

Chair's Report by Colin Brown

Charlton Toy Library successfully reached the grand old age of 30! The highlights of our 30th year were a fund-raising birthday party which helped to contribute some much-needed funds to our rather depleted coffers as well as successful grant applications from Help a Capital Child & BBC Children in Need.

As a small, independent charity we work very hard to make sure every penny raised and every minute volunteered is valued and put to good use.

Part of this has been making sure our space is used to the maximum - so this year we continued to hold children's parties at the weekend which is perfect for the under 3s. The space has also been used by Alex, the personal trainer, helping to get mums back to fitness with toddlers exploring the safe and rewarding environment at the same time. We were also hired out as crèche for a conference at Charlton House and used as a primary schools choices workshop. Plans going forward include a weekly mother-and-baby Yoga session and the return of our ever-popular pamper evening. If you have any ideas on how we can use the space better please let us know.

Every year a new group of members get involved in running the charity to make sure it is around for the next few years. Their names appear later on in this report on the thank you pages. There may seem to be quite a lot of them but some have now moved on. Several have used the experience as volunteers to re-enter the workplace. Do let us know if you are interested in volunteering or know someone who might be.

Due to our successful fundraising efforts we have managed to raise sufficient funds to employ two new excellent members of staff in the next financial year. Please join us in welcoming Charlotte and Sharon. Charlotte has been on board as Toy Library Co-ordinator since April 2013 and has gone out of her way to get to know as many people as possible. She has done a fantastic job at getting us organised with a smile! Sharon is our new Outreach worker. Sharon has already integrated herself with the HomeStart and Women's Refuge groups, helping families who are less able to come to the drop-in sessions we run at the Toy Library.

Thanks for making CTL such a great place!



Outreach Work Report

The Mobile Outreach Service Continues to thrive. During 2013 our Outreach Worker, Sue Munro, worked with numerous highly disadvantaged families across the borough. The families were referred by health visitors, by three HomeStart groups (Vista, Cardwell and Alderwood) and by a women's refuge. She brought the children the educational toys and books that their families could not afford. She sourced and supplied the parents and carers with a wide range of parenting books, while at the same time giving them the advice and support they needed. She also helped to make the children safer in their own homes by loaning unaffordable home safety equipment. Sue encouraged these families to come in to the toy library itself to enjoy our stay-and-play sessions, reduce their isolation and make friends. In many cases, all these services were provided completely free of charge. We would like to say a big thank you to Jo and Nicola at HomeStart and to Jessie and Monika at the refuge. Sue also helped to distribute Harvest food parcels and children's clothes to disadvantaged families.

Over the last year Sue organised for many outside visitors to come in to the toy library. They included community dentists, speech and language therapists, the Family Information Service, the photographer and our local Community Police to name but a few. We would like to extend a warm thank you to all these visitors, for bringing their expertise and information to our members.

Sue's work with Charlton Toy Library was part-time and she worked with us for over 11 years. She was instrumental in setting up our very successful mobile outreach project and kept it running single-handedly when funding for her colleague ran out two years ago. She has helped hundreds and hundreds of families, working closely with 68, and well over a thousand children over the years. However, Sue reached a point in her life when she needed full-time employment and a new challenge. It was therefore with much sadness, on our part and on hers, that she decided to move on to a full-time job as a Family Support Worker at Alderwood School. We wish her every success in her new job. We all miss her greatly.

The Mobile Outreach Project continues though with our very enthusiastic new Outreach Worker, Sharon Jay. We hope you will join us in welcoming her onto the team. And we still keep in touch with Sue because we take our mobile service out to the school/children's centre where she now works.



Treasurer's Report by Janine Khoshnevisan

Once again, we had only one member of staff throughout 2012-2013. This was our very experienced Outreach Worker, Sue Munro. All other services were operated at full strength by a long-standing dedicated team of volunteers, helped along with several new and very enthusiastic ones. We managed during the year to raise sufficient funds to employ a new Toy Library Co-ordinator (for April 2013) to oversee the running of sessions, find more volunteers and take on some of the administration tasks.

On paper it would appear that we had an operating profit/loss for this last financial year of £6,328. However, £2,178 of this was left over restricted funding from Help A Capital Child which is being spent in the current financial year on the Mobile Outreach Project. So, we actually made a profit of £4,150.

Funders that we would very much like to thank for their support this year include: Help A Capital Child who contributed £2,178 towards the mobile project, FTSE who donated £391.95 and the St John Southworth Fund who contributed £500. We would also like to thank Harjit from P.C.Services who has kept our computers going throughout the year. We also are delighted to report that we have been successful in gaining a three-year grant from BBC Children in Need, starting from October 2013, that ensures the continuation of the Outreach Worker's post.

This year we have worked hard at generating income from new sources. We now offer a wider range of services to members, generating much-needed income via birthday parties, children's haircuts and fitness classes for mothers while their children play. We hope to further develop such activities in the coming year.

A HUGE thank you goes to Sue, our Outreach Worker, who has single-handedly kept our outreach services going at full strength. Sue has now left CTL and I would like to thank her for all her support and dedication over the past 11 years. I will miss her tremendously.

Another huge 'thank you' goes to ALL our helpers and volunteers whose contributions have helped to improve the lives of so many children and their families across the borough. CTL would not be able to achieve as much as it does without them!

These accounts have been successfully examined and accepted by our Independent Examiner, Caroline Sharp (ACA, DChA).

CHARLTON TOY LIBRARY INCOME RESERVES POLICY - JANUARY 2004 Updated by the Management committee at the monthly Management meeting dated 13th 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 £6,500)
- 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 £4,500).





CHARLTON TOY LIBRARY Income & Expenditure Account 2012-2013

Income	Restricted	Unrestricted		Previous year
Help A Capital Child	2,178.00		Help a Capital Child	2,347.00
FTSE		391.95		
St John Southworth		500.00		
Fundraising		683.00		665.12
Membership fees		2,341.00		1,608.00
Toy loan fees		1,577.00		1,302.90
Safety Equipment loan fees		177.00		249.00
Session sales		759.00		490.00
Special events/parties		2,449.40		120.00
Donations		1,931.48		1,716.90
Bank interest		2.53		3.04
Gift Aid		253.00		655.54
Van		3,500.00		
TOTAL	2,178.00	14,565.86	16,743.86	9,157.50
Expenditure	Restricted	Unrestricted	Total	Previous Year
Advertising/promotional		45.00	45.00	0.00
Child Safety Equipment				0.00
Equipment		39.99	39.99	0.00
Fundraising expenses		288.76	288.76	230.70
General running costs		1,986.93	1,986.93	2,472.44
Insurance		1,169.45	1,169.45	1,320.99
Management costs		96.30	96.30	144.72
Staffing costs		6,161.42	6,161.42	9,139.20
Rent (to Greenwich Council)				0.00
Toys books videos etc				11.00
Training/conferences				0.00
Travel				
Van running costs		602.29	602.29	1,803.99
Volunteer expenses		25.91	25.91	13.93
TOTAL	0.00	10,416.05	10,416.05	15,136.97
PROFIT/LOSS	2,178.00	4,149.81	6,327.81	-5,979.47

BALANCE SHEET AS AT 31 MARCH 2013

CURRENT ASSETS	Restricted	Unrestricted	Totals
Current Account	2,178.00	9,454.38	11,632.38
Business Reserve		4,640.00	4,640.00
Cash in hand		100.00	100.00
5 unrepresented items		-166.47	-166.47
	2,178.00	14,027.91	16,205.91
Represented by:			
Balance b/fwd 2011-2012		9,878.10	9,878.10
Profit/loss for 2012-2013	2,178.00	4,149.81	6,327.81
			16,205.91

- Over 250 families used CTL'S services during the year
- Continued to run all play and borrowing sessions with the help of volunteers
- Continued our popular music and craft sessions
- Continued our Child Safety Equipment Loan Scheme

- Successfully applied for funding from Help A Capital Child and three-year funding from BBC Children in Need to ensure the continuation of the Mobile Project
- Continued the Mobile Van Project in the Charlton, Thamesmead, Woolwich and Eltham areas
- Catalogued new toys, books and safety equipment for the Mobile Project
- Created and maintained strong links with relevant organisations across the Borough, including several HomeStart groups and a Women's Refuge
- Promoted awareness & membership of our service amongst target groups, including black and minority ethnic & low income families, and families suffering domestic abuse
- Attended outreach/networking days with the Mobile van project

- Organised a massively successful 30th Birthday Party
- Ran 117 borrowing and stay-and-play sessions
- Held weekly music sessions & craft events... free of charge to members
- Opened one day per week during the summer holidays
- Held Speech and Language, Dental and Fire Safety information days
- Improved the Stay-and-Play sessions with new and exciting messy play ideas
- Organised the photographer
- 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
- Provided skill and experience opportunities for volunteers
- Published a regular newsletter
- Publicised the Toy Library to local groups and around the borough
- Further developed and enhanced the overall look of the toy library website
- Diversified our income sources by offering other events for our members such as birthday parties, child hair-cutting and parent fitness classes
- Attended Hornfair, the largest local community event

Membership Statistics

Total families using CTL main services and outreach service combined: 318

Total number of children helped: 463

Outreach families supported (free of charge): 68

Families paying concessionary rate: 29

Families on low incomes: 31%

Families from BME backgrounds: 122

New families: 129

Lone parents: 33

Childminders: 16

Grandparents: 16

Children with special needs: 9

Foster parents: 2

- Continue to offer our full range of services both at the main site in Charlton House and via our Outreach Mobile Project
- Increase the numbers of groups reached by the Mobile Project to four Women's Refuges and four Homestart Groups
- Continue the funding search for salaries and toy/book stock.
- Apply for funding for computer software updates and legal expenses
- Work on further diversifying our income sources
- Employ a Toy Library Co-ordinator

- 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.
- Open our services at Charlton House for one session per week in August, (dependent on availability of volunteers)

- Maintain and improve links with relevant organisations across the Borough
- Continue to increase awareness and use of our services particularly amongst black and minority ethnic and disadvantaged families
- Further promote our services to local Grandparents & childminders

- Organise seasonal and cultural events.
- 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.
- Continue to organise internal fundraising & social events.
- Organise the Photographer to visit.
- Attend Hornfair
- Continue to offer volunteering opportunities for people



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.



Colin Brown, Chair
Janine Khoshnevisan, Treasurer
Andrea Bonetti, Secretary
Dona Dickson, Committee Member
Sarah Roseblade, Committee Member
Patricia Santome, Committee Member
Stella Benavides, Committee Member

Resigned during the year:

Claire Cuthbert, Committee Member
Thank you to you both for your support

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.

Staff

Sue Munro, Outreach & Development

Volunteers & Fundraisers

Janine Khoshnevisan, Dona Dickson, Andrea Bonnetti,
Stella Benavides (music), Tamara Davey, Katrin Bain (website),
Simone Joseph, Gemma Stevens, Reshu, Kaaynath, Maria Lenhem
Ben Khoshnevisan, Alex Khoshnevisan, Mayumi Fujinoki, Ugo Valenza,
Harpreet Kaur Gill, Aissata Diarra

**And to everyone else who has helped on a more informal basis...
thank you!**



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 along with their partners, families and friends, who have all contributed so much to the Toy Library to make it such a success.

Next, our funders:

Help A Capital Child

And to all our other supporters:

Old Cottage Coffee Shop

FTSE

Theatre Bugs

Charlton Resident's Association

Boppin' Bunnies

Japanese Language School

Children's Bureau

Greenwich Council

P C Services (Charlton)

Charlton House

Asda

Home-Start Greenwich

The Women's Refuge

Nando's Greenwich

All the volunteers who help us on the mobile project sessions.

And thanks too to our Independent Examiner, Ms Caroline Sharp (ACA, DChA)

And finally, our thanks (and apologies!) to anyone else who has helped us along the way and who we may have momentarily forgotten to mention when we wrote this report!



Signature

I declare, in my capacity as Chair of the Management Committee,
that:

- the Management Committee has approved the report above; and
- have authorised me to sign it on their behalf.

Signature:

Full name:

Position:

Date:

