



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	12	2020		30	12	2021

## Section A Reference and administration details

**Charity name** Stand-by-Me Bereavement Support Service for Children

**Other names charity is known by** Stand-by-me

**Registered charity number (if any)** 1161035

**Charity's principal address**

Hitchin Youth Trust Ltd

Lambourne House 111 Walsworth Road

Hitchin

**Postcode** SG4 9SP

### 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	Shirley Ann AVERY			
2	Sandra Rosamond BLACKER			
3	Ian Christopher COTTERILL	Chair		
4	Lesley Carol Morag READ	Vice-Chair/Safeguarding		
5	Keith Stuart WADSWORTH	Secretary		
6	John BOTLEY	Treasurer		
7	James LAWRENCE			
8	Jane WALTON			
9	Andrew Nellis			
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)**

	<b>Name</b>	<b>Dates acted if not for whole year</b>

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

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>
Independent Examiner	Beverley Turner	Heartwood Accountants Ltd Riverside House, 3 Place Farm Wheathampstead Herts AL4 8SB

### **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)	Charitable Incorporated Organisation (CIO) with a 'Foundation' model constitution which was registered on 24 March 2015
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	New Trustees are appointed by the existing trustees to maintain and ensure an appropriate skillset. The Trust appointed a new Treasurer and someone with marketing experience, thus refreshing the charity's governance. The Trust has now appointed a former school nurse with many years of a variety of community nursing experience to add to the Trustees' clinical expertise and have a close oversight of the Contact-me programme in schools and families through the Uniting Families project. The Trustees have appointed a new person experience in digital transformation to monitor online safety and explore moving analogue data to digital in order to facilitate still more accurate and detailed analysis of the charity's effectiveness.

### **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.

Trustees have in place a range of relevant policies including Safeguarding, Code of Conduct and Conflicts of Interest. The charity's Safeguarding Policy is reviewed annually and has had to be developed significantly to enable online support to take place during the Covid restrictions. The following policies are reviewed every three years:

- Health & Safety
- Equality & Diversity
- Confidentiality
- Data Protection
- Lone Working
- Complaints

Trustees receive induction, safeguarding and prevent training, as do staff and volunteers. DBS clearance is mandatory for all. Trustees have a detailed Risk Register as part of its Business Plan 2018- 20. This is reviewed and updated on a regular basis. The particular and detailed policies written and approved in relation to the charity's work during the Covid Pandemic were closely reviewed and adjusted as restrictions changed and demand for services increased. These related to the health and safety of administrative staff, volunteers and clients. Precise criteria were decided for online activities and once face to face sessions were allowed under Government guidelines. The changing regulations required quick but careful adjustments to practice and in some situations the charity's normal operations were changed slightly to keep the service responsive - this particularly related to its link with schools through the Uniting Families programme. The Trustees erred on the side of extreme caution whilst doing its best to allow the Charity to continue to provide support to bereaved children and young people.

## Section C

## Objectives and activities

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

To provide and protect the health of bereaved children and young people aged 0-19 living in North Hertfordshire and Stevenage by helping to prevent the negative outcomes of grief affecting their health, education and future life prospects through the provision of information, advice, support and guidance to them, their families, carers and associated professionals involved in their day-to-day care.

**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)**

'Grief is in two parts. The first is loss. The second is the remaking of life' Anne Rolphe All trustees read the Charity Commission's guidance on public benefit when they were drafting Stand-by-Me's charitable objects as part of the successful application for charity registration as a CIO. Stand-by-Me's charity classification is:

- ☐ the advancement of education
- ☐ the advancement of health or the saving of lives.

Trustees have received explicit evidence from self-assessment questionnaires filled in by bereaved children and teenagers and oral feedback from parents and family members that the charity's website and newsletter, free telephone advice line, and group programmes have all been beneficial and made a material difference to their lives following bereavement. These activities have

1. helped children and young people know what is happening and what can help
2. helped parents to understand and support their children
3. given professionals information to support bereaved children and young people
4. provided ways for bereaved families to meet and share their experiences.

The main benefits to children and families have been

- ☐ the provision of an open access, early intervention, free at the point of need, varied level of bereavement support
- ☐ reduction in the need for referral to specialist services and target agencies because of escalating levels of need
- ☐ support for families to understand their grief reactions and enhance family functioning
- ☐ reduction of the social isolation frequently highlighted by children and families by creating new contacts with others experiencing bereavement
- ☐ provision of opportunities for forging new friendships and learning from others

**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.

During the period covered by this report the charity has continued to enjoy support from two types of volunteers:

- (1) Volunteers, of which new ones have been trained and others upskilled by building on their experience of running group programmes for bereaved children and teenagers. These group programmes continue to be in much demand and remain at the core of what Stand-by-Me is seeking to provide as described above in its objects. Without the volunteers the delivery of the group programmes would be impossible.

However, adhering to Government guidance and legislation during periods of total 'lockdown' and restricted contact as a result of the Covid pandemic, meant that the ongoing recruitment and training of new volunteers had to be curtailed. Training experienced volunteers in managing online sessions, however, was thorough and detailed. There were new and different safeguarding issues involved and close consultation took place, of course, with parents. Equipment to allow online sessions where families did not have access to the necessary equipment was resolved by acquiring local funding specifically for Covid response.

The Charity took part in an innovative programme initiated by the local Rotary club focusing on young people's mental health as they returned to school. A number of children and young people had experienced the deaths particularly of grandparents in our area during the pandemic and the charity tried to support schools dealing with this.

As restrictions changed the Charity was as nimble as possible in responding and in shifting resources from one method of delivery to another.

- (2) Fundraising volunteers, have continued to front various events when they have been possible in the area and actively participated in fund-raising events, organised by donors. These have been vital in providing funds to strengthen the charity's ability to make a direct approach to bereaved children, teenagers and their families. They have also considerably raised public awareness of what Stand-by-Me has to offer bereaved families and of what resources are needed from donors in order to deliver the charity's services.

- (3) Trustees have also attended various functions to acknowledge the generosity of donors, raise awareness of the charity and educate people about the need for such a charity.

Volunteers continue to organise and manage the now annual 'Remember-me' day (see Section D below), though all such events were affected by Covid restrictions in this year. The Charity continues to enjoy free accommodation provided by Letchworth Heritage Foundation, Hitchin Youth Trust and a local school for particular events donations in kind. All volunteers received a specially commissioned Safeguarding leaflet to explain the responsibilities placed upon them in accordance with the charity's Safeguarding Policy; and certificates for training have been created.

The Young Ambassadors programme has also initiated a number of fund-raising activities with young people who have benefited from the charity's programme now raising its profile and taking a lead in promoting it and raising funds. This programme is a powerful continuation of the effectiveness and positive outcome of the clinical programme.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

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

The Stand-by-me group sessions for children and young people remain at the heart of the Charity's work and have now supported over 450 bereaved children and young people. The demand continues and a list of prospective participants is maintained with support offered as early as possible. All children and young people are professionally assessed to ensure they are ready for involvement in group sessions. These full assessments, carried out prior to the young people joining a group, have increasingly led to volunteers offering support to other members of the children's families.

This resulted in the Trust making a bid for a Big Lottery donation to fund a Family Bereavement Support Worker (FBSW): this was in line with the charity's planning and designed to employ a person to draw a link between the children/young people, their families and their schools.

This development has proved to be of enormous benefit to the Charity continuing its work as best it could during the worst times of the pandemic. The FBSW continued to work tirelessly to mitigate the gaps created by the curtailment of the normal group sessions. She made phone contact with families and schools to provide support. She supported schools which experienced significant issues when they reopened.

A detailed record is always kept of contact with clients and in the coming months, with the lifting of restrictions, groups will be re-established for face-to-face sessions.

The Contact-me programme for schools has now been adopted by all the secondary schools in the Charity's area and most of the primary schools, schools, with volunteers (the primary author of the scheme and a clinician) continuing to provide training sessions primarily in schools. This revision and retraining programme will continue as schools seek more and more support in their work with bereaved children.

The growth in the scale, and success, of both these aspects of the Charity's work required a review of staffing in line with a full review of the Charity's business plan, in terms of its future sustainability. The input of the Trustee with digital expertise will lead to a further review of the administration side of the charity's work.

The Young Ambassadors programme has proved to be of great benefit to both the participants and to the Charity in terms of its profile and fundraising, with impressive presentations being made by the young people at various high-profile local events. A compilation of videos made by the young people themselves has been used for fund and awareness raising purposes and this approach will be used with new ambassadors in the following year.

Individual, corporate and local group donations have supplemented the initial three-year Children In Need grant.

The Charity was pleased to receive continuation funding from Children in Need after the delay caused by the pandemic.

Funding is constantly under review and the continuation of the Uniting Families programme, pump-primed by the Big Lottery donation is dependant on securing other funding streams.

The 'regular giving' scheme the Trust designed has so far generated less than hoped but the marketing Trustee is actively seeking ways of promoting this.

The Trustees maintained very close monitoring and scrutiny of the Charity's work during Covid restrictions and lockdown, holding routine Trustee meetings 'virtually' and other additional meetings for decision-making as and when required.



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

It is the Trust's policy to hold reserves to cover no less than three months expenses.

**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 Trust has no funds invested. Its income is entirely through charitable donations from individuals, local organisations, fund-raising organisations outside the locality which have identified the Charity as one which they wish to support on a one-off basis and from national supporters i.e. Children in Need and The Big Lottery.

All income is directed exclusively to providing support for children and young people who have been bereaved and without the funding the Charity could not continue. Whilst all the clinical and therapeutic support is delivered by volunteers, they cannot also provide the essential administration, paperwork, etc. and this work is carried out, largely, by paid employees of the Trust. As the Charity moderately expands its work, the administrative support required commensurately increase. The Trustees keep that carefully monitored, ensuring that staff are properly remunerated, supported, trained and, when possible, upskilled.

**Section F Other optional information**

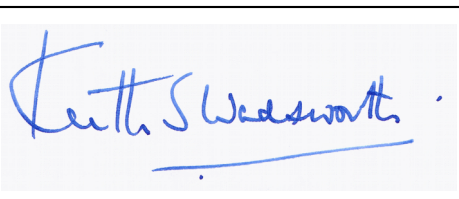
This has been a second very difficult year for the Charity effectively to sustain its work – ironically at a time when it was more needed than ever. Doubtless all charities have found fund-raising difficult and maintaining the charity's work has required exceptional effort on the part of staff and volunteers. Certainly moves towards more usual ways of delivering support are welcomed.

**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)**

Keith S Wadsworth

**Position (eg Secretary, Chair, etc)**

Secretary

**Date**

September 28 2022

# STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

				31 Dec 2021	31 Dec 2020	
	Notes	Unrestricted funds £	Restricted fund £	Endowment fund £	Total funds £	Total funds £
<b>INCOMING RESOURCES</b>						
<b>Incoming resources from generated funds</b>						
Children in need		-	25,600	-	25,600	31,219
Big Lottery			31,678		31,678	32,318
Herts Community Foundation			5,000	-	5,000	3,750
Stevenage Community Fund			430		430	-
Mrs Smith & Mount Trust			5,000		5,000	-
True Colours		-	-	-	-	3,300
Hitchin Youth Trust Mental Health Campaign		-	684	-	684	2,799
Just Giving		1,728	-	-	1,728	3,998
Grants and donations		23,978	-	-	23,978	20,638
Enthuse Donations		1,115			1,115	-
Investment and other income		92	-	-	92	893
<b>Total incoming resources</b>		<b>26,913</b>	<b>68,392</b>	<b>-</b>	<b>95,305</b>	<b>98,915</b>
<b>RESOURCES EXPENDED</b>						
<b>Costs of generating funds</b>						
Costs of generating voluntary income		-	-	-	-	-
Charity running costs		25,362	61,712	-	87,074	70,881
<b>Charitable activities</b>						
Governance						
Direct charitable spending		6,771	3,041	-	9,812	13,875
<b>Total resources expended</b>		<b>32,133</b>	<b>64,753</b>	<b>-</b>	<b>96,886</b>	<b>84,756</b>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>						
		(5,221)	3,639	-	(1,582)	14,159
<b>Gain/(Loss) on revaluation of investments</b>						
		-	-	-	-	-
<b>NET SURPLUS FOR THE YEAR</b>						
		(5,221)	3,639	-	(1,582)	14,159
<b>RECONCILIATION OF FUNDS</b>						
Transfers between funds		(250)	250	-	-	-
<b>Total funds brought forward</b>		<b>53,493</b>	<b>18,273</b>	<b>-</b>	<b>71,766</b>	<b>57,607</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>						
		<b>48,022</b>	<b>22,162</b>	<b>-</b>	<b>70,184</b>	<b>71,766</b>

# STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

## BALANCE SHEET AT 31 DECEMBER 2021

	31 Dec 2021			31 Dec 2020	
	Unrestricted funds	Restricted fund	Endowment fund	Total funds	Total funds
	£	£	£	£	£
<b>FIXED ASSETS</b>					
Investments	-	-	-	-	-
	-	-	-	-	-
<b>CURRENT ASSETS</b>					
Debtors	-	-	-	-	-
Cash at bank and in hand	48,022	22,162	-	70,184	71,766
	48,022	22,162	-	70,184	71,766
<b>CREDITORS</b>					
Amounts falling due within one year	-	-	-	-	-
	-	-	-	-	-
<b>NET CURRENT ASSETS</b>	48,022	22,162	-	70,184	71,766
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	48,022	22,162	-	70,184	71,766
<b>NET ASSETS</b>	48,022	22,162	-	70,184	71,766
<b>FUNDS</b>					
Unrestricted funds				48,022	53,493
Restricted funds				22,162	18,273
Endowment funds				-	-
<b>TOTAL FUNDS</b>				70,184	71,766

The financial statements were approved by the Board of Trustees on

2022 and were signed on its behalf by:

Mr Ian Cotterill - Chair

# **STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021**

### **1. ACCOUNTING POLICIES**

#### **Accounting convention**

The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when received.

#### **Resources expended**

Expenditure is accounted for on a cash basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Taxation**

The charity is exempt from tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### **2. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

# STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	unrestricted	restricted	2021	2020
	£	£	£	£
<b>Receipts</b>				
Grants	-	-	-	-
Children In Need		25,600	25,600	31,219
Big Lottery		31,678	31,678	32,318
Herts Community Foundation	-	5,000	5,000	3,750
True colours	-	-	-	3,300
Hitchin Youth Trust Mental Health campaign		684	684	2,799
Stevenage Community Trust	-	430	430	-
Mrs Smith & Mount Trust		5,000	5,000	-
Enthuse Donations	1,115		1,115	-
Donations	23,978	-	23,978	20,637
Just Giving	1,728	-	1,728	3,998
	-	-	-	
Other income	92	-	92	893
<b>total</b>	<b>26,913</b>	<b>68,392</b>	<b>95,305</b>	<b>98,915</b>



# STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

Payments	unrestricted £	restricted £	2021 £	2020 £
Project Managers Salaries	5,150	46,751	51,901	43,433
Administrator & other salary costs	12,367	11,389	23,756	19,132
Clinical/assessment costs	353	150	503	1,363
Recruitment	-	-	-	-
Supervision & Training	2,100	2,237	4,337	3,591
Travel expenses - volunteers / clients	157	113	270	34
Group - Resources / expenses incurred	1,566	203	1,769	1,341
Family Event & Other Childrens Group	268-	-	268	20
DBS Clearance	148	-	148	232
Youth Ambassadors Project funded HCF	3,253	-	3,253	163
Big Lottery Project - other direct costs	-	180	180	1,278
Communications - Mobiles / Postage	1,177	489	1,666	1,712
Schools Programme costs	0	689	689	296
Website support / IT costs	1,624	2,083	3,707	1,694
Access Insurance - Public & Liability Insurance	685	-	685	657
Stationery / office costs	313	415	728	1,487
Fund raising & Marketing costs	1,483		1,483	216
Equipment	-		-	6,726
Accountancy	720	-	720	
Other miscellaneous costs	768	54	822	1,381
<b>Total</b>	<b>32,133</b>	<b>64,753</b>	<b>96,886</b>	<b>84,757</b>

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

I report on the accounts for the year ended 31 December 2021 set out on pages 4 to 8.

## Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

## Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.


## Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Beverley Turner  
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3 Place Farm  
Wheathampstead  
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AL4 8SB

Date: 19 May 2022