



## Trustees' Annual Report for the period

From

Period start date

To

Period end date

1

April

2020

31

March

2021

Charity name Lewisham Toy Library

Other names charity is known by

Registered charity number (if any) 271496

Charity's principal address Unit 46, Lewisham Centre

Lewisham

London

Postcode

SE13 7EP

### 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 Justine Vella	Chair		
2 Sara Hill		Appt 23 November 2020	
3 Jennifer Luk			
4 Elisabeth Poirel			
5 Catherine Webster		Appt 18 September 2021	
6 Emma Pello		Appt 18 September 2021	
7 Claire Mascarenhas		Resigned February 2021	
8 Melanie Curran		Resigned May 2021	
9 Patrick O'Kelly		Resigned September 2021	
10 Peter		Resigned September 2020	
11			

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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### Name of chief executive or names of senior staff members (Optional information)

Magdallena Marchwiany (librarian)

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Membership Association
Trustee selection methods (eg. appointed by, elected by)	Committee Members shall be elected at the Annual General Meeting and be eligible for re-election. Written nominations for the officers and other vacancies shall be required at least seven days before the Annual General Meeting. Provided that no such nominations for a particular vacancy are received, nominations made at the Annual General Meeting for the vacancy shall be valid. Any member of the Toy Library shall be entitled to submit nominations. Consent of all members so nominated will be required.

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Summary of the objects of the charity set out in its governing document

### Object:

The education of children within the London Borough of Lewisham by the provision of educational and stimulating toys and play equipment.

### Powers:

In furtherance of the objects but not otherwise:

- To assist the development from the earliest age of children in the said Borough through all forms of play activity;
- To provide a service to as many children as possible who could benefit from the service, with particular emphasis on children from low income families;
- To lend the most appropriate available toys;
- To ensure that all toys provided are of an anti-sexist and anti-racist nature, and that some toys reflect the cultural diversity of the Borough.

## Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity

It has been another unusual year for the toy library. Ongoing lockdowns and restrictions in response to the pandemic have continued to impact how we open and engage with current and new members.

In line with government regulations we had to close our doors again on the 5th of November 2020 and this was extended with the extension of the winter lockdown meaning we remained shut until 12th of April 2021. We



## Commission on public benefit)

have thankfully been able to remain open since then as lockdown restrictions have continued to ease and hopefully this continues to be the case.

The trustees and Magdalena have kept busy despite the library being closed for periods over the last 12 months:

- We had a dishwasher and washing machine fitted last July to make our cleaning process for the toys more efficient and effective.
- We implemented an online booking system that Magdalena now administers and this has been working well to ensure our members can access the library safely.
- One of our trustees Jen has overseen implementation of a new borrowing system for the library.
- We met in June this year to discuss our business plan (facilitated by trustee Cate) for the forthcoming year/s and aims for the library long term.
- We have invested in a rebrand (led by trustee Sara) for the library including a review and redesign of our website. We asked members for feedback about the proposed designs and were very grateful for the responses and feedback we received as this helped us to decide what to move forward with. We are aiming to roll the rebrand out very soon along with updating the website.
- We have renewed our lease for the Toy Library premises for another 5 years
- We have started scoping and preparations for our 50th Birthday celebrations next year

The trustees have had regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We were thrilled to welcome 3 new trustees to our board at our last AGM, Cate, Sara and Gita. In addition to this we are very happy to be welcoming Emma to our board who is nominated to take on our treasurer role.

We are sad to say goodbye this year to our trustees Claire, Melanie and Patrick.

Claire stepped down earlier in 2021 having been on the board since 2017, she has shared her expertise and advice in relation to financial and operational management of the library in addition to coordinating a lot of the online toy sales via Ebay which raise funds for the library.

Melanie who is our current treasurer has been on the board since 2018 and has contributed a great deal by sharing her skills, contacts and enthusiasm particularly over the past 18 months as our treasurer by ensuring that we spend and save wisely for the library

Patrick has also been on our board since 2018 and has been shared his skills in a number of different projects since then including guidance around fundraising and accessing grants and coordinating the members

survey in 2019.

We thank all of them for their time and dedication to the Toy Library, they will be greatly missed!

The various lockdowns and restrictions over the past year have impacted our volunteer base significantly. When we reopened in April this year we had no volunteers to assist Magdalena and recruiting new volunteers has been a slow process.

We were delighted recently to welcome 2 of our previous volunteers back to the library and Magdalena has started to receive more enquiries from people interested in volunteering to support her during opening hours.

## **Summary of the main achievements of the charity during the year**

### **The Librarian**

Magdalena has continued to be the beating heart of the Toy Library. She has continued to work extremely hard in the face of repeated changes to government regulations and other challenges created by the pandemic.

She has had to take on board the new borrowing system and appointments system and continue to welcome and serve our members visiting the library - all with no volunteer support during her working.

We recognise that whilst Magdalena does an outstanding job it is difficult to run the library with just one librarian - for this reason we are exploring whether we are able to recruit another librarian to both work with Magdalena and extend the services and reach of the Toy Library.

We remain as ever grateful to have Magdalena steering things through what has been a very difficult period for the Toy Library - we are very lucky to have her!

### **IT**

We have officially moved to our new borrowing system Lend Engine as of early this year and our previous database has now been shutdown.

Magdalena and the trustees spent many hours over the winter lockdown period moving our stock onto the new system and so far this has been working well.

### **Premises**

We remain in our current unit and have recently completed renewal of our lease until December 2024.

Space remains an issue and the need for social distancing has highlighted this even more as we cannot comfortably fit more than 2 families into the library at one time and ensure social distancing.

We have started discussions again with Lewisham Shopping Centre to explore options and other units for the library and have recently identified another unit within the centre that would meet our needs. We are currently in the process of arranging quotations and for work required to determine if this will be suitable for us.

### **Future Projects.**

In the year ahead we will be focussing on:

- Implementing the rebrand for the Toy Library including our webpage update

- Working towards moving to a new unit or re-working our current space - we are hopeful that the new unit on offer will be a good fit for us in terms of requirement and budget required to make it happen.
- Exploring and starting the process of recruiting an additional librarian to give Magdalena more consistent support and to allow us to expand how we interact with and connect with our members and the community.

We remain hopeful that things are starting to return to some kind of normality after a very difficult period - whatever is ahead for us, we are committed to continue our work to keep the Toy Library open and active for its members and the community.

#### Brief statement of the charity's policy on reserves

Lewisham Toy Library will hold reserves for 4 main reasons, although this is not an exclusive list:

- To fund working capital or capital projects
- To fund unexpected expenditure, for example when unplanned events occur
- To fund income shortfalls, including partial or total cuts to existing funding
- To cover winding up costs

LTL will keep as Reserved Funds (other than in an emergency or when winding up), not less than the sum of:

- Working Capital
  - 3 months ordinary running costs
  - Estimated winding up costs
- Unexpected Expenditure
  - Estimated relocation costs
- Shortfalls in income
  - 1 month of regular funding
- Winding up costs
  - Accounting Fees
  - Staff Redundancy costs (calculated annually)
- Other costs as identified

#### Details of any funds materially in deficit

N/A

#### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The 12 months to end of March 2021 was the year of COVID-19 and this event had a significant bearing on the operations of the Lewisham Toy Library this year.

Expenses were up on 2020, driven by:

- An increase to our librarian's number of hours recorded;
- An increase in cleaning costs owing to investment in a new washing machine to help improve efficiency;
- Increased bank charges in January 2021
- The cost of rebranding
- Introduction of the discipline of a paid book-keeper to the operation



Income has been impacted by the circumstances of the past year, however cash balances have been aided through various COVID-19 government support initiatives.

## Section F

## Other optional information

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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) 

JUSTINE VELLA	<i>/</i>
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Position (eg Secretary, Chair, etc) 

CHAIR OF THE BOARD OF TRUSTEES
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Date 

2.8.22
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## **Independent examiner's report**

### **To the trustees of**

### **Lewisham Toy Library**

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I report to the trustees on my examination of the accounts of Lewisham Toy Library for the year ended 31 March 2021.

#### **Responsibilities and basis of the report**

As the charity trustees of Lewisham Toy Library you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination that give me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Caroline Sharp**  
FCA, DChA  
55 Canberra Road  
LONDON  
SE7 8PF

Date: **4 August 2022**



CHARITY COMMISSION  
FOR ENGLAND AND WALES



Lewisham Toy Library			271496	CC16a
Receipts and payments accounts				
For the period from	01-Apr-20	To	31-Mar-21	

## 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 £	Last year to the nearest £
<b>A1 Receipts</b>					
London Borough Lewisham - Retail Covid grant	41,186	-	-	41,186	-
Coronavirus Job Retention Scheme	7,980	-	-	7,980	-
Donations and gifts	1,973	-	-	1,973	671
Toy Library membership subs and fines	5,731	-	-	5,731	14,914
Toy sales	-	-	-	-	2,546
Party hire	-	-	-	-	4,917
Shopmobility	-	-	-	-	616
<b>Sub total (Gross income for AR)</b>	<b>56,870</b>	<b>-</b>	<b>-</b>	<b>56,870</b>	<b>23,664</b>
<b>Total receipts</b>	<b>56,870</b>	<b>-</b>	<b>-</b>	<b>56,870</b>	<b>23,664</b>
<b>A3 Payments</b>					
Staff costs	15,339	-	-	15,339	12,718
Staff expenses	100	-	-	100	22
Volunteer expenses	150	-	-	150	369
Library expenses	603	-	-	603	797
Electricity	-	-	-	-	893
Insurance	1,066	-	-	1,066	1,050
Business rates	(442)	-	-	(442)	442
Cleaning	764	-	-	764	35
Telecom Expense	685	-	-	685	581
Computer and IT	269	-	-	269	-
Bookkeeping and accountancy	650	-	-	650	-
Subscriptions	152	-	-	152	114
Bank fees	195	-	-	195	343
Toys	91	-	-	91	12
Advertising, marketing, direct mail and publicity	2,425	-	-	2,425	-
<b>Sub total</b>	<b>22,047</b>	<b>-</b>	<b>-</b>	<b>22,047</b>	<b>17,375</b>
<b>Total payments</b>	<b>22,047</b>	<b>-</b>	<b>-</b>	<b>22,047</b>	<b>17,375</b>
<b>Net of receipts/(payments)</b>	<b>34,823</b>	<b>-</b>	<b>-</b>	<b>34,823</b>	<b>6,289</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>26,572</b>	<b>-</b>	<b>-</b>	<b>26,572</b>	<b>20,283</b>
<b>Cash funds this year end</b>	<b>61,395</b>	<b>-</b>	<b>-</b>	<b>61,395</b>	<b>26,572</b>




## 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>	CAF Bank	55,317	-	-
	Shawbrook Deposit	5,037	-	-
	PayPal	735	-	-
	Petty Cash	306	-	-
	<b>Total cash funds</b>	<b>61,395</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Trade creditors	Unrestricted	43	
	Accrued electricity costs	Unrestricted	457	
	Pension costs payable	Unrestricted	97	
			-	
			-	

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

Signature	Print Name	Date of approval
	JUSTINE VELLA	02-Aug-22