



# CHARLTON TOY LIBRARY Annual Report

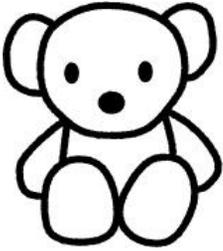
1<sup>st</sup> April 2009  
to 31<sup>st</sup> March 2010



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82-1788

Charlton Toy Library is a voluntary group offering a toy and safety equipment lending and play service to the under fives community in Greenwich. It is a registered charity, governed by a constitution adopted 10<sup>th</sup> February 1982, and is run by members of a voluntary Management Committee with Toy Librarians, a Play Worker and volunteer members running the sessions and giving help and advice.

All the money received from membership, loan fees and fund-raising events is spent on toys and toy library running costs. We have an Equal Opportunities policy and aim to provide a good selection of multi-cultural and non-sexist toys and books.



# Chair's Report

by Gianni Silvestri

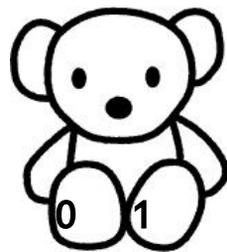
*This has been a difficult year for Charlton Toy Library.*

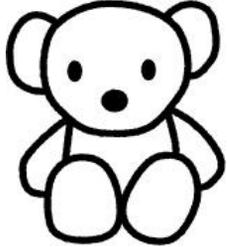
*Despite very generous donations from the Capital Community Fund, Lloyds TSB and Help a London Child, and the Forresters Fund for Children the position of the library has been precarious. With funding for core costs increasingly difficult to find, difficult decisions have had to be made. Consequently, after many years of dedicated service, Debbie Langley, the Toy Library Manager, has been made redundant. I would personally like to thank her and wish her all the best for the future.*

*As previously stated, times are becoming increasingly difficult, and if it were not for the tireless efforts of a few dedicated individuals, the Toy Library would not be able to continue to have the impact that it does. A recent bid submitted to BBC Children in Need was unfortunately unsuccessful, but I feel sure that those on the Management Committee will work tirelessly to ensure that the library has a future. It is, after all, a much valued and much needed resource. I therefore continue to urge all those who use the library to support it in any way they can. Help of any kind will be much appreciated, so if you feel you or someone you know may be able to contribute, please don't hesitate to let someone at the library know.*

*As I will be standing down this year as Chair after 5 years I would like to express my thanks once again to Debbie, to Sue for always getting on with the job (you know what I mean), and to the Management Committee, especially Janine and Dona, because the Toy Library wouldn't exist without you*

*Gianni Silvestri*





# Toy Library managers Report

by Debbie Langley

*Sue and myself have worked very hard this year to keep the toy library and mobile projects going. We have attended a lot of networking and outreach sessions. Through this we have forged new links with HomeStart Greenwich. We have been and are still currently attending all the HomeStart groups, as well as the toddler groups and refuge at Thamesmead, Eilham and Woolwich. We have also visited parents in their homes and given basic home safety advice. Some of you may know that Sue is a trained breast feeding counsellor. This has been a valuable resource for our parents in the toy library and on the van project.*

*Throughout the year we have been lucky to have had three regular volunteers from the Japanese Language school which is based in Charlton House. The girls have been a great help to us checking in and cleaning toys. This may seem a boring job, but its one that needs doing and is time consuming.*

*With the co-ordination of Katrin Bain and Sue Munro we were very lucky to have three trainee Austrian family support workers with us for six weeks. This was fantastic and we had more messy play and planned craft activities. The girls organised an Austrian day. There was food tasting, singing and dancing and craft things to make. The girls also went out to help some of our parents in their own homes. This turned out to be a very successful project.*

*We have still had regular visits from the Speech and Language team, held our ever popular Home safety day, where the fire men are always present. I am never sure who enjoys the day more, the mums or their children !*

*Our international day in March was a success. A big thank you to all who made food and to our Japanese volunteers for all the wonderful sushi they made! I would like to thank all our parents and carers for their support. Also thanks to our volunteers from the Japanese Language School and also to Joanne Berry and Rosalind Dalton for running two fantastic weekly music sessions.*

*Our Christmas Party was extremely popular. A big thank you to Littler Makers for supplying and organising all the crafts, and to Anya for the wonderful music session.*

*One of the big things for Sue and I this year was to sort out our office and we managed it too. We can actually move about in there now...*

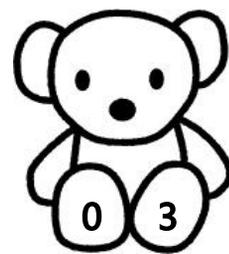
*March was a testing time. We were unsuccessful with funding and I was sadly told I would be made redundant. Also as most of you will know I was going into hospital for a complete hip replacement. That is now over and I have recovered well. A big thank you to all my well wishers.*

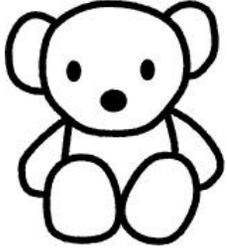
*To all our members any help you can give will be greatly appreciated no matter how small you think it is. Thank you for your support ..*

*To Janine and Dona, a massive thank you, your dedication doesn't go unnoticed !!*

*Also to Gianni and the Management Committee for their dedication.*

*And finally to Sue, who has given me so much support over the last year and during the lead up to my operation. You are a star and I will support you anyway I can over the next year ..*





# Treasurer's Report

by Janine Khoshnevisan

*Last year was a year of two halves... the first half of the year was financed through the cash reserves that we had built up over more prosperous years... and the second half was financed thanks to funding from the Capital Community Fund, Lloyds TSB, Help A London Child and Forrester's Fund for Children. I would like to say a huge thank you to them, on behalf of all CTL's members, for their generous support.*

*The current economic climate is proving very difficult for small charities such as CTL. There is less funding available that we can apply for and we know our members are struggling too as income from membership & toy loan fees are also noticeably down. We are currently a quarter of the way through the Lloyds TSB two-year grant and will need to find further funding to get through the next financial year. This funding is unfortunately insufficient to maintain staff levels and it was with enormous sadness that the CTL committee took the difficult decision in March to make our long-standing manager, Debbie, redundant. Having worked alongside Debbie for 17 years I will dearly miss her.*

*As Treasurer, I would like to thank our Payroll Bureau, Moorepay, who take the headache out of all our payroll and income tax affairs. I would also like to thank Caroline Sharp (ACA, DCHA) who carried out the required independent examination of our accounts which have been approved. Thanks must also go to both our staff, Debbie and Sue. Their time, energy and commitment know no bounds. They make such a huge difference to the lives of so many families across the borough.*

*And finally, I am acutely aware that we could not run such a successful Toy Library without all the help and support of our members and volunteers. Your time, ideas, support and contacts in the wider community are priceless. All help, no matter how large or small, is greatly appreciated. So, a huge thank you to you all.*

*Janine Khoshnevisan (Treasurer)*

## CHARLTON TOY LIBRARY

### INCOME RESERVES POLICY - JANUARY 2004

*Updated by the Management committee at the monthly Management meeting dated 13<sup>th</sup> December 2007*

*Unrestricted funds are needed:*

- a) *to provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and*
- b) *to cover administration, fund-raising and support costs without which the charity could not function.*

*The trustees consider it prudent that unrestricted reserves should be sufficient:*

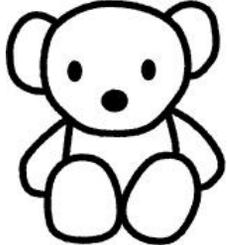
- a) *to avoid the necessity of releasing fixed assets held for the charity's use;*
- b) *to cover 6 month's administration, fund-raising and support costs (currently approximately £40,000)*
- c) *to provide a pool equal to 10% of the average charitable expenditure over the preceding 2 years from which funds can be designated to specific projects (currently approximately £7,000).*



# CHARLTON TOY LIBRARY Income & Expenditure Account 2009-2010

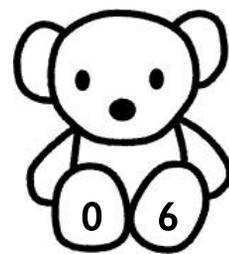
		Restricted	Unrestricted		Previous year
<b>INCOME</b>					
Capital Community Fund (Targetted Support)		27,135.00		HALC	2,985.00
Lloyds TSB		10,000.00		O2 It's your community	1,000.00
Help A London Child		1,995.00		SELHC	1,000.00
Forresters Fund for Children		500.00			
Fundraising			741.58		713.80
Membership fees			1,217.00		2,529.50
Toy loan fees			2,839.30		3,499.20
Safety equipment loan fees			353.00		386.10
Session sales			398.55		385.30
Workshops/activities			0.00		120.00
Donations			1,006.25		2,1083.90
Bank interest			21.17		699.69
Gift Aid			360.31		6049.88
<b>TOTAL</b>		<b>39,630.00</b>	<b>6,937.16</b>	<b>46,567.16</b>	<b>40,452.37</b>
<b>EXPENDITURE</b>				<b>Total</b>	Previous year
Advertising/promotional				0	68.81
Child Safety Equipment				0	
Equipment				0	59.99
Fundraising expenses			235.32	235.32	
General running costs		1510.18	1215.72	2725.90	2244.43
Insurance		800	570	1370.00	1370.00
Management costs			314	314.00	102
Staffing costs		22513.00	19789.46	42302.46	38338.32
Rent (To Greenwich Council)			0	0	0.00
Toys books videos etc		4703.57	0	4703.57	1645.27
Training/conferences			0	0	
Travel		45.04	0.76	45.80	
Van running costs		2283.95	111.28	2395.23	2119.36
Volunteer expenses				0	
Workshops		300		300.00	
<b>TOTAL</b>		<b>32155.74</b>	<b>22,236.54</b>	<b>54,392.28</b>	<b>45,948.18</b>
<b>PROFIT/LOSS</b>		<b>7474.26</b>	<b>-15299.38</b>	<b>-7,825.12</b>	<b>-5495.81</b>
<b>BALANCE SHEET AS AT 31 MARCH 2010</b>					
<b>CURRENT ASSETS</b>		Restricted	Unrestricted	<b>Totals</b>	
Current Account			10,944.00	<b>10,944.00</b>	
Business Reserve		10,202.89	9,426.28	<b>19,629.17</b>	
Cash in hand			100.00	<b>100.00</b>	
32 unrepresented items		-2,372.89	-24.26	<b>-2,397.15</b>	
		<b>7,830.00</b>	<b>20,446.02</b>	<b>28,276.02</b>	
<b>REPRESENTED BY:</b>					
Balance b/fwd 2008-2009		355.74	35,745.40	<b>36,101.14</b>	
Profit/loss for 2009-2010				<b>-7825.12</b>	
				<b>28,276.02</b>	

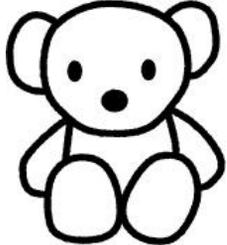




# Achievements 2009-2010

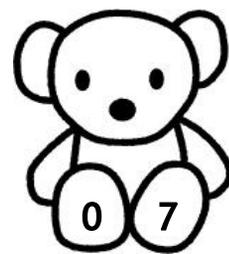
- ❖ *361 families used CTL'S services during the year .*
- ❖ *Re appointed the Chair of Management Committee.*
- ❖ *Continued the search for long-term funding for salaries and stock.*
- ❖ *Purchased & catalogued, new toys, books and safety equipment for the Mobile project.*
- ❖ *Created and maintained strong links with relevant organisations across the Borough, including HomeStart, Greenwich Toy Library, Trust Thamesmead.*
- ❖ *Increased awareness and membership amongst target groups, including black and minority ethnic and low income families.*
- ❖ *With the Capital Community Grant , we continued the mobile van project in the Thamesmead Woolwich and Eltham areas.*
- ❖ *Attended outreach/networking days with the Mobile van project.*
  - ❖ *Held regular music sessions at the Toy Library.*
- ❖ *Held a safeguarding children training day for staff and volunteers and other group members.*
  - ❖ *Enhanced Safety Equipment Loan scheme with new equipment.*
    - ❖ *Organised a home, road and fire safety day.*
    - ❖ *Organised an International day.*
    - ❖ *Held an Austrian day with our Austrian students*
- ❖ *Improved the Stay-and-Play sessions with new and exciting messy play ideas.*
  - ❖ *Developed and supported music and storytelling groups.*
- ❖ *Celebrated events in the cultural calendar, e.g. Chinese New Year and Divali.*
  - ❖ *Held regular Management Committee meetings and AGM.*
- ❖ *Continued to encourage greater Management Committee representation.*
  - ❖ *Offered work placements to ten volunteers.*
  - ❖ *Published a monthly newsletter.*
- ❖ *Publicised the Toy Library in Local shops , groups and around the borough*
- ❖ *Further developed and enhanced the overall look of the toy library website.*
  - ❖ *Did much internal fundraising..held toy & cake sales .*
  - ❖ *Attended local events, fundraised for toys and books.*
    - ❖ *Attended Hornfair*
    - ❖ *Organised the photographer*
    - ❖ *Organised a Christmas party*

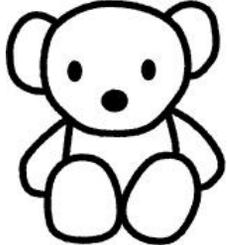




# Plans 2010-2011

- ❖ *Continue the funding search for salaries and stock.*
- ❖ *Secure funding for computer software updates and legal expenses*
  - ❖ *Diversify our income sources*
  - ❖ *Hold regular committee meetings and AGM*
- ❖ *Continue to encourage greater Management Committee representation.*
  - ❖ *Review Toy Library policies & procedures*
  - ❖ *Further develop the web site.*
  - ❖ *Undertake a membership survey.*
  - ❖ *Continue to organise fundraising events.*
- ❖ *Maintain and improve links with relevant organisations across the Borough.*
- ❖ *Continue to assist in the development of other toy libraries across the Borough.*
- ❖ *Continue to increase awareness and use of our services particularly amongst black and minority ethnic and low income families.*
  - ❖ *Further develop the targeted Toy Library sessions.*
  - ❖ *Further develop the stay-and-play area where possible.*
    - ❖ *Organise seasonal events.*
    - ❖ *Organise a toy sale.*
    - ❖ *Organise an open day.*
- ❖ *Hold Speech and Language, Dental and Fire Safety information days.*
  - ❖ *Continue to publish the monthly newsletter.*
- ❖ *Find and develop fundraising opportunities at local events.*
  - ❖ *Hold a Bouncy Castle /fun day*
  - ❖ *Organise the Photographer to visit.*
    - ❖ *Attend Hornfair*
    - ❖ *Organise a Christmas Party.*
  - ❖ *Organise an auction of promises fundraiser*





# Aims and Objectives

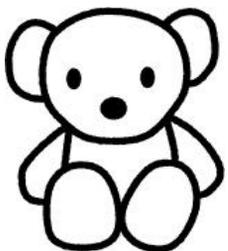
## *AIMS:*

- ❖ *To promote the principle that play does matter for the developing child.*

## *OBJECTIVES:*

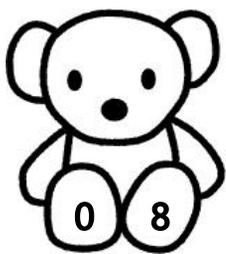
- ❖ *To make play available and lend appropriate toys to extend the opportunity for shared play into the home.*
- ❖ *To provide play areas where children and adults can use a wide range of toys and creative activities.*
- ❖ *To offer an opportunity to socialise and exchange experiences.*
- ❖ *To offer a befriending and supportive service to parents and carers.*

*“Toy libraries exist to promote the principle that play does matter for the developing child. They operate as a preventative service filling the gaps in the existing provision for all families with babies and young children, and for people with special needs. By offering a befriending, supportive service to parents, and by making available and lending appropriate toys, they extend the opportunity for shared play in the home.” PLAYMATTERS*



# Equal Opportunities

*Charlton Toy Library is committed to Equal Opportunities. We recognise that this means more than ensuring that no individual is discriminated against on grounds of sex, race, colour, nationality, ethnic or racial origin, marital status, disability, sexual orientation, age or religious belief. It means we need to take positive action to promote the development of Equal Opportunities in every area of the toy library. The concept of Equal Opportunities is the basic foundation of a democratic society and underlines all legislation. We declare our intention to work for the furtherance of equal treatment employment, committee, representation and service provision. Charlton Toy Library is committed to a programme of action to make this policy effective. This policy will be updated and monitored to check that it is being effective. The responsibility for this will lie with the Chair of the Management Committee and a key worker.*





# Committee Members

*Trustees and Officers are elected and appointed at the Annual General Meeting by nomination method, or co-opted by the Management Committee at a monthly meeting.*

*Committee Members as at 31<sup>st</sup> March 2010*

*Gianni Silvestri, Chair*

*Colin Brown, Vice Chair*

*Janine Khoshnevisan, Treasurer*

*Dona Dickson, Secretary*

*Rosalind Dalton, Committee Member*

*Sarah Roseblade, committee member*

*Katerina Strelcova , committee member*

*Linda Pound , committee member*

*Giusi Mazzella, committee member*

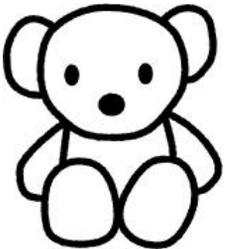


## Staff

*As at 31<sup>st</sup> March 2010*

*Debbie Langley, Toy Library Manager*

*Sue Munro, Outreach/Development worker*



## Volunteers

*Janine Khoshnevisan*

*Dona Dickson*

*Rosalind Dalton*

*Joanne Berry*

*Anya Wylezynska*

*Kanako Hayashi*

*Paula Ortega*

*Linda Pound*

*Katrin Bain*

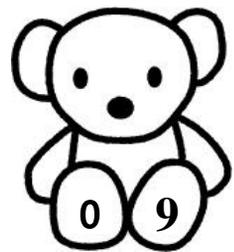
*Miranda Mukasa*

*Maria Lenhem*

*Charlotte Armstrong*

*Jaqueline Takpimivbiomo*

*All the Japanese language students who have helped at the play sessions.*





# Supporters

*As always, there are a huge number of people and organisations to thank for their support.*

*First, the Management Committee, the Staff and the Volunteers (and their partners, families and friends), who have all contributed so much to the Toy Library to make it such a success.*

*Next, our funders:  
Capital Community Foundation  
Lloyds TSB  
Help A London Child  
Forresters Fund for Children*

*And to all our other supporters:  
Charlton School  
Charlton Residence Association  
Japanese Language School  
Greenwich Council  
National Association of Toy and Leisure Libraries (NATLL)  
Caroline Sharp( ACA DCHA) Independent Examiner  
Meridian Magazine  
Greenwich Time  
Charlton House  
HomeStart  
All our volunteers who help us on the mobile project sessions.*

*And, finally, anyone else who has helped us who we may not have mentioned!*

