



Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	04	2022		31	03	2023

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		01/04/22 to 03/11/2022	
4	Karen D Gayle		06/03/23 to 31/03/23	Existing trustees

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 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.

Section C Objectives and activities

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

The objects of our Charitable Incorporated Organisation 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)

The focus of our activities in particular but not exclusively, is to facilitate a localised parents and local resident 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:

1. to support with improving and maintaining a positive sense of overall wellbeing
2. to contribute to reducing the increase in digital isolation

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.

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 our small team of committed volunteers. This past year, most of volunteer input has been spent on Peer Support: parents and local people supporting each other.

We managed to carry out some of our own fundraising through a range of activities: items produced from our sewing workshops and sale of such items made via Tabletop sales.

We aim to add to the contribution volunteers make to fundraising and explore other avenues such as: Cake Bakes and Sponsored Walks etc

Funding sources:

National Lottery Community Fund 9870

People's health Trust: £8000

Westminster City Council; Community Priorities Project: £4000

Magic Little Grants: £500

Fundraising: £1296

Summary of the main achievements of the charity during the year

We continued to rise to the challenge to stay afloat in a climate that has severely impacted small charities such as ours. Post pandemic and cost of living crisis both continue to impact. From April 2022, it was a busy time returning to some kind of normality and resuming our in-person projects.

We continue to 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.

A summary of our main activities throughout the year include:

- 1) Our weekly Drop In was back in full service after being moved online for a period in line with the social distancing. 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 and receive in person Information; Advice & Guidance on a range of issues affecting social; economic & cultural wellbeing. With detailed follow up 1;1 appointments as necessary. (PHT)
- 2) Our sewing project also resumed in March 2022 after a pause. We returned with a project called Well Being Wednesdays in response to the growing need for free/low-cost activities aimed at contributing to overall wellbeing. Weekly session started with gentle exercise: Pilates/Yoga, followed by a healthy lunch and an afternoon of sewing workshops. This popular activity is always oversubscribed. (WCC/CPD)
- 3) We piloted a more focused approach to using volunteers via a project dedicated to upskilling our volunteers through training and actual practice. We recruited and supported approx. 8 volunteers to take more of a lead in the service delivery. Certain activities have proved popular, and we wanted to find new and innovative ways of keeping them going, with less reliance of grant funding. Activities identified as needed/wanted, include Gardening; Sewing & Crafts; Healthy Eating: Smoothies & Juicing; Mindfulness/Yoga and Walking & Cycling groups. All these activities contributed to stronger communities, have a positive impact on the mental health and well-being of participants and formed part of our vision for developing our space as a well-being hub where local people can access such activities for free. 50% of the volunteers went on to successfully complete their Food Safety & Hygiene Level 2 which is valid for three years. (NLCF)
- 4) In addition to funded projects, a much sought after service is 'Case work' whereby (time and capacity permitting), we work with a limited number of more complex family cases that require both literacy support and advocacy in engaging with services such as Housing; Adult Social Care and Education; DWP & Benefit Appeals etc. (Voluntary)

Section E

Financial review

Brief statement of the charity's policy on reserves

As at March 31st, we hold approx. £1612 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.

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: £8000
- Westminster City Council; Communities Priorities Programmes: £4000
- National Lottery Community Fund: £9870
- Fundraising: £1296
- Local Giving: Magic Little Grants: £500

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

We have ambitions to become an employer. Due to the challenges of the grant funding climate, we don't wish to add to our costs. We continued 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. 2022/23 was a very challenging year in terms of attracting and securing funding. We were fortunate that we were still able to meet our average expenditure costs of £40k.

Sadly, one of trustees passed away suddenly towards the end of 2022. And in December 2022, much of our funding came to an end. This was indeed a difficult final quarter for us as the lease on our community hub was due to expire in the early part of the new financial year, (May 2023). This period tested our resilience as a key focus at the end of 2022/23 was the lease renewal and negotiations. This impacted our ability to apply for funding. It was a period of uncertainty. We were pleased to recruit a new trustee before the end of the financial year.

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	20 th December 2023	



Receipts and payments accounts

For the period
from

Period start date
Apr-22

To

Period end date
Mar-23

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts				
TIPN Fundraising	1,296	-	-	1,296
TIPN Other Income inc MLG	5,900	-	-	5,900
People's Health Trust - PHT	-	8,000	-	8,000
National Lottery Community Fund	-	9,870	-	9,870
Westminster City Council Community Fund	-	4,000	-	4,000
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	7,196	21,870	-	29,066
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	7,196	21,870	-	29,066
A3 Payments				
Staff Costs	590.00	21805.00	-	22,395
Office Costs - Rent & Building Costs	5552.00	6678.00	-	12,230
Office Costs -Utilities/ Expenses	789.00	2772.00	-	3,561
Vol Exps/ Travel	215.00	510.00	-	725
Refreshments	21.00	320.00	-	341
Equipment/Computers & Furniture	100.00	155.00	-	255
HR-Insurance/ Professional subs	666.00	430.00	-	1,096
Materials, Gardening & Fundraising	133.00	315.00	-	448
Events/Marketing	1.00	45.00	-	46
Mang Cost	477.00	177.00	-	654
Sub total	8,544	33,207	-	41,751
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	8,544	33,207	-	41,751
Net of receipts/(payments)	- 1,348	- 11,337	-	- 12,685
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	- 330	330	-	-
Cash funds this year end	- 1,678	- 11,007	-	- 12,685

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	TIPN	1,612	-
	NLCF (National Lottery Community Fund)	-	3,941
		-	-
	Total cash funds	1,612	3,941
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error
B2 Other monetary assets	Details	to nearest £	to nearest £
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
			-
			-
			-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
			-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name
		L Isaac	Louise Isaac
		P Ng'ang'a	Patricia Ng'ang'a

CC16a



Last year

to the nearest £

-
-
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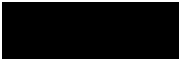
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**Endowment
funds**

to nearest £

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OK

**Endowment
funds**

to nearest £

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**Current value
(optional)**

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**Current value
(optional)**

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-
-

**When due
(optional)**

**Date of
approval**

1/23/2024
1/23/2024



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 2023

Charity no
(if any)

1174478

Set out on pages

1 – 5 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 / 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:

Date: 26/12/2023

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

Section B**Disclosure**

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