



**TRUSTEES ANNUAL REPORT FOR THE PERIOD
1 NOVEMBER 2020 TO 31 OCTOBER 2021**

FOR

LIGHTHOUSE BOURNE END

Registered charity in England & Wales with registration no: 1180779

LIGHTHOUSE BOURNE END

CONTENTS OF THE REPORT FROM TRUSTEES AND FINANCIAL STATEMENTS for the period 1 November 2020 to 31 October 2021

	Page
Report of the Trustees	
Section 1: Structure, Governance & Management	3
Section 2: Objectives & Activities	4
Section 3: Achievements & Performance	4
Section 4: Financial Review	5
Section 5: Declaration	6

LIGHTHOUSE BOURNE END

REPORT OF THE TRUSTEES - for the period 1 November 2020 to 31 October 2021

ADMINISTRATIVE DETAILS

Registered Charity number

1180779

Registered address:

5 Ripley Close
High Wycombe
Bucks
HP13 5LF

Trustees:

Nicola Light – Chair
Caroline Bird
Michael Speakman
Anna Lovell
Helen Sheppard – Vice Chair and Treasurer
Alison McClements
Hannah Lindley

Section 1: Structure, Governance & Management

Governing document

Lighthouse Bourne End is a Charitable Incorporated Organisation (CIO) governed by its Constitution dated 21 November 2018. The members of the CIO are its trustees and membership cannot be transferred to anyone else. Therefore, only the trustees of the CIO are able to vote on any matter relating to the CIO. The CIO is also governed by its Bye Laws dated 21 November 2018. The Bye-Laws can be changed, but only by a resolution passed at a properly convened meeting of the trustees.

Appointment of trustees

As set out in the Constitution, trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees. The chair of trustees is nominated by the trustees of the CIO and may at any point revoke such appointment. When considering the appointment of trustees, the board has regard to the requirement for any specialist skills needed for the effective administration of the CIO.

Trustee induction

As a small, local charity, new trustees are often well aware of our objectives and the work we undertake. As such, the induction of new trustees is minimal. New trustees receive a copy of the current version of the Constitution and Bye-Laws, a copy of the most recent Trustees' Annual Report and statement of accounts, and the Charity Commission's 'Charity Trustee Welcome Pack' and 'The essential trustee: what you need to know, what you need to do (CC3)' guide.

Organisation

The board of trustees, which can have up to eight members, administers the CIO. The board meets at least three times a year, in accordance with the Bye-Laws.

All trustees, and members of committees, give their time voluntarily and received no benefits from the charity.

Section 2: Objective & Activities

The objective of the CIO is:

To promote the Christian faith, primarily through the provision of an annual holiday week, with activities in teaching, music, sports, craft and other compatible activities, delivered in ways which promote understanding of the Christian faith and its values. Lighthouse Bourne End is designed specifically, but not exclusively, for children with Special Educational Needs (such as autism, ADHD, Sensory Processing needs and Attachment needs) who also present with behaviour that challenges.

Public benefit to children

Our activities benefit children and young people by telling them about mainstream Christianity ecumenically, not from the perspective of a single denomination; and providing them with a safe, fun environment. It also gives them an experience of being in a Christian environment.

Public benefit to parents

Our activities provide a safe environment for many children that would not otherwise be able to access holiday clubs due their Special Educational Needs. Our clubs are open to children of all faiths and none and are provided free of charge.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

Section 3: Achievements & Performance

2021, due to the pandemic, was run slightly differently from 2019 (first year) and 2020 (Lighthouse TV). We were pleased to welcome 12 children in total, which included siblings of children with SEN, plus a parent or carer. Due to stringent covid regulations, the club was run outside in the playing field of St Pauls CofE School, and each family was provided with their own marquee, set with 2m social distancing from other marquees. The Lighthouse Bourne End team limited close interaction with the families and the parent/carers supported the team with some of the responsibilities the team normally undertook, to meet covid guidelines.

The children attending Lighthouse Bourne End benefited from: increased routine, lower sensory environment, volunteer training, higher adult-to-child ratios, adapted timetables and increased structure. The environmental changes were fundamental to ensuring that the children were safe, due to covid, but still felt happy at Lighthouse Bourne End, positively impacting on their engagement with the activities, and allowing the children to get the most out of the Lighthouse week.

Lighthouse Bourne End is run on the gift of time, energy and talents of volunteers working full time and part time during the week, and in the run-up. We are incredibly grateful for all they do to make the week such a marvelous experience for the children. We had a wonderful team who worked hard to ensure that Lighthouse Bourne End was a place where every child felt loved, accepted, and could reach their full potential.

Section 4: Financial Review

Financial position

This was Lighthouse Bourne End's third year, minimal financial activity took place due to the pandemic but we were still able to deliver a very successful week with our limited spend.
We started the year with **£3,048.87** in the bank

Principal funding sources

The principal funding source for the CIO are private donations, grants and gifts from supporters.

Reserves policy

There is currently no reserves policy in place.

Funds in deficit

There are currently no funds in deficit.

Starting balance	£3,048.87
Income:	£241.72
Donations	
Lighthouse Week	£225.00
Easy Fundraising	£16.72
Expenditure:	£1741.89
Donations	
Lighthouse Central	£500.00
Community Church (use of gazebo)	£50.00
Equipment/activities	
Bible books for children	£79.90
Covid cleaning items and bags and boxes for snacks/activities	£281.23
Activity items – biscuit decorating/drumming/main stage/snacks/drinks	£373.43
Marquee/site expenses	£174.09
Training/costs	
First Aid	£105.00
Insurance	£80.24
Lighthouse Central – subscriptions	£71.00
Lighthouse Central – t-shirts	£27.00
Closing balance	£1548.70

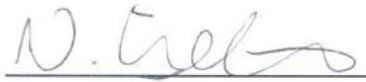
Statement of assets and liabilities as of 31 October 2021

Bank Current Account	£1,548.70	
Assets retained for charity use	£3,012.97	
Liabilities		£ 0.00

Section 5: Declaration

The trustees declare that they have approved this trustees' report.

Signed on behalf of the charity's trustees:



Full name: Nicola Light

Position: Chair of Trustees

Date: 14 June 2022



Helen Sheppard

Position: Vice Chair and Treasurer

Date: 14 June 2022