



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	August	2022		31	July	2023

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	Lindsay Frost	Treasurer		
4	Victoria Leeks			
5	Margaret Duffield	Craft Co-ordinator		
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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

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)

- 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.

The Ark now run two groups each week in term time; on Mondays we have a group for Under Ones only and we are continuing with our Wednesday group for under 4s.

We run a bi-monthly Saturday group for dads, called Who Let The Dads Out, which is run like the Wednesday groups but with ‘Bacon Butties’ and a ‘Dads’ Challenge’ for the dads.

The main aim of these groups is to provide a safe and welcoming environment 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 experiences with each other or voice questions and be directed to agencies that will offer them further support.

The Ark is a Christian based group, run mostly by Christians who attend various churches in the area.

Our Wednesday group is offering families and carers of children aged three and under (plus siblings) a structured session based round themes including, crafts, sensory play, small world, construction, role play, exploration, snacks and music session. For the parents we provide a place to be able to meet with other parents and carers.

Numbers wanting to attend the Wednesday group have increased exponentially in recent years and we have had to introduce a booking system to manage the spaces for the 28 families that we can safely accommodate in our building.

The Monday group for Under Ones is a quieter session with opportunities to relax, chat and share experiences with other parents while their children explore various sensory and active play opportunities.

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.

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, both regular and one-off, 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 during this year; 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 2022

- At the end of July, our last session before the summer holidays was a party held outside with lots of activities.
- We presented or delivered 30 books to our children who were starting school in Sept 22.
- We continued through the summer holidays with the under 1s group meeting most weeks as we felt this group needed the continued support and we held two Wednesday sessions which allowed older siblings to attend as well.
- In the last year we have held a Macmillan coffee Morning, where we raised £200 with a cake stall, bring and buy and donations.
- Our themes for the Autumn Term were Harvest, Autumn, Nursery Rhymes and Christmas. In December we had our Nativity Play and finished with a Christmas Party at the end of term.
- At Christmas Time we gave out books to the children & mini maracas to the under 1s.

Highlights and Developments of 2023

- At the start of term one of our long-standing volunteers and a Trustee, Maureen Haigh, stood down. We very much appreciate all the years of hard work she has dedicated to the group and she is missed. We were delighted to be able to recruit, as Trustee and Helper on Wednesdays, Victoria Leeks.
- Our themes for Spring & Summer Terms were; Winter, Spring Time, Music, Families, Coronation, Favourite Books & Riverbank.
- To celebrate Valentines Day we gave the mums chocolate hearts then in March we celebrated Mother's Day by giving all the mums daffodils and a card and at Easter time we did an Easter Egg hunt with the children and gave them all an Easter Story Book.
- During the coronation week we sent the children home with a Union Jack Flag to wave on the day and for Father's Day we gave all the dads a bottle of beer.
- In June we had a Pyjama Day and raised £100 for the Addenbrookes Charitable Trust.
- In May we had our Annual Outing to Church Farm at Stow Bardolph, where we took 83 individuals for a wonderful day of animals and activities.

Community Involvement

As well as the fund raising for other charities, mentioned above, we supported the local Beer Festival by providing a free play area for under 5s.

We strongly encourage recycling baby & children's clothes, equipment and toys, with a 'free' table during sessions. Anything we can't re-home we pass onto the local Baby Bank and we support them by encouraging parents to use them.

There is plenty going on in our area for this age group and so we always encourage families to try different groups, especially at the Under 1s.

We are building a strong community in the groups 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

Our Reserves Policy requires us to hold sufficient cash reserves in the current account to ensure that our core activities could continue during any period of unforeseen difficulty or period of lower income and that we would be able to meet any unexpected costs that may arise. To this end we aim to keep one month's typical expenditure available.

Details of any funds materially in deficit

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 £2648 all of which 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 Under Ones sessions.

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	Lindsay Frost
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	25/04/2024	



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
	01/08/2022		31/07/2023

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					
Admission fees	4,072	-	-	4,072	3,135
Donations	1,592	-	-	1,592	1,344
Fundraising	207	-	-	207	341
Gift Aid	217	-	-	217	298
Other Incomes	568	-	-	568	1,147
Outing	461	-	-	461	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	7,117	-	-	7,117	6,265
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	7,117	-	-	7,117	6,265
A3 Payments					
Equipment & Craft Materials	1,810	-	-	1,810	2,472
Fundraising for other Charities	467	-	-	467	1,236
Hire of hall	2,012	-	-	2,012	1,970
Insurance & PAT	205	-	-	205	218
Outings & Snack	1,725	-	-	1,725	1,298
Miscellaneous expenses	493	-	-	493	576
Stationery & Printing	95	-	-	95	61
Debt Clearance	-	-	-	-	-
Governance	-	-	-	-	-
Sub total	6,807	-	-	6,807	7,831
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	6,807	-	-	6,807	7,831
Net of receipts/(payments)	310	-	-	310	- 1,566
A5 Transfers between funds	112	- 112	-	-	83
A6 Cash funds last year end	2,226	112	-	2,338	3,709
Cash funds this year end	2,648	-	-	2,648	2,226

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	2,648	-	-
	Cash	-	-	-
	PayPal Account - Restricted Fund	-	-	-
	Total cash funds	2,648	-	-
	(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	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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
			Lindsay Frost	25/04/2024
			David Greene	25/04/2024