



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	August	2020		31	July	2021

## Section A Reference and administration details

Charity name

The Ark Baby & Toddler Group

Other names charity is known by

The Ark

Registered charity number (if any)

1178356

Charity's principal address

Aldreth Village Centre

High Street

Aldreth

Postcode

CB6 3PQ

### 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	David Greene	Chair		
2	Susan Greene	Group Leader		
3	Maureen Haigh	Treasurer		
4	Lindsay Frost	Secretary		
5	Margaret Duffield	Craft Co-ordinator		
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20				

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

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted on 06/12/2017
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed for a period of three years at the Annual General Meeting held in April by the 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.

- Trustees are appointed for a term of three years. The initial appointments have been given staggered terms so that not all trustees come up for re-election in the same year.
- There is a child protection policy in place. All Trustees & other volunteers helping run the group(s) have been DBS checked and are given copies of current policies.
- At induction all volunteers are given a safety briefing and description of their role and are required to sign that they have understood it and will comply with the charities safety policy.
- All trustees and volunteer helpers give their time voluntary and receive no remuneration or other benefits.

## Section C Objectives and activities

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

The objects of the CIO are to promote development, education and socialisation of children aged 0 to 3 and to provide support to their parents or carers by:

- providing a regular group, or groups, where they can meet in the community and build relationships with others
- ensuring that such groups offer equal opportunities to all families with appropriate aged children, regardless of race, culture, religion or means

- providing activities for 0 to 3 year olds that stimulate, challenge and develop them both cognitively and physically
- providing information and raising awareness on matters relating to health and general wellbeing of 0 to 3 year olds by the provision of suitable books, signposting other organisations and training.
- introducing the Christian Faith and its values in an age appropriate way through storytelling, songs and craft activities.

The trustees have kept in mind the Charity Commission's guidance on public benefit when planning events and activities for the year.

For the first part of the year COVID-19 pandemic restrictions were in force and we were unable to run our normal Wednesday Group. We were particularly concerned during the continuing restrictions for new parents. The pandemic restrictions in November allowed for small support groups to be run and we therefore decided that we would run an Under Ones support group for these families. Our current venue at Aldreth was still closed but we were able to rent a room in an alternative hall in Haddenham. We held two 1 hour groups of 7 families at each on a Wednesday morning, which were very much appreciated by the new parents who came.

In April 2021 our old venue became available and with a lessening of the pandemic restrictions, we were able to re-commence our Wednesday Groups. We also moved the Under Ones Group to Aldreth on a Monday, as we felt it was still needed. Due to changes in the restrictions, we could now run one group of 15 families for an hour and a half.

For the time being we did not run the dad's group and our focus remained on running the Wednesday & Monday groups in a safe and welcoming manner within the COVID-19 restrictions.

The main aim of these groups is to provide a safe and welcoming environment to under three year olds and their carers where the children can explore and discover new life skills, physical skills or educational skills in a fun and safe manner and their carers can relax, share concerns and experience with each other or voice questions and be directed to agencies that will offer them further support.

The Monday group for Under Ones offers a chance for new parents to meet and exchange worries, ideas and find support, encouragement and friendship. We have introduced some sensory play activities in recent months.

The Wednesday sessions are constructed around individual themes each week but always include sensory activities for the children to explore, small world play to develop fine motor skills, role play for children to explore the world around them, art and craft activities to stimulate and develop spacial awareness, larger toys to encourage physical development and action songs as a group activity.

Parents/Carers are encouraged to interact with their children in all the different activities and can therefore share activities that they may not wish to do or be able to do, at home. This is an important part of building child – parent relationships.

As a Christian group we build some of the sessions around Biblical themes introducing values such as 'Caring for others', 'Forgiveness' and Sharing.

**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)**

## 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.

This work is only possible because of the huge commitment of our member volunteers and Trustees. We are extremely grateful for the many hours volunteers have spent setting up, moving boxes of toys, serving food and drink, sweeping floors and being available to chat, support and encourage all our families, not to mention the many hours of work that go into preparation and planning each term. None of this would be possible without them.

We are very grateful, too, for the massive ongoing support we have received in running this group. We have continued to receive donations of money from supporters even through the COVID-19 crisis, for which we are very grateful.

We have also had many donations of toys, clothes & equipment that we have been able to distribute to families in need during this time; thank you to all of you for your support.

## Section D

## Achievements and performance

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

### Highlights and Developments of 2020

- While we could not meet in person, we continued to make weekly sing-a-long videos and had compiled 47 by the time we finished.
- The weekly loan of toys continued to some families who had difficult circumstances during the pandemic
- We made 18 Storyboxes containing stories and related activities to pass between our families to use at home.
- In August we delivered 24 Starting School Packs to our ex-group children.
- Also, in August we delivered 20 Carers Packs of goodies to people from our group working in the care sector. These were provided by Kingsgate Church in Cambridge.

### Under Ones Group

In October we realised we could run an under one's support group within the current regulations, if we could find a venue open. This started in November with two sessions for 7 families at each. In April we moved this group back to Aldreth and as the restrictions had been eased, we were now able to have one group with a maximum of 15 families.

### Highlights and Developments of 2021

- At Christmas we put together Christmas Craft Bags with a book and delivered around the area to about 70 children.
- At Easter we put together Easter Craft Bags with a book and delivered around the area to 78 children from our families.
- We purchased a new trampoline and wooden climbing equipment.
- In June we celebrated Fathers Day, with the children making cards to give to their dads and gave out 40 cans of cider as gifts for the dads.

### Starting up again

On April 14th 2021, we started back with a Toddler Group on Wednesdays. We started with two sessions, 9.15-10.30am & 11.00-12.15pm, as the restrictions limited us to 15 families at a time. This required us to have two different sets of toys and equipment for each session and so the 30 minutes between sessions saw us putting things away, cleaning and setting back up again. As places were limited, we put a booking system in place.

By May 19th, as lockdown eased, the restrictions on numbers were relaxed a little and we were able to join both groups together again. We decided that a limit of 25 families at a session would be appropriate to the size of the building.

### Community Involvement

During the year our families & supporters have donated many items to provide for people and families in the wider community and we had a fund raising Pyjama Day for a local children's charity.

This season has been so hard for families with children who are under school age, especially when you have had a baby in isolation. We support our families in various ways as and when needed and we are building a strong community in the group, where friendships are made and nurtured and children feel relaxed and secure.

## Section E

## Financial review

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

The Trustees are in the process of formulating our reserve policy and expect it to be in place by the end of 2021.

### Details of any funds materially in deficit

We have cleared the interest free loan for the General Fund and have not needed any further loans.

### 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.

Our current bank account balance is £3900, of which £195 is reserved for offsetting the cost of running the Who Lets the Dads Out? group. All of the remainder is unrestricted funds.

Our principal source of funding is from the small attendance charge we make for the group and donations from supporters. All of the money raised goes towards running costs, new equipment and engaging with our families. We have no paid staff.

## Section F

## Other optional information

### Future Plans



We hope in the coming year to be able to develop what we offer families at both the Wednesday Group and the Who Let The Dads Out? sessions. We are currently exploring running a Paediatric First Aid course for parents and looking at other ways to support parenting, particularly new parents.

## 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)	David Greene	Sue Greene
Position (eg Secretary, Chair, etc)	Chair	Group Leader
Date	19/04/2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
The Ark Baby and Toddler Group	1178356

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## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/08/2020		31/07/2021

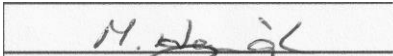

### Section A Receipts and payments

	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>					
Admission fees	1,502	-	-	1,502	1,567
Donations	3,964	-	-	3,964	1,846
Fundraising	59	-	-	59	217
Gift Aid	656	-	-	656	-
Other Incomes	389	-	-	389	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>6,570</b>	<b>-</b>	<b>-</b>	<b>6,570</b>	<b>3,630</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,570</b>	<b>-</b>	<b>-</b>	<b>6,570</b>	<b>3,630</b>
<b>A3 Payments</b>					
Equipment & Craft Materials	1,290	-	-	1,290	825
Fundraising for other Charities	389	-	-	389	-
Hire of hall	885	-	-	885	820
Insurance & PAT	90	-	-	90	90
Outings & Snack	444	-	-	444	384
Miscellaneous expenses	608	-	-	608	265
Stationery & Printing	49	-	-	49	-
Debt Clearance	-	-	-	-	528
Governance	-	-	-	-	-
<b>Sub total</b>	<b>3,755</b>	<b>-</b>	<b>-</b>	<b>3,755</b>	<b>2,912</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,755</b>	<b>-</b>	<b>-</b>	<b>3,755</b>	<b>2,912</b>
<b>Net of receipts/(payments)</b>	<b>2,815</b>	<b>-</b>	<b>-</b>	<b>2,815</b>	<b>718</b>
<b>A5 Transfers between funds</b>	<b>43</b>	<b>- 43</b>	<b>-</b>	<b>-</b>	<b>- 100</b>
<b>A6 Cash funds last year end</b>	<b>847</b>	<b>238</b>	<b>-</b>	<b>1,085</b>	<b>229</b>
<b>Cash funds this year end</b>	<b>3,705</b>	<b>195</b>	<b>-</b>	<b>3,900</b>	<b>847</b>

## 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	3,680	-	-
	Cash	25	-	-
	PayPal Account - Restricted Fund		195	-
	<b>Total cash funds</b>	<b>3,705</b>	<b>195</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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
	Maureen Haigh	19/04/2022
	David Greene	19/04/2022