



## Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	04	2024		31	03	2025

### 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>		<b>01/04/2024 – 28/03/25</b>	
4	<b>Andrew Young</b>		<b>27/01/2025 – 31/03/2025</b>	

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. At the beginning of 2024, we are pleased to have been successful in our application for a three-year project funded by Public Health Westminster. This fund is aimed at reducing Health Inequalities in our locality, based on an 18-year gap in life expectancy when compared to more affluent wards in the borough.

A summary of our key activities throughout the year include:

- 1) Our Health Matters: 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. This is a twofold project over 2 days comprising of: a healthy lunch social and a digital access/support session.
- 2) Our sewing project, which was a much sought after activity that contributes to improved wellbeing. We provided weekly free access to sewing machines with the support of a sewing instructor. With the economic climate, more people wanted to use the sessions to make their own clothes, carry out repairs and extend the life of clothing. Sadly, funding ended for this activity and we are in the process of finding a way to resume/continue. (CPP)
- 3) With the support of the Westminster Ward budget, we were able to organise a Health away day to the beach for a diverse range of local people; older residents and families who were unlikely to have a day out of London for the summer months. This trip was oversubscribed, and feedback was wholly positive with many wanting a return to an annual trip. Something we did prior to the pandemic. (WB)
- 4) With the support a small fund from Imperial Health, we were able to deliver some evening health session. We recognise that those in work/not available during office hours also need input/support in health education and making lifestyle changes. We want to make evening sessions more of a regular service as part of our contribution to tackling health inequalities.
- 5) 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)
- 6) With the support of a 'core fund' we have been able to build our capacity; strengthen our governance; recruit an extra trustee and focus on our strategic aims for the next few years.

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 a slight improvement on previous year.

We want to continue to make improvements to our non-grant funding related fundraising and explore other avenues such as: pop-up sales; crafts; cake bakes, sponsored walks etc.

**Summary of the main achievements of the charity during the year**

We continue to rise to the challenge to stay afloat in a climate that has severely impacted small charities such as ours with the cost-of-living crisis showing no signs of letting up anytime soon. We are pleased to note that we are managing to navigate the challenges especially as we have our own lease for a charity of our size.

Following a successful application to Public Health Westminster for a 3-year project, we were pleased to have been awarded a grant for £84k from the Healthy Communities Fund. This project is well underway, and we have already been commended for the difference our service is making in the lives of local people.

Towards the end of March, we were informed “It is with great pleasure that you have been shortlisted for the **Contribution to Health, Wellbeing and Health Equity category** at the upcoming Westminster Community Awards. Your outstanding contributions have truly set you apart, and we are delighted to recognise your efforts in this special way”. This is a fantastic achievement that gives us confidence in the work we do; the reason why we exist.

## Section E

## Financial review

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

As of March 31<sup>st</sup>, we hold approx. £8400 of unrestricted funding which is inclusive of our reserves. This amount covers approx. 3-4 months of our core running costs. We are satisfied that we are steadily building our reserves and aim to maintain this level. In view of the continuing challenges of rising costs (utilities/materials etc), we continue to explore ways in which our 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:

- Healthy Communities Fund (HCF): £28460
- WCC VCS Core Funding: (VCS): £10504
- Community Priorities Programme (CPP): £7496
- Strand Parish Trust (SPT): £5000
- Ward Budget (WB): £1748
- Fundraising: £556
- Health RM Budget £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. It continues to be a challenging climate in terms of attracting and securing funding. We were fortunate that we continue to meet our expenditure costs and note that the expenditure for this year is markedly more than the previous year. This was due to the damp proofing works which delayed some project spend and whilst the new lease began in 2023. the first payments (which were backdated), were not made until this financial year. Our annual expenditure has steadily increased over the years to around the 50k mark

## 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

05/01/2026





 <b>CHARITY COMMISSION</b> FOR ENGLAND AND WALES	Charity Name		No (if any)		CC16a
	Tell It Parents Network		1174478		
	<b>Receipts and payments accounts</b>				
	For the period from	Period start date	To	Period end date	
	Apr-24		Mar-25		
<b>Section A Receipts and payments</b>					
	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 Unrestricted Funds/Reserves	615	-	-	615	-
HCF	-	28,460	-	28,460	-
WCC VCS	-	10,504	-	10,504	-
Young Westminster	-	5,000	-	5,000	-
CPP1	-	4,800	-	4,800	-
CPP2	-	2,696	-	2,696	-
Ward Budget	-	1,748	-	1,748	-
4 All CIC - Health RM Budget	-	500	-	500	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	615	53,708	-	54,323	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	615	53,708	-	54,323	-
<b>A3 Payments</b>					
Staff Costs	287	21,517	-	21,804	-
Office Rent	6,274	21,296	-	27,570	-
Building Insurance	984	600	-	1,584	-
Office Utilities/Expenses	-	2,456	-	2,456	-
Volunteer/Travel Expenses	20	384	-	404	-
Refreshments	3	1,292	-	1,295	-
Equipment/Computers & Furniture	152	1,016	-	1,168	-
Training	-	239	-	239	-
HR/Insurance/Professional Subs/Fees	141	502	-	643	-
Materials	719	452	-	1,171	-
Events/Marketing	26	620	-	646	-
Security/Fire/Building Maintenance	240	160	-	400	-
Gardening Costs	414	-	-	414	-
Coach Hire	-	1,700	-	1,700	-
<b>Sub total</b>	9,260	52,234	-	61,494	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	9,260	52,234	-	61,494	-
<b>Net of receipts/(payments)</b>	- 8,645	1,474	-	- 7,171	-
<b>A5 Transfers between funds</b>	2,348	2,348	-	-	-
<b>A6 Cash funds last year end</b>	14,705	10,578	-	25,283	-
<b>Cash funds this year end</b>	8,408	9,704	-	18,112	-
<b>Section B Statement of assets and liabilities at the end of the period</b>					
Categories	Details	Unrestricted funds	Restricted funds	Endowment funds	
		to nearest £	to nearest £	to nearest £	
<b>B1 Cash funds</b>	TIPN Unrestricted Funds/Reserves	8,408	-	-	
	Healthy Communities Fund		3,409		
	WCC VCS Core Funding		1,295		
	Young Westminster	-	5,000	-	
		-	-	-	
	<b>Total cash funds</b>	8,408	9,704	-	
(agree balances with receipts and payments account(s))					
Receipts and Payments to March 2025		OK	OK	OK	08/01/2026



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
TELL IT PARENTS NETWORK

On accounts for the year  
ended

31<sup>st</sup> MARCH 2025

Charity no  
(if any)

1174478

Set out on pages

1 – 7 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 / 2025**.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

18/01/2026

Name:

Caleb Desouza

Relevant professional  
qualification(s) or body:

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 material 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