

## **1.1 Reference and administrative details of the charity, its trustees and advisers**

Charity name: Little Bundles

Charity registration number: 1190794

Address of principal office: 46 The Moor, Melbourn, Royston SG8 6ED

Website: <http://www.littlebundles.org.uk/cambridge/>

Names of trustees: Judy Roberts (Chair), Rachel Norridge, Rikki Parry, Helen Atkins, Sarah Wilson

Other trustees who served in year 2021–2022: Valerie Turner (to March 2022); Hannah Moss (December 2021 to June 2022), Natalie Moss (December 2021 to March 2022).

## **TRUSTEES' REPORT**

The trustees are pleased to present their annual report on the affairs of Little Bundles, including the Receipts and Payments Accounts for the year ended 10 August 2022.

## **1.2 Structure, governance and management**

- Little Bundles is a charitable incorporated organisation (CIO). We are governed by a constitution, with CIO status assigned on 10 August 2020. We operate on a foundational model, where the only voting members are the charity trustees.
- Apart from the initial trustees, every trustee is to be appointed for a term of three years, with a minimum of three trustees and a maximum of eight trustees. Trustees are to be appointed by a resolution passed at a properly convened meeting of the charity's trustees.
- All new trustees are to be given a copy of our constitution, most recent trustees' annual report and our accounts. Due to a couple of short-lived trusteeships, as of 2022 we ask all potential trustees to spend at least six months in a volunteer role with us before being appointed a trustee.
- All trustees have been encouraged this year to undertake the ICAEW's online training modules by the end of the year. In addition, some trustees have attended the CCVS trustee training sessions.

## **1.3 Public benefit**

Little Bundles' objectives fall within the classification of:

- Disability
- The Prevention and Relief of Poverty

The trustees confirm that their activities are fully consistent with the Objectives and the Charity Commission's guidance on public benefit has been borne in mind throughout the year. Most benefits are provided to families who lack the necessities to care for and support their young

children and are provided as resources in kind (e.g. cots, pushchairs, highchairs, children's clothing, nappies, safety equipment etc.)

The benefits are provided to people referred to Little Bundles by health and social care professionals and various other charities, housing associations, and support organisations. The referral system is a reasonable restriction to ensure goods are directed towards genuine need and provides accountability to our donors.

The charity's operations are restricted to residents of Cambridgeshire. The trustees consider this a reasonable restriction given the network of baby banks across the UK that serve particular localities, the size of our organisation, the available storage facility, location of our donors and the practicalities of collection of goods, and the need to build and sustain close relationships with referring organisations.

## **1.4 Objectives and activities**

The objectives of Little Bundles are the relief of poverty in Cambridgeshire by providing essential items of baby clothing and equipment to parents and families with young children, who are in conditions of need or hardship by reason of their economic or social circumstances.

Our activities in 2021-2022 have supported our duty of public benefit, helping well over 120 families with essential items. We have also used social media and in-person events to promote awareness of our charity and its activities.

## **1.5 Achievements and performance**

### **1.5.1 Operating model**

We have continued the self-service operating model that we adopted during the pandemic period, in order to facilitate quick access to goods for referrers and have continued to offer deliveries direct to clients' homes when referrers are unable to collect. In order to reflect the increased number of deliveries being made, in July 2022 we concluded a risk assessment for our volunteer drivers. Our thanks in particular go to volunteer drivers Helen Bengtsson, Tim Morley, Sarah Wilson and Rachel Norridge.

Stock levels have remained healthy, although we have made some purchases of the most in-demand items from funds. Referrals are slightly down on the same time period last year, most likely due to many of our referring organisations using self-service without informing us.

### **1.5.2 Donors**

We remain grateful to a generous regular monthly donation which covers our operating costs. This year we have received generous donations of goods in kind from Lollipop in Fulbourn, which closed as a business and donated much good condition pre-loved baby, children and maternity clothing to Little Bundles.

We have seen an increase in donations via our Amazon Wishlist, to the value of £352.39 from 57 gifts in kind over the 2021–2022 financial period.

### **1.5.3 Roles within the organisation**

At the end of our reporting period, Jan Hitchcock stepped down from her role as Donations Coordinator. Valerie Turner – our longest serving trustee and volunteer – stepped down as a trustee after nearly 13 years of service to Little Bundles. A huge thanks to Valerie for all her support. Valerie continues to offer a drop-off point for donations in north Cambridge.

We welcomed Melissa Rippon to the role of Donations Coordinator and are making arrangements for the transfer of the Treasurer role from Jan Hitchcock to Helen Atkins. Our chair, Judy Roberts, gave notice of her intention to step down as chair from October 2022. From March 2022, Katie Glen has been working alongside Judy in an extended handover period, with the intention of taking on the chairship from October.

### **1.5.4 Events**

A team of volunteers plan to attend a number of outreach events in a new departure for Little Bundles. They were present at Longstanton Spring Market on 9 April 2022 where they had a stand to promote the charity, take donations and give clothes bundles to any family who needed them. The next stand will be at Longstanton on 17 September 2022.

Clothing sorts have continued to be conducted by a smaller team of volunteers in order to limit indoor contact among volunteers.

### **1.5.5 Social media**

Our presence on social media has continued to be developed by Sarah Wilson and Rikki Parry. Our Facebook page, managed by Sarah Wilson, now has over 2,500 followers. It enables us to recruit volunteers, advertise our attendance at community events, link up with other similar charities, and keep our supporters up to date with our needs, especially via the Wishlist Wednesday feature. Rikki Parry also set up an Instagram page this year, with 100 followers to date, which is now linked to our Facebook for instant posting on both.

### **1.5.6 Relationships with other charities**

We support and promote other local charities with similar purposes such as GrowKids Cambridge and Trumpington Clothing Hub. Sarah Wilson met with Trumpington Clothing Hub on 22 June to see how they ran things and get some advice. The Hub kindly donated some surplus boys' clothes as we had none in stock at the time.

### **1.5.7 Development activities**

- a) *Little Bundles clothes donations*: Plans are underway to set up a Facebook page to enable donors to give clothing direct to families and to enable choice in clothing for families. This development work is in the early stages and will progress in 2022-2023.
- b) *Little Bundles branding*: In the summer of 2022 Little Bundles commissioned Andy Coldron from Fish Van Graphic Design and Website Building to do a much-needed update on Little Bundles' branding and website. We've used our existing colours and branding to develop a new look that is more contemporary and simpler. The branding work is nearing completion and work on the website will begin soon, with the expectation that the new website will launch in October 2022. The site will be easier to navigate and more user friendly and have enhanced security.
- c) *Hospital bag project*: This project will encourage pregnant donors (and others) to put together a hospital bag for an expectant mother at the same time that they put together one for themselves. The launch of the project will be timed to coincide with the launch of our new branding. We plan to purchase ten bags to get the project rolling.

## **1.6 Financial review, 2021-2022**

Little Bundles finances remain healthy with a balance at 10 August 2022 of £2788 (£1384 August 2021).

The balance stays reasonably constant throughout the year and from one year to the next as most of our donations are in the form of goods received from the public and then redistributed. It is impractical to estimate the value of these in financial terms. However, we have had some very generous financial donations this year, resulting in an increase in our end-of-year balance.

This year our income from financial donations amounted to £4933 (£2400 2020/2021). This is made up of a regular donation of £1800, personal donations totalling £633 via PayPal and £2500 from corporate donations.

Our outgoings were £3529 (£2295 2020/2021) – made up of regular expenditure £2039, detailed below, and £1490 (£256 2020/2021) for purchase of items needed to fulfil referrals.

Our main expenditure is for the rent of the storage garage which amounts to £1800 per year. Our other regular outgoings are for insurance (£202), the website host (£7) and a contribution to Cambridge CVS (£30). These regular outgoings have remained constant from last year to this.

Our regular income and outgoings have remained constant, but this year our other financial donations have increased by £2533 and this has enabled us to increase our spend on the purchase of shortage items to £1490 (£256 2020/2021), ensuring that we can subsidise the goods donated and provide a high level of support for local families in need.



## Receipts and payments accounts

For the period  
from

Aug 11, 21

To

Aug 10, 22

### 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 £
<b>A1 Receipts</b>				
Donation from Open Arch	1,800	-	-	1,800
Donations	3,133	-	-	3,133
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	4,933	-	-	4,933
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	4,933	-	-	4,933

### A3 Payments

Rent for storage garage	1,800	-	-	1,800
Insurance	202	-	-	202
Website host	7	-	-	7
Contribution to CVS	30	-	-	30

Purchase of baby bank items	1,490	-	-	1,490
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>3,529</b>	<b>-</b>	<b>-</b>	<b>3,529</b>
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,529</b>	<b>-</b>	<b>-</b>	<b>3,529</b>
<b>Net of receipts/(payments)</b>	<b>1,404</b>	<b>-</b>	<b>-</b>	<b>1,404</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>1,384</b>	<b>-</b>	<b>-</b>	<b>1,384</b>
<b>Cash funds this year end</b>	<b>2,788</b>	<b>-</b>	<b>-</b>	<b>2,788</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Barclays		-
		-	-
		-	-
	<b>Total cash funds</b>		-
	(agree balances with receipts and payments account(s))	Agreement Error	OK
		<b>Unrestricted funds</b>	<b>Restricted funds</b>

	Details	to nearest £	to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>			-
			-
			-
			-
			-
			-
			-
			-
			-
			-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)
		-
		-
		-
		-
		-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name
R. K. Norridge	Rachel Norridge
J. Roberts	Judy Roberts



**CC16a**

**Last year**

**to the nearest £**

<b>1,800</b>
<b>600</b>
-
-
-
-
-
-
<b>2,400</b>

-
-

<b>2,400</b>
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<b>1,800</b>
<b>202</b>
<b>7</b>
<b>30</b>

256
-
-
-
-
2,295

-

2,295
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105
-
1,279
1,384

Endowment funds to nearest £
-
-
-
-

OK
Endowment funds

**to nearest £**

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**When due  
(optional)**


Date of  
approval

5.10.22

**5.10.22**