

Pimlico Toy Library

Annual Report 2023



Pimlico Toy Library

Annual Report April 2022 to March 2023

The trustees of Pimlico Toy Library (PTL) have the pleasure of presenting their report for the year ended March 31st 2023.

PTL is a registered charity and is aware of the need to provide a service that is of public benefit. This report is prepared in accordance with the Trust Deed dated March 18th 1983 and the recommendations of the statement of recommended practice accounting and reporting practise by charities. It also complies with applicable law. In addition, PTL has prepared its accounts under the accruals system.

About Pimlico Toy Library

PTL provides needs-led play sessions in a safe, guided environment for any family with a child aged 0-11. Qualified and experienced staff plan, deliver, monitor, encourage and evaluate the development of children who attend regularly and provide tailored support for these children, their families and ultimately the community.

The principle aim of PTL is to improve families' quality of life and children's life chances. The membership represents the diverse community of Westminster whatever their background, gender, ethnicity, faith, socio-economic or personal circumstances. Fees are kept to a minimum and our policy allows discretion to ensure that finance is not a barrier to membership.

The service we provide includes a term-time timetable of play sessions for parents, carers and their children under the age of five years. During the school holidays PTL provides a programme of events for adults and their children under the age of eleven years. PTL has a toy-loan service including 1000 educational toys.

Our governance and management

The management of PTL is the responsibility of the trustees who are elected and co-opted under the terms of the Trust Deed at the Annual General Meeting. Written nominations for the officers and other vacancies are required at least seven days prior to the meeting. Provided no such nominations are received for a particular vacancy, nominations may be made at the meeting. The consent of all members nominated is required. Any member of PTL is entitled to submit a nomination.

The running of the PTL is currently undertaken by its two permanent staff members, Maggie Harper, who serves as PTL's Coordinator & Toy Librarian and Sheila Martin, who is the PTL's Toy Librarian and runs the

play sessions, engages with the children and parents and plans all the special activities and events.

PTL uses the Quality Assurance programme, practical quality assurance for small organisations, PQASSO. All PTL policies which include: Child Protection, Health & Safety, Business Continuity, Complaints Procedure, Confidentiality & Data Protection, Counter Fraud & Security Management, Environmental, Equality & Diversity, Digital, Member Care, Whistle blowing, Fundraising and the Role of Volunteers can be found on our website. Disclosure and Barring checks are acquired as appropriate for trustees, staff and volunteers.

Since July 2014 PTL has been a Charitable Incorporated Organisation (CIO). For this financial year (1 April 2022 – 31st March 2023) the CIO accounts, taking into account the transfer of assets on 4th September 2015, will be filed by 31st January 2024.

The impact of COVID-19

At PTL we can still see the effect that the COVID-19 pandemic has had on the children of our members.

It is widely known that there have been long-term impacts for children which include developmental and behavioural issues because of the isolation and social distancing at key developmental milestones. Also, the development of mental health disorders because of the stress of the pandemic.

It changed the way our families used our services and continues to have an effect on the way we offer our services so that we can provide children with what they need for their development and well-being.

Our impact

The main aim of PTL is to provide guided play in a safe environment and during this year we achieved this through many different activities and events.

We started off the year with gardening, Studio Cultivate joined us for four sessions

Hartbeeps sessions continued with two sessions a week

In June we celebrated Windrush day and the history of the Windrush community with Caribbean storytelling, arts and crafts. We even created our own book!

Our summer programme for August 2022 was three weeks of activities and trips. We hosted our sessions at Churchill Gardens Primary Academy, where there was plenty of space for our families to spread out and play. We had; Sand & water, messy play, big play, and Hartbeeps. We also had more structured sessions; Gardening with Studio Cultivate, T-shirt printing, clay handprints and mosaic tiles.

After the summer we continued with our programme of Hartbeep sessions twice a week along with toy loan slots

During the October half term we had Safari Pete and his amazing animals and a Halloween art session and party. October was also Black History Month and PTL received Westminster Council funding to create an entrepreneurship course for 7-11 year olds and deliver the sessions.

In November we welcomed families back to PTL for play & loan sessions with one Hartbeeps session a week. The return of drop-in play sessions allowed us to really spend time with our families and provide more support.

In January we returned to the Peacock theatre for the wonderful PWC pantomime, this year it was 'Babes in the Woods'. We were able to offer our families free tickets and coach travel to and from the West End theatre. A wonderful experience for our slightly older children.

During the February half term PTL provided sessions; at Tate Britain where we had an art session, a messy fun session with paint rice, and spaghetti and a Hartbeeps music session.

We have great feedback from our families throughout the year for all our many and varied activities. A Mum says *"Sheila and Maggie do so much for us single families, I remember so many activities like the messy play and The Big Paint. PTL is special because I don't know what my son does at school but here at PTL I'm with him and part of the experience, its lovely and it makes me so emotional to think about the times we have had together here over the years "*

Environment & sustainability

Our impact on our community also includes our positive environmental role. The need to be sustainable and act in an environmentally friendly way is one of the fundamental purposes of PTL.

The toy-loan idea, developed in the 1960s, encourages families to borrow not buy, introducing the idea of reusing, recycling and sharing resources

at an early age. It promotes the idea of sharing and looking after toys instead of owning and a throw away attitude to toys. All our toys, once we no longer lend them out, are donated or sold in toy sales so have the longest life possible. During our art sessions we make use of household items and used packaging. As a charity we don't want to waste our funds and for example always strive to minimise energy use and buy second-hand as well as re-use but we need to take it further. The issue of climate change has become very serious and every organisation needs to be playing its part in reducing the impact on the environment of their work but in particular because we are a children's charity the issue of climate change is relevant to our aims. Children will be affected more in their lives by the impact of climate change and research shows that 60% of children are worried about climate issues.

Here are some of the things PTL is doing to reduce our impact on the environment, be more sustainable and promote environmental awareness in our work.

- The community is invited to donate specific items, for example for an art or gardening project, with the result that old and young are encouraged and motivated to share, recycle and cut down on waste.
- Where possible recycled or pre-used materials are used for art projects and to furnish our site.
- Our waste is recycled as appropriate. Currently we recycle; paper, cardboard, plastic and any other items that will be taken by Westminster City Council.
- We continue support the Fairtrade Foundation's vision of a world in which justice and sustainable development are at the heart of trade structures and practice.
- Toys that have reached the end of their life as part of the toy loan stock are sold through in-house toy sales and not thrown away.
- We manage our energy usage carefully in order to reduce it where possible. For example, we use low energy light bulbs where possible. We regularly review and compare our energy provider and look to use a green energy supplier if possible.
- We have looked at the Charity Commissions report, 'Going Green. Charities and Environmental Responsibility', 2008, that provides ideas for small charities to consider adopting.
- We run sessions and organise trips for our members that allow children and families to connect with nature and realise its benefits and importance.
- We re-use envelopes and paper
- We plan trips that are within walking distance or can be reached by public transport.

Chairs report

I am looking back over the year between 1st April 2022 and 31st March 2023 and it has been such a pleasure to see everything we have been able to offer our families this year. We have had a wonderful year of Hartbeeps sessions mixed with play sessions, we had a lovely relaxed summer of sand & water mixed with craft activities and all our favourites including Safari Pete and The PWC pantomime.

One particular highlight from this year was the activities celebrating Windrush Day 2022. Our trustee, Rashida Abdulai, was behind the project and we had Caribbean storytelling, arts and crafts as well as a Superhero school! This activity, at Pimlico Library gave children the chance to go on a storytelling journey to find their own super power and celebrate diversity with each child also receiving a book. This project has continued and in October, Black History Month, PTL created an entrepreneurship course with Enterprise Kids for 7-11 year olds. This project will continue with more activities that give our children confidence to succeed.



Business plan

A working document, our Business Plan includes PTL's mission statement, objectives, governance and management structure, competitor reviews and SWOT analysis, financial analysis and fundraising strategy, resourcing and partnering goals, marketing position and strategy, and our monitoring and evaluation strategy. We are using this to achieve the goals of sustainable, longer term planning with active task setting so we can really concentrate on having a members' led organisation that centres on developing children's potential and helping support parents through our provision of play sessions, trips/events and toy loans.

We have four main objectives and as you can see below we are pleased with our progress and will build on our success next year

Business objectives	Achievements
Financial/fundraising Maintain funding levels through the development of a sustainable funding model through trust and corporate fundraising;	. Quarter 4 2022 PTL raised the running costs for 2023 quarter one and carried forward funds for the rent which has not been invoiced in full since 2019 . Maintained relationships with current, secured new and exploring new funding bodies plus exploring digital opportunities
Resourcing: . Increase current staffing levels to relieve pressure on existing staff and increase staff, volunteer skills and capacity . General resources	. Insufficient additional funding to enable recruitment . Partnership work enabled us to add value to our service
Marketing Continue to build awareness and improve perceptions of PTL to ensure that the service continues to feature prominently in the local community;	. Increased flow of information increasing Instagram to 400 followers . Increased number of Facebook posts per month
Governance, Monitoring and Evaluation Use IT technology to streamline administration, governance and monitoring and evaluation. Introduce a new database and 2) tablet based event and session evaluations, use digital evaluation tools	. New Database uploaded . Used digital evaluation tools

The plan supports our aim to explore new ways of raising income, mindful of the digital possibilities plus the need to enable our members and the wider community to understand our status, aims and objectives and encourage their involvement in our development and sustainability.

I.T, communications and marketing

A key part of this is to build PTL's local and online community presence to inform and listen to our families and publicise PTL to the wider community. We have updated our website and social media accounts throughout the year with information on upcoming events, news and important information to make PTL's online platform a source for trusted information for our families and stakeholders. Immense thanks to Jessie Campbell, and Nicholas Lovell for the time they put into this.

Governance

We have been working to develop our governance as trustees. Highlights include:

- Assessing PTL and ourselves as a trustee board through the 'Charity Commission's 15 questions trustees should ask on governance, finance and resilience' which is reviewed annually as a good governance check;
- Completing an assessment of similar services in the local area to understand our Unique Selling Point (USP) and how we can provide the best type of service for our families in the community; and
- Reviewing all our policies.
- Looking at ways to incorporate the ideas of the **Black Lives Matter** movement into our way of working and policies.

We realise that the sustainability of staff is crucial for the future of the PTL and we have carried out future and succession planning, working closely with Maggie and Sheila.

Monitoring and evaluating

Demonstrating our impact and understanding the needs of our members is of paramount importance to us. It is crucial to evidence our impact to current and potential funders, but even more important, it shows our families the benefits our service provides to their children and themselves. It is also a valuable way of understanding the needs and feedback from children, parents and carers as well as a way to start conversations about the support they require.

Children and parents are increasingly enthusiastic about sharing their experiences and using our user-friendly evaluation questionnaires, which we have continued to improve to meet the needs of our diverse membership. This has enabled us to integrate our families' feedback into the running of PTL tell us how they feel about specific events and trips as well as the service we provide to them as a family. It has also enabled us

to evidence the incredible impact PTL has on our members which we have been communicating back to families through our notice board, display windows, website and social media accounts.

Thank you

On behalf of PTL, the trustees would like to offer our profound thanks to all of those who have worked so hard over the previous year to help PTL provide local families with the invaluable opportunity to learn through play. Without the support of all of our funders and volunteers it would be impossible for PTL to continue its programme of play sessions, activities and toy loans. We are also incredibly grateful to all our member families who have continued to show their support.

Finally, and most importantly we as trustees would like to say a massive thank you to Maggie and Shelia for not only their expertise but also their dedication to PTL this year, and every year – their devotion is truly inspirational.

Our volunteers

Our volunteers

During this financial year the following volunteers have made a real difference with their time enthusiasm and skills. We are particularly thankful to:

- Jessie Campbell
- Nicholas Lovell
- Gary O'Sullivan
- Freemasons – St Johns Lodge
- Rolls Royce
- Department for Culture Media and Sport

Our supporters

We would also like to give a special thank you to all our supporters during the year that include:

- S Bulmer
- Church Urban Trust
- Churchill Gardens Academy Primary School
- J. Featherby
- Freemasons – St John's Lodge
- Future Academies
- Leylands SDM
- Member Families
- OneWestminster
- Peabody Trust

- Pimlico Million
- Robinson Charity
- Rolls Royce
- Royal Philharmonic Orchestra
- St Giles and St George
- St Stephen and St John Parishioners
- Strand Parishes Trust
- Young England Nursery and families
- Westminster City Council
- Westminster Almshouses
- Westminster Connects
- Westminster Foundation

Our trustees

This year our trustees were:

Kate Shrivastava: Chair

Dominic Barnard: Treasurer

Rashida Abdulai

Divya Cherala

Andrew Downes

Alexandra Moyler

Sue O'Sullivan – resigned December 2022

Jason Williams

A special Thank you to Sue O'Sullivan for her long term support as a member, volunteer and trustee. Wishing her all the very best in the future.

Many of our trustees also take on extra, voluntary tasks over and above their role as trustee for which PTL is always grateful.

We have continued to forge and develop our partnerships with local businesses and educational institutions.

Since 2015, PTL has been a partner in the 'Pimlico Million' project. This is a resident-led funding and development initiative financed by the Big Local. £1million pounds is available to spend, for those living in the Pimlico Million area which includes specific postcodes, over 10 years. The aim is to make a difference now and leave a long-term legacy.

We have made a great link with Churchill Gardens Academy Primary School. The Head, Liane Tylee, has been very supportive of our work. This partnership has allowed us to use the great indoor and outdoor space available at the school site for our summer program sessions.

Accounts

Finance and fundraising

We are thankful for the on-going support of many of our funders during a challenging year 2022-2023. It was especially helpful to have longer-term funding from St Giles & St George and Peabody Trust.

We continue to minimise risk by exploring the methods we use to ensure a diversified income portfolio. Funding is raised from Corporate and Public sectors, Trusts and individuals.

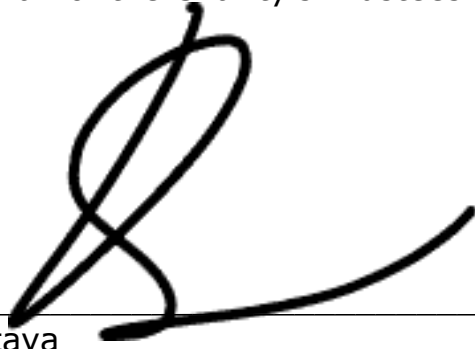
PTL has a Reserve Policy reviewed annually, which indicates the areas of risk and the contingency funding needed to minimise that risk. We have a target amount to raise annually in order to build a fund to cover emergency and in the worst case scenario wind-down-costs which would enable us to close in a professional manner. We aim to raise funds to cover the first quarter of each financial year, by the last quarter of the previous year.

Fees and membership

Our membership fee remained at 20.00 per year, per family. Fees are kept to a minimum and our policy allows for discretion to waive the fee to ensure that we are inclusive and that no family is excluded due to lack of finance.



Signed on behalf of the Charity's Trustees:-

A handwritten signature in black ink, consisting of a large, stylized loop followed by a long, sweeping horizontal stroke.

Kate Shrivastava
Chair of Trustees, Pimlico Toy Library
Date:27.11.23

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

ON THE UNAUDITED ACCOUNTS OF

PIMLICO TOY LIBRARY

For the purposes of those charity funds on pages 14 to 20 for the year ended 31 March 2023 which require an independent examiner's report, we confirm the following:-

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145 of the 2011 Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act);
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes considerations of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statements below.


Independent Examiner's Statement

In connection with my examination, no matter has come to my attention

1) which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements:

- to keep accounting records in accordance with s130 of the 2011 Act; and
- to prepare financial statements which agree with the accounting records and to comply with the accounting requirements of the 2011 Act; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



H Cheesman FCA
Chichester Accounting
104 Stockbridge Road
Chichester
West Sussex PO19 8QP

Date: 24th November 2023

Statement of Financial Activities
For the year ended 31 March 2023

Pimlico Toy Library

	notes	Unrestricted funds	Designated funds	Restricted funds	2023 Total £	2022 Total £
Income from Charitable activities	2	76,857	-	-	76,857	62,506
Total income		76,857	-	-	76,857	62,506
Expenditure on Charitable activities	3	95,516	-	-	95,516	80,699
Governance costs	4	3,305	-	-	3,305	3,316
Total expenditure		98,821	-	-	98,821	84,015
Transfers between funds	9	(16,447)	16,447	-	-	-
Net incoming/(outgoing) resources before other gains/(losses)		(38,411)	16,447	-	(21,964)	(21,509)
Gains / (losses) on investment assets		-	-	-	-	-
Net movement in funds		(38,411)	16,447	-	(21,964)	(21,509)
Total funds brought forward		89,653	0	0	89,653	111,162
Total funds carried forward	9	51,242	16,447	0	67,689	89,653

Balance Sheet
As at 31 March 2023

Pimlico Toy Library

	notes	2023	2022
		£	£
Current Assets			
Debtors	7	2,125	2,125
Bank and cash		71,102	92,186
Total current assets		<u>73,227</u>	<u>94,311</u>
Current Liabilities			
Creditors due within one year	8	<u>5,538</u>	<u>4,658</u>
Net current assets		67,689	89,653
Total Net Assets		<u>67,689</u>	<u>89,653</u>
Funds	9		
Unrestricted		51,242	89,653
Designated		16,447	-
Restricted		-	-
		<u>67,689</u>	<u>89,653</u>

These accounts were approved by the Trustees on

and signed on their behalf by

K Shrivastava: Chair

The attached notes (1 - 12) form part of this statement.

1 Accounting policies**Basis of preparation**

The accounts are prepared on the basis of historic cost in accordance with:

- Accounting and Reporting by Charities - Statement of Recommended Practice (SORP);
- Accounting Standards;
- and the Charities Act 2011;
- Financial Reporting Standard (FRS 102).

Incoming resources

All incoming resources have been included on a receivable basis.

Depreciation

Depreciation on other fixed assets is calculated to write off the cost on a straight-line basis over their expected useful life, at the following rates on a straight line basis:

Furniture and fittings	25%
Computer and equipment	25%

Taxation

The charities activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988, and there is no taxation charge in the accounts.

2 Charitable activities	Unrestricted	Designated	Restricted	2023	2022
	£	£	£	£	£
Westminster Amalgamated	8,000	-	-	8,000	-
St Giles and St George	15,000	-	-	15,000	15,000
St John's Lodge	280	-	-	280	10,150
Royal Philharmonic Orchestra	-	-	-	-	664
Rolls Royce	5,000	-	-	5,000	5,245
Westminster Almshouses	5,000	-	-	5,000	-
The Freemasons	250	-	-	250	-
Titre	400	-	-	400	-
Mabel Manzie's	-	-	-	-	10
Charities Trust	-	-	-	-	1,000
Toy loans	78	-	-	78	-
Member donations	354	-	-	354	35
Non member donations	1,020	-	-	1,020	18
Maxwell Gregson	-	-	-	-	10
Localgiving Limited	500	-	-	500	500
K Bader	-	-	-	-	30
James Alawi	-	-	-	-	30
Swestfest	-	-	-	-	447
Westminster Foundation	5,000	-	-	5,000	2,000
Young England Nursery	-	-	-	-	2,140
Hattori	-	-	-	-	30
J Featherby	1,200	-	-	1,200	1,200
Peabody Trust	10,000	-	-	10,000	10,000
Strand Parishes Trust	5,000	-	-	5,000	-
Give as you Live	24	-	-	24	90
Robinson Charity	1,000	-	-	1,000	-
Alexandra Smith	-	-	-	-	50
St Stephen with St John	650	-	-	650	650
Ultra Education	37	-	-	37	-
Jade Parker	-	-	-	-	50
Emma Fountain	-	-	-	-	50
R Augustin	40	-	-	40	-
Luke Boardman	20	-	-	20	-
Groundwork	500	-	-	500	-
Church Urban Windrush Day Grant	7,850	-	-	7,850	-
BigBug Limited	-	-	-	-	29
Amy Wagner	-	-	-	-	50
Amazon Smile	10	-	-	10	5
Aria Shird	-	-	-	-	40
Membership	311	-	-	311	-
Westminster City Council	9,333	-	-	9,333	12,983
Total	76,857	-	-	76,857	62,506

3 Charitable activities

	Unrestricted £	Designated £	Restricted £	2023 £	2022 £
Cleaning	1,248	-	-	1,248	516
Database	225	-	-	225	83
Equipment costs	-	-	-	-	148
Events	666	-	-	666	2,463
Staff Costs	61,039	-	-	61,039	59,487
Volunteer costs	15	-	-	15	46
Insurance	2,014	-	-	2,014	1,426
Laundry	188	-	-	188	1,399
Office costs	817	-	-	817	2,514
Rent, rates & utilities	4,437	-	-	4,437	2,373
School holiday outing, transport & tutors	-	-	-	-	90
Session Workers	2,836	-	-	2,836	1,917
Telephone & IT	345	-	-	345	218
Training	-	-	-	-	-
Toys	55	-	-	55	162
Tutor	12,890	-	-	12,890	3,529
Venue hire	3,056	-	-	3,056	3,167
Professional fees	1,399	-	-	1,399	179
Materials & repairs	4,286	-	-	4,286	982
Depreciation	-	-	-	-	-
Total	95,516	-	-	95,516	80,699

4 Governance costs

	Unrestricted £	Designated £	Restricted £	2023 £	2022 £
Independent examination	1,100	-	-	1,100	1,100
Establishment costs	2,205	-	-	2,205	2,216
Total	3,305	-	-	3,305	3,316

5 Staff costs

	2023 £	2022 £
Salaries	61,039	58,287
National Insurance	-	1,200
Pension costs		
Other costs		
Total	61,039	59,487

The average number of employees during the year was

2

2

No employee received emoluments in excess of £60,000 during the year (2022: none).

6 Tangible fixed assets

	Play room fittings	Computers and equipment	Total
Cost			
Brought forward	1,260	910	2,170
Carried forward	1,260	910	2,170
Depreciation			
Brought forward	1,260	910	2,170
Charge in the year	-	-	-
Elimination in the year	-	-	-
Carried forward	1,260	910	2,170
Net Book Value			
At 31 March 2023	-	-	-
At 31 March 2022	-	-	-

All the fixed assets are used for direct charitable purposes.

7 Debtors

	2023 £	2022 £
Accrued income		
Prepayments and other debtors	2,125	2,125
Total	2,125	2,125

8 Creditors due within one year

	2023 £	2022 £
Social security and other tax	1,138	1,358
Accruals	4,400	3,300
	5,538	4,658

9 Funds	Balances brought forward	Incoming resources	Outgoing resources	Transfers	Balances carried forward
Unrestricted					
General fund	89,653	76,857	(98,821)	(16,447)	51,242
Designated					
Rent due but not invoiced	-	-	-	16,447	16,447
	89,653	76,857	(98,821)	-	67,689

10 Trustees Expenses

There were no trustee expenses in 2023 (2022: nil)

11 Annual commitments under operating leases

At March 31, 2023 the Charity has annual commitments under renewable operating leases for office & work space as set out below:

	2023	2022
	£	£
Operating leases which expire:		
Within 1 - 5 years	8550	8550
(renewable every 5 years)		
	8550	8550

12 Analysis of net assets

	Fixed Assets	Current Assets	Total
Restricted funds	-	-	-
Designated funds	-	16,447	16,447
Unrestricted funds	-	51,242	51,242
	-	67,689	67,689