



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 April 2020	To	31 st March 2021

Section A Reference and administration details

Charity name

Tell It Parents Network

Other names charity is known by

Registered charity number (if any)

1174478

Charity's principal address

472 Harrow Road

London

Postcode

W9 3RU

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	Louise Isaac	Chair		
2	Patricia Ng'ang'a			
3	Noel McKoy			
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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

Name of chief executive or names of senior staff members (Optional information)

Part time Project Director: Angela Singhate

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees is the: Foundation Model adopted on 1 st September 2017
How the charity is constituted (eg. trust, association, company)	CIO – Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Any subsequent/new charity trustees will be appointed by existing trustees as set out in constitution.

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.

Tell It Parents Network (TIPN) has a number of key policies in place which include Safeguarding Vulnerable Adults and Children & Young People; Health & Safety; Equal Opportunities; Lone Worker; Volunteers & Privacy/Use of Data. Procedures are in place for Risk assessment.

TIPN is a member of One Westminster, a charity that works to support voluntary and community groups & organisations providing services for people in Westminster. As a member of One Westminster TIPN staff, volunteers and Trustees can access a range of Training and support services.

TIPN was part of an Early Help Panel run by Westminster City Council's Children's Services. The pandemic has impacted, and we hope to resume in coming months. The panel meets monthly to facilitate a network of local services that can work with families identified as being in need of support.

Likewise for the Westminster Children's Services NW Early Help Partnership which meets quarterly in the local community. This partnership meeting aspires to come together as a Team Around the Locality' with an aim for partners and agencies to share knowledge, expertise, processes, offer peer support and build close working links.

All Trustees give their time voluntary and received no remuneration or other benefits.

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

The objects of the CIO are:

1. The prevention or relief of poverty of the socially and economically disadvantaged communities, in particular but not exclusively the ethnic minority community in the London boroughs of Westminster, Kensington & Chelsea, Hammersmith & Fulham and Brent by providing information, advocacy and support activities and services.
2. To promote social inclusion for the public benefit among people in the London boroughs of Westminster, Kensington & Chelsea, Hammersmith & Fulham and Brent who are socially excluded or by preventing people from becoming socially excluded on the grounds of their ethnic origin, religion, cultural traditions or social and economic position to relieve the needs of such people and assist them to integrate into society.

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)

In planning our activities, we have kept in mind the Charity Commission's guidance on public benefit. The trustees have considered the guidance as set out in PB1, PB2 and PB3 in relation to public benefit as issued by the Charity Commission. The trustees have taken the guidance into consideration when planning activities for the year. Such guidance and how it relates to undertaking the charity's work has been reviewed at general trustee meetings throughout the year.

The focus of our activities in particular but not exclusively, is to facilitate a localised parents/carers network and to provide a range of community-based education and training in the English language. This includes workshops & support activities which develop their skills, improves confidence, and enables members of, in particular, but not exclusively, the minority ethnic community to participate more effectively with the wider community and to improve their employment prospects. Due to the pandemic, we had to adapt many of our activities in line with government guidance.

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.

We are grateful for the continuing contribution made by volunteers. This past year a considerable number of volunteer hours have been spent on:

- 1) Peer Support: parents supporting each other.
- 2) Fundraising: Sewing to Sustain was a 100% volunteer lead project producing towels for sale. Our efforts raised just over £300 and we aim to build on this throughout 2022/23

Tabletop sales; Pop Up Shops; Cake Bakes and Sponsored Walks are planned

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We facilitate a community hub in North Westminster where local people can come together, receive information, advice and guidance with some detailed follow up 1:1 work. One of the key projects we have been running since May 2018 is The Parents Space, a series of weekly Drop-In session. In December 2020, we were fortunate continued funding was awarded from the People's Health Trust for this project.

This past year we had to weather the storm that is covid and rose to the challenge to adapt our service in view of government guidance. We had to adjust our delivery to ensure that we were able to continue to offer some form of service at a time when people really needed it. We recognised that not everyone was able to simply switch to online activities and where possible and permissible, we hosted events outdoors and 1:1 behind Perspex screens.

A summary of our main activities throughout the year include:

- 1) Our sewing project was unable to continue in person in our hub. We secured a wide range of materials and resources for Home Care Packages which included:
Sewing kits; Materials; Arts crafts and Mindfulness activities for both adults and children and toys and books. With the help of volunteers, these were delivered to homes. The feedback was positive due to the contents; range of activities we had put together. We included the current guidance in a range of languages. (WAES/LCRF)
- 2) ESOL Home Learning: we prepared work packs for those wanting to continue improving their English. Each week, packs were available for collection. Once completed, they could be returned via post-box/dropped off and marked ready for collection. New packs and worksheets were available each week. Learners worked at their own pace, and many welcomed the opportunity to keep busy with something useful and of relevance to their needs. (NLCF)
- 3) We had secured funds to support with being active and improving overall health and mental wellbeing. We delivered a series of weekly outdoor sessions: Walk, Talk & Zumba. We held weekly walks to a number of local parks and held a weekly exercise session in the park every Monday during the warmer months. (GLA)
- 4) As a result of the Covid and increased social isolation, we identified a need to support mental wellbeing. We applied for funds to work with a psychotherapist to provide 1:1 and group counselling sessions for women who had expressed this need. This was a much sought-after opportunity and places were fully in demand, We continue to get interest long after this project has ended and this is something we would like to secure further funding for. (2Magpies)
- 5) Our weekly Drop In was moved online for a period of time in line with the social distancing measures we had in place. As part of these sessions, we included Monday Meditations and space for people to catch up with others. We are pleased to note that our staple activity weathered the worst of the storm and people were excited at the prospect of a return to some form of normality where they can reconnect with others. (PHT)
- 6) We were fortunate to receive some unrestricted funds to help us prepare for this return. We had some simple adaptations to make in our hub to support with safety measures. The flexibility of this funding helped to keep us afloat at a time when we were unable to secure funding for our traditional in-house group and face to face activities. (CCLORS)

Section E

Financial review

Brief statement of the charity's policy on reserves

As at March 31st, we hold approx. £5200 in unrestricted funding which is our overall amount of free reserves. We are not satisfied with this level of free reserves and seek to increase this. We are exploring ways in which these reserves can be increased and maintained to cover about 3-6 months operations.

As this financial year drew to a close, we witnessed the ongoing challenges of the covid-19 situation. The whole country continues to face much uncertainty and as a charity we ended this financial year under incredibly challenging circumstances.

Details of any funds materially in deficit

Not applicable

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.

Our principal source of funding is from being awarded grants for project funding. We are grateful to the following funders for their contributions to our project this financial year.

- Peoples Health Trust
- Westminster City Council/Westminster Adult Education Service
- London Community Response Fund
- National Lottery Community Fund
- COVID-19 Community Led Organisations Recovery Scheme
- Groundworks/Active Londoners
- Two Magpies
- Talisman

All our income is used for our project delivery and all associated activities. Our main costs were core costs: rent, insurance, staffing, utilities.

We continue to keep our costs to a minimum by employing freelance and sessional staff.

Section F

Other optional information

We aim to continue to deliver and improve on the wide range of activities that are essential to meeting our aims and bring great benefit to those most in need

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>L Isaac</i>	<i>P Ng'ang'a</i>
Full name(s)	Louise Isaac	Patricia Ng'ang'a
Position (eg Secretary, Chair, etc)	Chair	

Date 20th January 2022



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
TELL IT PARENTS NETWORK

On accounts for the year
ended

31st MARCH 2021

Charity no
(if any)

1174478

Set out on pages

1 – 6 of annual report and 1 – 3 of R + P Accounts

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2021**.

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:

Date:

20/01/2021

Name:

Caleb Desouza

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

Association of Chartered Certified Accountants

Address:

Super Financial Limited, 24 Goodall Road, London

E11 4EP

United Kingdom

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.

N/A