,083</b>	<b>- 9,264</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>26,992</b>	<b>-</b>	<b>-</b>	<b>26,992</b>	<b>36,256</b>
<b>Cash funds this year end</b>	<b>17,909</b>	<b>-</b>	<b>-</b>	<b>17,909</b>	<b>26,992</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	17,968	-	-
	Creditors	- 59	-	-
	Income received in Advance	-	-	-
	<b>Total cash funds</b>	<b>17,909</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 2023

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 March 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 (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: 11 July 2023

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.**