

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
- 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

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
400+ Meals
1335+ Toys

4700+ Clothes, Coats & Shoes
90+ Baby Equipment Items
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.

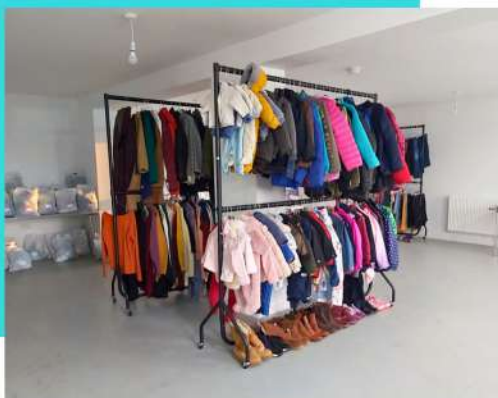
September

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.



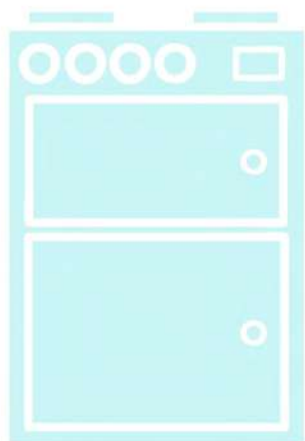
Future plans

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



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:

A handwritten signature in black ink, appearing to read 'Melissa Llewellyn'.

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:

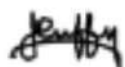
- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and 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

Date



Jennie Cuffy

16th Sep 2023

Relevant professional qualifications or body (if any)

DipGBS ACCA - Revenue Specialist

Address

24 Dordans Road
Luton
Bedfordshire
LU4 9BP