



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	11	03	2020		31	03	2021

Section A Reference and administration details

Charity name

Harlesden Neighbourhood Forum

Other names charity is known by

Registered charity number (if any)

1188490

Charity's principal address

Unit 2, Ajax House

16A St Thomas's Road, London

Postcode

NW10 4AJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Anders	Treasurer		Forum members
2	Margaret Cox		21/10/2020	Forum members
3	Nouh Abukar		21/10/2020	Forum members
4	Amandine Alexandre-Hughes		29/09/2021	Forum members
5	Sandra White	Chair	21/10/2020 to 12/07/2021	Forum members
6	Colin Edwin George			Forum members
7	James Powney		11/03/2020 to 25/09/2020	Forum members
8	Nick Jones		11/03/2020 to 01/10/2020	Forum members
9	Errol Donald		19/08/2020 to 08/02/2021	Forum members
10	Atara Fridler		11/03/2020 to 29/07/2020	Forum members

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Ilaria Esposito - Coordinator

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO Association
Trustee selection methods (eg. appointed by, elected by)	Elected by the membership, with others appointed by the board of trustees as set out in the constitution

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Harlesden Neighbourhood Forum has been a registered charity since March 2020. The Forum is an NCVO member and uses their induction and training programme for new trustees .

Apart from adopting our constitution, we developed several policies:

- Health and Safety
- Grievance
- Data protection and GDPR
- Safeguarding children and vulnerable adults
- Conflict of interest (including register and DOI)
- Financial
- Volunteering
- Equality and diversity
- Reserves

Current operational priorities include funding diversification, organisational development, and governance training for newly appointed trustees. We are currently updating our HR policies and procedures (creating a handbook, updating our policies and terms and conditions to reflect changes in employment law).

Harlesden Neighbourhood Forum is a neighbourhood planning forum with a designated area located within both the Old Oak and Park Royal Development Corporation (OPDC) and London Borough of Brent (LBB). The Forum was the first neighbourhood forum to be designated by OPDC on 26 November 2015. The Town and Country Planning Act 1990 (as amended) requires neighbourhood forums to apply to their respective Local Planning Authority (LPA) for re-designation every five-years and Harlesden Neighbourhood Forum has successfully applied to OPDC and LBB to be re-designated.

The Forum currently has 77 member organisations and 351 individual members at the moment, but its work is of benefit to the overall Harlesden population (~18.900 inhabitants)

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

- The objects of the CIO are:
- The prevention or relief of poverty in Harlesden;
- To develop the capacity and skills of the members of the socially and economically disadvantaged community of Harlesden in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society;
- The provision of housing for those who are in conditions of need and the improvement of housing (provided that such power shall not extend to relieving any local authorities or other bodies of a statutory duty to provide or improve housing);
- To promote for the benefit of the inhabitants of the area of benefit the provision of facilities and activities in the interest of social welfare for recreation and leisure time occupation with the object of improving their conditions of life.
- To promote high standards of planning or architecture in or affecting the area of benefit.
- To secure the preservation, protection, development and improvement of features of historic or public interest and public amenities in the area of benefit.
- In furtherance of the above objects but not otherwise the trustees shall have the power to establish and/or maintain a neighbourhood forum for the area of benefit to promote and or improve the social, economic and environmental well-being of the area.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Since July 2020, when we were able to appoint the Coordinator with the funding received from Trust for London, we have delivered a surprising amount of activities. Despite Covid restrictions during 2020, we have been able to:

1. Carry out the recruitment and training of three Forum Ambassadors. Training has also been delivered to new trustees.
2. Implement trustee portfolio development, creating work plans for key workstreams – Funding, Community, Environment and Planning.
3. Ten newsletters have been shared with 351 members and 77 member organisations / businesses involved directly with our work.
4. Quarterly members' meetings have taken place, and attendance is growing steadily. We started with ten attendees online; our last meeting recorded 39 attendees.
5. Social media has developed with an updated website that now includes a regular blog. Twitter, Facebook and LinkedIn have increased the numbers of shares and numbers of posts and reposts and retweets. Social media engagement has risen by 100%.
6. Several activities and workshops have been delivered including:
 - a. Let's Talk Money support for residents was initially advertised in our April Newsletter. Let's Talk Money is a financial education project for adults based in the London borough of Brent. The project delivers free financial education workshops and provides a mentoring service.

- b. Historical Harlesden provided an opportunity to promote Harlesden through recording oral histories of residents.
7. Clean air and the environment is a massive priority and a Trustee portfolio. A clean-up campaign is currently taking place after winning £1,400 of funding from Veolia.
 8. HNF has become a member of a local consortium supporting the delivery of the Heritage Action Zone initiative on Harlesden High Street, attracting funding of £100,000 through convening and working as part of a consortium of six local community groups.
 9. Councillors responsible for Brent's Inclusive Growth Strategy have attended trustee and Forum public meetings to raise awareness of the opportunities to access local council assets. As many as ten different Councillors and officers have attended board and public online meetings over the last 12 months. As part of this process, HNF has developed a closer working relationship with the Brent Council Harlesden Town Centre Manager with regular monthly meetings now in place.
 10. We recently have reviewed the regeneration plans for Harlesden published and obtained updated appraisals as supporting documentation for our current Neighbourhood Plan (please see the HNF website).
 11. We have surveyed perceptions of air quality and covid safety with responses from 50 people. This led to the Council responding by following through our recommendations by widening the pavement, removing bus stops where crowding was happening, ensuring all shops adhere social distancing and providing signage, sanitisers and masks.
 12. Also helped with the setup of safe streets schemes around several primary schools, including St Joseph's, Furness and John Keeble. They enforced parking restrictions by repainting double yellow lines in high traffic areas to reduce idling and keep cars within the restricted zones.
 13. Other surveys included:
 - Monitoring retail occupancy through Market Spark study
 - Drafting quantitative research proposals for town centre usage.
 - Monitoring results from Brent's Local Plan Examination in Public for the potential impact on Harlesden
 14. Various activities have provided the opportunity for members to support local community space development and increase their contributions to meetings, groups and panels, including:
 - Members attending the OPDC Early Activation project to ensure plans to benefit Harlesden have been implemented.
 - Meeting with OPDC/TfL/Metroline for better frontage to the bus garage.
 - Submitting a response to OPDC consultation on revisions to their Local Plan.
 - Regular meetings with the Old Oak Neighbourhood Forum (OONF) and supporting their bid for a redefinition of their borders.

- Assessing the latest OPDC supporting documentation for new submission of their Local Plan to the inspector.
- Review progress towards the goals in the Harlesden Town Team (an earlier and now defunct community group that had some similar aims and objectives to those of HNF) Charter.

In line with Trust for London monitoring and evaluation plan, and subject to funding, we can now create our Theory of Change. We are in the process of developing our strategic plan, fundraising strategy and outcomes framework. We have approached a specialist capacity builder to carry out some work with us regarding developing the strategic plan based on the trustees' current work plans and portfolio.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We have a volunteer policy and a process for recruiting volunteer ambassadors who carry community engagement work on topics of interest to the local community:

- Clean air and clean environment
- Green spaces enhancement
- Antisocial behaviour in the town centre
- Community events
- Art and culture

Summary of the main achievements of the charity during the year

We set ourselves expected outcomes and the following explains our achievement.

Outcome 1: Community members have increased confidence in local participation/planning matters:

Newsletter. (i). members have become more active in challenging the Council's decisions. For example, a successful challenge after HNF organised a response to an appeal against the Council's original decision to refuse a gambling permit for an adult gaming centre set to open on the local high street.

(ii). Monitoring the quantity and quality of street lighting and liaising with LB Brent to address issues.

Outcome 2: The physical environment is improved according to a vision established by the community as identified in the Neighbourhood Plan.

(i). As part of the Harlesden Strategic Plan and in line with the Harlesden Neighbourhood Plan, Brent Council won funds from Historic England to improve the High Street. HNF pulled together a consortium of local groups who could bid in partnership with the local Council, and £100,000 is now available for the consortium to improve the High Street alongside the Council's work with specific heritage shop fronts. Alongside the consortium members more than 13 local organisations engaged.

(ii). There has been clean-up activity in the local area in Bramshill Park and local streets in the area, just after the first lockdown and after recently receiving £1,400 funding from Veolia, there has been a more comprehensive clean up at Roundwood Park, as well as Bramshill and Tubbs pocket parks. 90 local people participated in the second clean-up day.

(iii) After a delay of a year caused by the initial impact of the covid-19 pandemic, the second phase of HNF's wayfinding project was launched on 31st March 2021, with all of the subsequent activity taking place in FY 2021-22.

Outcome 3: The community can better engage in planning and development processes – including improved knowledge, skills and attitudes, to effect positive change collectively.

(i). Committee members who had no prior planning experience have galvanised residents to challenge local authority planning and licencing decisions, with one example mentioned already in Outcome 1.

(ii). HNF coordinator has recruited and trained two Ambassadors to run successful projects. They are currently delivering clean air projects (Gardening and Pollinator Programme) in Roundwood Park with the park café involving. This has involved 45 families with children under six years old working towards the John Muir Award and the Pollinator Challenge Badge of the United Nations.

(iii). Trustees sit on the panel for the Festive Lights programme in 2021

(iv). Contribute to Harlesden town centre consultation for street signage for pedestrians.

(v). Involvement in Old Oak and Park Royal Development Corporation consultations, and the OPDC-backed regeneration of Harlesden canalside.

(vi). Signposted members and volunteers to work with the Office for National Statistics census team to engage diverse members of the community.

(vii) HNF has recently run a major public consultation exercise to inform LB Brent decisions about future development of the children's play area in Roundwood Park. This involved both a structured questionnaire sent to members that elicited over 150 responses as well as significant engagement via HNF social media channels. The Forum will work with LB Brent in 2022 to further develop proposals.

Outcome 4: Improved organisational financial strength and sustainability.

(i). HNF trustees are in the process of developing a funding strategy for 2022-23. Current plans include applying for National Lottery funding and applying for an extension of the Trust for London funding in October 2021. The National Lottery grant is intended to pay for advice and training to support the trustees with governance training, develop a Theory of Change, and help build a 3- and 5-years strategic plan.

Outcome 5: More outcomes information is used in decision making, planning and communication.

(i). In the last 6 months and as identified earlier in the report, we have achieved clear outcomes across all areas and have completed our monitoring and evaluation plan. This drives our strategy to develop our work based on a community development trust.

Section E

Financial review

Brief statement of the charity's policy on reserves

The reserves that we have set aside provide financial stability and the means for the development of our principal activity. We intend to maintain our reserves at a level which is at least equivalent to 6 months of operating expenditure.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The primary source of funding for this period has been Trust for London, a London-based charity funder. This is restricted funding to be spent primarily on staffing costs and other costs as specified in the grant conditions.

The second source of funding for this year has been a transfer of funds held on behalf of HNF by the homelessness charity Crisis. This is unrestricted funding.

The final source of funding was from the firm Veolia, which supported HNF to undertake a series of litter-picking and clean-up activities in locations around Harlesden.

Section F

Other optional information

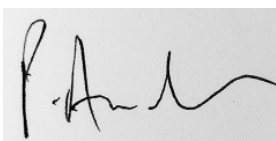

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
Full name(s) Paul Anders	Sandra White

Position (eg Secretary, Chair, etc)

Treasurer

Chair

Date

23/12/2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Harlesden Neighbourhood Forum

1188490

Receipts and payments accounts

CC16a

For the period
from

11/03/2020

To

31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Trust for London	-	20,000	-	20,000	-
Veolia	-	1,400	-	1,400	-
Crisis	7,217	-	-	7,217	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	7,217	21,400	-	28,617	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	7,217	21,400	-	28,617	-
A3 Payments					
Staff costs	-	11,779	-	11,779	-
IT revenue costs	195	110	-	305	-
Insurance	-	587	-	587	-
Other administrative costs	74	516	-	590	-
Project delivery (wayfinding)	-	-	-	-	1,552
Sub total	269	12,992	-	13,261	1,552
A4 Asset and investment purchases, (see table)					
IT equipment	-	604	-	604	-
	-	-	-	-	-
Sub total	-	604	-	604	-
Total payments	269	13,596	-	13,865	1,552
Net of receipts/(payments)	6,948	7,804	-	14,752	1,552
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,400	-	-	1,400	2,952
Cash funds this year end	8,348	7,804	-	16,152	1,400

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Unrestricted funds	8,348	-	-
	Restricted funds	-	7,804	-
		-	-	-
	Total cash funds	8,348	7,804	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

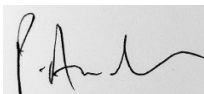
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	IT equipment	Restricted	604	300
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Paul Anders	05/12/2021



Section A

Independent Examiner's Report

Report to the trustees/
members of

Harlesden Neighbourhood Forum

On accounts for the year
ended

31/3/2021

Charity no
(if any)

1188490

Set out on pages

Above

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2021.

Responsibilities and
basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

23/12/2021

Name:

Amanda Hall

Relevant professional
qualification(s) or body
(if any):

Address:

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

--