



Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|-------|------|----|-----------------|-------|------|
| | 01 | April | 2021 | | 31 | March | 2022 |

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 | | | |
| 4 | | | | |

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

Part time Project Director: Angela Singhate

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.

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. We have recognised and responded to a need for support with improving and maintaining a positive sense of overall wellbeing.

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: through a range of activities: Sewing and sales of items made; Tabletop sales;
- 3) We are always looking to explore other avenues such as: Cake Bakes and Sponsored Walks etc

Summary of the main achievements of the charity during the year

Having weathered the storm that is covid, we continue to rise to the challenge to stay afloat in a climate that has severely impacted small charities such as ours.

We facilitate a community hub in North Westminster where local people can come together for a range of activities; 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 sessions. In December 2020, we were fortunate continued funding was awarded from the People's Health Trust for this project. This project is due to end in December 2022.

Post Covid, certain activities have proved popular and in demand. A challenge was to find new and innovative ways of keeping them going. Activities included: Gardening; Sewing & Crafts; Smoothie Making & Juicing; Mindfulness/Yoga and Walking & Cycling groups. All these activities contribute to stronger communities, have a positive impact on the mental health and well-being of participants and are part of our vision for developing our space as a wellbeing hub where local people can access such activities at low cost or for free.

A summary of our main activities throughout the year include:

- 1) Weekly drop in and lunch social with follow up appointments assisting with a range of formal correspondence for ESOL speakers and those who find bureaucracy a challenge. (PHT)
- 2) Weekly Sewing and Crafts class where people new to sewing were taught how to use a sewing machine safely and produce a range of small items such as: Pin cushions; Cushion covers and Table runners. (CPP)
- 3) We wanted to develop our service using volunteers. With some dedicated funding from the National Lottery Community Fund, we were able to pilot a more focussed approach to using volunteers and evaluate the impact an upskilled team of volunteers has on our service delivery. Volunteers were given training opportunities. (NLCF)
- 4) Following an identified need for local people to be more active and improve their overall health and mental wellbeing, we delivered a series of weekly wellbeing activities: Yoga (CPP), and Pilates (MLG)
- 5) We were fortunate to receive some unrestricted funds to help us with returning to some normality post covid. We continued with some simple safety measures as we returned to our traditional delivery mode of in-house groups and face to face activities. (CCLORS)
- 6) Fortunate to operate from our own premises, we can have much autonomy with when/how projects are delivered. We are grateful to any unrestricted funds we receive that enable us to meet any unexpected costs associated with managing a building.

Brief statement of the charity's policy on reserves

As at March 31st, we hold approx. £2866 in unrestricted funding which is our overall amount of free reserves. Unfortunately, this has reduced since last financial year and we remain dissatisfied 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 ended, we witnessed the ongoing challenges of the covid-19 situation. Many small charities such as ours continue to face considerable financial hardship and much uncertainty.

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 (PHT)
- National Lottery Community Fund (NLCF)
- Westminster City Council/Community Priorities Programme (CPP)
- Octavia Foundation
- COVID-19 Community Led Organisations Recovery Scheme
- Neighbourly
- Arnold Clark
- Local Giving/Magic Little Grants (MLG)

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)

L Isaac

P Ng'ang'a

Full name(s)

Louise Isaac

Patricia Ng'ang'a

Position (eg Secretary, Chair,
etc)

Chair

Date

19th January 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Tell It Parents Network

No (if any)
1174478

Receipts and payments accounts

| For the period from | Period start date | To | Period end date |
|---------------------|-------------------|----|-----------------|
| | Apr-21 | | Mar-22 |

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|
| A1 Receipts | | | | |
| TIPN Unrestricted Funds | 438 | - | - | 438 |
| PHT | - | 20,000 | - | 20,000 |
| NLCF Volunteer Project | - | 9,980 | - | 9,980 |
| Octavia Foundation | - | 4,126 | - | 4,126 |
| Magic Little Grants | 500 | - | - | 500 |
| Neighbourly | 1,000 | - | - | 1,000 |
| Arnold Clark | 1,000 | - | - | 1,000 |
| CCLORS BAME Fund | 1,995 | - | - | 1,995 |
| Community Priorities Programm | - | 6,000 | - | 6,000 |
| Sub total (Gross income for AR) | 4,933 | 40,106 | - | 45,039 |
| A2 Asset and investment sales, (see table). | | | | |
| | - | - | - | - |
| | - | - | - | - |
| Sub total | - | - | - | - |
| Total receipts | 4,933 | 40,106 | - | 45,039 |
| A3 Payments | | | | |
| Staff Costs | 9,160 | 16,329 | - | 25,489 |
| Office Costs - Rent etc | 2,700 | 9,420 | - | 12,120 |
| Office Costs - Expenses | - | 1,281 | - | 1,281 |
| Vol Exps/ Travel | 293 | 304 | - | 597 |
| Refreshments | 454 | 477 | - | 931 |
| Equipment/Computers & Furnitu | - | 248 | - | 248 |
| Training | 160 | - | - | 160 |
| HR-Insurance/Professional subs | 754 | 228 | - | 982 |
| Materials | 1,191 | 174 | - | 1,365 |
| Events/ Marketing | 29 | 27 | - | 56 |
| Mangement Costs | 20 | 861 | - | 881 |
| Sub total | 14,761 | 29,349 | - | 44,110 |
| A4 Asset and investment purchases, (see table) | | | | |
| | - | - | - | - |
| | - | - | - | - |
| Sub total | - | - | - | - |
| Total payments | 14,761 | 29,349 | - | 44,110 |
| Net of receipts/(payments) | - 9,828 | 10,757 | - | 929 |
| A5 Transfers between funds | - | - | - | - |
| A6 Cash funds last year end | - | - | - | - |
| Cash funds this year end | - 9,828 | 10,757 | - | 929 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ |
|----------------------|--|------------------------------------|----------------------------------|
| B1 Cash funds | PHT Yr2 | - | 6,974 |
| | NLCF - Volunteer Project | - | 3,109 |
| | CPP - Community Priorities | - | 5,325 |
| | Unrestricted Reserves | 2,866 | - |
| | Total cash funds | 2,866 | 15,408 |
| | (agree balances with receipts and payments account(s)) | Agreement Error | Agreement Error |

| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|
| B2 Other monetary assets | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

| | Details | Fund to which asset belongs | Cost (optional) |
|-----------------------------|---------|-----------------------------|-----------------|
| B3 Investment assets | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |

| | Details | Fund to which asset belongs | Cost (optional) |
|---|---------|-----------------------------|-----------------|
| B4 Assets retained for the charity's own use | | | - |
| | | | - |
| | | | - |
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| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |

| | Details | Fund to which liability relates | Amount due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|
| B5 Liabilities | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

L Isaac

Louise Isaac

P Ng'ang'a

Patricica Ng'ang'a

CC16a

Last year

to the nearest £

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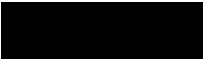
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**Endowment
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Date of
approval

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|-----------|
| 1/19/2023 |
| 1/19/2023 |



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 2022

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 / 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:

Date: 23/11/2022

Name:

Caleb Desouza

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

Association of Chartered Certified Accountants

Address:

Prudens Accounting & Consulting Limited, 20-22 Wenlock Road, London
N1 7GU
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