



TRUSTEES ANNUAL REPORT FOR THE PERIOD  
1 NOVEMBER 2023 TO 31 OCTOBER 2024

FOR

LIGHTHOUSE SAFE HARBOUR

Registered charity in England & Wales with registration no: 1180779

## LIGHTHOUSE SAFE HARBOUR

### CONTENTS OF THE REPORT FROM TRUSTEES AND FINANCIAL STATEMENTS for the period 1 November 2023 to 31 October 2024

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

## LIGHTHOUSE SAFE HARBOUR

### REPORT OF THE TRUSTEES - for the period 1 November 2023 to 31 October 2024

#### ADMINISTRATIVE DETAILS

##### **Registered Charity number**

1180779

##### **Registered address:**

2 Tudor Drive  
Wooburn Green  
Bucks  
HP10 0DD

##### **Trustees:**

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

##### **NEW Trustees in 2024:**

##### ***Appointed 12 February 2024***

Tabitah Caroe  
Rachel Chapman  
Josephine Mill - Administrator

Lighthouse Safe Harbour was delighted to appoint three new trustees in February 2024 to ensure that Lighthouse Week could run effectively and safely this year. All three new trustees work in schools and have extensive knowledge of working with children with additional needs.

##### ***Appointed 12 September 2024***

Richard Rayner - Treasurer

Richard Rayner has worked as a volunteer with Lighthouse Safe Harbour since the very beginning and the trustees welcomed his decision to join as a trustee in 2024. Richard has very kindly offered to become the new Treasurer.

##### **Stepping down at AGM 2024**

Anna Lovell  
Helen Sheppard

Anna Lovell and Helen Sheppard notified the trustees in September 2024 of their intention to step down at the end of the year. All the trustees thanked them for their work over the last six years.

## **Section 1: Structure, Governance & Management**

### **Governing document**

Lighthouse Safe Harbour is a Charitable Incorporated Organisation (CIO) governed by its original 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 minimum 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.

We received a large donation from St Andrew's Church, High Wycombe which allowed us to run specialised training from Prime-Care Training for volunteers prior to Lighthouse Week, as well as all volunteers and trustees taking specific online training from The Child Behaviour Network and Safeguarding training updates.

In 2024, as well as the need to secure new trustees, we were made aware that the school normally used for Lighthouse Week was undergoing refurbishment and would not meet the required needs for Lighthouse 2024. Fortunately, an additional needs school in the area agreed to allow us to run at their location in the summer, and this worked much better than we had hoped. We were able to run a successful Lighthouse week for 11 children with varying 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 11 volunteers, as well as the trustee team, and each volunteer brought a special skill or experience with them to make this a memorable week for the children. Lighthouse Safe Harbour is very fortunate to benefit from volunteers, who come back year after year to support the trustees and the children. They all provided feedback on the week which was shared at the AGM on what went well and what could be done better. These suggestions and improvement ideas will be rolled into the planning for 2025 Lighthouse Week.

## Section 4: Financial Review

### Financial position

This was Lighthouse Safe Harbour's sixth 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 **£3,200.22** in the bank and finished with **£4,533.50** in the bank at 31.10.24  
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 2024.

### Reserves policy

There is currently no reserves policy in place.

### Funds in deficit

There are currently no funds in deficit.

### Statement of assets and liabilities as of 31 October 2024

|                                 |           |        |
|---------------------------------|-----------|--------|
| Bank Current Account            | £4,533.50 |        |
| Assets retained for charity use | £0.00     |        |
| Liabilities                     |           | £ 0.00 |

Bank account - closing balance 31 October 2023

£ 3,200.22

| Date     | Income                                         | 2024      |
|----------|------------------------------------------------|-----------|
| 22.03.24 | St Andrew's Church Gift Day donation           | £2,374.90 |
| 26.04.24 | St Peter's Church donation                     | £1,000.00 |
| 26.09.24 | Parent/Carers donations during Lighthouse week | £475.07   |

Income for the year

£ 3,849.97

| Date     | Expenses                                                                                                  | 2024    |
|----------|-----------------------------------------------------------------------------------------------------------|---------|
| 19.01.24 | Gifts for Nicola Rayner and Caroline Bird – creators of Lighthouse Safe Harbour, and both previous Chairs | £100.00 |
| 08.02.24 | Lighthouse Central invoice for annual subscription                                                        | £160.00 |
| 13.05.24 | LH week craft and activity items                                                                          | £39.76  |
| 14.05.24 | Creative by Design – artwork for promotional flyer                                                        | £120.00 |
| 13.05.24 | LH week craft and activity items                                                                          | £63.98  |
| 26.05.24 | Prime-Care Training                                                                                       | £840.00 |
| 10.06.24 | Globe Print - new bridge banners                                                                          | £74.40  |
| 29.06.24 | Lunch for attendees to training day reimbursement of parking expenses                                     | £47.04  |
| 01.07.24 | Tiger Lilly First Aid training course                                                                     | £85.00  |
| 08.07.24 | David Haskoll Ltd - annual insurance                                                                      | £83.47  |
| 24.07.24 | The Child Behaviour Network online training course                                                        | £150.00 |
| 09.08.24 | Donation to Westfield School for use                                                                      | £50.00  |
| 12.08.24 | LH week craft and activity items                                                                          | £84.75  |
| 15.08.24 | LH week craft and activity items                                                                          | £136.46 |
| 27.08.24 | LH week craft and activity items/ first aid kit renewal                                                   | £269.33 |
| 30.10.23 | Lighthouse Central admin services 2024                                                                    | £162.50 |

Outgoings for the year

£ 2,516.69

|                              |                 |                   |
|------------------------------|-----------------|-------------------|
| <b>Current total in bank</b> | <b>31.10.24</b> | <b>£ 4,533.50</b> |
|------------------------------|-----------------|-------------------|

## Section 5: Declaration

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

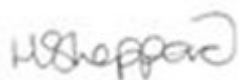
Signed on behalf of the charity's trustees:

---

Full name: Alison McClements

Position: Chair

Date: 01.12.24



---

Full name: Helen Sheppard

Position: Vice Chair and Treasurer

Date: 01.12.24