

KILBURN OLDER VOICES EXCHANGE

KOVE

www.kove.org.uk

Charity Number: 1137417



**Annual Report
and
Accounts
2018–2019**



Trustees' Annual Report for the period

Period start date
 From 1 April 2018 To 31 March 2019
 Period end date

Section A Reference and administration details

Charity name Kilburn Older Voices Exchange

Other names charity is known by

Registered charity number (if any) 1137417

Charity's principal address 54-56 Phoenix Road

London

Postcode NW1 1ES

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	Ags Irwin	Chair		
2	Phyllis Young	Vice-Chair		
3	Lynda Stuart	Treasurer		
4	Frances Eley			
5	Violet Clarkson			
6				
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19				
20				

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
Auditor	Mohammed Jameer	31 Romilly Road, London N4 2QY

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

Mel Wright (Joint Co-ordinator & Secretary to 31/8/2018), Peter Lush (Joint Co-ordinator to 31/8/18, Co-ordinator & Secretary from 1/9/2018))

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)	Association
Trustee selection methods (eg appointed by, elected by)	By election

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.

There is an induction session for all new trustees.
Training is provided for trustees.
The trustees work with a Steering Group which meets five times a year.
The charity works with Ageing Better in Camden, which is managed by Age UK Camden.
The trustees have considered major risks, and the charity has adequate insurance cover.

Section C Objectives and activities

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

- 1) To advance any appropriate charitable purpose for the benefit of the older people (people aged 50 years or older) in Kilburn and the surrounding area.
- (2) To advance education of the public and raise awareness in the community of topics that impact on older people.

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)

The main activities of Kilburn Older Voices Exchange (KOVE) in 2018-19 were:

- a) Organising community forums to discuss issues of concern to local older people, and identify issues to campaign on.
- b) Organising meetings to provide older people with information on issues such as health, transport and local facilities.
- c) Organising local walks to provide both exercise and a social activity to overcome isolation.
- d) To support a local film club to provide social activity and overcome isolation.
- e) To work in partnership with other organisations in the local area and in London to promote the charity's objectives, in particular Ageing Better in Camden, Age UK Camden and the National Pensioners Convention.
- f) To publicise activities and facilities for older people.
- g) To campaign for better street furniture, in particular benches, for older people; to campaign for better public transport facilities and to campaign for better public toilet facilities.

The trustees are aware of the guidance from the Charity Commission on public benefit.

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 regularly involve volunteers in our work. Areas where volunteers make an important contribution include the local walks, community forums and the film club we support.

Volunteers are also involved in the meetings of our Steering Group, and meetings organised by Ageing Better in Camden and Age UK Camden.

We recruited 13 new volunteers during the year.

Summary of the main achievements of the charity during the year

Summary of activities:

22 Events or training sessions
48 meetings of local community forums
25 Walks
9 Film Club shows
5 Steering Group & Trustee meetings

1,194 people in total attended our activities.

49 local, regional or national organisations that we work with.

The 2018–19 year was an important and productive one for KOVE. The main focus of our work continued to be the activities funded by Ageing Better in Camden, funded by the Big Lottery. These are covered in detail in other parts of this report.

The big change for KOVE over the last year was Mel Wright's retirement from the Co-ordinator post. Mel has continued to support KOVE's work as a volunteer, and secured funding for four new benches in Kilburn High Road and one on Shoot Up Hill. Mel has also continued to be involved with Ageing Better in Camden as a Board member. We also welcomed Deborah Knight to KOVE as our Community Development Worker. She has made a valuable contribution to our work as reflected in this report.

Governance

We formalised the membership of the Steering Group at the last AGM. The meetings were still open to any KOVE member to attend, but five people – plus a representative of the Stroke Freedom Support Group – were designated as Steering Group members at the AGM. The 2019 AGM will elect members of the Steering Group. This has meant there was a regular attendance at the meetings, and the trustees and Steering Group members work together to provide consistent leadership for KOVE.

In May 2018 we had a special meeting to bring various policies up to date. This is important both for our day-to-day work, and for the future when our funding from Ageing Better in Camden ends, and we have to apply for funding. The Steering Group met regularly, and I would like to thank the officers, trustees and Steering Group members for their support.

Campaigning

We continued to campaign on issues that face local people. Securing the funding for the new benches in Kilburn High Road from Brent Council was a big achievement. Since then we have identified the type of bench we want, and at the time of writing are discussing possible sites with the council officers. The site for the bench on Shoot Up Hill, funded by Camden Council, has been agreed and we are waiting for it to be installed. We would like to thank the local councillors and officers from both councils for their help and support. Benches are important for older people. Mel Wright also supported the Friends of Belsize Library in their successful application for CIL funding for a bench to commemorate Arthur Rackham.

We have also continued to work on local transport issues, and are regularly consulted by Camden Council. We were invited to speak to a Camden Healthy Streets Scrutiny Committee meeting. KOVE was

represented by Lynda Stuart and Margaret Gibbs, and it is encouraging to see that some of our ideas are included in the recommendations put forward by the Committee. We also attended meetings to discuss Camden's transport strategy.

We have continued to raise the issue of publicly accessible toilets. It is frustrating to see limited progress in bringing the toilets at West Hampstead and Kilburn Jubilee Line stations back into use, despite support from Andrew Dismore, our GLA member. I have continued to support the Friends of Hampstead Cemetery in securing a publicly accessible toilet to cover that area.

We have maintained our links with the Webheath Estate Tenants and Residents Association and continued to support their campaign to improve their estate, which includes a sheltered housing scheme.

Walks

Over the year we changed the walks programme to go further afield. We went to Golders Hill Park and Kenwood, and twice visited the Euston area. The walks achieve various of our targets – they provide gentle exercise; are a social occasion, always ending in a café for tea and coffee; and often mean that our members visit new places which they can then visit again independently.

Local activities

Our forums continued to meet regularly, and are covered elsewhere in this report. A new initiative was to hold a joint forum with the South Sudan Women's Development group at Abbey Community Centre on Diabetes. Despite being at 4pm on a Saturday afternoon, this event was well attended and we were able to give out a lot of literature provided by Diabetes UK.

The film club had some problems with trying to find a regular venue, and appropriate equipment. It is an important part of our work, and at the time of writing a new venue has been established.

We held a successful concert in partnership with the Kilburn & West Hampstead Pensioners. We welcomed the Kingsgate Primary School choir, who were very well received. It was also very pleasing that some parents came along to enjoy the event. We would like to thank Christina Hindmarsh for her help in arranging for the choir to attend.

Following work by the Ageing Better in Camden Outreach team at Vivian Court, a large sheltered housing scheme in Kilburn run by Central & Cecil Housing Trust, we were asked to run Bingo and Boccia (indoor bowls) there once a month. These sessions started in February 2019, and have continued since then. The residents have also relaunched their tea club, which takes place after the session. There has been a regular attendance of six to eight people, and we plan to continue the sessions for the rest of 2019.

A new initiative was for KOVE to be represented at the Jester Festival. This well-established popular festival usually takes place over the first weekend of July at Fortune Green. We only had a stall for the Saturday, and unfortunately the afternoon clashed with an important England World Cup football match on television. Despite this, we recruited some new members to KOVE, saw at least 30 KOVE members, and did some networking, and enjoyed the refreshments from other stalls.

Partnerships

We continue to work with a wide variety of groups – some local, some London-based and some national ones. In some cases, this just involves exchanging information and newsletters. In others, some of our partners come to speak at our forum meetings. One of the most useful this year was with the St John's Ambulance Service. They ran sessions about First Aid for the Over-50s, which were popular and well attended.

The National Pensioners Convention are the main organisation that campaigns on issues facing older people. One of their officers, Barry Todman, has spoken at a couple of our meetings, and we would like to thank him for this support. Another new initiative was having firefighters from West Hampstead Fire Station to speak to our forums about fire safety in the home. They also visited some members at home to give advice.

Of course, one of our most longstanding partnerships is with the Kilburn & West Hampstead Pensioners Action Association. Most of their members are also members of KOVE, and provide a nucleus of volunteers and people to support our work. Special thanks to Phyllis Young, their secretary (and KOVE vice-chair) for her long-running work with the Association.

Thanks also to Bernie O'Hara, the scheme manager at Sycamore Court. Bernie has provided us with a meeting room where we are always made welcome. She has also encouraged the residents at Sycamore Court to join in KOVE's activities. Many thanks to Bernie and we look forward to continuing to work with her in the future.

And finally, thanks to all the staff at Ageing Better in Camden – Corinna, Annabel, Harriet and Sanji – for their consistent support. It is very encouraging to see that the project has grown from a handful of groups in the beginning to over 20 now. We are proud to have been one of the founder members, and Ageing Better in Camden has provided us with ongoing support. That will come to an end at the end of 2020, and we are starting to plan for the future now.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity aims to have designated reserves of £1,000 to cover costs in case the charity had to wind up.

Details of any funds materially in deficit

None

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 charity's principal source of funding is from Ageing Better in Camden, which is part of a national project funded by the National Lottery.

We also receive some funding from local organisations to fund specific activities. The funding has been used to organise activities involving older people, in particular to overcome social isolation, and to campaign on issues facing local people in our area.

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)

Position (eg Secretary, Chair, etc)

Date

Chair

10/10/2019

Kilburn Older Voices Exchange

Accounts

31 March 2019

Charity Number 1137417

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Reference and Administrative Details

Name of organisation: Kilburn Older Voices Exchange

Charity Registration Number: 1137417

Registered Office: 54-56 Phoenix Road, London NW1 1ES

Trustees:

Ags Irwin (Chair), Phyllis Young (Vice Chair), Lynda Stuart (Treasurer), Violet Clarkson, Frances Eley.

Steering Group:

Margaret Gibbs, Pran Handa, Myra Newman, Suzanne Parawoo, Alan Shaw.

Staff:

Peter Lush (Co-ordinator / Secretary)

Mel Wright (Co-ordinator to 31 August 2018)

Deborah Knight (Community Development Worker from 1 September 2018)

John Miles (Consultant)

Bankers:

The Co-operative Bank, PO Box 50, Delf House, Southway, Skelmersdale WN8 6WT
Santander, 131 Kilburn High Road, London NW6 7HS

Independent Examiner's Report to the Members

Year ended 31 March 2019

I have examined the accounts of the organisation for the period ended 31 March 2019, which are set out on pages 3 to

Respective responsibilities of the trustees and examiner

As the trustees of the organisation you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43 (2) Charities Act does not apply. It is my responsibility to state, on the basis of procedures specified in the general directions given by the Charity Commissioners under section 43 (7) (b) of the Act, whether particular matters have come to my notice.

Basis of examiner's report

This report is in respect of examination carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the organisation and a comparison of the accounts with those records. It also includes a consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not constitute an audit.

Examiner's statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect accounting records have not been kept in accordance with Section 41 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention in connection with my examination to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts.



Mohammed Jameer
31 Romilly Road
London N4 2QY

10 Sep 2019

Statement of Financial Activities
(Incorporating the Income and Expenditure Account)
Year ended 31 March 2019

		Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	Note	£	£	£	£
Income from					
Donations & legacies	2	360	500	860	1557
Income from charitable activities	3	670	33068	33738	24904
Investment Income	4				
Total Income		1030	33568	34598	26461
Expenditure on					
Charitable activities	5	(1537)	(23409)	(24946)	(29144)
Total expenditure		(1537)	(23409)	(24946)	(29144)
Net Income (expenditure) reconciliation of funds		(460)	10159	9652	2683
Total funds brought forward		1670	1130	2800	5483
Total funds carried forward		1163	11289	12452	2800

The Statement of Financial Activities includes all gains and losses recognised in the year.
All of the above amounts relate to continuing activities.

The notes on pages 5 to 8 form part of these financial statements

Balance Sheet **Year ended 31 March 2019**

		2019		2018	
	Note	£	£	£	£
CURRENT ASSETS					
Cash at bank and in hand	6	14317		2800	
		14317		2800	
CREDITORS: Amounts falling due within one year	7	(1865)			
NET CURRENT ASSETS			12452		2800
TOTAL ASSETS LESS CURRENT LIABILITIES			12452		2800
NET ASSETS			12452		2800
CHARITY FUNDS					
Unrestricted income funds	8		1163		1670
Restricted income funds	9		11289		1130
TOTAL FUNDS			12452		2800

The accounts have been prepared in accordance with the Financial Reporting Standard 102 (effective January 2015).

These financial statements were approved by the Trustees on 12 September 2019 and signed on their behalf by:



Phyllis Young

The notes on pages 5 to 8 form part of these financial statements

Notes to the Financial statements

Year ended 31 March 2019.

1. Accounting policies

Basis of accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 the Republic of Ireland (FRS 102) issued on 16 July 2014, the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Expenditure

All expenditure is included on an accrual basis, inclusive of any VAT, which cannot be recovered. Expenditure is allocated to specific activities where the cost relates directly to that activity.

Unrestricted funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the charitable objectives of the charity.

Restricted funds

Restricted income received is accounted for separately as restricted funds are used for the purposes specified by the donor.

2. Donations and legacies

	Unrestricted funds	Restricted funds	Total funds 2019	Total funds 2018
	£	£	£	£
Donations	360	500	860	757
Grants				800
Totals	360	500	860	1557

2a Donations

	Unrestricted funds	Restricted funds	Total funds 2019	Total funds 2018
	£	£	£	£
Waitrose Community Matters	298		298	382
West Hampstead CA		500	500	250
Stroke Group				125
Miscellaneous	62		62	
Total	360	500	860	757

2b Grants

	Unrestricted funds	Restricted funds	Total funds 2019	Total funds 2018
	£	£	£	£
Age UK Camden				800
Total				800

3. Income from charitable activities

	Unrestricted funds	Restricted funds	Total funds 2019	Total funds 2018
	£	£	£	£
Grants		33068	33068	23729
Other income	670		670	1175
Total	670		33738	24904

3a. Grants

	Unrestricted funds	Restricted funds	Total funds 2019	Total funds 2018
	£	£	£	£
Ageing Better in Camden (Big Lottery)		23714	23714	23729
LB Brent CIL		6984	6984	
LB Camden CIL		2370	2370	
Total		33068	33068	23729

3b Other income

	Unrestricted funds	Total funds 2019	Total funds 2018
	£	£	£
Miscellaneous	670	670	1175
Total	670	670	1175

4. Investment Income

	Unrestricted funds	Total funds 2019	Total funds 2018
	£	£	£
Bank interest received	0	0	0
	0	0	0

5. Costs of charitable activities

	Total funds 2019	Total funds 2018
	£	£
Support costs	5548	6886
Direct project costs	19398	22258
Total	24946	29144

5a Support costs

	Total funds 2019	Total funds 2018
	£	£
Administrator fees	800	2595
Volunteer expenses	127	86
Room hire	455	
Training	118	
Insurance	411	589
Office expenses	1420	1360
Subscription	40	
Travel	89	120
Publicity	1721	1831
Website	45	26
Independent Examination	235	210
AGM / Planning Day	87	69
Total	5548	6886

5b Direct project expenditure

	Total funds 2019	Total funds 2018
	£	£
Co-ordinator fees	8593	9763
Joint Co-ordinator fees	4165	5340
Community Development Worker	4429	
Ageing Better in Camden	1755	2395
LB Brent CIL Benches	133	
Film production	300	3701
Bench to bench walks		1039
Stroke Freedom Group	23	20
Total	19398	22258

6. Cash at bank and in hand

	2019	2018
	£	£
Co-operative	14315	2798
Santander	2	2
Total	14317	2800

7. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Accruals	1865	0
	1865	0

8. Unrestricted income funds:

	Balance at 1 April 2018	Incoming resources	Outgoing resources	Transfers In / (out)	Balance at 31 March 2019
	£	£	£	£	£
General	1670	1030	(1537)	0	1163
Total	1670	1030	(1537)	0	1163

9. Restricted Income Funds:

	Balance at 1 April 2018	Incoming resources	Outgoing resources	Transfers In / (out)	Balance at 31 March 2019
	£	£	£	£	£
Ageing Better in Camden	1025	23714	(22,753)	0	1986
LB Brent CIL Benches		6984	(133)	0	6851
Bench to Bench walks		500	(500)		
LB Camden CIL Bench		2370			2370
Stroke Freedom Group	105		(23)		82
Total	1130	33568	23409	0	11289

Management Information

Year ended 31 March 2019

The following pages do not form part of the statutory financial statements

Detailed statement of financial activities

Year ended 31 March 2019

	2019	2018
	£	£
Income for donations and legacies		
Donations	860	757
Grants Age UK Camden		800
Total	860	1557
Income from charitable activities		
Grants		
Ageing Better in Camden (Big Lottery)	23714	23729
LB Brent CIL	6984	
LB Camden CIL	2370	
Other income		
Miscellaneous	670	1175
Total	33738	24904
Investment Income		
Bank Interest Received	0	0
Total Income	34598	26461

Detailed statement of financial activities
Year ended 31 March 2019

	2019	2018
Expenditure on	£	£
Charitable activities		
Support costs:		
Administrator fees	800	2595
Volunteer expenses	127	86
Room hire	455	
Training	118	
Insurance	411	589
Office expenses	1420	1360
Subscription	40	
Travel	89	120
Publicity	1721	1831
Website	45	26
Independent Examination	235	210
Direct project costs:		
AGM / Planning Day	87	69
Co-ordinator fees	8593	9763
Joint Co-ordinator fees	4165	5340
Community Development Worker	4429	
Ageing Better in Camden	1755	2395
LB Brent CIL Benches	133	
Film production	300	3701
Bench to bench walks		1039
Stroke Freedom Group	23	20
	24946	29144
Net income (expenditure) for the year	9652	(2683)