



HENRIETTA PARKER TRUST
Charity Number: 312094

Annual Report and Accounts

Year Ended 31 March 2021

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HENRIETTA PARKER TRUST
Charity Registration No. 312094

Legal and Administrative Details

The principal address of the Charity is as follows:

Henrietta Parker Trust
Molesey Henrietta Parker Adult Learning
Ray Road
West Molesey
Surrey KT8 2LG

The addresses of other relevant officials are as follows:

Representing the County Council as Trustees:

Councillor Julie Iles
Cabinet Member for All-Age Learning
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DN

Councillor Alison Griffiths
Deputy Cabinet Member for Health
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DN

Lead County Council Officers:

Francis Lawlor
Service Principal Surrey Adult Learning
Woking Adult Learning Centre
Hoebridge Close
Woking
GU22 9PE

Anna D'Alessandro
Treasurer to the Charity
Director of Finance – Corporate & Commercial
Surrey County Council
Woodhatch Place
Reigate
RH2 8EF

HENRIETTA PARKER TRUST

Charity Registration No. 312094

Legal and Administrative Details

BlackRock Investment Management (UK) Limited
33 King William Street
London
EC4R 9AS

Independent Examiner
DSK Partners LLP
Chartered Accountants and Statutory Auditors
75 Park Lane
Croydon,
Surrey
CR9 1XS

HENRIETTA PARKER TRUST

Charity Registration No. 312094

Structure, Governance and Management

Surrey County Council (SCC) is responsible for managing and administering the Henrietta Parker Trust Fund (HPT), which is a registered charity (#312094).

The Charity is governed by a Scheme from the Charity Commissioners for England and Wales sealed on 1 February 1984.

‘The Board’ was set up early March 2016. It consists of:

County Council as Trustees:

Councillor Julie Iles, Cabinet Member for All-Age Learning, is the Chair of the HPT from March 2019, replacing Councillor Mary Lewis, Cabinet Member for Children, following her change of role.

Councillor Alison Griffiths, Deputy Cabinet Member for Health (March 2019)

County Council Lead Officers:

Nicola Morris, Partnership Committee Officer

Ian Burrows, Elmbridge Borough Council

Francis Lawlor, Principal Surrey Adult Learning

Following the formation of the new management board in 2017, there was a major up-turn in the level of activity. This growth in enrolment numbers at the Henrietta Parker centre as well as some of the other centres has continued and the programme offer has developed further during 2019. The offer of subsidised computing courses has been extended to include other SAL centres as a result of demand. Other projects (e.g. website development) continue, and new projects are in the pipeline (e.g. Cookery at Woking). Additionally, there continues to be an increased focus on developing the ‘Passport to Wellbeing’ programme for adults recovering from mild to moderate mental health difficulties.

The profile of the programme continues to be raised through varied and new marketing strategies and the commitment and increased awareness of staff.

The project to build a workshop on the grounds of the Henrietta Parker Centre to enable DIY skills to be delivered has continued over the last year. There have been a number of delays with this project. Regular meetings have been held with Property Services and a revised timeline agreed.

- The Shed will now be called the Henrietta Parker Trust Shed.
- Following the initial tests back in February, a couple of additional gas tests have had to be undertaken, therefore additional payment has been needed.
- There were some problems getting approval from the Sourcing Government Board (SGB) regarding the project’s route to market. At the last Management Board Meeting, held on 18th April, it was agreed that an additional £25,000 could be spent, taking overall expenditure for the project to £175,000.

HENRIETTA PARKER TRUST

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- Planning permission has now been received (beginning of June 19). The project timeline is awaiting a further update from Property Services. The proposed end date for this project is now spring term 2020.

The second project being undertaken is the modernisation of the Woking Centre teaching cookery room. Currently, colleagues in the SCC Facilities team have sent the project specification out to tender. Various contractors have attended the site to ensure that they are able to deliver the full specifications within the estimated budget. They are aware that within this budget, the Centre also need to update some of the equipment in the area. The works are due to commence at the end of the Summer term, in preparation for the new academic year.

Restrictions to the operation of the Charity

Specific restrictions to the operation of the charity as specified by the Charity Commissioners are as follows:

Cash Investment

“Subject as hereinafter provided and to any further direction of the Charity Commissioners all sums of cash now or at any time belonging to the Charity, other than sums of cash needed for immediate working purposes, shall be invested in the name of the Official Custodian for Charities.”

HENRIETTA PARKER TRUST

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Annual Report for the year to 31 March 2021

Statement of Public Benefit

The County Council has paid due regard to the guidance on public benefit produced by the Charities Commission and are confident that the work of the charity meets all the criteria for public benefit.

Objectives, Organisation and Activity

The Charity is established to promote the education of the public by providing technical and manual instruction in the domestic sciences and allied subjects.

The Henrietta Trust fund dates from 1927 and was bequeathed for the funding, in Molesey, of a 'School or Institution for technical and manual instruction in Cookery, Laundry Work and Hygiene'.

As to fees people were to be admitted 'either without payment on specified terms, so that no preference is given to any person or class of person'.

It came to serve any adults (i.e. persons over the compulsory school age) who wished to learn from a curriculum defined as "Home and Family Studies" in the Molesey area. The current Henrietta Parker Centre was established when the former location in East Molesey had fallen into disrepair in the 1980's. Trust fund monies were used to convert the former school accommodation into an adult learning centre.

In 1984 the scheme was amended and approved by the Charity Commission with the Object of the Charity to promote education of the public by the provision of technical and manual instruction in the domestic sciences and allied subjects, either free of charge or payment of such reasonable fees that the Trustees may from time to time see fit. Henrietta Parker House was in West Molesey and the Charity Commission Order confirmed that SCC would provide premises for an adult education centre that, at the current Ray Road site, would be called the Henrietta Parker Centre.

HENRIETTA PARKER TRUST

Charity Registration No. 312094

Annual Report for the year to 31 March 2021 (continued)

Background

The Henrietta Parker Trust Fund supports the provision of learning for adults predominantly in Elmbridge, through the Molesey Adult Learning Centre (Henrietta Parker Centre). In addition, learning opportunities are being supported in a few other centres and community venues.

The Trust fund is used to support access to learning, to provide and improve facilities at the Centre and to promote and engage the local community in the learning programmes provided. While many courses are funded from a grant from the Education and Skills Funding Agency and the contribution made by learners through fees charged, there are many in the community who require further support in order to be able to access learning. The Trust is enabling this to happen.

Review of progress and achievements during 2020/21

During the 2020/21 academic year, there were 489 learners and 846 enrolments on courses delivered by the Molesey (Henrietta Parker) Adult Learning Centre. Numbers were down significantly on previous years due to coronavirus (COVID-19). In 2019/20, there were 948 learners and 1,567 enrolments. The second national lockdown in November 2020 forced closure of the centre and suspension of face-to-face classes during autumn term 2020. The third lockdown between January and April 2021 closed the centre for the whole of spring 2021. The centre re-opened in summer 2021, but social distancing measures severely reduced the numbers permitted in each classroom. In order that learning could continue through lockdown, a new virtual platform was deployed enabling over 50% of 2020/21 courses to be delivered online.

2020/21 learners included:

- 39 attending discrete courses for those with learning difficulties and/or disabilities (LDD);
- 28 learning English for Speakers of Other Languages (ESOL);
- 21 studying mathematics maths GCSEs, Functional Skills and Stepping Stones;
- 67 on work skills and IT courses;
- 80 learning a foreign language such as French, Spanish or Italian; and
- 196 improving their art, craft and photography skills.

Eleven learners on Molesey classes were entered for GCSE Maths exams in summer 2021 and all passed. All seven learners attending the functional skills maths class successfully achieved their qualifications. Ten learners were awarded the new Essential Digital Skills Qualifications (EDSQ).

Henrietta Parker Trust (HPT) computing classes administered by Camberley, Farnham, Guildford, Molesey, Sunbury and Woking centres totalled 182 enrolments, of which 55% were delivered online in order that they could continue despite COVID-19 restrictions. Five HPT cookery classes went ahead with learners socially distanced, as did five garment making and upcycling courses.

HENRIETTA PARKER TRUST

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Annual Report for the year to 31 March 2021 (continued)

Progress has been seen within the Passport to Wellbeing provision which was identified as an area for development and work continues to increase this further in the forthcoming year, building more partnerships with local charities and identifying local communities where this provision can be introduced. Family Learning has suffered somewhat from the closure and restructure surrounding children's centres. However, work continues to rebuild links, and this will continue to be an area for development in the next year.

Financial Review

The attached Financial Statement shows the position of the of the Trust Fund as at 31 March 2021

Interest earned on investments totalled £32,289.

Revenue spend in the 2020/21 financial year was £49,707, predominantly on the delivery of computing & cookery courses at the Henrietta Parker Centre. The estimate for governance costs is £660 and Capital expenditure of £79,293 relating to the HPT Shed Project has also been incurred in 2020/21.

The total reserves of the charity as at 31 March 2021 are £1,175,335. Reserves are split between Restricted funds of £185,919 and Capital funds of £989,416. The market value of investments has increased from £864,819 as at 31 March 2020 to £989,416 as at 31 March 2021.

Investment Policy

There is currently no formal Investment Policy of the Trustee.

The management board is working with the finance department to identify options on generating a higher return on the capital assets of the fund. In particular the monies currently held in a bank account that constitutes carried forward income.

Future Developments

Governance arrangements for the Trust have led to an increase in activity funded for residents in the community over the last two years. The current plans are to build on this work.

HENRIETTA PARKER TRUST

Charity Registration No. 312094

Annual Report for the year to 31 March 2021 (continued)

Responsibilities of the Trustees

The Charities Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by Trustee Board on :

3 March 2022

Signed on its behalf by:



Francis Lawlor
Service Principal
Surrey Adult Learning
Surrey County Council

Independent examiner's report to the trustees of Henrietta Parker Trust ('the Company')

Independent examiner's report to the trustees of Henrietta Parker Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

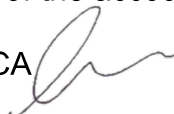
Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Romit Basu FCA



DSK Partners LLP

75 Park Lane,
Croydon,
Surrey,
CR9 1XS

Date: 3 March 2022



HENRIETTA PARKER TRUST

ACCOUNTS FOR THE YEAR ENDED
31 MARCH 2021

**Accounts prepared by ELLC Finance Team,
Surrey County Council, Woodhatch Place, Reigate, RH2 8EF**

HENRIETTA PARKER TRUST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Restricted Fund £	Capital Fund £	Total Funds 2020/21 £	Total Funds 2019/20 £
<u>Incoming Resources</u>				
Investment Income - Interest	32,289	-	32,289	28,120
Total Incoming Resources	32,289	-	32,289	28,120
<u>Resources Expended</u>				
Charitable activities:				
Education courses at Henrietta Parker Centre (Note 4)	129,000	-	129,000	90,538
Governance cost (Note 5)	660	-	660	660
Total Resources Expended	129,660	-	129,660	91,198
Net Incoming Resources Before Transfer				
Transfer Between Funds	-	-	-	-
Net Incoming Resources for the Year	(97,371)	-	(97,371)	(63,078)
<u>Other Recognised Gains And Losses:</u>				
Unrealised Gain / (Loss) on Investment Assets	-	124,597	124,597	(92,926)
Net Movement in Funds	(97,371)	124,597	27,226	(156,004)
Balances Brought Forward as at 1 April 2020	283,290	864,819	1,148,109	1,304,113
Balances Carried Forward as at 31 March 2021	185,919	989,416	1,175,335	1,148,109

HENRIETTA PARKER TRUST
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2021

	2020/21 £	2019/20 £
<u>Fixed Assets</u>		
Investments (Note 2 & 9)	864,819	957,745
Unrealised Gain / (Loss) on Investment Assets (Note 2 & 9)	<u>124,597</u>	<u>(92,926)</u>
	989,416	864,819
 <u>Current Assets</u>		
Cash at bank	186,579	283,950
 <u>Current Liabilities</u>		
Amounts falling due within one year (Note 5)	(660)	(660)
 <u>Net Assets</u>	 <u><u>1,175,335</u></u>	 <u><u>1,148,109</u></u>
 <u>Funds</u>		
Restricted Funds (Note 2 & 9)	185,919	283,290
Capital Funds (Note 2 & 9)	<u>989,416</u>	<u>864,819</u>
 Total Funds	 <u><u>1,175,335</u></u>	 <u><u>1,148,109</u></u>

Signed on behalf of the board by:



Francis Lawlor
Service Principal
Surrey Adult Learning

Representing Surrey County Council as Lead Council Officer

Date: 3 March 2022

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2021

1. Accounting Policies

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

2. Investments and Reconciliation of Funds

All of the income of the charity can be applied under the terms of the trust deed. The investments can be allocated between two different funds: the Capital Fund which has the original capital invested; interest from these investments is placed in the Revenue Fund to meet costs in promoting the education of the public by the provision of technical and manual instruction in the domestic sciences and allied subjects.

The Capital fund are invested by our fund managers, BlackRock, in two pooled investment funds, Charinco and Charishare, which are specifically tailored to meet the needs of the smaller charity. The following tables are included as a requirement of the new reporting arrangements contained within the Statement of Recommended Practice.

The balance held in cash as at 31 March 2021 by SCC is £186,579.

Surrey County Council Finance in conjunction with 'The Board' are reviewing this balance, to ensure that any surpluses are invested or disbursed appropriately.

3. Proceeds from sales

No items were sold in this financial year.

4. Running costs of Henrietta Parker Trust

Running costs consist of the cost of the utilities, cleaning costs and the insurance of the property. These are currently met by Surrey County Council

NOTES TO THE ACCOUNTS
YEAR ENDED 31 MARCH 2021

5. Management, Administrative and Governance Costs

These costs relate to officers' time for the general and financial administration of the charity. These are currently met by Surrey County Council

The revised scheme proposes that:

“The Trustee shall first defray out of the income of the Charity all the proper costs, charges and expenses incidental to the administration and management of the Charity”

6. Trustees Remuneration

No remuneration was paid, or expenses reimbursed to the trustees.

7. Inventory of Contents

There is currently no inventory of contents.

8. Creditors: Amounts falling due within one year

	2021	2020
	£	£
Accruals	<u>660</u>	<u>660</u>
	<u>660</u>	<u>660</u>

NOTES TO THE ACCOUNTS
YEAR ENDED 31 MARCH 2021

HENRIETTA PARKER TRUST FUND (312094) FINAL ACCOUNTS 2020/21

9. Fixed assets

Quoted Investments

	2020/21	2019/20
	£	£
Market Value as at 1 April 2020	864,819	957,745
Net Unrealised Gains/(Losses)	124,597	(92,926)
Market Value as at 31 March 2021	989,416	864,819
Original Cost	531,513	531,513

Restricted Fund

	Balance 01/04/2020	Surplus/(Deficit) For Year	Balance 31/03/2021
	£	£	£
Surrey County Council Amounts falling due within one year Revenue Fund	283,290	(97,371)	185,919
	<u>283,290</u>	<u>(97,371)</u>	<u>185,919</u>

	Balance 01/04/2020	Unrealised Losses	Balance 31/03/2021
	£	£	£
Capital Fund	864,819	124,597	989,416
	<u>864,819</u>	<u>124,597</u>	<u>989,416</u>

Analysis of Net Assets between funds

	Investments	Net Current Assets	Total
	£	£	£
Revenue Fund as at 31 March 2021	-	185,919	185,919
Capital Fund as at 31 March 2021	989,416	-	989,416
Total Funds	989,416	185,919	1,175,335
	<u>989,416</u>	<u>185,919</u>	<u>1,175,335</u>

Document

Name	Annual Report 2020-21 Henrietta Parker Trust.pdf
Creator	Velina Fernandes (velina.fernandes@dskllp.com)
Date	12 January 2022 12:37:47 UTC
Identifier	eb4463af-4058-46a7-998e-291f94c32258

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