

THE COURTNEY FOUNDATION

England & Wales · Charity number 1187689

Details

Status Registered

Legal form CIO

Registered 2020-02-03

Register [View on the Charity Commission register](#)

Contact

Address 145a High Street
Luton
Bedfordshire
LU4 9LE

Phone 07311063676

Email info@thecourtneyfoundation.org

Website <https://www.thecourtneyfoundation.org>

Activities

Objects: THE OBJECTS OF THE CIO ARE: A) TO PROMOTE SOCIAL INCLUSION FOR THE PUBLIC BENEFIT BY PREVENTING PEOPLE FROM BECOMING SOCIALLY EXCLUDED, RELIEVING THE NEEDS OF THOSE PEOPLE WHO ARE SOCIALLY EXCLUDED AND ASSISTING THEM TO INTEGRATE INTO SOCIETY. FOR THE PURPOSE OF THIS CLAUSE 'SOCIALLY EXCLUDED' MEANS BEING EXCLUDED FROM SOCIETY, OR PARTS OF SOCIETY, AS A RESULT OF ONE OF MORE OF THE FOLLOWING FACTORS: UNEMPLOYMENT; FINANCIAL HARDSHIP; YOUTH OR OLD AGE; ILL HEALTH (PHYSICAL OR MENTAL); SUBSTANCE ABUSE OR DEPENDENCY INCLUDING ALCOHOL AND DRUGS; DISCRIMINATION ON THE GROUNDS OF SEX, RACE, DISABILITY, ETHNIC ORIGIN, RELIGION, BELIEF, CREED, SEXUAL ORIENTATION OR GENDER RE-ASSIGNMENT; POOR EDUCATIONAL OR SKILLS ATTAINMENT; RELATIONSHIP AND FAMILY BREAKDOWN; POOR HOUSING (THAT IS HOUSING THAT DOES NOT MEET BASIC HABITABLE STANDARDS; CRIME (EITHER AS A VICTIM OF CRIME OR AS AN OFFENDER REHABILITATING INTO SOCIETY). B) THE PREVENTION OR RELIEF OF POVERTY IN ENGLAND BY PROVIDING: ITEMS AND SERVICES TO INDIVIDUALS IN NEED AND/OR CHARITIES, OR OTHER ORGANISATIONS WORKING TO PREVENT OR RELIEVE POVERTY.

Activities: We work to promote social inclusion and prevent and relieve poverty. We offer material support to relieve financial hardship; develop workshops and events to promote skills and learning development; facilitate inclusive social opportunities; and raise awareness of underserved groups and challenges in relation to social exclusion. We currently operate in Luton, Bedfordshire.

Classification

- **How:** Provides Advocacy/advice/information, Other Charitable Activities
- **What:** The Prevention Or Relief Of Poverty, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups, The General Public/mankind

Geography

- Luton

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-05	£95,707	£94,868	-	-
2023-09-05	£62,245	£59,785	-	-
2022-09-05	£7,278	£9,825	-	-
2021-09-05	£14,124	£8,276	-	-
2020-09-05	£0	£0	-	-

Trustees

Name	Role	Appointed
Melissa Courtney Llewellyn	Chair	2020-02-03
Ahmed Adde		2022-11-03
Ahmed Aweis Ahmed		2023-03-05
Ashley Parker		2022-11-03
Mohammed Sadiqul Choudhury		2022-11-03

THE COURTNEY FOUNDATION

England & Wales - Charity number 1187689

Accounts

ANNUAL REPORT 2024

TRUSTEES' ANNUAL
REPORT AND
ACCOUNTS
6.9.23 - 5.9.24



THE COURTNEY
FOUNDATION

Administrative details

Charity name: The Courtney Foundation
Registered charity number: 1187689 (England and Wales)
Principal address: 145a High Street, Luton, Bedfordshire, LU4 9LE

Structure and governance

Trustees:	Melissa Llewellyn	3rd Feb 2020 - current
	Ahmed Adde	3rd Nov 2022 - current
	Ashley Parker	3rd Nov 2022 - current
	Mohammed Sadiqul Choudhury	3rd Nov 2022 - current
	Ahmed Aweis Ahmed	5th Mar 2023 - current

Structure: Charitable Incorporated Organisation
Governing document: Constitution

New trustees are selected with consideration of their skills, knowledge and experience, and are appointed by resolution passed by the existing trustees. Trustees must read and understand all organisational policies, which reflect statutory and legal requirements and good practice procedures.

Adopted policies:

- Safeguarding Children and Vulnerable Adults Policy
- Code of Conduct and Ethics
- Conflict of Interest Policy
- Data Protection Policy
- Privacy Policy
- Whistleblowing Policy
- Challenging Behaviour Policy
- Equality, Diversity and Meaningful Inclusion Policy
- Complaints Policy
- Health and Safety Policy
- Volunteer Policy
- Volunteer Disciplinary Procedures
- Financial Management Policy
- Reimbursements of Expenses and Purchases Policy
- Business Ethics and Anti-Bribery Policy
- Environmental and Sustainability Policy
- Hardship Projects Policy
- Reserves Policy
- Safeguarding Policy (Refugee Support Drop-in)

Objectives and activities

- Charitable objects:
- a) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society
 - b) The prevention or relief of poverty in England by providing: items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty

Thanks to referrers, funders, supporters and local organisations, we were able to help lots of people with clothing, household equipment, and one-to-one support during this period. We ran children’s holiday clubs for the first time, connecting with families in new ways and offering fun and enriching activities for local children. We welcomed several new staff and volunteers and launched a new model for our children’s clothes provision.

Projects

“...when there [was] nothing to fall back on you [came] to the rescue [for] us.”

Children’s Clothing Support

Our children’s clothing project provides free and affordable children’s clothing bundles, including shoes and coats, to families in financial difficulty. We supported **129 babies and children** from **69 households** during this period. This includes working families, those who are unemployed or unable to work, people with long term health conditions, those currently seeking asylum or with new refugee status, families who’ve been relocated to Luton due to domestic violence or other reasons, and families with children with special educational needs and health conditions who require suitable clothing.



This project has been enabled thanks to funding from Bedfordshire and Luton Community Foundation and the Frank Branston Charitable Trust, and partnership with NOAH Enterprise and their charity shop. Working within the shop creates a better customer experience, helping to improve access to support. To ensure dignity and discretion, the family uses a gift card, given to them by a referrer, at the till in exchange for their prepared clothing bundle.

Feb - ongoing

Our children's clothing project:

Relieves some financial burden, allowing funds to be spent elsewhere

Reduces stress and promotes healthier, happier households

Contributes to healthier, happier children by providing a weather-appropriate coat for a school child, well-fitting and warm baby clothes, appropriate clothing for a child with special educational needs, or appropriately styled clothing for a teenager

Provides urgent support for children who have extremely limited clothing; those who've fled their homes in urgency and only have the clothes they are currently wearing due to domestic violence or seeking asylum

"You would not know the help and happiness you put in our family when there [was] nothing to fall back on you [came] to the rescue [for] us."

Family from our children's clothing project

Refugee Support Drop-In

Our refugee support drop-in is open once a week, providing information, signposting, guidance and support for a range of matters including registering with health services, accessing legal support, and housing referrals for recently recognised refugees. We focus on promoting agency; equipping clients to better understand their rights and options at every possible opportunity. It provides an essential service in the town and makes a positive impact to the lives of hundreds of refugees. We provide a strong sense of welcome for people in the asylum system and recognised refugees, whilst giving practical support around a range of issues. Over 7 months, we supported **101 people in 184 one-to-one sessions.**



We provide an essential service to recently recognised refugees and people navigating the asylum system in Luton. We offer information and support in a dignified, patient and clarifying way. We help ensure:

People do not become homeless, or are helped into accommodation if sleeping rough

Adults and children have access to healthcare by registering at GPs and dentists

Children are able to go to school and adults know how to access education and training

People can access external legal services, and are aware of clothing, social and other projects

Information relating to other issues can be explained in a way it is understood

Reassurance and clarity can be found in a friendly environment

Thanks to LETS Hub and Community Interest Luton for providing space for the drop-in, and funding from the UK Government's Cost of Living Grant via The National Lottery, and Bedfordshire and Luton Community Foundation's Stability Grant (The Steel Charitable Trust and The Amateurs Trust).

In addition to the drop-in, we developed a Refugee Support section on our website, providing a range of information about relevant services and activities. Thank you to our new staff and volunteers whose dedication and kindness is making a real difference to people's lives.

"I felt better when I found out that this organisation was my partner."

Client from our Refugee Support Drop-In

"Your service to us had an impact on me and my family, in terms of advice, guidance, knowledge of the country's law, and your standing with me in my needs. Many thanks and appreciation for your constant kindness."

Client from our Refugee Support Drop-In

Household Support

Between Jan - Mar 2024, we provided household support to **201 people** in **72 households**; 55 were families with children. We provided over £40,000 worth of equipment and furniture - washing machines, cookers, fridges, freezers, pushchairs, cots, beds, mattresses, and Boots vouchers for families with children under 4, thanks to The UK Government's Cost of Living Grant from The National Lottery.

We are linked to over 200 referrers from a variety of sectors including education, health, charity, and specialist organisations, ie. which support refugees or vulnerable women. Many practitioners visit families at home and see first-hand the poverty that they are living in, where they are without access to basic necessities, including appropriate clothes, shoes, and essential household equipment. By working with a large number of referrers we aim to reach as many families as possible and the nature of their roles ensures we're reaching people truly in need. Working with referrers means we ourselves don't ask personal questions to assess need which helps maintain a dignified and friendly service, though people often tell us about their circumstances.

Children's Holiday Clubs

Our clubs welcomed 20-30 7-11 year olds every day across five four-day weeks in April, July and August 2024. Activities included t-shirt designs, sports tournaments, Maths and English competitions and prizes, and craft-based activities exploring what the young people find important and ideas around value, communication, safety and wellbeing with support from Faiths Against Child Sexual Exploitation.

We welcomed new volunteers and staff to our team through this project - thanks in particular to all our young volunteers!



I Love
this club ♥
By Eshaal

"I just wanted to say a huge thank you for the 4 weeks of fun my children had, they were genuinely so upset yesterday. You and the other staff done a wonderful job at keeping the children safe and entertained.
Thank you again."

Parent from our Summer Kids Club

I will miss the club so much it's the best I will especially miss Anisha
Nadia

This is the Best club in the world i love all the teachers i am definitely booking this club next year! :)

It was fun being with kids i enjoyed being here and this will always be my fav place with kids ♥

Adult Clothing Drop-In

Thanks to funding from the UK Government's Cost of Living Grant via The National Lottery, and local organisations Grow Your Potential and Al-Hikmah Boys School, we were able to welcome people into our own Luton Clothing Bank space to browse and choose the clothes they needed. Between Feb - June 2024 we provided free clothes, shoes and coats to **197 people** experiencing financial difficulty in Luton. We also offered employability support and housing information.

Other Activities

Lutonkind Networking Event

We welcomed people from 13 local organisations to create and strengthen connections and improve understanding of the roles we all play in supporting Luton's children and families.

Welcome Home Festival

We were delighted to contribute to the Welcome Home Festival in Luton as part of Refugee Week 2024, hosting dessert food and providing craft equipment.



Future plans

We're excited to grow our existing areas of work and expand into new areas, informed by the needs and views of local people and our partners. We have plans to...

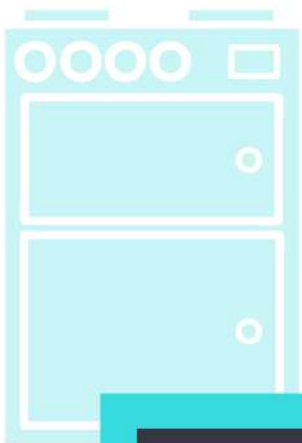
Sustain our children's clothing provision and continue working closely with NOAH Enterprise

Sustain our Refugee Drop-In, ensuring its vital service is available locally

Restart a provision of Household Support, providing cookers, beds and other urgent items to those struggling most in Luton



Offer children's holiday clubs, developing our relationship with families and providing enriching activities to young people



Offer dynamic one-to-one support to local people, covering a range of issues, with the aim of providing financial relief and improving food sufficiency



Financial review

Reserves

Our reserves limit is currently £5000. We aim to only have an amount of reserves that is proportionate to what is required to continue our existing operations for up to 6 months, and to respond to any urgent operational needs that may arise due to unexpected financial implications. Our reserves limit will be adjusted accordingly as our work progresses, and this will be reflected in our Reserves Policy. Income from any sources are principally used to further our charitable purposes and benefit those we work with.

Grants, contracts and donations

We're extremely grateful for the grants we've been awarded this year:

- Bedfordshire and Luton Community Foundation and The Steel Charitable Trust, The Amateurs Trust, and Frank Branston Charitable Trust
- Active Luton's Energise Luton Holiday Camps funded by the Department for Education's Holiday Activities and Food Programme
- The National Lottery managed Cost of Living Grant by the UK Government

In-kind support

A final thanks to the local organisations who've supported our work, giving their time and premises in-kind for activities; greatly reducing costs in our efforts to relieve poverty and promote social inclusion:

- Grow Your Potential
- LETS Hub and Community Interest Luton
- Al-Hikmah Boys School
- Faiths Against Child Sexual Exploitation
- NOAH Enterprise



Delivered by
THE NATIONAL LOTTERY
COMMUNITY FUND



STABILITY FUND

FRANK BRANSTON FUND



Declaration

The trustees declare that they have approved the trustees' report above. Signed on behalf of the trustees:

Full name:

Melissa Llewellyn

Signed:

Date:

11.02.25

Receipts and payments accounts

Charity name: The Courtney Foundation

Charity number: 1187689 (England and Wales)

For the period: 6th September 2023 to 5th September 2024

Receipts and payments

Receipts					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Donations and legacies	20	414	0	434	3586
Grants	8163	87110	0	95273	57572
Fundraising events	0	0	0	0	0
Fees for services	0	0	0	0	0
Other	0	0	0	0	1087
Subtotal	8183	87524	0	95707	62245
Sale of fixed assets	0	0	0	0	0
Sale of investments	0	0	0	0	0
Loans received	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	8183	87524	0	95707	62245

Payments					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Salaries and related costs	4486	36083	0	40569	8608
Rent/hire	0	6100	0	6100	3378
Insurances	483	0	0	483	345
Telephone and internet	49	34	0	83	78
Stationary, printing and office supplies	0	0	0	0	228
Subscriptions, including digital and online packages	0	0	0	0	59
Bank charges	0	0	0	0	0
Website costs	0	0	0	0	0
Staff and volunteer training	60	0	0	60	0

Staff expenses and purchases	0	945	0	945	0
Volunteer expenses and purchases	0	36	0	36	860
Trustee expenses and purchases	0	1573	0	1573	0
Advertising and promotion	0	0	0	0	0
Other project costs	41	46486	0	46527	46228
Refunds recieved	-41	-1467	0	-1507	0
Sub total	5078	89791	0	94868	59785
Purchase of fixed assets	0	0	0	0	0
Purchase of investments	0	0	0	0	0
Loans repaid	0	0	0	0	0
Sub total	0	0	0	0	0
Total	5078	89791	0	94868	59785
Net of receipts/ (payments)	3105	-2267	0	838	2460
Transfer between funds	0	0	0	0	0
Cash funds last year end	119	5643	0	5762	
Cash funds this year end	3224	3376	0	6600	

Statement of assets and liabilities at the end of the period				
	Details	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)
Bank account	Co-operative Bank	3224	1704	0
Digital account	Equals Money	1672	0	0
Total cash funds	-	4896	1704	0
Other monetary assets	-	0	0	0
Investment assets	-	0	0	0
Assets retained for the charity's own use	-	0	0	0
Liabilities	-	0	0	0

Notes on the accounts

Numbers have been rounded in accordance with standard practice and expectations for charity accounts. This may result in some numbers not adding up due to rounding. Significant refunds received are related to our household support provision where large goods purchases were refunded. The Equals Money digital account listed is an online finance management platform which we utilised to enable staff to manage the household support budget.

Print name MELISSA LLEWELLYN

Signature 

Date 27.01.2025

Independent Examiner's Report to the trustees of The Courtney Foundation

on the accounts for the year ended 5th September 2024

Charity number: 1187689 (England and Wales)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity for the year ended 05/09/2024.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

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.

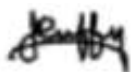
Independent examiner's statement

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



Name

Jennie Cuffy

Date

21.4.25

Relevant professional qualifications or body (if any)

DipGBS ACCA - Revenue Specialist

Address

24 Dordans Road
Luton
Bedfordshire
LU4 9BP

THE COURTNEY FOUNDATION

England & Wales - Charity number 1187689

Accounts

ANNUAL REPORT 2023

TRUSTEES' ANNUAL
REPORT AND
ACCOUNTS
5.9.22 - 6.9.23



THE COURTNEY
FOUNDATION

Administrative details

Charity name:	The Courtney Foundation
Registered charity number:	1187689 (England and Wales)
Principal address:	126 Five Springs, Luton, Bedfordshire, LU3 3LJ

Structure and governance

Trustees:	Melissa Llewellyn	3rd Feb 2020 - current
	Ahmed Adde	3rd Nov 2022 - current
	Ashley Parker	3rd Nov 2022 - current
	Mohammed Sadiqul Choudhury	3rd Nov 2022 - current
	Ahmed Aweis Ahmed	5th Mar 2023 - current

Structure: Charitable Incorporated Organisation
Governing document: Constitution

New trustees are selected with consideration of their skills, knowledge and experience, and are appointed by resolution passed by the existing trustees. Trustees must read and understand all organisational policies, which reflect statutory and legal requirements and good practice procedures.

This year we said goodbye to two trustees, Courtney Cuffy and Husna Rasul. We welcomed four new members to the trustee board: Sadiqul Choudhury, Ashley Hamza Parker, Ahmed Adde and Ahmed Aweis. Collectively they bring experience in direct community engagement, fundraising, coaching and management.

Adopted policies:

- Safeguarding Children and Vulnerable Adults Policy
- Code of Conduct and Ethics
- Conflict of Interest Policy
- Data Protection Policy
- Privacy Policy
- Whistleblowing Policy
- Challenging Behaviour Policy
- Equality, Diversity and Meaningful Inclusion Policy
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- Business Ethics and Anti-Bribery Policy
- Environmental and Sustainability Policy
- Hardship Projects Policy
- Reserves Policy

Objectives and activities

- Charitable objects:
- a) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society
 - b) The prevention or relief of poverty in England by providing: items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty

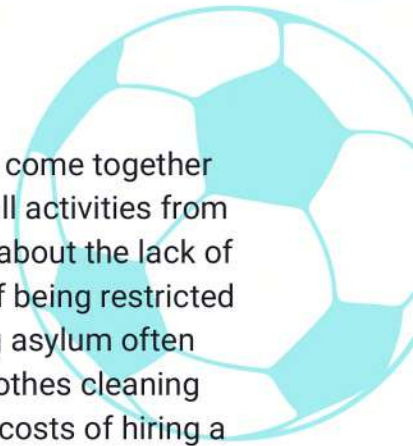
We're so grateful to have been able to run several exciting projects this year, and pleased to see our growing relationships result in impactful collaborative work. We've expanded our leadership team, launched Lutonkind-Kids in collaboration with Luton Kids/Baby Bank, and supported hundreds of people with household equipment using funds provided by Luton Borough Council. Well-attended warm spaces, social activities for people claiming asylum, a winter coat fundraiser and a free community fun day have made this year our most versatile yet.

Projects

1700+ People 4700+ Clothes, Coats & Shoes
400+ Meals 90+ Baby Equipment Items
1335+ Toys 355 Household Support Packs

Football

Our first sports project saw 20 young people who were claiming asylum come together once a week for 5 weeks to play football. We'd been asked about football activities from those we supported with clothing, and heard directly and from partners about the lack of activities available and the need to counter the mental health impacts of being restricted to their accommodation sites with not much else to do. People claiming asylum often have limited clothing and footwear, and may not have easy access to clothes cleaning facilities. Funding from Barclays Community Football Fund covered the costs of hiring a 3G pitch which reduced the risk of dirtying clothes and shoes in mud. This short project evidenced a greater need for football provision for the refugee community, and our trustee and coach marked the end of this project by bringing some players to The Big Iftar thanks to tickets given in-kind by the organisers. We plan to run more football activities next year.



Luton Clothing Bank - Pop-Ups and Coat Campaign

We've continued to support families and individuals experiencing financial difficulty with free clothes and shoes. The levels of poverty in Luton are high and with significant numbers of people claiming asylum located in the town, the need for suitable clothing was huge, especially over winter. This year we surpassed 20,000 items redistributed through all Luton Clothing Bank projects. Ensuring a free clothes provision means people can use limited funds on other urgent things like food and bills; reduces stress, lessening the risk of poor mental health, and; in some cases, enables people to simply go outside where they otherwise would not of had the coat or shoes to do so.

With the support of The Raise Up Foundation, Care4Calais, Hope Church Luton, our dedicated volunteers and clothes donations from the local community, our first Free Clothes Pop-Up was held at Hope Church, with families and individuals browsing and choosing the items they needed. We saw around 70 people on the day who also enjoyed food and children's activities.

Our second Free Clothes Pop Up was held at The Raise Up Foundation, with support from Care4Calais and volunteers which enabled 2000 clothing items and shoes to be redistributed. Special thanks to Luton schools who shared information about the pop-up to their families! 175 adults, children and babies were able to find clothes on the day.



Fundraising with the support of Discover Islam, we raised over £1000 from the community with which we purchased 54 good quality, warm winter coats for local people claiming asylum. These were distributed by Care4Calais along with donations of coats collected by Discover Islam and other partners.

World Cup and Film nights

With support from Care4Calais, Discover Islam and The Hobson Charity, we showed the World Cup Final to 30 local people claiming asylum. We brought people from several different accommodation sites together, enjoyed hot food and gifts of new footballs, pumps and water bottles. It was a really exciting and friendly atmosphere with six different languages and cultures coming together over football and food.

We then showed a further handful of films over the following months to the refugee community.



Warm spaces

We helped launch two warm spaces in January, with Hightown Baptist Church (in High Town) and The Raise Up Foundation (in Saints). We saw a footfall of over 500 across both locations between January and March, with Hightown being particularly well attended by local people currently claiming asylum. It regularly saw 40-60 people use the space and enjoy hot drinks, soup, cake and games. Both locations offered a Winter Pop-Up with coats, jumpers and winter accessories, supported by donations from Luton residents.

We supported the distribution of baby food and milk, sourced through The Raise Up Foundation, and also put on a toy giveaway. Hightown Baptist Church maintains their space as a coffee morning, still supporting local people with free clothes and small household goods. Thanks to Bedfordshire and Luton Community Foundation and The Albert Hunt Trust for providing funding to support the warm spaces.



Sunday social space and Ramadhan meal

As part of our Sunday social space for people claiming asylum, we hosted a sit-down iftar meal for 30 people with food provided via Discover Islam. Creating space to get together and connect is especially important during religiously significant periods as feelings of loneliness and isolation may feel stronger during these times.



Household Support

Working with 42 Health Visitors, Family Workers and other referrers, we supported 81 low income households with items they needed. Supporting a total of 320 people with 355 packs, we provided:

- 41 baby packs, including travel cots, nappies and Boots vouchers
- 90 duvet packs
- 19 travel systems and buggies
- 30 white goods
- 74 small appliances
- 89 beds and mattresses
- 12 rugs for households without flooring



£46,530 in funding was provided by Luton Borough Council which supported families and individuals including people with disabilities, those claiming asylum and elderly people. Circumstances included a mother and children living in a hotel after a house fire, who needed furniture when being moved into housing months later; several heavily pregnant mums needing essential equipment for the arrival of their babies; and mums with children fleeing domestic abuse needing to furnish their new homes.

Without the household support fund I would have nothing it has been so helpful and very generous to have been accepted for this. The items I received are perfect. Such nice things chosen and very useful.

Mum of 2, house fire

“My family and I are so grateful for everything that we received from the Luton Council. We will also like to show our gratitude to The Courtney Foundation. Words cannot describe how overwhelmed we were when we received the double buggy on Saturday, we usually walk to and from GP appointments etc. so the double buggy is going to make life so much easier to move around with the two kids. We are also very grateful for the £50 Boots gift card that we received, we were able to purchase hygiene products for ourselves and for the children. You guys definitely made us feel loved and cared for so Thank You Very Much for everything.”

Parents of 2, claiming asylum

Lutonkind-Kids

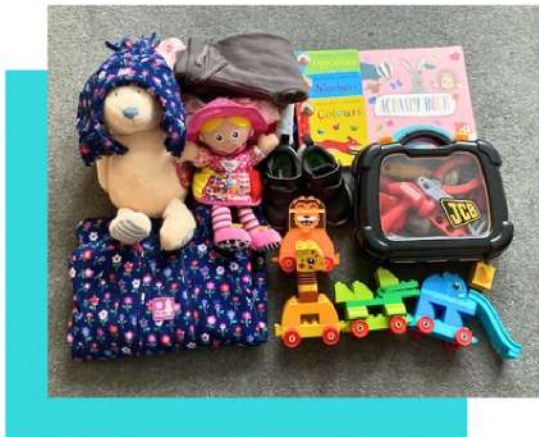
In collaboration with the previous Luton Kids/Baby Bank, we launched Lutonkind-Kids, a free resource for children of all ages who are living in poverty in Luton. We provide free baby and children’s clothes, shoes, toys and equipment (eg. pushchairs, cot-beds, bedding) to families in financial difficulty. With high levels of child poverty in the town, we try to help as many people as we can with good quality donated items.



“With the cost-of-living crisis, I am so grateful to have discovered and used Luton Kind, where the staff are incredibly welcoming and helpful. Having this service in Luton, means some of our families who are financially struggling are able to receive items and feel supported without judgement. Keep up the good work!”

Luton All Women’s Centre

Items are available by referral. We have excellent relationships with local professionals; health visitors, family workers, and charities supporting families fleeing domestic violence, victims of modern slavery and other vulnerable groups. Families can visit and choose clothes and toys and arrange for equipment to be collected or delivered. Having choice over the clothing they receive is particularly important for teenagers, and makes the provision a more positive experience for parents. Spending time with families also gives us better opportunities for signposting and identifying additional needs.



We are extremely grateful to Stopsley Baptist Church and Bedfordshire and Luton Community Foundation for supporting the launch of the Lutonkind-Kids at The GreenHouse, allowing families to visit and choose the items they need.

Lutonkind-Kids has directly supported 228 babies and children in March - August. Families received a level of support which met their needs, some receiving clothes, others receiving clothes, shoes, toys and a pushchair or other equipment.

“Thank you for the lovely sets of clothes you’ve given us. It’s great to have someone who understands you. M loves the dolly, it’s her favourite toy. Girls loved the tops all fitted well. Thanks again.”

Mum

My whole family wanted to express our heartfelt gratitude to you. We were going through lots of stress as we were not able to arrange the baby essentials in present time. Thanks to your help, now I can go for my induction tomorrow without any worries.

Your kindness means a lot for us. Your support and guidance has not only been financial but also emotional, and we feel incredibly blessed to have you in our life. Thanks a lot for all the items you arranged for us and personally came to deliver those items.

Pregnant mum of 1

I would just like to say a big massive thank you to The Courtney Foundation and especially [staff]. The support I have been given because of this wonderful scheme after my health visitor referred me initially for a high chair. I honestly don't know I would have been able to progress in our new home after fleeing domestic violence and having to start afresh. Initially [staff] came and dropped me an emergency kettle, some crockery and cutlery the day we moved in as I had absolutely nothing initially, a few days later I was provided with a washing machine, kettle, microwave, travel cot and some sleeping bags for the baby. I was so very thankful to [staff] for arranging these. [staff] then brought round a bundle of clothes for the baby along with some nappies and toys and to my amazement, a voucher for boots which will be especially helpful as I will use this to purchase baby milk (unfortunately I am not entitled to the healthy start scheme).

I honestly would not have been able to achieve this without The Courtney Foundation and feel this service had been an integral part of helping myself and [child] to start our new life.

Once again thank you so much [staff], you are all amazing,

Mum of 1, domestic abuse survivor

Free Community Fun Day

We welcomed 350 people at our Community Fun Day, which included bouncy castles, games, free toys, hot food and sweet cones, and a free clothes pop-up. The event was totally free, for refugees/people claiming asylum and other low income families so they can enjoy the sense of community, food and games taking place over the Eid al-Fitr period. A huge thanks to all the individual donors and Training 4 U Services, Shepherd & Co., 123 Big Bounce, Luton Borough Council, Grow Your Potential, The Raise Up Foundation, Care4Calais, Tasty's Chicken, Roasty Arabic Grill, Tesco, Arriva, Luton Sixth Form College and Shri Guru Ravidass Sangat Luton, for their donations of space, time, food and funds, and to local schools for promoting the event.



Future plans

We're excited to grow our existing areas of work and expand into new areas, informed by the needs and views of local people and our partners. We have plans to...

Develop and sustain Lutonkind-Kids, increasing its capacity to support children and families across Luton



Restart a provision of Household Support, providing cookers, beds, baby packs and other urgent items to those struggling most in Luton



Explore opportunities to offer wider support for children and young people



Build on our work engaging with refugees/people claiming asylum and bridge gaps in local provision, better meeting the needs of the significant number of people claiming asylum who live in the town



Financial review

Reserves

Our reserves limit is currently £5000. We aim to only have an amount of reserves that is proportionate to what is required to continue our existing operations for up to 6 months, and to respond to any urgent operational needs that may arise due to unexpected financial implications. Our reserves limit will be adjusted accordingly as our work progresses, and this will be reflected in our Reserves Policy. Income from any sources are principally used to further our charitable purposes and benefit those we work with.

Donations from individuals and organisations

Well over £3000 was donated by individuals and organisations to support our work this year. Thank you to each generous person who contributed towards:

£1030

for winter coats, with Rise and Shine Nursery in Luton donating a massive £500

£920

raised by Sadiqul Choudhury at the Love Luton 10k run

£710

raised by Phyl Rainey for clothing support during her 5 x 5k campaign in December

Local organisations donated towards:

- **Free Community Fun Day:** £150 from Training 4 U Services, £150 from Grow Your Potential and £50 from Shepherd & Co. Solicitors
- **Lutonknid-Kids:** £150 from Wholesome Hands

In-kind support

A final thanks to the all of the local organisations who've supported our work by offering their time and giving space in-kind to carry out events and activities, greatly reducing the cost involved in our efforts to relieve poverty and promote social inclusion:



Grants and contracts

We're extremely grateful for the grants and contracts we've been awarded this year. We received:

- £5500 from Bedfordshire and Luton Community Foundation for Lutonkind-Kids (with a second sum of £4500 expected later)
- £46530 from Luton Borough Council to support Luton households
- £2000 from The Albert Hunt Trust for warm spaces
- £1542 from The Hobson Charity for a World Cup event
- £500 from Bedfordshire and Luton Community Foundation for warm spaces
- £1000 from Arnold Clark to support clothing provisions
- £500 from the Barclays Community Football Fund for football



Luton



Arnold Clark



Thank you!

Notes on the accounts

Numbers have been rounded in accordance with standard practice and expectations for charity accounts. This may result in some numbers not adding up due to rounding.

Declaration

The trustees declare that they have approved the trustees' report above. Signed on behalf of the trustees:

Full name:

Melissa Llewellyn

Signed:

Date:

6.9.23

Receipts and payments accounts

Charity name: The Courtney Foundation

Charity number: 1187689 (England and Wales)

For the period: 6th September 2022 to 5th September 2023

Receipts and payments

Receipts					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Donations and legacies	0	3586	0	3586	2358
Grants and Contracts	0	57572	0	57572	4000
Fundraising events	0	0	0	0	0
Fees for services	0	0	0	0	0
Refunds and Other	40	1047	0	1087	920
Subtotal	40	62205	0	62245	7278
Sale of fixed assets	0	0	0	0	0
Sale of investments	0	0	0	0	0
Loans received	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	40	62205	0	62245	7278

Payments					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Staff and contractors	0	8608	0	8608	0
Rent/hire	607	2771	0	3378	8982
Insurances	345	0	0	345	192
Telephone and internet	78	0	0	78	78
Stationary, printing and office supplies	0	228	0	228	0
Subscriptions, including digital and online packages	59	0	0	59	144
Bank charges	0	0	0	0	0
Website costs	0	0	0	0	0

Volunteer expenses and purchases	0	860	0	860	0
Trustee expenses and purchases	0	0	0	0	0
Advertising and promotion	0	0	0	0	0
Other project costs	15	46213	0	46228	428
Sub total	1104	58680	0	59785	9825
Purchase of fixed assets	0	0	0	0	0
Purchase of investments	0	0	0	0	0
Loans repaid	0	0	0	0	0
Sub total	0	0	0	0	0
Total	1104	58680	0	59785	9825
Net of receipts/ (payments)	-1064	3525	0	2460	-2547
Transfer between funds	0	0	0	0	0
Cash funds last year end	1184	2119	0	3302	
Cash funds this year end	119	5643	0	5762	

Statement of assets and liabilities at the end of the period				
	Details	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)
Bank account	-	119	5643	0
Total cash funds	-	119	5643	0
Other monetary assets	-	0	0	0
Investment assets	-	0	0	0
Assets retained for the charity's own use	-	0	0	0
Liabilities	-	0	0	0

Print name MELISSA LLEWELLYN

Signature



Date

06.09.23

Independent Examiner's Report to the trustees of The Courtney Foundation

on the accounts for the year ended 5th September 2023

Charity number: 1187689 (England and Wales)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity for the year ended 05/09/2023.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

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.

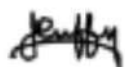
Independent examiner's statement

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



Name

Jennie Cuffy

Date

16th Sep 2023

Relevant professional qualifications or body (if any)

DipGBS ACCA - Revenue Specialist

Address

24 Dordans Road

Luton

Bedfordshire

LU4 9BP

THE COURTNEY FOUNDATION

England & Wales - Charity number 1187689

Accounts



THE COURTNEY
FOUNDATION

Trustee's Report and Accounts

For the period:
6th September 2021 to 5th September 2022

Registered charity number: 1187689 (England and Wales)

Administrative details

Charity name:	The Courtney Foundation
Registered charity number:	1187689 (England and Wales)
Principal address:	126 Five Springs, Luton, Bedfordshire, LU3 3LJ

Structure and governance

Trustees:	Courtney Cuffy	3rd Feb 2020 - 3rd Nov 2023
	Husna Rasul	3rd Feb 2020 - 3rd Nov 2023
	Melissa Llewellyn	3rd Feb 2020 - current
	Ahmed Adde	3rd Nov 2023 - current
	Ashley Parker	3rd Nov 2023 - current
	Sadiql Choudhury	3rd Nov 2023 - current

Structure: Charitable Incorporated Organisation

Governing document: Constitution

New trustees are selected with consideration of their skills, knowledge and experience, and are appointed by resolution passed by the existing trustees. Trustees must read and understand all organisational policies, which reflect statutory and legal requirements and good practice procedures.

Adopted policies:

1. Safeguarding Children and Vulnerable Adults Policy
2. Code of Conduct and Ethics
3. Conflict of Interest Policy
4. Data Protection Policy
5. Privacy Policy
6. Whistleblowing Policy
7. Challenging Behaviour Policy
8. Equality, Diversity and Meaningful Inclusion Policy
9. Complaints Policy
10. Health and Safety Policy
11. Volunteer Policy
12. Volunteer Disciplinary Procedures
13. Financial Management Policy
14. Reimbursements of Expenses and Purchases Policy
15. Business Ethics and Anti-Bribery Policy
16. Environmental and Sustainability Policy
17. Hardship Projects Policy
18. Reserves Policy

Objectives and activities

Charitable objects:

a) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society

b) The prevention or relief of poverty in England by providing: items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty

During this period we temporarily wound down our Luton Clothing Bank activities, due to funding challenges and circumstances affecting the trustees. We are still volunteer-led, and currently have no paid staff. We welcomed fundraising efforts from the community to support our work, building connections with key supporters. Our local profile and relationships with the local authority and other local charities and groups has strengthened. During this period we received confirmation of funding (to be paid after receipt of invoices after the project which will be described in next year's report and accounts) which we used to host a social event for local people seeking asylum.

Projects

**Luton
Clothing Bank**

Luton Clothing Bank

Many people live in poverty and experience financial difficulty in Luton. We provide free clothes and shoes to people experiencing financial difficulty, including people who are experiencing homelessness, seeking asylum or have refugee status, unemployed or on a low income, leaving/recently left hospital or prison, new to the UK, or otherwise can't afford the items they need. During this period we distributed 1916 items to 141 individuals before pausing the project in February.

Here are some of the benefits of the project.

Essential

Having appropriate clothes and shoes is a necessity and we

support anyone in financial difficulty. This includes people who have been displaced and have very little, families who need clothes for growing children and people who need appropriate clothes for work.

Welcoming	We've connected with and welcomed people who are new to Luton and provided them with the items they need as well as given information about further support and activities.
Opportunities	By offering suitable clothes and footwear we've helped support people to access interviews and the opportunity to start or return to work.
Support	Engaging with people through Luton Clothing Bank creates opportunities for us to identify other areas of need and support and allows us to signpost and design new projects effectively.
Environment	We only use recycled, recyclable or reusable packaging and work to reduce the amount of clothes that could end up in landfill. We reframe donating clothes as more than addressing poverty and highlight the environmentally conscious and sustainable approach of redistributing resources locally.
Stigma	We aim to reduce the stigma around poverty and the reluctance to use preloved, 'second-hand' clothes by working to develop a universal service that normalises the sharing of essential resources.
Generosity	Luton Clothing Bank facilitates a way for people to help other people locally and utilises the generosity and willingness to give of individuals, groups and organisations.
Compassion	We share stories about the circumstances people are facing locally and send the message that people are 'not alone', both in experiencing difficulty and because support <i>is</i> available; promoting compassion towards and understanding around people's difficult circumstances.

We have since restarted providing a level of clothing support, which we look forward to writing about in our next annual report.

Future plans

We're excited for 2023 and have plans to:

- continue to provide clothing support through Pop-Up clothing events alongside responding to urgent requests,
- provide frequent social activities for people seeking asylum and those who have refugee status, including football sessions and film screenings,
- host warm spaces across Luton with free winter clothes and accessories, and
- strengthen our community fundraising capacity and increase local awareness of the support we offer.

Financial review

Reserves

Our reserves limit is currently £5000. We aim to only have an amount of reserves that is proportionate to what is required to continue our existing operations for up to 12 months, and to respond to any urgent operational needs that may arise due to unexpected financial implications. Our reserves limit will be adjusted accordingly as our work progresses, and this will be reflected in our Reserves Policy. Income from any sources are principally used to further our charitable purposes and benefit those we work with.

Grants and donations

We're extremely grateful to our funders over the period who are listed below, and to individuals and groups who have donated and fundraised an amazing £2227 for our work. We received grants from:

- **Arnold Clark** for £1000 to support the work of Luton Clothing Bank
- **Ashworth Charitable Trust** for £3000 to support the work of Luton Clothing Bank

Declaration

The trustees declare that they have approved the trustee's report above.

Signed on behalf of the trustees:

Full name

Signature

Date:

Melissa Llewellyn

A handwritten signature in black ink that reads "Melissa Llewellyn". The signature is written in a cursive style with a prominent flourish at the end.

31.12.2022

Receipts and payments accounts

Charity name: The Courtney Foundation

Charity number: 1187689 (England and Wales)

For the period: 6th September 2021 to 5th September 2022

Receipts and payments

Receipts					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Donations and legacies	2101	257	0	2358	5659
Grants	0	4000	0	4000	7250
Fundraising events	0	0	0	0	0
Fees for services	0	0	0	0	0
Other	920	0	0	920	1215
Subtotal	3021	4257	0	7278	14124
Sale of fixed assets	0	0	0	0	0
Sale of investments	0	0	0	0	0
Loans received	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	3021	4257	0	7278	14124

Payments					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Salaries and related costs	0	0	0	0	495
Rent/hire	2106	6876	0	8982	1522
Insurances	192	0	0	192	99
Telephone and internet	78	0	0	78	42
Stationary, printing and office supplies	0	0	0	0	259
Subscriptions, including digital and online packages	144	0	0	144	205
Bank charges	0	0	0	0	0
Website costs	0	0	0	0	31

Volunteer expenses and purchases	0	0	0	0	78
Trustee expenses and purchases	0	0	0	0	896
Advertising and promotion	0	0	0	0	0
Other project costs	0	428	0	428	4648
Sub total	2520	7304	0	9825	8276
Purchase of fixed assets	0	0	0	0	0
Purchase of investments	0	0	0	0	0
Loans repaid	0	0	0	0	0
Sub total	0	0	0	0	0
Total	2520	7304	0	9825	8276
Net of receipts/ (payments)	501	-3047	0	-2547	5849
Transfer between funds	0	0	0	0	0
Cash funds last year end	683	5166	0	5849	
Cash funds this year end	1184	2119	0	3302	

Statement of assets and liabilities at the end of the period				
	Details	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)
Bank account	-	1184	2119	0
Total cash funds	-	1184	2119	0
Other monetary assets	-	0	0	0
Investment assets	-	0	0	0
Assets retained for the charity's own use	-	0	0	0
Liabilities	-	0	0	0

Print name MELISSA LLEWELLYN

Signature



Date

31.12.2022

THE COURTNEY FOUNDATION

England & Wales - Charity number 1187689

Accounts



THE COURTNEY
FOUNDATION

Trustee's Report and Accounts

For the period:
6th September 2020 to 5th September 2021

Registered charity number: 1187689 (England and Wales)

Administrative details

Charity name:	The Courtney Foundation
Registered charity number:	1187689 (England and Wales)
Principal address:	126 Five Springs, Luton, Bedfordshire, LU3 3LJ

Structure and governance

Trustees:	Courtney Cuffy	3rd Feb 2020 - current
	Husna Rasul	3rd Feb 2020 - current
	Melissa Llewellyn	3rd Feb 2020 - current

Structure: Charitable Incorporated Organisation

Governing document: Constitution

New trustees are selected with consideration of their skills, knowledge and experience, and are appointed by resolution passed by the existing trustees. Trustees must read and understand all organisational policies, which reflect statutory and legal requirements and good practice procedures.

Adopted policies:

1. Safeguarding Children and Vulnerable Adults Policy
2. Code of Conduct and Ethics
3. Conflict of Interest Policy
4. Data Protection Policy
5. Privacy Policy
6. Whistleblowing Policy
7. Challenging Behaviour Policy
8. Equality, Diversity and Meaningful Inclusion Policy
9. Complaints Policy
10. Health and Safety Policy
11. Volunteer Policy
12. Volunteer Disciplinary Procedures
13. Financial Management Policy
14. Reimbursements of Expenses and Purchases Policy
15. Business Ethics and Anti-Bribery Policy
16. Environmental and Sustainability Policy
17. Hardship Projects Policy
18. Reserves Policy

Objectives and activities

Charitable objects:

- a) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society
- b) The prevention or relief of poverty in England by providing: items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty

During this period we've established a flagship project and received our first funding grants and donations. We are still primarily volunteer-led, and currently have no paid staff. We have continued to build relationships with other local charities and organisations to reflect our principles of partnership working and inclusivity, and have developed ongoing relationships with beneficiaries across different projects, embedding participatory practices along the way.

Projects

The logo for Luton Clothing Bank, featuring the words "Luton" and "Clothing Bank" stacked vertically in white text on a teal rectangular background.

Luton Clothing Bank

Many people live in poverty and experience financial difficulty in Luton. During 2020, the already existing inequities relating to poverty and financial difficulty were heightened, as was the enormous generosity of Luton's communities. We launched Luton Clothing Bank in November 2020 with the support of The Raise Up Foundation, Discover Islam, Tokko and other groups and individuals as a way to utilise that generosity, support local people experiencing financial difficulty and encourage more environmentally friendly behaviour. We provide(d) free clothes and shoes (plus towels and bedding for a time) to people experiencing financial difficulty, including people who are experiencing homelessness, seeking asylum or have refugee status, unemployed or on a low income, leaving/recently left hospital or prison, new to the UK, or otherwise can't afford the items they need.

We've operated primarily on volunteer time and with the good will of local organisations who offered space for collecting, sorting and storing clothes and who provided a collection and access point for beneficiaries. We are now covering the costs of our own storage units thanks to our funders and hope to grow this project into its own space where beneficiaries can browse clothes and have more choice over the items they receive.

We've redistributed over 11,000 items during the first year. We supported over 500 people who have contacted us directly, and many more have received shoes, coats, baby, children's and adult's clothes and coats through other organisations that we pass items on to. Here's a brief look at some of the benefits of the project during its first year.

Essential	Having appropriate clothes and shoes is a necessity and we support anyone in financial difficulty. This includes people who have been displaced and have very little, families who need clothes for growing children and people who need appropriate clothes for work.
Welcoming	We've connected with and welcomed people who are new to Luton and provided them with the items they need as well as given information about further support and activities.
Opportunities	By offering suitable clothes and footwear we've helped support people to access interviews and the opportunity to start or return to work.
Support	Engaging with people through Luton Clothing Bank creates opportunities for us to identify other areas of need and support and allows us to signpost and design new projects effectively.
Environment	We only use recycled, recyclable or reusable packaging and work to reduce the amount of clothes that could end up in landfill. We reframe donating clothes as more than addressing poverty and highlight the environmentally conscious and sustainable approach of redistributing resources locally.
Stigma	We aim to reduce the stigma around poverty and the reluctance to use preloved, 'second-hand' clothes by working to develop a universal service that normalises the sharing of essential resources.

Generosity Luton Clothing Bank facilitates a way for people to help other people locally and utilises the generosity and willingness to give of individuals, groups and organisations.

Compassion We share stories about the circumstances people are facing locally and send the message that people are 'not alone', both in experiencing difficulty and because support *is* available; promoting compassion towards and understanding around people's difficult circumstances.



Baby and Children's Boxes available at Discover Islam in Luton town centre

Baby and Children's Boxes

We offer pre-packed baby and children's boxes with around 15-25 items for people to access at drop-in locations around the town. Our main drop-in location, Discover Islam, also provides a place to collect requested clothing packs and browse a selection of coats, clothes and shoes. Tokko Youth Centre packed and redistributed Baby and Children's Boxes to local schools and family support services, ensuring the support through Luton Clothing Bank is also accessible in community-based locations. Community Needs provided another drop-in location outside of the town centre for local families to access items.

Wellies and Winter Items



Madinah Masjid, Luton; UK Islamic Mission and iCare; facilitated the donation of around 400 wellies and other footwear. We helped keep people warm in the winter and made these available in Luton town centre thanks to Discover Islam where people could drop-in and pick up footwear, along with winter coats, jumpers, hats, scarves and gloves for free.

Footwear in good condition is harder for us to source through regular donations, so being able to stock these wellies has been an extremely valuable part of what we can offer to local individuals and families.

Looking forward

We plan to build our capacity in order to support more people through Luton Clothing Bank and provide additional, holistic support including social activities and information and advice for our beneficiaries. We want to embed ways that recognise language and having people who are multilingual as part of our team as crucial for providing efficient and dignified services. We are mindful of the messages we use and the strength of working in collaboration and partnership, and the need to adapt or create systems to better suit changing circumstances.

Thank you to the local community, organisations and groups for the ongoing support towards Luton Clothing Bank

The Raise Up Foundation
Discover Islam
Tokko Youth Centre
Electrolux
Madinah Masjid, Luton
UK Islamic Mission
All Saints Church
The Hygiene Bank Luton
iCare
The Olive Tree Church
Luton Sixth Form College

St Albans High School for Girls
Parents' Association
Bartham Group
Luton Sixth Form College
Community Needs
Azalea
Tesco
Near Neighbours
Bedfordshire and Luton Community
Foundation
The Wakeham Trust

Trip for Refugee and Asylum Seeking Families and Individuals

Our work to address urgent needs through Luton Clothing Bank led to engagement with a beneficiary group uniquely at risk of exclusion and who would particularly benefit from a space to engage with others in the community; asylum seekers and refugees. Many of the people we spoke to highlighted the need for recreational and social activities, both for children and families and adult individuals.

The families and individuals were placed in hotels across Luton and had little access to community and outdoor activities for various reasons; finance, language, lack of availability of such activities during the pandemic, a range of personal circumstances relating to mental health and trauma, not being linked to services such as schools, and not knowing the area.

We held a day-trip to a local outdoor space, Dunstable Downs, and provided food and games as well as coats for children and adults who needed them. With Covid measures adding to their personal experiences of displacement, the project was received extremely positively and spaces filled up quickly. Although managing risk particularly in regards to travelling by coach was amplified by language barriers, this was overcome during the sign up process with the experience of our Project Lead and using translation methods to have conversations. Our caterer packed food in separate portions for each family depending on their size as an added Covid measure, which proved to be very helpful, and would be just as helpful in regular circumstances!

Looking forward

We would love to continue the project, either as-is or in an adapted form. Funding a day-trip with transport, food and activities for refugees/asylum seekers (and anyone experiencing financial difficulty) has proven to be highly valued and many of the beneficiaries asked when we would run another trip. We would like to accommodate more people and have considered how we would lower costs by seeking support in-kind and working in partnership with other organisations. We would work harder to ensure we have volunteers who can speak beneficiary languages to make conversations easier and ensure any issues or needs can be raised and responded to effectively. If the project were to run over the colder months we would think about how we can utilise indoor spaces to create the same community environment with a range of activities, in a safe way.

Future plans

Our priority is to ensure the continuation of Luton Clothing Bank which involves ensuring we can secure the space, staff and volunteer capacity to run the project. We have taken careful consideration in regards to how we accept donations of clothes and other items to reduce the amount of sorting and recycling we do while making sure people receive suitable, good quality items. We are building relationships and partnerships with other local organisations to explore how we can better work together to develop capacity and make similar services more accessible to people who need them. Our aim is to build on the work and systems of Luton Clothing Bank to create additional projects for beneficiaries across our core areas of work to relieve hardship and provide social activities and training.

Financial review

Reserves

Our reserves limit is currently £5000. We aim to only have an amount of reserves that is proportionate to what is required to continue our existing operations for up to 12 months, and to respond to any urgent operational needs that may arise due to unexpected financial implications. Our reserves limit will be adjusted accordingly as our work progresses, and this will be reflected in our Reserves Policy. Income from any sources are principally used to further our charitable purposes and benefit those we work with.

Grants and donations

We're extremely grateful to our funders over the period who are listed below, and to individuals and groups who have donated and fundraised an amazing £5659 for our work. We received grants from:

- **Near Neighbours** for £1000 for social activities for people seeking asylum and those with refugee status
- **Near Neighbours** for £1000 to support the work of Luton Clothing Bank
- **Bedfordshire and Luton Community Foundation** for £5000 to support the work of Luton Clothing Bank
- **The Wakeham Trust** for £250 to support the work of Luton Clothing Bank

Declaration

The trustees declare that they have approved the trustee's report above.

Full name	Signature	Date:
Courtney Cuffy		03.02.2022
Husna Rasul		03.02.2022
Melissa Llewellyn		03.02.2022

Receipts and payments accounts

Charity name: The Courtney Foundation

Charity number: 1187689 (England and Wales)

For the period: 6th September 2020 to 5th September 2021

Receipts and payments

Receipts					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Donations and legacies	2600	3059	0	5659	0
Grants	0	7250	0	7250	0
Fundraising events	0	0	0	0	0
Fees for services	0	0	0	0	0
Other	782	433	0	1215	0
Subtotal	3382	10742	0	14124	0
Sale of fixed assets	0	0	0	0	0
Sale of investments	0	0	0	0	0
Loans received	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	3382	10742	0	14124	0

Payments					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Salaries and related costs	0	495	0	495	0
Rent/hire	0	1522	0	1522	0
Insurances	99	0	0	99	0
Telephone and internet	42	0	0	42	0
Stationary, printing and office supplies	0	259	0	259	0
Subscriptions, including digital and online packages	205	0	0	205	0
Bank charges	0	0	0	0	0
Website costs	31	0	0	31	0

Volunteer expenses and purchases	9	69	0	78	0
Trustee expenses and purchases	225	671	0	896	0
Advertising and promotion	0	0	0	0	0
Other project costs	2087	2560	0	4648	0
Sub total	2699	5577	0	8276	0
Purchase of fixed assets	0	0	0	0	0
Purchase of investments	0	0	0	0	0
Loans repaid	0	0	0	0	0
Sub total	0	0	0	0	0
Total	2699	5577	0	8276	0
Net of receipts/ (payments)	683	5166	0	5849	0
Transfer between funds	0	0	0	0	0
Cash funds last year end	0	0	0	0	
Cash funds this year end	683	5166	0	5849	

Statement of assets and liabilities at the end of the period				
	Details	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)
Bank account	-	683	5166	0
Total cash funds	-	683	5166	0
Other monetary assets	-	0	0	0
Investment assets	-	0	0	0
Assets retained for the charity's own use	-	0	0	0
Liabilities	-	0	0	0

Print name MELISSA LLEWELLYN

Signature



Date

19.10.21


The trustees declare that they have approved the accounts above.

Full name

Signature

Date:

Courtney Cuffy



03.02.2022

Husna Rasul



03.02.2022

Melissa Llewellyn



03.02.2022

THE COURTNEY FOUNDATION

England & Wales - Charity number 1187689

Accounts



THE COURTNEY
FOUNDATION

Trustee's Report and Accounts

For the period:
3rd February 2020 to 5th September 2020

Registered charity number: 1187689 (England and Wales)

Administrative details

Charity name:	The Courtney Foundation
Registered charity number:	1187689 (England and Wales)
Principal address:	126 Five Springs, Luton, Bedfordshire, LU3 3LJ

Structure and governance

Trustees:	Courtney Cuffy	3rd Feb 2020 - current
	Husna Rasul	3rd Feb 2020 - current
	Melissa Llewellyn	3rd Feb 2020 - current

Structure: Charitable Incorporated Organisation

Governing document: Constitution

New trustees are selected with consideration of their skills, knowledge and experience, and are appointed by resolution passed by the existing trustees. Trustees must read and understand all organisational policies, which reflect statutory and legal requirements and good practice procedures.

For this period, the charity has operated directly under the trustees, with no other staff or volunteers.

Adopted policies:

1. Safeguarding Children and Vulnerable Adults Policy
2. Code of Conduct and Ethics
3. Conflict of Interest Policy
4. Data Protection Policy
5. Privacy Policy
6. Whistleblowing Policy
7. Challenging Behaviour Policy
8. Equality, Diversity and Meaningful Inclusion Policy
9. Complaints Policy
10. Health and Safety Policy
11. Volunteer Policy
12. Volunteer Disciplinary Procedures
13. Financial Management Policy
14. Reimbursements of Expenses and Purchases Policy
15. Business Ethics and Anti-Bribery Policy
16. Environmental and Sustainability Policy
17. Hardship Projects Policy
18. Reserves Policy

Objectives and activities

Charitable objects:

- a) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society
- b) The prevention or relief of poverty in England by providing: items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty

In the seven months since the charity registered and started operations, we have seen unprecedented changes to community life due to Covid-19. We paused all plans for in-person activities, and faced significant delays in setting up our bank account which prevented us from applying for grant funding or accepting donations. During this time we focused on implementing robust governance policies and systems, and running two strategic projects that reflected the current climate, within the limitations of our capacity as a new charity and restrictions due to Covid-19 safety measures.

Projects

Stories from Lockdown

We launched the Stories from Lockdown project as a way for people to process the experience of lockdown and share positive stories, to bring awareness to the different impact this had on individuals, families and organisations, and to highlight the community efforts taking place in our town.

We collected and shared the stories of 27 local people. This included people involved in charity work and schools, how people adapted their own businesses operations, how people continued to practice their faith in a lockdown environment, shielding, valuing time with family, and struggling with health and changes to services.

We thank each person and organisation who gave their unique perspective on the lockdown experience for us to share.

This project gave us opportunities to reach out and engage new people, organisations and communities in our work. We received positive messages about the value of both sharing their own experiences and reading other people's stories as a way of processing the difficult and uncertain times.

This snapshot of the pandemic and Luton people's Stories from Lockdown can be read on our website here: <https://thecourtneyfoundation.org.uk/stories>.

Narrative: online discussion group for 18-25 year olds

The goal of Narrative is to develop and improve young people's sense of self and their position within society. Through exposure to different narratives; knowledge, history and rich perspectives that they can relate to, as well as knowledge of their rights and opportunities, our vision is that young people will be better able to navigate and overcome adversity with resilience and resolve.

We launched an online discussion group for 18-25 year olds as the first strand of the Narrative project, with the purpose of growing perspectives through books and film. The project is open to all interested in exploring African and diaspora authors, producers and social figures, history, and social movements around race, gender and class.

With the heightened discourse around race and racism following worldwide protests and action against racism and anti-blackness, we sought to create an affirming space for young people where they can become informed about and discuss issues that are important to them in a constructive way, using books, film and other materials to frame discussions.

Future plans

We are happy with the pace of operations during our first seven months despite the unexpected changes, delays and needs that have presented. We are similarly looking forward to developing our work over the next year as we adjust to the 'new normal' and continue to assess the needs of our community and the ways we can promote social inclusion and relieve and prevent poverty.

Our immediate plans involve developing our Hardship Projects and providing support to people in poverty and those facing financial hardship. We're also excited to develop and implement our vision for Narrative and expand the ways we support young people.

Financial review

Reserves

Our reserves limit is currently £3000. We aim to only have an amount of reserves that is proportionate to what is required to continue our existing operations for up to 12 months, and to respond to any urgent operational needs that may arise due to unexpected financial implications. Our reserves limit will be adjusted accordingly as our work progresses, and this will be reflected in our Reserves Policy. Income from any sources are principally used to further our charitable purposes and benefit those we work with.

Transactions

The charity, as an entity, has carried out no transactions for this period. There have been minimal costs that relate to website and email costs and online meeting packages. Since we experienced significant delays in setting up a bank account for the charity due to Covid-19, these costs were covered by the trustees personal funds. Full records including invoices and receipts have been kept for all purchases. These costs will be reflected in the next accounting period as reimbursements paid, in order to reflect the true costs of our activities in our accounts.

Declaration

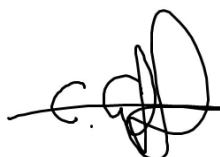
The trustees declare that they have approved the trustee's report above.

Full name

Signature

Date:

Courtney Cuffy



18.10.20

Husna Rasul



29.09.20

Melissa Llewellyn



29.09.20

Receipts and payments accounts

Charity name: The Courtney Foundation
Charity number: 1187689 (England and Wales)
For the period: 3rd February 2020 to 5th September 2020

Receipts and payments

Receipts					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Donations and legacies	0	0	0	0	0
Grants	0	0	0	0	0
Fundraising events	0	0	0	0	0
Fees for services	0	0	0	0	0
Other	0	0	0	0	0
Sub total	0	0	0	0	0
Sale of fixed assets	0	0	0	0	0
Sale of investments	0	0	0	0	0
Loans received	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	0	0	0	0	0

Payments					
	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Salaries and related costs	0	0	0	0	0
Rent/hire	0	0	0	0	0

Insurances	0	0	0	0	0
Telephone and internet	0	0	0	0	0
Stationary, printing and office supplies	0	0	0	0	0
Subscriptions, including digital and online packages	0	0	0	0	0
Bank charges	0	0	0	0	0
Website costs	0	0	0	0	0
Volunteer expenses	0	0	0	0	0
Trustee expenses	0	0	0	0	0
Advertising and promotion	0	0	0	0	0
Other project costs	0	0	0	0	0
Sub total	0	0	0	0	0
Purchase of fixed assets	0	0	0	0	0
Purchase of investments	0	0	0	0	0
Loans repaid	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	0	0	0	0	0

	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Last year (£)
Net of receipts	0	0	0	0	0
Transfer between	0	0	0	0	0

funds					
Cash funds last year end	0	0	0	0	0
Cash funds this year end	0	0	0	0	0

Statement of assets and liabilities at the end of the period

	Details	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)
Bank account		0	0	0
Total cash funds		0	0	0
Other monetary assets		0	0	0
Investment assets		0	0	0
Assets retained for the charity's own use		0	0	0
Liabilities		0	0	0

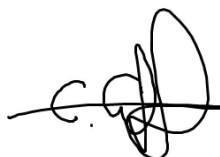
The trustees declare that they have approved the accounts above.

Full name

Signature

Date:

Courtney Cuffy



18.10.20

Husna Rasul



29.09.20

Melissa Llewellyn



29.09.20