



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	June	2021		31	May	2022

## Section A Reference and administration details

Charity name

Baby Bank Norfolk

Other names charity is known by

N/A

Registered charity number (if any)

1167380

Charity's principal address

9 Lindford Drive

Eaton

Norwich

Postcode

NR4 6LT

### 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	Rebecca Marr	Chair	-	Vote of existing Trustees
2	Leah Stenning	Secretary	-	Trustee since launch
3	Anne-Louise Schofield	Treasurer	-	Vote of existing Trustees
4	Karyn Hitchcock	-	Resigned 1.2.22	Trustee since launch
5	Vicky Brooke	-	-	Trustee since launch
6	Hayley Bedington	-	-	Trustee since launch
7	Philippa Carter	-	-	Vote of existing Trustees
8	Hannah Stenning	-	-	Vote of existing Trustees
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
N/A		

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

None

## 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)	CIO
Trustee selection methods (eg. appointed by, elected by)	Any new Trustees are appointed by a vote of existing Trustees.

**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.

BBN has continued to maintain the same straightforward governance structure that has been in place since its launch. It has an appointed Chair, Treasurer and Secretary, as well as a further 4 Trustees. This core group undertakes all the running of the charity.

The charity does not independently provide training for its Trustees, but it does benefit from the existing skills and knowledge developed through their various positions of employment in several sectors.

BBN has maintained its independence and does not have membership or relationships with any other parties or networks.

BBN's major risks during this period have been:

- Cashflow (mitigated by regular funding applications and donations)
- Loss of or damage to stock (mitigated by security and insurance)
- Lack of referral demand or donation provision (mitigated by continued communication and promotion)
- Oversupply of donations, making the storage and sorting system unviable (mitigated by limited and specified requests which are regularly publicised)

## Section C

## Objectives and activities

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

The objective of Baby Bank Norfolk, as stated in its constitution, is:

*'The prevention or relief of poverty, particularly by providing essential items of baby clothing and equipment to parents and families with young children as the trustees shall think fit, in particular but not exclusively to those in Norfolk'.*

**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)**

All activities undertaken by BBN are for the public benefit. All Trustees are aware of the Charity Commission's guidance on public benefit, and implement this in planning all the charity's activities. BBN's activities are uncomplicated in their delivery and the public benefit outcome is clear through the delivery of its work.

BBN receives referrals from a variety of professionals, working with families and babies in various contexts. Each of these referrers is in a position to recognise people in situations of need. All referrals are responded to, and if BBN is able to help (i.e. it has available the items that are identified as being needed) then it does, for any referral received.

The order in which the referrals are responded to is solely chronological, unless a referral is presented as being particularly urgent for any reason, which they may be for good reason (e.g. an imminent birth). In this way BBN avoids making any qualitative / prioritisation decisions itself about the referrals responded to, and simply follows the same process across the board. Further details of levels of referrals can be seen below.

### **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.

The contribution made by volunteers at BBN is very significant; the charity is run on an entirely voluntary basis and all activity is therefore voluntarily undertaken.

### Summary of the main achievements of the charity during the year

The community support for Baby Bank Norfolk, evident in both the level of referrals received and the amount of donations received, has again increased during this year. As of the end of May 2022 we have 454 referring agents (an increase of 21% on the previous year). As in previous years, knowledge of the charity's operations again continues to spread in our sixth year of operation, and the channelling in of donations and out of referral packs remains strong and consistent.

The infrastructure of the charity's operations has remained robust throughout this period. Our shelving and storage equipment is currently sufficient for demand, although we do anticipate that in the next couple of years we may need to extend our space and working capacity, due to increase in demand. For this year though we have not needed to commit any expenditure in this area.

In terms of BBN's core work of donating baby clothing 'essentials packs', demand has risen by 25% this year, from 373 requests in 2020-21 to 465 in this sixth year of operation.

We estimate, based on the average number of clothing items included in each donation pack, that the total number in the total period of Baby Bank Norfolk's operations is now over 69,000; we are delighted that this level of pre-used baby clothes has been diverted to where they are most needed, and also prevented from potentially ending up in landfill.

In other areas of donations, demand has increased in every area in terms of the amount provided in response to requests, as shown below:

<b>Bedding bundles</b>	
2020-21	119
2021-22	154 (increase of 29%)
<b>Maternity wear</b>	
2020-21	19
2021-22	26 (increase of 37%)
<b>Moses baskets, stands and mattresses</b>	
2020-21	57
2021-22	71 (increase of 25%)
<b>Toy and book bundles</b>	
2020-21	126
2021-22	157 (increase of 25%)
<b>New born essentials</b>	
2020-21	118
2021-22	150 (increase of 27%)

BBN Trustees are delighted that the take-up in these areas has meant that families in need in Norfolk have been able to benefit from BBN's provision in terms of improving their sleeping arrangements, their comfort and their resources for entertainment and development, as well as the primary area of clothing provision.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

BBN's policy is to maintain a minimum reserves level of 3 months' worth of running costs. It has been able to sustain this level during the whole of this period.

### Details of any funds materially in deficit

N/A

### 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.

BBN's primary sources of funding during this period were:

- £1000 from the Arnold Clark Community Fund
- £3375 from the Aviva Crowd Funder
- £570 from a local pub's race night

The vast majority of the items used in BBN's donation packs continue to be gained through voluntary contributions of used items, and we are lucky that these are always forthcoming from our local community. There is therefore very little expenditure in this area, although we do sometimes need to add items that cannot be used second hand and do not tend to be donated new: this includes nappies, toiletries for new mums, bottle teats, Moses basket mattresses and others.

Other than these stock items, the main areas of spend have been:

- Premises (rent)
- Insurance

All of these items and money spent have gone directly to supporting and enabling the core objectives of the charity.

BBN does not invest money and therefore has no investment policy.

## Section F

## Other optional information

No further information

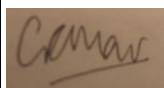
## Section G

## 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)

Charlotte Rebecca Marr

Position (eg Secretary, Chair, etc)

Chair

Date

17<sup>th</sup> March 2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Norfolk Baby Bank

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

1 6 21

To

31 5 22

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grant				-	-
Fundraising	5,288			5,288	642
Donations	3,678			3,678	900
Refunds				-	-
Items Sold		-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	8,966	-	-	8,966	1,542
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	8,966	-	-	8,966	1,542
<b>A3 Payments</b>					
Fundraising				-	-
Rent	2,100			2,100	2,100
Insurance				-	179
Stock	1,636			1,636	1,417
Equipment				-	206
Sundries				-	-
Advertising				-	-
Refund	141			141	-
				-	-
<b>Sub total</b>	3,877	-	-	3,877	3,902
<b>A4 Asset and investment purchases. (see table)</b>					
Equipment		-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	3,877	-	-	3,877	3,902
<b>Net of receipts/(payments)</b>	5,089	-	-	5,089	2,360
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	1,099		-	1,099	-
<b>Cash funds this year end</b>	6,188	-	-	6,188	2,360

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	1,099		-
	Cash in Hand	-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>1,099</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	