



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month 12	Year 2021		Day 30	Month 12	Year 2022

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	Lesley Carol Morag READ	Vice-Chair and Safeguarding		
2	Sandra Rosamond BLACKER	Clinical		
3	John BOTLEY	Treasurer		
4	Keith Stuart WADSWORTH	Secretary		
5	James LAWRENCE	Marketing		
6	Jane WALTON			
7	Andrew NELLIS	Digital		
8	Neil CUTHBERTSON	Human Resources		
9	Ian COTTERILL	Chair		
10				
11				
12				
13				
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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
Independent Examiner	Charles Goldstein	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. Following retirements from the Trustees, the Trust appointed a new Treasurer, someone with marketing experience and another to completely restructure digital record keeping and commensurate security, thus refreshing the charity's governance. The Trustees have also appointed a person with experience in Human Resources to ensure that employment practices, contracts and expectations of volunteers remain current, clear, proper and legal. New Trustees are appointed by invitation, consideration by all Trustees, references are sought and scrutinised.

The Chair informed the Trustees of his intention to step down after serving since the inception of the Charity.

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 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 was 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' consideration of major risks and the system and procedures to manage them.

Trustees have a detailed Risk Register as part of its Business Plan 2018-20. This is reviewed and updated on a regular basis and a thorough review and new business plan is scheduled following the appointment of a new Chair.

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 links 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. Gradually, under careful review, the normal face-to-face contacts were restored and the Charity's work returned to normal.

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. This has recently included developing targeted support for surviving parents but only in relation to their own support of their child/ren, not specific adult bereavement counselling.

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)

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. Two recipients of the Stand-by-me programme have become volunteers themselves.

It has been possible to return training of volunteers to face-to-face as the Covid pandemic restrictions ended.

(2) Fundraising volunteers, have continued to front various events 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.

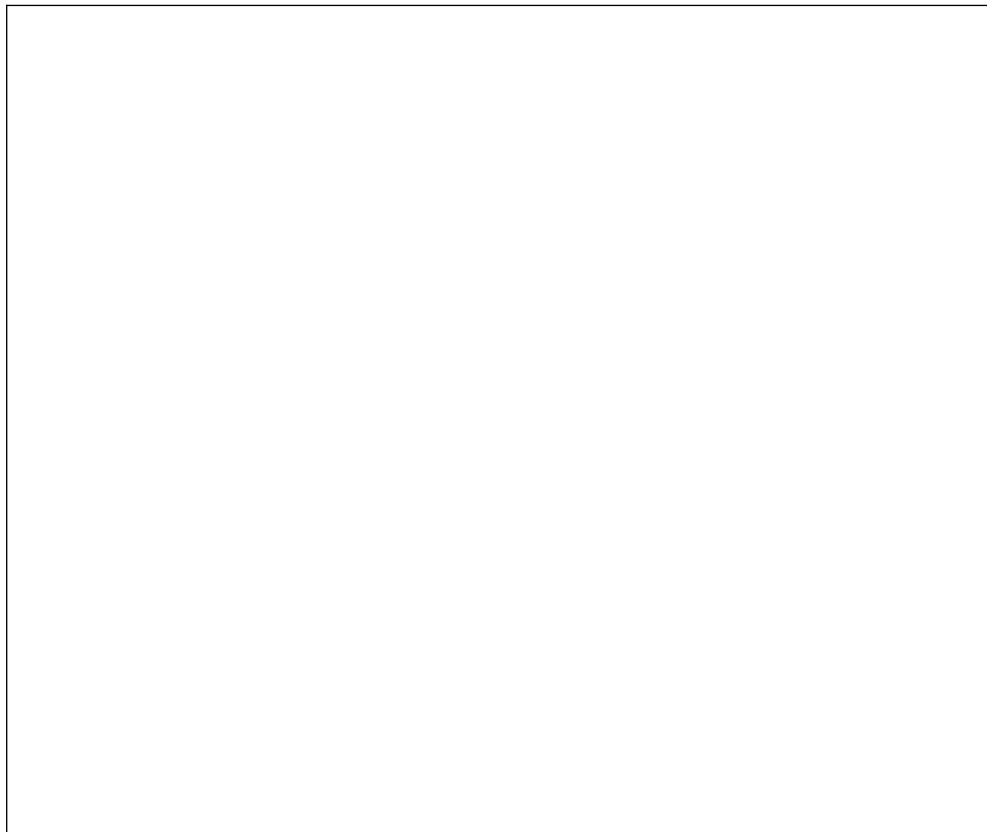
(3) Trustees have also attended various functions to acknowledge the generosity of donors, raise awareness of the charity and educate people about the need for such a charity.

Volunteers continue to organise and manage the now annual 'Remember-me' day when young people who have used Stand-by-me's programme, and their families, can reconnect. The Charity continues to enjoy free accommodation provided by Letchworth Heritage Foundation, Hitchin Youth Trust. 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.

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

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 600 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.

The 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 has proved to be enormously successful in linking school, families and bereaved young people but has also lead to 'pressure' to provide support directly to bereaved parents. A pilot and very limited scheme has run.

During the pandemic the FBSW worked 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. Gradually her work is returning to the pre-pandemic model but the demands are increasing.

Groups have been re-established for face-to-face sessions.

The Contact-me programme for schools has 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.

Section D

Achievements and performance

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 has led to a further review of the administration side of the charity's work and a plan for implementation has been drawn up for thorough consultation.

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 may depend 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, including exploring the possibility of contributions from local business.

The Trustees returned to face-to-face meetings as soon as pandemic restrictions were lifted.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trust's has agreed to change its policy to hold reserves to cover no less than six rather 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

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,

objectives including any ethical investment policy adopted.

the administrative support required commensurately increases. The Trustees keep that carefully monitored, ensuring that staff are properly remunerated, supported, trained and, when possible, upskilled.

Section F

Other optional information

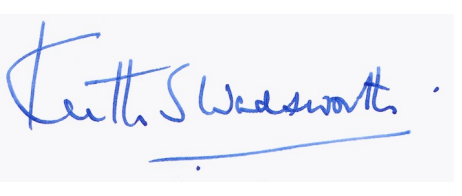
After two very difficult years which placed huge demands on the Charity – ironically at a time when it was more needed than ever – operations have largely returned to pre-pandemic status. Doubtless all charities have found fund-raising difficult and maintaining the charity's work has required exceptional 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	August 20 2023	

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022


				31 Dec 2022	31 Dec 2021	
	Notes	Unrestricted funds £	Restricted fund £	Endowment fund £	Total funds £	Total funds £
INCOMING RESOURCES						
Incoming resources from generated funds						
Children in need		-	31,380	-	31,380	25,600
Big Lottery			32,294		32,294	31,678
Herts Community Foundation				-		5,000
Stevenage Community Fund						430
Mrs Smith & Mount Trust			5,000		5,000	5,000
Costco local giving		-	1,500	-	1,500	-
Hitchin Youth Trust Health Campaign		-	-	-	-	684
Fundraising Events		1,682			1,682	
Just Giving		3,507	-	-	3,507	1,728
Grants and donations		63,150	-	-	63,150	23,978
Enthuse Donations		4,648			4,648	1,115
Investment and other income		443	-	-	443	92
Total incoming resources		73,430	70,174	-	143,604	95,305
RESOURCES EXPENDED						
Costs of generating funds						
Costs of generating voluntary income		-	-	-	-	-
Charity running costs		15,613	75,251	-	90,864	87,075
Charitable activities						
Governance						
Direct charitable spending		9,146	898	-	10,044	9,812
Total resources expended		24,759	76,149	-	100,908	96,887
EXCESS OF INCOME OVER EXPENDITURE						
		48,671	(5,975)	-	42,696	(1,582)
Gain/(Loss) on revaluation of investments						
		-	-	-	-	-
NET SURPLUS FOR THE YEAR						
		48,671	(5,975)	-	42,696	(1,582)
RECONCILIATION OF FUNDS						
Transfers between funds		(300)	300	-	-	-
Total funds brought forward		48,022	22,162	-	70,184	71,766
TOTAL FUNDS CARRIED FORWARD						
		96,393	16,487	-	112,880	70,184


STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

BALANCE SHEET AT 31 DECEMBER 2022

	31 Dec 2022		31 Dec 2021	
	Unrestricted funds	Restricted fund	Endowment fund	Total funds
	£	£	£	£
FIXED ASSETS				
Investments	-	-	-	-
	-	-	-	-
CURRENT ASSETS				
Debtors	-	-	-	-
Cash at bank and in hand	96,393	16,487	-	112,880
	96,393	16,487	-	112,880
CREDITORS				
Amounts falling due within one year	-	-	-	-
	-	-	-	-
NET CURRENT ASSETS	96,393	16,487	-	112,880
	96,393	16,487	-	112,880
TOTAL ASSETS LESS CURRENT LIABILITIES	96,393	16,487	-	112,880
	96,393	16,487	-	112,880
NET ASSETS	96,393	16,487	-	112,880
	96,393	16,487	-	112,880
FUNDS				
Unrestricted funds				96,393
Restricted funds				16,487
Endowment funds				-
TOTAL FUNDS				112,880
				70,184

The financial statements were approved by the Board of Trustees on 22 May 2023 and were signed on its behalf by:


Mrs Carol Read - Chair


Mr J P Botney
FINANCE TRUSTEE

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

Payments	unrestricted £	restricted £	2022 £	2021 £
Project Managers Salaries	1,730	54,632	56,362	51,901
Administrator & other salary costs	11,180	16,528	27,708	23,756
Clinical/assessment costs	-	-	-	503
Recruitment	-	-	-	-
Supervision & Training	267	1,224	1,491	4,337
Travel expenses - volunteers / clients	220	142	362	270
Group - Resources / expenses incurred	-	2,102	2,102	1,769
Family Event & Other Childrens Group	1,734	32	1,766	268
DBS Clearance	144	-	148	148
Youth Ambassadors Project funded HCF	339	-	339	3,253
Big Lottery Project - other direct costs	-	591	180	180
Communications - Mobiles / Postage	1,385	300	1,685	1,666
Schools Programme costs	-	-	-	689
Website support / IT costs	3,618	144	3,762	3,707
Access Insurance - Public & Liability Insurance	695	-	695	685
Stationery / office costs	7	454	461	728
Fund raising & Marketing costs	846		846	1,483
Consultancy	1,050		1,050	-
Accountancy	815	-	816	720
Other miscellaneous costs	729		729	822
Total	24,759	76,149	100,908	96,886

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	unrestricted	restricted	2022	2021
Receipts	£	£	£	£
Grants	-	-	-	-
Children In Need		31,380	31,380	25,600
Big Lottery		32,294	32,294	31,678
Herts Community Foundation	-	-	-	5,000
Costco Local Giving	-	1,500	1,500	-
Hitchin Youth Trust Mental Health campaign				684
Stevenage Community Trust	-			-
Mrs Smith & Mount Trust		5,000	5,000	5,000
Enthuse Donations	4,648		4,648	1,115
Donations	63,150	-	63,150	23,978
Just Giving	3,507	-	3,507	1,728
Fund raising events	1,682	-	1,682	-
Other income	443	-	443	92
total	73,430	70,174	143,604	95,305

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

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.

Reserves

Given experience during the Covid pandemic, the charity's policy on holding was amended to hold reserves equal to 6 months (previously 3 months) of expenditure in separate bank accounts.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

MEMBERS OF THE BOARD OF TRUSTEES

Mr Ian Cotterill	-	Chair (resigned 30 November 2022)
Mrs Carol Reed	-	Chair (appointed 1 December 2022 – previously Deputy Chair & Safeguarding Trustee)
Mr John Botley	-	Deputy Chair (appointed 1 December) & Finance
Mrs Sandra Blacker	-	Clinical Trustee
Mr James Lawrence	-	Marketing Trustee
Mrs Jas Kaur	-	HR Trustee (resigned 31 March 2022)
Mr Neil Cuthbertson	-	HR Trustee (appointed 1 July 2022)
Mrs Jane Walton	-	Health Trustee
Mr Andy Nellis	-	Digital Trustee
Mr Keith Wadsworth	-	Secretary
Mrs Bobbi Dhillon	-	Volunteer Associate Trustee

The charity's address is 111 Walsworth Road, Hitchin, SG4 9SP.

OBJECTIVES & ACTIVITIES

The charity's main activities continue to be to support bereaved children and young people and their families through our innovative group programmes. Following a successful pilot, the charity now also offers counselling for parents who had attended the parents' group and need further support.

ACHIEVEMENT & PERFORMANCE

The key achievements during the last year were:

- The charity's children's group programme was able to revert to face to face group sessions having moved to on-line sessions during the Covid pandemic.
- The charity continued to expand its successful Uniting Families programme, funded by the Big Lottery, which provided support for parents and families together with the existing schools programme, Contact Me.
- The charity was fortunate to receive two substantial donations from locally based companies in the year which will provide a welcome buffer against any future downturn in income.

FINANCE

The charity received funds of £143,604 compared with £95,305 in the prior period. The increase was largely due to receiving the two substantial corporate donations mentioned above. Expenditure was £100,908 compared with £96,887 the previous year mainly due to increased salary costs and the reintroduction of our annual event for families which had to be cancelled during Covid.

The surplus for the year was £42,696 compared with a deficit of £1,582 the previous year.

Cash resources at the year end were £112,880 (2021 - £70,184) made up of £96,393 unrestricted and £16,487 restricted.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Public Benefit Statement

The charity trustees have complied with their duty to have due regard to the guidance on public benefit as published by the Charity Commission in exercising their powers or duties.

Approved by order of the board of trustees on

2023 and signed on its behalf by:


.....
Mrs Carol Reed – Chair

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 2022 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.

Charles Goldstein
FCA
Heartwood Accountants Ltd
Riverside House
3 Place Farm
Wheathampstead
Hertfordshire
AL4 8SB

Date: __28 March 2023