



## Trustees' Annual Report for the period

Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
From	01	04	2023	To	31	03	2024

### 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	<b>Louise Isaac</b>	<b>Chair</b>		
2	<b>Patricia Ng'ang'a</b>			
3	<b>Karen D Gayle</b>			
4				

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 <sup>st</sup> 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
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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 objects of the charity set out in its governing document

**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 resident network and to provide a range of community-based education and training in the English language. This includes workshops & support activities which develops 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

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. A summary of our main activities throughout the year include:

- 1) Our sewing project continues to be a much sought after activity that contributes to improved wellbeing. We provide weekly free access to sewing machines with the support of a sewing instructor. We find that with the economic climate, more people are using the sessions to make their own clothes, carry out repairs and extend the life of clothing. An added bonus of being good for the environment. This popular activity is always oversubscribed. (CPP)
- 2) With the support of the Strand Parish Trust, we were able to carry out some minor refurbishments to our reception room to allow for a small computer suite. We provide free access to computers and support residents with basic digital skills. (SPT)
- 3) At the beginning of 2024, we started a three-year project aimed at improving health outcomes for marginalised groups in our locality. This is a fantastic project that will enable us to make an impact on the lives of those who are at greater risk of for example: hypertension; diabetes and stroke.
- 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)

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 continued to be spent on Peer Support and supporting the delivery and running of activities. Our non-grant related fundraising efforts were minimal this year. We aim to add fundraising to the contribution volunteers make and explore other avenues such as: Cake Bakes and Sponsored Walks

**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 the cost of living crisis both continue to impact.

Our lease ran from May 2018 to May 2023, and we are pleased to note that we have entered our second five-year lease with our landlord. This is a fantastic achievement for a charity of our size.

Our landlord carried out some major damp works in our property throughout the summer of 2023. Some impact was felt on the delivery of our activities however, we were grateful for the support of Westminster City Council. This ensured that we were able to continue to support local residents at a time when our full-service offer was patchy. This support was forthcoming due to our standing in the community and the impact the permanent loss of our service would have on local people.

Towards the end of 2023, we made a successful application to Public Health Westminster for a 3-year project. We are pleased to have been awarded a grant for £84k - Healthy Communities Fund. The longevity of this grant will afford us some space to turn our attention to capacity building.

## Section E

## Financial review

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

As at March 31<sup>st</sup>, we hold approx. £6314 in unrestricted funding which is our overall amount of free reserves. We are satisfied with this level of free reserves as it covers approx. 3-4 months running costs. We would like to build on this and are exploring ways in which these reserves can be increased and maintained to cover about 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.

#### Funding sources:

- WCC Emergency Grant Funding x2: £20,224
- Communities Priorities Programme (CPP): £7200
- Healthy Communities Fund: £7059
- Strand Parish Trust (SPT): £5000
- CAF Landsec: £1000
- Magic Little Grants: £500
- Fundraising: £42.54

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. It continues to be a challenging climate in terms of attracting and securing funding. We were fortunate that we continue to meet our average expenditure costs of £40k.

## 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)	Louise Isaac	Patricia Ng'ang'a
Position (eg Secretary, Chair, etc)	Chair	
Date	6 <sup>th</sup> January 2025	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

Tell It Parents Network

No (if any)

1174478

CC16a

## Receipts and payments accounts

For the period  
from

Period start date  
Apr-23

To

Period end date  
Mar-24

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
TIPN	37	-	-	37	-
TIPN Other Income inc MLG	500	-	-	500	-
Westminster City Council Emergency C	10,200	-	-	10,200	-
Westminster City Council Emergency C	10,024	-	-	10,024	-
Westminster City Council Community F	-	7,200	-	7,200	-
Strand Parish Trust	-	5,000	-	5,000	-
Healthy Communities Fund	-	7,059	-	7,059	-
CAF Lansec	1,000	-	-	1,000	-
Grants for Clients Income	2,972	-	-	2,972	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>24,733</b>	<b>19,259</b>	<b>-</b>	<b>43,992</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>24,733</b>	<b>19,259</b>	<b>-</b>	<b>43,992</b>	<b>-</b>
<b>A3 Payments</b>					
<b>Staff Costs</b>	210.00	13194.00	-	13,404	-
<b>Office Costs - Rent &amp; Building Costs</b>	13.00	745.00	-	758	-
<b>Office Costs -Utilities/ Expenses</b>	0.00	2103.08	-	2,103	-
<b>Vol Exps/ Travel</b>	108.87	276.41	-	385	-
<b>Refreshments</b>	206.00	450.38	-	656	-
<b>Equipment/Computers &amp; Furniture</b>	19.99	2407.97	-	2,428	-
<b>Training</b>	214.00	0.00	-	214	-
<b>HR-Insurance/ Professional subs</b>	0.00	638.34	-	638	-
<b>Materials, Gardening &amp; Fundraising</b>	208.13	214.15	-	422	-
<b>Events/Marketing</b>	22.99	204.23	-	227	-
<b>Mang Cost</b>	0.00	69.80	-	70	-
<b>Security/Fire Safety</b>	0.00	96.84	-	97	-
<b>Grants for Clients - Expenditure</b>	2858.65	0.00	-	2,859	-
<b>Sub total</b>	<b>3,862</b>	<b>20,400</b>	<b>-</b>	<b>24,262</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,862</b>	<b>20,400</b>	<b>-</b>	<b>24,262</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>20,871</b>	<b>- 1,141</b>	<b>-</b>	<b>19,730</b>	<b>-</b>
<b>A5 Transfers between funds</b>	204	- 204	-	-	-
<b>A6 Cash funds last year end</b>	1,612	3,941	-	5,553	-
<b>Cash funds this year end</b>	<b>22,687</b>	<b>2,596</b>	<b>-</b>	<b>25,283</b>	<b>-</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	TIPN	1,180	-	-
	Westminster City Council (WCC-EG1)	1,978		
	Westminster City Council (WCC-EG2)	10,024		
	HCF - Healthy Communities Fund	-	5,256	
	CPP - Communities Priorities Programme	-	1,988	
	SPT - Stand Parish Trust	-	3,473	
	CAF Landsec	1,000		
	Magic Little Grants	271	-	-
		113	-	-
		<b>Total cash funds</b>	<b>14,566</b>	<b>10,717</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
TELL IT PARENTS NETWORK

On accounts for the year  
ended

31<sup>st</sup> MARCH 2024

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 / 2024**.

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: 26/12/2024

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