



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	June	2023		31	May	2024

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	Resigned 1.9.23	Trustee since launch
3	Anne-Louise Schofield	Treasurer	-	Vote of existing Trustees
4	Vicky Brooke	-	-	Trustee since launch
5	Hayley Bedington	-	-	Trustee since launch
6	Philippa Carter	-	Resigned 31.12.23	Vote of existing Trustees
7	Hannah Stenning	-	Resigned 31.12.23	Vote of existing Trustees
8				
9				
10				
11				
12				

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 four further Trustees (three of whom have resigned during this period). 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)
- Oversupply of donations, making the storage and sorting system unviable (mitigated by limited and specified requests which are regularly publicised, and a very efficient team of volunteers going through and sorting them quickly to ensure throughflow)
- Lack of volunteers to maintain the running of the charity (mitigated by an overall call for volunteers which had a very positive response)

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 with babies and children, generally only up to 18 months old, 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 remained strong throughout this year. We continue to be very well stocked with clothes and baby items received through donations, and the referral levels are sufficient for us to provide around 6-8 bundles each week. As in previous years, knowledge of the charity's operations again continues to spread in our eighth 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 also remains sufficient for demand.

In terms of BBN's core work of donating baby clothing 'essentials packs', demand has increased significantly by 14% this year, from 397 requests in 2022-23 to 485 in this eighth 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 around 95,000; 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 most areas in terms of the amount provided in response to requests, as shown below:

Bedding bundles	
2022-23	67
2023-24	82 (increase of 22%)
Maternity wear	
2022-23	22
2023-24	25 (increase of 14%)
Moses baskets, stands and mattresses	
2022-23	97
2023-24	124 (increase of 28%)
New born essentials	
2022-23	204
2023-24	223 (increase of 9%)

BBN has also donated many toy and book bundles, baby baths, changing mats, play mats, bundles of toiletries for mums, weaning packs, sterilisers, and feeding bottles and teats.

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 source of funding during this period was donations received via our Charities Aid Foundation system (donors therefore anonymous).

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. We do also sometimes need to add items that cannot be used second hand and do not tend to be donated new: this includes nappies, toiletries for babies and new mums, bottle teats, sterilisers, 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

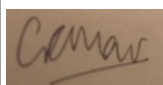
Section G

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

24.3.25



CHARITY COMMISSION
FOR ENGLAND AND WALES

erfolk Baby Bank

No (if any)

Receipts and payments accounts

CC16a

For the period from	1.6.23	To	31 5 2024
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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 £
A1 Receipts					
Grant				-	
Fundraising				-	16,110
Donations	2,273			2,273	2,635
Refunds				-	14
Items Sold		-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	2,273	-	-	2,273	18,759
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,273	-	-	2,273	18,759

A3 Payments

Fundraising				-	-
Rent	2,660			2,660	1,840
Insurance	222			222	311
Stock	4,359			4,359	4,096
Equipment				-	
Sundries				-	-
Advertising				-	-

Refund				-	-
				-	-
Sub total	7,241	-	-	7,241	6,247
A4 Asset and investment purchases, (see table)					
Equipment	88	-	-	88	
	-	-	-	-	
Sub total	88	-	-	88	-
Total payments	7,329	-	-	7,329	6,247
Net of receipts/(payments)	- 5,056	-	-	- 5,056	12,512
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	18,030		-	18,030	-
Cash funds this year end	12,974	-	-	12,974	12,512

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 £
B1 Cash funds	Current Account	12,974		-
	Cash in Hand	-	-	-
		-	-	-
	Total cash funds	12,974	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

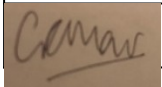
Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

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
	Charlotte Rebecca Marr	24.3.25