



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1 April 2024**  
Period end date

Period start date To **31 March 2025**

**Charity name: Creative Pulse**

**Charity registration number: 1202476**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>For the public benefit to advance the education of children and people who are in socially and financially disadvantaged circumstances, by providing them with instrumental music lessons and other musical, artistic and creative opportunities free of charge.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Creative Pulse provide free instrumental music lessons, band and poetry club for children from Woolwich and surrounding areas. This provision is called Woolwich Creative Club. The club takes place weekly, but with additional trips and activities at weekends and during school holidays. Creative Pulse could potentially provide additional but similar free music and arts provision in the future.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees are in agreement that Creative Pulse is run for public benefit.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Creative Pulse does not make grants.</b>
Policy on social investment including program related investment	Para 1.38	<b>Creative Pulse does not make social investments.</b>

Contribution made by volunteers	Para 1.38	<b>Creative Pulse has two volunteers who help to teach keyboard to the children at the Woolwich Creative Club during each weekly 2 hour session.</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>Woolwich Creative Club provides free instrumental music lessons for children aged 9-16 years from Woolwich and surrounding areas.</b></p> <p><b>The children can learn; piano/keyboard, guitar, bass guitar, trumpet, voice, drum kit.</b></p> <p><b>The children and their tutors work on the same tune at their own level. This allows the children to play together as a band each week.</b></p> <p><b>The club also has a writing/journalism club who may work on social media content, or specific projects.</b></p> <p><b>The children showcase their learning and talents approximately twice a year.</b></p> <p><b>During this period, our membership was around 25 children, with around 18 children attending each week.</b></p> <p><b>Children are recruited to the club through workshops in schools and youth clubs/community spaces in areas with higher deprivation, therefore targeting children who would usually not access private music tuition.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Creative Pulse ended the financial year April 2024 - March 2025 with a cash balance of £4,912.45 . This equates to approximately an ability to run for a further one and a half months ( delivering Woolwich Creative Club on a weekly basis.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p><b>In the first year of Creative Pulse's running as a new charity we focused on ensuring that we were able to continue our core delivery of Woolwich Creative Club. As a board of trustees we were actively looking 3 - 12 months ahead to ensure we could continue delivering our charitable objectives and maintain consistent support for our young beneficiaries.</b></p> <p><b>In line with our the objective outlined in last year's annual report we now have a reserves policy in place.</b></p> <p><b>At the board of trustees meeting of 28th October 2024 we agreed a reserve policy of £2000. This would enable us to hold two or three sessions with the children in the event that we were having to close temporarily while awaiting funding.</b></p> <p><b>Now, after a positive first year of delivery, the board will agree a reserve level and finalise a policy for holding reserves.</b></p>
Amount of reserves held	Para 1.22	<b>At the end of March 2024 Creative Pulse held £4,912.45 in unrestricted and unallocated funds.</b>
Reasons for holding zero reserves	Para 1.22	<b>As Creative Pulse does not have any overheads to pay which would be at risk if we run out of funds. We retain reserves only to ensure that we can pay staff and provide notice for the children we work with should we need to pause activities. Going forward Creative Pulse will hold reserves of £2000. T</b>
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>We are determined to continue the charity as a going concern, applying for any relevant funding when we become aware of it.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Our principal sources of funding for the year 2024 - 2025 were: an unrestricted Trust grant of £15,000; an unrestricted Postcode Lottery grant of £8000. Creative Pulse also received restricted fund grants of £5154 ( £3000 of it a Royal Borough of</b>
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		<b>Greenwich Community &amp; Voluntary Sector grant; £1000 from the Wavendon Foundation; £600 and the final payment from Black History Month 365 - a Royal Borough of Greenwich fund and £554 from Tramshed Arts Ltd to fund refreshments purchases for the Woolwich Creative Club.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<b>The principal risks for Creative Pulse in relation to expenditure are potential rises in costs for venue hire, tutor fees, and refreshments, as well as cost of instruments and instrument repairs. On the income side major risks are continued access to varied grant streams. We continue to seek to diversify our grant sources and in 2025 - 2026 will review and reactivate our online fundraising approach and develop Gift Aid as part of our fundraising approach.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution for a CIO whose only voting members are its charity trustees</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p><b>(1) Apart from the first charity trustees, every trustee must be appointed [for a term of three years] by a resolution passed at a properly convened meeting of the charity trustees.</b></p> <p><b>(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Creative Pulse
Other name the charity uses	None
Registered charity number	1202476
Charity's principal address	C/o Tramshed 51-53 Woolwich New Road Woolwich SE18 6ES

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### 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	Richard Gray	Chair		
	2	Maria Taylor	Designated Safeguarding Lead		
	3	Precious Jeffers	Treasurer		
	4	Roger Wilson			
	5	Adrian Reid			
	6	Jai Patel			
	7	Samantha Steele			
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### Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		




## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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# Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary,  
Chair, etc)

Date

	RBG VCS		BH365		Wavendon Foundation		Tramshed food donation	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Grants	£3,000		£600		£1,000		£554.48	
Unrestricted income	£0		£0		£0			
<b>Total income</b>	<b>£3,000</b>		<b>£600</b>		<b>£1,000</b>		<b>£554.48</b>	
Exp on salaries	£2,800		£600		£1,000		£0	
Exp on overheads	£9		£0.00		£0		£0	
Exp on projects	£190		£0.00		£0		£554.48	
<b>Total expenditure</b>	<b>£2,998.83</b>		<b>£600.00</b>		<b>£1,000</b>		<b>£554.48</b>	
<b>Net income / (expenditure)</b>	<b>£1.17</b>		<b>£0.00</b>		<b>£0</b>		<b>£0</b>	
<b>Total funds brought forward from last year</b>	<b>£0</b>		<b>£0</b>		<b>£0</b>			
<b>Total funds carried forward to next year</b>	<b>£1.17</b>		<b>£0.00</b>		<b>£0</b>		<b>£0</b>	

External Delivery		Postcode Lottery ( unrestricted)		J&PLT (Unrestricted)		Total funds	
Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
£240		£0		0		£5,394.48	
£0		£8,000.00		£15,000		£23,000	
<b>£240</b>		<b>£8,000.00</b>		<b>£15,000</b>		<b>£28,394.48</b>	
£240		£6,552.84		£16,125.34		£27,318.18	
£0		£894.00		£559.38		£1,462.38	
£0		£554.74		£3,750.90		£5,049.95	
<b>£240</b>		<b>£8,001.58</b>		<b>£20,435.62</b>		<b>£33,830.51</b>	
<b>£0</b>		<b>-£1.58</b>	<b>£0</b>	<b>-£5,435.62</b>		<b>-£5,436.03</b>	
<b>£0</b>				<b>£10,352.48</b>		<b>£10,352.48</b>	
<b>£0</b>		<b>-£1.58</b>		<b>£4,916.86</b>		<b>£4,916.45</b>	

14<sup>th</sup> January 2026

**Report on the accounts for Woolwich Creative Club for the financial year April 2024 to March 2025**

Following my audit of the Woolwich Creative Club accounts, I have no reason to believe that proper accounting records were not kept.

I did however give some advice on future procedures to be implemented as soon as possible.

These were:-

- That all invoices are emailed to the Chair of the Board and the Treasurer to be authorised.
- All receipts for consumables be authorised by either the Chair of the Board or the Treasurer
- That hourly/sessional rates for instructors are documented for transparency

A handwritten signature in cursive script, appearing to read 'Susan Claridge', written in dark ink.

Susan Claridge