



**TRUSTEES ANNUAL REPORT FOR THE PERIOD
1 NOVEMBER 2022 TO 31 OCTOBER 2023**

FOR

LIGHTHOUSE SAFE HARBOUR

Registered charity in England & Wales with registration no: 1180779

LIGHTHOUSE SAFE HARBOUR

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LIGHTHOUSE SAFE HARBOUR

REPORT OF THE TRUSTEES - for the period 1 November 2022 to 31 October 2023

ADMINISTRATIVE DETAILS

Registered Charity number

1180779

Registered address:

2 Tudor Drive
Wooburn Green
Bucks
HP10 0DD

Trustees:

Hannah Lindley
Anna Lovell
Alison McClements
Helen Sheppard – Vice Chair and Treasurer

Stepping down at AGM 2023

Caroline Bird
Nicola Rayner – Chair
Michael Speakman

Nicola Rayner and Caroline Bird notified the trustees in July 2023 of their intention to step down at the end of the year. Michael Speakman notified the trustees in November. Lighthouse Safe Harbour now needs to find additional trustees with skills and experience in working with children with additional needs, as well as finding a new Chair, as set out in the appointing trustees section.

Alison McClements has kindly stepped in as interim Chair while we look for new trustees.

Section 1: Structure, Governance & Management

Governing document

Lighthouse Safe Harbour 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 Safe Harbour 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

Lighthouse Safe Harbour 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.

In 2023 we were able to run a successful Lighthouse week for 14 children with verifying levels of support required. The children enjoyed singing, craft, outdoor activities, praying and learning about Jesus in a fun and safe environment.

We received amazing support from 15 volunteers, as well as the trustee team, and each volunteer bought a special skill or experience with them to make this a memorable week for the children.

Section 4: Financial Review

Financial position

This was Lighthouse Safe Harbour's fifth year, and to be able to offer training to trustees and volunteers, donations were sought to ensure Lighthouse week could take place.

We started the year with **£1,524.61** in the bank and finished with **£3,200.22** in the bank at 31.10.23
Please see bank activity on the next page.

Principal funding sources

The principal funding source for the CIO are private donations, grants and gifts from supporters. We received a number of donations through churches and other charities in 2023.

Reserves policy

There is currently no reserves policy in place. This is being reviewed in 2023.

Funds in deficit

There are currently no funds in deficit.

Statement of assets and liabilities as of 31 October 2023

Bank Current Account	£1,524.61	
Assets retained for charity use	£3,200.22	
Liabilities		£ 0.00

Bank account - closing balance 31 October 2022

£ 1,524.61

Date	Income	2023
31.01.23	Amazon Smile credit	£ 10.02
07.03.23	Hope Church Beaconsfield	£ 1,000.00
24.04.23	Amazon Smile credit	£ 5.00
19.05.23	St Peters Church, Loudwater	£ 1,000.00
19.05.23	Amazon Smile credit	£ 40.54
26.05.23	Carly Wood	£ 100.00
07.06.23	Inner Wheel Club	£ 2,000.00
11.09.23	St Peters Church - donation from club for presentation	£ 113.20
11.09.23	Parent/Carers - week of Lighthouse	£ 100.00

Income for the year

£ 4,368.76

Date	Expenses	2023
01.03.23	Lighthouse Central invoice 121 for annual subscription	£ 150.00
17.03.23	Lighthouse Thank You cards from Amazon	£ 15.98
22.05.23	Globe Print - new pop up and bridge banners	£ 320.40
24.05.23	Donation to The Software Charity for new LHC database	£ 250.00
27.06.23	David Haskoll Ltd - annual insurance	£ 92.03
30.06.23	LH week craft and activity items	£ 94.12
07.07.23	LH week craft and activity items	£ 28.67
13.07.23	LH week craft and activity items	£ 30.67
13.07.23	Amazon - SanDisk Memory Card for LHSB photographs	£ 56.95
01.08.23	Parallel Training Services - Team teach update for volunteers	£ 780.00
01.08.23	Helen Sheppard reimbursement for expenses	£ 532.54
03.08.23	Nicola Rayner reimbursement for expenses	£ 177.75
19.09.23	Branding Focus - LH t-shirts	£ 24.54
30.10.23	Lighthouse Central admin services 2023	£ 139.50

Outgoings for the year

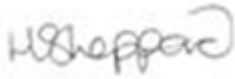
£ 2,693.15

Current total in bank	31.10.23	£ 3,200.22
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Section 5: Declaration

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

Signed on behalf of the charity's trustees:



Full name: Helen Sheppard

Position: Vice Chair and Treasurer

Date: 09.11.23