



Together we are Stronger

Bromley Children and Families Voluntary Sector Forum

**TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019**

Bromley's Children and Families Voluntary Sector Forum was established in the early 1990's as an independent network of local voluntary groups working with children and young people as well as their families. Today the Forum is their primary point of access for information, training, joint planning, consultation and representation purposes. Everything we do helps our members better serve children, young people and their families. We have over 250 member groups, many of which are small and do not have the time or resources to keep up to date with changes in legislation, good practice or seek funding opportunities.

Our sole aim is to enable all our member groups to be better equipped to serve children, young people and families in the Borough.

www.bcfforum.org

**Charitable Incorporated Organisation
Registration No. 1153545**

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Helen Dyer (Chair)
Edward McWhirter (Hon. Treasurer)
Glenis Ruston
Phil Cheverton (Resigned 14th Aug 2018)
Paul Cosgrave
June Rosewell
Bethany Lewis
Billie-Jane Price
Gill Eldridge (Resigned 16th Jan 2019)
Keith Sykes (Resigned 15th October 2018)

Registered office

JusB
51 College Road
Bromley
BR1 3PU

Independent examiner

T.J. Catherall

Charitable Incorporated Organisation
Number: 1153545

Tel: 07957 924 287
Email: charityadmin@bcfforum.org
www.bcfforum.org

Contents

Message from the Chair
Trustees' annual report
Independent examiners' report
Income & Expenditure sheet
Balance sheet

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH '19

Message from Chair

The Children and Families Forum continues to provide essential and unique support for our local charities, faith groups, uniformed groups and community organisations. We remain as the only surviving forum within the London Borough of Bromley and it is through the sheer will and passion of the Trustees, member organisations and supporters from within all sectors that this is the case.

This year has seen the Forum developing a strong infrastructure, with our new Administrator role being filled by Samantha Britnell. Samantha has brought IT and administration expertise and has facilitated the development of a shared 'cloud' system based on Microsoft Platforms which has revolutionised our administration, keeping us steps ahead and enabling GDPR compliancy much more effectively.

We have had a number of well-attended, lively and interesting Open Forum meetings this year, including our recent 'Safeguarding' themed one which saw our Local Authority Designated Officer talk about allegations against staff and Y-Gam – the national charity raising awareness and delivering training around online youth gambling deliver an eye-opening presentation as well as a wide selection of our member organisations coming together.

We had another incredibly successful Santa Run in November, with The Widows Sons Masonic Bikers Association South East Chapter donating hundreds of toys which were shared out among the neediest of our families with 18 different organisations taking part. In response to Cllr Kathy Bants' request to consider including LLB's Looked After Children's team in this initiative we broke from the norm and invited them, as representatives of the statutory sector, to be a recipient of some of the toys. We agreed that our mission with this project is to support the borough's most vulnerable children and young people, and that our children with corporate parents are indeed amongst the most vulnerable.

We have sadly seen some of our Trustees step down this year including Phil Cheverton, Keith Sykes and Gill Eldridge but happily seen the arrival of Billie-Jane Price, Family Services Manager at Bromley Mencap. We hugely appreciate all of the time, passion, in-put and support that Phil, Keith and Gill have given to the Forum over the years and wish them well in the future.

We received the great news in early 2019 that our joint bid with Community Links Bromley to the Young Londoner's Fund was successful, which means that our administration and development work is now funded for three years. This also marks the start of a much more connected and fruitful relationship with CLB, something which I believe will stand us in even greater stead to continue thriving in the coming years.

This coming year we aim to consolidate the infrastructure work that has been happening and continue to build both our membership and Trustee Board in order to support even more community groups and third sector organisations in the borough.

Because – Together We Are Stronger

Helen Dyer - Chair

Activities

The Forum's activities for the year followed the objectives set in our operational Plan and included:

1 Information

Outcome: *Member groups have been informed of relevant local and national issues, plans and developments, so that they can better serve and appropriately inform the children, young people, and their parents and carers that they represent.*

We have provided electronic updates to member groups and partner organisations with information central to their work. We have, this year, included valuable information on the regulations concerning GDPR and directed members to appropriate training, as well as our Administrator undertaking the training herself. Job opportunities and requests for support are included. Safeguarding and resources available for training continues to feature. We have streamlined the database.

2 Networking

Outcome: *Sharing information and good practice has been of benefit for those served by member groups.*

Four open events were held during the year for networking and information purposes. We held these at member's premises and/or Community House for ease of access and to keep expenditure to a minimum. At each of these meetings we include some time for members to share good news, best practice or to share how they have overcome a difficulty. We also give our members an opportunity to tell others about their work and provide fundraising tips. In addition to the regular items we covered the following: Healthy eating, Safeguarding children, dealing with allegations against staff and volunteers and on-line gambling / young people and on-line safety.

Bromley Children & Families Voluntary Sector Forum secured, in partnership with Community Links Bromley and Bexley CVS a three year grant of £86,000 (of which around £9k per year will come to the Forum) from the Mayor of London's Young Londoner's Fund, to continue to improve and increase capacity in the sector, and to support more organisations to fund and deliver high quality services as well as consolidating our relationship with these two significant umbrella organisations.

3 Consultation and Representation

Outcome: *The London Borough of Bromley was enabled to consult organisations working with children, young people and families. The Forum represented children's, young people and family services effectively, (especially with regard to service provision in these challenging economic times).*

- The Forum has and will continue to be a conduit by which the LBB can consult organisations working with children, young people and families.
- It is the Forum's ambition to increase its ability to proactively represent the needs of children, young people and families in Bromley, offering support to its member groups as appropriate.
- We continue to represent the interests of member organisations on the Bromley Children's Safeguarding Board, Voluntary Sector Strategic Network, Bromley MET Stop & Search Committee and the Children's Executive Board.

4 Encouraging Good Practice - Training and resources (Workforce Development)

Outcome: *Improved skills and knowledge for those working for member organisations whether paid staff or volunteers.*

We continue to seek ways to support member groups increasing the skills and knowledge to serve children and young people across the Borough.

The Forum strives to encourage member groups to share training. We have started to see member groups sharing training including: spaces being offered on First Aid, Lone Worker Training, Personal Care & Dignity and Introduction to Autism. Other groups have offered venues in exchange for a place on a training course.

5 Administration, Finance/Fundraising, Reporting and Governance

Outcome: *Value for money, effective governance, financial security and efficient administration.*

The Forum is a 'no-frills' network providing support and information for the benefit of local children's, youth and families voluntary organisations. We seek to keep our expenditure to a minimum and over the past year have used member accommodation to host both trustee and open forum meetings. This is our third year of independence without any statutory funding and we are grateful for the financial support we have received. Our members continue to support us through donations.

This year, the instalment of a new Administrator post has enabled the Forum to start streamlining our database and re-start the sharing of a monthly newsletter. Our infrastructure continues to develop and with the YLF grant we are able to commit to funding this post for at least the next three years.

Structure, Governance and Management

Bromley's Children and Families Voluntary Sector Forum was established in the early 1990's as an independent network of voluntary and community organisations concerned with children, young people and their families. The Forum acts as a primary point of access for a diverse range of organisations in the London Borough of Bromley for information, training, joint planning, consultation and representation purposes. There are approx. 250 groups in membership, many of which are small and do not have the time or expertise to keep up to date with changes in legislation, good practice or funding opportunities. A full list of membership can be found at www.bcfforum.org

Trustees are appointed at the Annual Meeting on the basis of nominations received from member groups. Consideration is given to specialist skills or knowledge, competence and overall suitability. New Trustees receive information about their responsibilities and the aims of the charity. They are required to undergo a Disclosure and Barring Service check. Trustees meet every two months. The day to day running of the charity is undertaken by the trustees.

None of the Trustees has any beneficial interest in the charity. All of the Trustees are members of the charity and guarantee to contribute £1 in the event of a winding up.

Risk Management

Risks are identified, assessed and controls established throughout the year.

The key controls used include:

- comprehensive strategic planning, budgeting and accounting.

- clear authorisation and approval levels.
- vetting procedures as required by law for the protection of children.

The Financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and with the Financial Reporting Standard for Small Entities (effective April 2008).

The financial statements were approved by the Board of Trustees and were signed on its behalf by:

Approved by the Trustees

A handwritten signature in black ink, appearing to be 'Helen Dyer', with a stylized flourish at the end.

Signed:

Helen Dyer, Chair

Date: 27/06/2019

Independent Examiners Report

We have reviewed the financial statements of the Bromley Children & Families Voluntary Sector Forum on the following pages for the 12-month period ended 31st March 2019.

These financial statements have been prepared under the historical cost convention and the Accounting policies set out therein.

Our audit work has been undertaken so that we might state to the trustees those matters we are required to state to them in an auditors report's and for no other purpose.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than trustees as a body for our audit work, for this report or for the opinions we have formed.

Respective responsibilities of Trustees and Auditors.

As described in the statement of Trustees' responsibilities, the Trustees are responsible for the preparation of the financial statement in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Accepted Practice).

Our responsibility is to Audit the Financial Statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinions as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies act 2006.

We also report to you if, in our opinion, the Trustees report is not consistent with the financial statements, if the Company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding remunerations and transactions is not disclosed.

Opinion.

In our opinion the Trustees' report is consistent with the financial statements and the financial statements give a true and fair view of the state of affairs at the 31st March 2019 of the charity.

T.J Catherall

77 Merlin Grove

Beckenham

BR3 3HS

Date

25-6-19

Bromley Children and Families Voluntary Sector Forum

Income & Expenditure for the year ending 31st March 2019

Income		2019	2018
Grants			2652.00
Charitable Trusts	600.00		1600.00
Donations	700.00		
Member Contributions	250.00		445.00
		1550.00.	4697.00
Expenditure			
Admin Support	2302.03		
Rent	151.00		
Meeting Costs	97.46		
Printing & Stationery			50.00
Postage			
Computer Costs	26.51		
Telephone			
Insurance	355.72		378.31
Travel costs			
Training			
Grants			3624.00
Sundries	40.85	2973.57	4052.31
Income exceeded Expenditure		(1423.57)	644.69

The Income Expenditure account has been prepared on the basis that all operations are continuing expenses . There are no recognised gains or losses other than those passing through the Income And Expenditure Account

Bromley Children and Families Voluntary Sector Forum

Balance Sheet 31st March 2019

		31.3.2019		31.3.2018
Assets				
Bank	2635.60			4059.17
Petty Cash	4.60			4.60
		2640.20		4063.77
Represented by				
B/F	4063.77			3419.08
Deficit				Surplus
2018/19	1423.57	2640.20	2017/18	644.69 4063.77

The Financial Statements have been prepared in accordance with the special provisions of Part15 of the Companies Act relating to small companies and with the Financial Reporting Standard for Small Entities (effective April 2008)

The financial statements were approved by the Board of Trustees and were signed on its behalf by

Approved by the trustees

Signed



Dated

26/06/19