



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 01 January 2023 To 31 October 2023**

**Charity name: Café Milk CIO**

**Charity registration number: 1201791**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To preserve and protect good health for the public benefit through the provision of education in the techniques and health benefits of breastfeeding by providing support and practical advice to families in the Surrey area. The advancement of education for the public benefit through the provision of training to volunteers in the Surrey area so that they can expand their skills and knowledge in supporting successful breastfeeding to build expertise within the local community.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Café Milk delivers its purposes by provisioning three venues facilitated by Breastfeeding Counsellors (the subcontractor costs within the accounts), each once a week during term time, for 2 hour sessions. Café Milk also aims to provision some limited sessions during the summer holidays. The three venues are all located within Surrey in the towns of Horley, Redhill and Caterham. The Trustees work closely with First Community Health and Care within East Surrey to enable Health Visitor attendance at the vast majority of these sessions. These session predominantly provide support and practical advice to families with regards to breastfeeding techniques and health benefits, but are also able to deliver support and advice on a wide range of topics throughout the infant years which also support the preservation of good health for the public benefit.

		<p>Café Milk endeavours to offer a comfortable and 'homely' environment to its recipients, offering refreshments and lights snacks and also ensures that it has all of the required facilities for new parents and their infants, as such there are a small amount of sundry costs within the accounts.</p> <p>Café Milk also delivered Breastfeeding Peer Support training to <b>seven</b> new Peer Supporters to expand support available during the sessions and expertise within the local community.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>Café Milk Trustees are aware of the guidance issued by the Charity Commission on public benefit and have taken it into account when making any decisions to which the guidance is relevant.</p>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

#### **Achievements and Performance**

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>In 2023, there were 110 Café Milk sessions across Horley, Redhill, and Caterham. The peer supporter team collectively provided over 500 voluntary hours. Seven additional peer supporters received training, who are now volunteering regularly in our cafes. A total of 467 new mothers and their babies attended a Café Milk session in 2023, resulting in 1154 visits overall. Notably, 22% of new mothers who gave birth in East Surrey attended Café Milk.</p> <p>This service has been invaluable in providing both infant feeding support and social support to new mothers, creating a welcoming community where they can share experiences and receive evidence-based advice and peer support. The service provisioned at Café Milk, in partnership with health providers, ensures that new mothers receive comprehensive support during this crucial time.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Café Milk accounts are in a strong position at the end of the financial period, with enough funding to allow for several more months of provision of the services.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees have deemed that it is not necessary for Café Milk to hold reserves.
Amount of reserves held	Para 1.22	0
Reasons for holding zero reserves	Para 1.22	The Trustees have deemed that reserves are unnecessary given the low funding requirements for the enduring service provision.
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity receives the vast majority of its donations via grants, if there ongoing issues with attaining funding from grants, there may be uncertainty around the charity continuing.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Constitution
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , CIO)	Para 1.25	Constitution of a Charitable Incorporated Organisation whose only voting members are its charity Trustees.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Apart from the first charity Trustees, every Trustee must be appointed by a resolution passed at a properly convened meeting of the charity Trustees. In selecting individuals for appointment, the charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	CAFE MILK CIO
Other name the charity uses	FEEDING SUPPORT IN EAST SURREY CIC (Previous name)
Registered charity number	1201791
Charity's principal address	46 HITCHINGS WAY REIGATE RH2 8EW



**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	Dionne Grogan		From 02 May 2023	
2	Cherrelle Ann Mclean		From 02 May 2023	
3	Aimee Louise Shields			
4	Susan Elizabeth Ashfield			
5	Romy Secker			
6	Katherine Elizabeth King			
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

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Position (eg Secretary,  
Chair, etc)

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Date

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**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Charity Name  
**CAFE MILK CIO**

No (if any)  
**1201791**

## Receipts and payments accounts

**CC16a**

For the period  
from

Period start date  
**01 January 2023**

To

Period end date  
**31 October 2023**

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations	9,780	-	-	9,780	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	9,780	-	-	9,780	-
<b>A2 Asset and investment sales</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	9,780	-	-	9,780	-
<b>A3 Payments</b>					
Subcontractor costs	5,925	-	-	5,925	-
Insurance	96	-	-	96	-
Accountancy fees	120	-	-	120	-
Sundry expenses	25	-	-	25	-
	-	-	-	-	-
<b>Sub total</b>	6,166	-	-	6,166	-
<b>A4 Asset and investment purchases, (see table)</b>					

	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	6,166	-	-	6,166	-
<b>Net of receipts/(payments)</b>	3,614	-	-	3,614	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,027	-	-	4,027	-
<b>Cash funds this year end</b>	7,641	-	-	7,641	-

## 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 £
<b>B1 Cash funds</b>	Bank	£7,641.43	-	-
	<b>Total cash funds</b>	7,641	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-

**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	

Category	Amount	Date	Type Name	Your Reference	Reference
A3 Payments	-240.00	1/15/2023	jo doherty		66
A3 Payments	-120.00	1/15/2023	jo doherty		67
A3 Payments	-50.00	1/15/2023	jo doherty		67
A3 Payments	-120.00	1/15/2023	catherine coulson		68
A3 Payments	-240.00	1/31/2023	katherine saunders		69
A3 Payments	-240.00	2/6/2023	jo doherty		70
A3 Payments	-240.00	2/27/2023	catherine coulson		71
A3 Payments	-500.00	2/27/2023	catherine coulson		72
A3 Payments	-120.00	2/27/2023	katherine saunders		73
A3 Payments	-120.00	3/20/2023	jo doherty		75
A3 Payments	-96.00	3/20/2023	zurich		76
A3 Payments	-180.00	3/31/2023	catherine coulson		77
A3 Payments	-60.00	4/3/2023	catherine coulson		78
A3 Payments	-240.00	4/3/2023	catherine coulson		78
A3 Payments	-180.00	4/3/2023	katherine saunders		79
A3 Payments	-60.00	5/4/2023	katherine saunders		82
A3 Payments	-180.00	5/4/2023	patricia wise		83
A3 Payments	-180.00	6/12/2023	katherine saunders		85
A3 Payments	-240.00	6/12/2023	helen pierce		86
A3 Payments	-60.00	6/12/2023	helen pierce		86
A3 Payments	-180.00	6/12/2023	jo doherty		87
A3 Payments	-120.00	6/25/2023	catherine coulson		88
A3 Payments	-60.00	6/25/2023	catherine coulson		89
A3 Payments	-180.00	7/5/2023	katherine saunders		90
A3 Payments	-180.00	7/11/2023	Catherine coulson		91
A3 Payments	-100.00	7/11/2023	Catherine coulson		92
A3 Payments	-60.00	7/23/2023	jo doherty		93
A3 Payments	-120.00	7/23/2023	catherine coulson		94
A3 Payments	-80.00	7/23/2023	michelle butcher		95
A3 Payments	-180.00	8/3/2023	katherine saunders		96
A3 Payments	-180.00	8/3/2023	christine thornley		97
A3 Payments	-25.00	8/3/2023	christine thornley		97
A3 Payments	-180.00	8/3/2023	christine thornley		98
A3 Payments	-120.00	9/2/2023	christine thornley		99
A3 Payments	-120.00	9/2/2023	katherine saunders		100
A3 Payments	-40.00	9/19/2023	michelle butcher		101
A3 Payments	-255.00	9/28/2023	catherine coulson		102
A3 Payments	-195.00	9/28/2023	katherine saunders		103

A3 Payments	-10.00	9/28/2023	transfer cio to cic	
A1 Receipts	10.00	9/28/2023	Offset above	
A3 Payments	-325.00	10/1/2023	christine thornley	104
A1 Receipts	5.00	10/2/2023	transfer cic to cio	
A3 Payments	-5.00	10/2/2023	Offset above as was transferred from old account with transfer on 23/4	

Description	Project	Source of funds	Café	Account (choose from the dropdown menu)	Payment Receipt
redhill nov	baby cafe		Redhill	Subcontractor costs	240.00
redhill dec	baby cafe		Redhill	Subcontractor costs	120.00
peer supporter update	update evening		General	Subcontractor costs	50.00
horley dec	baby cafe		Horley	Subcontractor costs	120.00
caterham jan 23	baby cafe	Tandridge	Caterham Cafe	Subcontractor costs	240.00
redhill jan 23	baby cafe	Patrick Evans	Redhill	Subcontractor costs	240.00
horley jan 23	baby cafe	General	Horley	Subcontractor costs	240.00
peer support training course	peer support training	General	General	Subcontractor costs	500.00
caterham feb 23	baby cafe	Tandridge	Caterham Cafe	Subcontractor costs	120.00
feb redhill			Redhill	Subcontractor costs	120.00
insurance			General	Insurance	96.00
feb horley			Horley	Subcontractor costs	180.00
march redhill cover			Redhill	Subcontractor costs	60.00
march horley			Horley	Subcontractor costs	240.00
march caterham			Caterham Cafe	Subcontractor costs	180.00
april caterham			Caterham Cafe	Subcontractor costs	60.00
various cover caterham			Caterham Cafe	Subcontractor costs	180.00
caterham may			Caterham Cafe	Subcontractor costs	180.00
redhill may			Redhill	Subcontractor costs	240.00
horley cover june			Horley	Subcontractor costs	60.00
redhill april/may			Redhill	Subcontractor costs	180.00
horley may			Horley	Subcontractor costs	120.00
horley april			Horley	Subcontractor costs	60.00
Caterham June			Caterham Cafe	Subcontractor costs	180.00
Horley June			Horley	Subcontractor costs	180.00
peer support training course June			Horley	Subcontractor costs	100.00
june redhill cover 12th			Redhill	Subcontractor costs	60.00
july horley			Horley	Subcontractor costs	120.00
accounts - year end oct 22 (£40 / hour)			General	Accountancy fees	80.00
caterham july			Caterham Cafe	Subcontractor costs	180.00
redhill june			Redhill	Subcontractor costs	180.00
redhill refreshments			Redhill	Sundry expenses	25.00
redhill july			Redhill	Subcontractor costs	180.00
Caterham Summer Cafe Milk			Caterham Cafe	Subcontractor costs	120.00
Caterham Summer Cafe Milk			Caterham Cafe	Subcontractor costs	120.00
accounts - company accounts nov 22- jan 23 (£40 / hour)			General	Accountancy fees	40.00
september horley			Horley	Subcontractor costs	255.00
September Caterham			Caterham Cafe	Subcontractor costs	195.00

move test of £10 into new account		Transfer	10.00	
		Transfer		10.00
September Redhill	Redhill	Subcontractor costs	325.00	
transfer		Transfer		5.00
		Transfer	5.00	

Balance

£3,787.32  
£3,667.32  
£3,617.32  
£3,497.32  
£3,257.32  
£3,017.32  
£2,777.32  
£2,277.32  
£2,157.32  
£4,037.32  
£3,941.32  
£3,761.32  
£3,701.32  
£3,461.32  
£3,281.32  
£5,667.32  
£5,487.32  
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£9,827.32  
£9,707.32  
£9,647.32  
£9,467.32  
£9,287.32  
£9,187.32  
£9,127.32  
£9,007.32  
£8,927.32  
£8,747.32  
£8,567.32  
£8,542.32  
£8,362.32  
£8,576.43  
£8,456.43  
£8,416.43  
£8,161.43  
£7,966.43

£7,956.43

£7,966.43

£7,641.43

£7,646.43

£7,641.43