



Annual Report for the



04/2021-31/03/20



2022



ANNUAL REPORT

WHERE IMAGINATION
THRIVES

Charity Name: Lewisham Toy Library

Charity Registration Number: 271496

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Objectives & Activities

Our Aims

Our aim, as set out in our charitable objects, is to support and provide for the play and education of children within the London Borough of Lewisham by providing stimulating toys and play equipment. We cater for children from 0 up to around the age of 8. Our range of toys is vast and our toys represent the diverse community we operate in. We have toys for visually impaired children, children on the autistic spectrum and other special needs.

Our Objectives

Our objectives are set to reflect the aims of the toy library and to build on and develop the work we have done in previous years.

In setting our objectives and planning our activities our trustees have given careful consideration to the Charity Commission's public benefit guidance.

Our objectives for this period were:

- Recovering the toy library service post Covid (to include return to normal business hours and increasing capacity for members to visit and use the library)
- Commence recruitment to fill a 12-month pilot for an additional librarian
- Reconnecting with our member base and local community through public events and increased use of social media to communicate with our users.
- Acknowledging and celebrating our 50th birthday
- Cost and further scoping work regarding movement of the Toy Library to larger premises within Lewisham Shopping Centre.

Achievements and Performance

Chair's Report

I will start with saying a big Happy Birthday to the Toy Library as we celebrate 50 years of the service in Lewisham.

We have been very thankful that as we have entered our 50th year of operation that we have had no further national lockdowns to contend with and have largely been able to operate without any significant restrictions.

Our focus this year has been on recovering, recruiting (more on that later) and reconnecting with our members and the community

Trustees & Volunteers

We have been very lucky to welcome Jill to our trustee board since last year's AGM and are looking forward to voting in Lizzie at the forthcoming AGM to join us also.

This year we have said goodbye to trustees Cate and Gita.

Cate and Gita were both voted in as trustees in the 2020 AGM and we thank them for their time with us. In particular for all of Cate's hard work on our business plan and for assisting myself with renewing our lease in the past 12 months.

Our librarian report will talk about our volunteers in more detail however it is important to note that volunteers are vital to the running of the Toy Library and assist our librarians in the day to day running of the shop, our volunteer numbers have not recovered from lockdown so we continue to be always on the lookout for anyone interested in joining as a volunteer.

For anyone interested in knowing more about volunteering or becoming a trustee of the toy library please do get in touch and we would be very happy to welcome you to the team.

Librarian(s)

Magdalena remains the cornerstone of the Toy Library and continues to do an outstanding job as our Toy Librarian. Without her dedication we would not be able to run the service that we do.

We must also acknowledge the various changes and challenges she has had to take on board in her role over the past few years. In particular, the immense pressure she has been under having to operate most of the time in isolation as we have returned to normal opening hours without our previous levels of volunteers.

We made it a focus to look at a trial recruitment of an additional Librarian this year to both ease the pressure on Magdalena and to see whether with another member of the team we could explore how to reach more members through community links and longer term through outreach projects.

As a result, we are delighted to welcome Jemma into our Librarian team. Jemma comes from an early childhood background and brings with her a range of skills in play and early years development and will be an excellent addition to the team.

We have initially secured Jemma for a 12-month period and will be reviewing the role and how we might fund this longer term over that period.

IT & Marketing

You have hopefully noticed by now that we have launched our new logo and website. This was launched on the weekend of the 16th of July when we also took the Toy Library on a trip to Lewisham People's Day (our first outreach activity in over 3 years).

We are thrilled with the logo and rebrand which was created for us by Helen Holden, we feel it has really captured the essence of the library and is a step in the right direction as we try to grow our service to suit our growing membership base.

I would also like to take the opportunity to say a big thank you to Sara from our trustee board who has been both coordinating the rebranding and implementation of the new logo along with redesigning our website which is also looking fantastic and much more user friendly.

Premises

Our hope was to move to another unit within Lewisham Shopping Centre this year as we are outgrowing our current space.

This has unfortunately not been possible although it remains in the pipeline and we still have this for a goal for the future.

With Jemma joining our team, we will be looking at what else we can be doing in the current premises or potentially in the community. Our stall and toy sale at Lewisham People's Day were a success and we are keen to bring back both the toy sales and explore more ideas about how we can connect with our local community.

Future Projects.

For the year ahead we are focussing on:

- Making use of our additional librarian role – we would ideally like to be able to keep 2 librarians in post so we need to look at how we fund this longer term and how we can develop and grow as a service with 2 librarians at the helm.
- Continuing to work towards a move to new premises. This is still in our sight however there is some work to be done on how we do this and how we fund it.

We reach this AGM feeling more hopeful about the future and remain committed to running the service as best as we can for our members, our community and our team.

Librarian's Report

Members

The 2021/2022 financial year started off strong and carried on with an average of approximately 40 new members every month.

We saw a big increase in new subscribers in Autumn 2021 as well as very steady numbers of membership renewals.

We currently have 611 active subscribers and over 1200 contacts.

We decided to keep the appointment system in place even though all of the other COVID measures have been removed.

This was dictated primarily by lack of volunteers.

Volunteers

We were very fortunate to have Martin returning to the library to do his Wednesday shift and covering for the librarian during their annual leave.

We've noticed an increase in the number of members using their corporate volunteering days, to come and help run the library – thank you!

This Autumn will be saying goodbye to our wonderful volunteer Ashleigh, who started volunteering with us at the age of 14 as a Duke Of Edinburgh student and decided to carry on with us for 4 years after completing her work experience.

We wish Ashleigh all the best for the future and we will never be able to thank her enough for all the years of volunteering.

Stock

We are currently nearing the 4000 toys mark and keeping a close eye on our stock levels as we are starting to struggle with space.

We've been very lucky to have a huge amount of donations that allow us to refresh our stock regularly and remove tired looking items.

These are now being offered to our members free of charge in "old stock clearance box" to reduce further waste.

The library also received a selection of soft play items that are now available as a party hire and

proving itself very popular amongst younger members.

Overview

This has been a very busy year for the library, and it made us realise how heavily we rely on volunteers.

There have been a few unscheduled closures due to COVID and annual leave but it had not impacted our services and our members proved themselves to be very understanding of the

circumstances.

I am pleased to see that the library is, once again, becoming a social hub for local parents and a buzzing, happy place we knew from before the pandemic.

We are very grateful to all of our volunteers and members for continued support and trust.

Financial Review

Treasurer's Report

This financial year the Lewisham Toy Library has continued to feel the effects of the COVID-19 virus, albeit less so than the last year. We have started to see the return of prior members whose subscriptions had lapsed the previous year, as well as new members joining us for the first time which is a wonderful return. We have seen a drop in income from the previous year as we only received a small covid grant in this period, compared to substantial grants from Lewisham Council last year.

Income

In the year to 31 March 2021, most of the Toy Library's income was from COVID- 19 related grants and the library was closed for a significant portion of the year resulting in dramatically reduced membership income. In this financial year (2022), the library has slowly been returning to full capacity. As such, membership income has increased to £19,014, from £5,731 last year. This is also an increase on the year to 31 March 2020 which was the last period largely untouched by the pandemic. This reflects the support of our members and the work of our Toy Librarian in making the library a welcoming and safe place as we moved into the "new normal". In addition, we saw a return of the Party Hire, Toy sales and Shopmobility income streams as we were able to offer these services again to the public. Toy sales represents an ad hoc income from sales of surplus toys in the library as and when they need to be cleared, rather than any specific events as have been held in past years.

Costs

Costs have been fairly consistent from last year, which is not unsurprising as a good deal of our costs are largely fixed rather than dependent on number of operations with a couple of exceptions:

- Electricity was lower in the last year due to being closed for part of the year
- Business rates were initially much higher than planned due to communication from the Borough being sent to the Library when we were closed in the Pandemic. This resulted in being billed in error which was £7000 more than the previous year. This was resolved and a rebate of £2,250 was received resulting in the final amount for the year coming in at £4,177.
- Advertising costs had been incurred as a one-off expense in the year to 31 March 2021 for the carefully planned rebrand activity. There was no additional expense incurred in this financial year.

Our largest expense is our staff costs as always, which represents the salary of our Toy Librarian. This has remained consistent as hours have not changed in the period.

Reserves

Reserves are healthy at the end of the year at just over £74, 000. This is more than sufficient to cover 3 months running costs as per our reserves policy. As such, next year we will look to use part of these funds to cover the trial of the additional librarian on a fixed term basis. Such a position will be unsustainable by current income levels, so the post would have to generate enough additional funds for the library to become viable in the longer term. There is also the potential to use some of the reserves for the logistical costs that would be incurred if we were to move the Library to a bigger premises.

Structure, Governance & Management

The Trustees of the Toy Library are responsible for the overall management and control of the charity and meet monthly to guide, plan and review the work of the charity.

The Toy Library is an unincorporated association and all trustees and staff adhere to the governing documents (Constitution and Code of Governance) to ensure that the charity is delivering its objectives and is managed effectively.

The Chair of the board of trustees is responsible for the personnel management of employed library staff and the employed librarians are responsible for the management and guidance for the Toy Library's volunteers.

The Treasurer is responsible for overseeing the financial management of the Library and to assist with this, the charity employs a bookkeeper to prepare accounts and reports for monthly review by the Treasurer and Trustee committee

Trustee selection

The board of Trustees seek to ensure that there is a good breadth and depth of skills and experience on the board to effectively carry out its duties. When recruiting new trustees we look for individuals who:

- Align to the aims of the Toy Library and have an interest in the work we do.
- Represent our local community and member base
- Bring skills or experience which will enhance the board of trustees and ultimately benefit the library and its members.

We advertise for trustees locally in the Toy Library, in local forums (e.g. Lewisham Local) and via our social media channels. Potential Trustees are invited to meet with the current board at a monthly Trustee meeting and from there are officially voted to the board by our library members at the next AGM.

All trustees give of their time freely and no remuneration or expenses were paid in the year. No Trustee or person connected with a Trustee received any benefit in relation to the Toy Library and their work as a member of the board.

Reference and Administrative Details

Charity Details

Lewisham Toy Library

REgistered Charity Number: 271496

Address: Unit 46 Molesworth Street, London SE13 7EP

Trustee Details

The following Trustees acted for the charity within the financial year covered by this report.

Trustee Name	Position held on board	Date appointed	Date of resignation	Appointed by
Justine Vella	Chair	July 2019	N/a	AGM member vote 2019
Elisabeth Poirel	Secretary	January 2014	N/a	AGM member vote 2014
Emma Pello	Treasurer	September 2021	N/a	Board of trustees 2021
Jennifer Luk	Trustee	October 2019	N/a	AGM member vote 2019
Sara Hill	Trustee	November 2020	N/a	Board of Trustees 2020
Jill Hamilton	Trustee	February 2022	N/a	Board of Trustees 2021
Elizabeth Stevenson	Trustee	September 2022	N/a	AGM member vote 2022

Catherine Webster	Trustee	November 2020	July 2022	AGM member vote 2020
Gita Chakravorty	Trustee	November 2020	July 2022	AGM member vote 2020

Declarations

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

Signed on behalf of the charity's trustees:

signature: *Justine Vella*

Full name: Justine Vella

Position: Chair of the board of trustees

Date: 15/1/2023

signature: *Jill Hamilton*

Full name: Jill Hamilton

Position: Trustee

Date: 17/01/23

signature: *Elisabeth Poirel*

Full name: Elisabeth Poirel

Position: Secretary

Date: 16/01/23

signature: *Elizabeth Stevenson*

Full name: Elizabeth Stevenson

Position: Trustee

Date: 16/01/2023

signature: *Emma Pello*

Full name: Emma Pello

Position: Treasurer

Date: 17/01/23

signature: *Jennifer Luk*

Full name: Jennifer Luk

Position: Trustee

Date: 16/01/23

signature: *Sara Hill*

Full name: Sara Hill

Position: Trustee

Date: 17/01/23

Independent examiner's report

To the trustees of

Lewisham Toy Library

I report to the trustees on my examination of the accounts of Lewisham Toy Library for the year ended 31 March 2022.

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: **18 January 2023**



Receipts and payments accounts

CC16a

For the year from	01-Apr-21	To	31-Mar-22
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	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 £
A1 Receipts					
London Borough Lewisham - Retail Covid grant	14,390	-	-	14,390	41,186
Coronavirus Job Retention Scheme	-	-	-	-	7,980
Donations and gifts	1,961	-	-	1,961	1,973
Toy Library membership subs and fines	19,014	-	-	19,014	5,731
Toy sales	1,563	-	-	1,563	-
Party hire	421	-	-	421	-
Lewisham Lottery	84	-	-	84	-
Shopmobility	175	-	-	175	-
Bank interest	118	-	-	118	-
Sub total (Gross income for AR)	37,726	-	-	37,726	56,870
Total receipts	37,726	-	-	37,726	56,870
A3 Payments					
Staff costs	15,356	-	-	15,356	15,339
Staff expenses	100	-	-	100	100
Volunteer expenses	120	-	-	120	150
Business rates	4,177	-	-	4,177	(442)
Insurance	1,142	-	-	1,142	1,066
Electricity	798	-	-	798	338
Cleaning	48	-	-	48	764
Library expenses	618	-	-	618	265
Toys	168	-	-	168	91
Telecom Expense	600	-	-	600	685
Computer and IT	706	-	-	706	269
Bookkeeping and accountancy	600	-	-	600	650
Subscriptions	137	-	-	137	152
Bank fees	409	-	-	409	195
Advertising, marketing, direct mail and publicity	-	-	-	-	2,425
Sub total	24,979	-	-	24,979	22,047
Total payments	24,979	-	-	24,979	22,047
Net of receipts/(payments)	12,747	-	-	12,747	34,823
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	61,395	-	-	61,395	26,572
Cash funds this year end	74,142	-	-	74,142	61,395



Lewisham Toy Library	No 271496
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Receipts and payments accounts

CC16a

For the year from	01-Apr-21	To	31-Mar-22
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Categories

B1 Cash funds

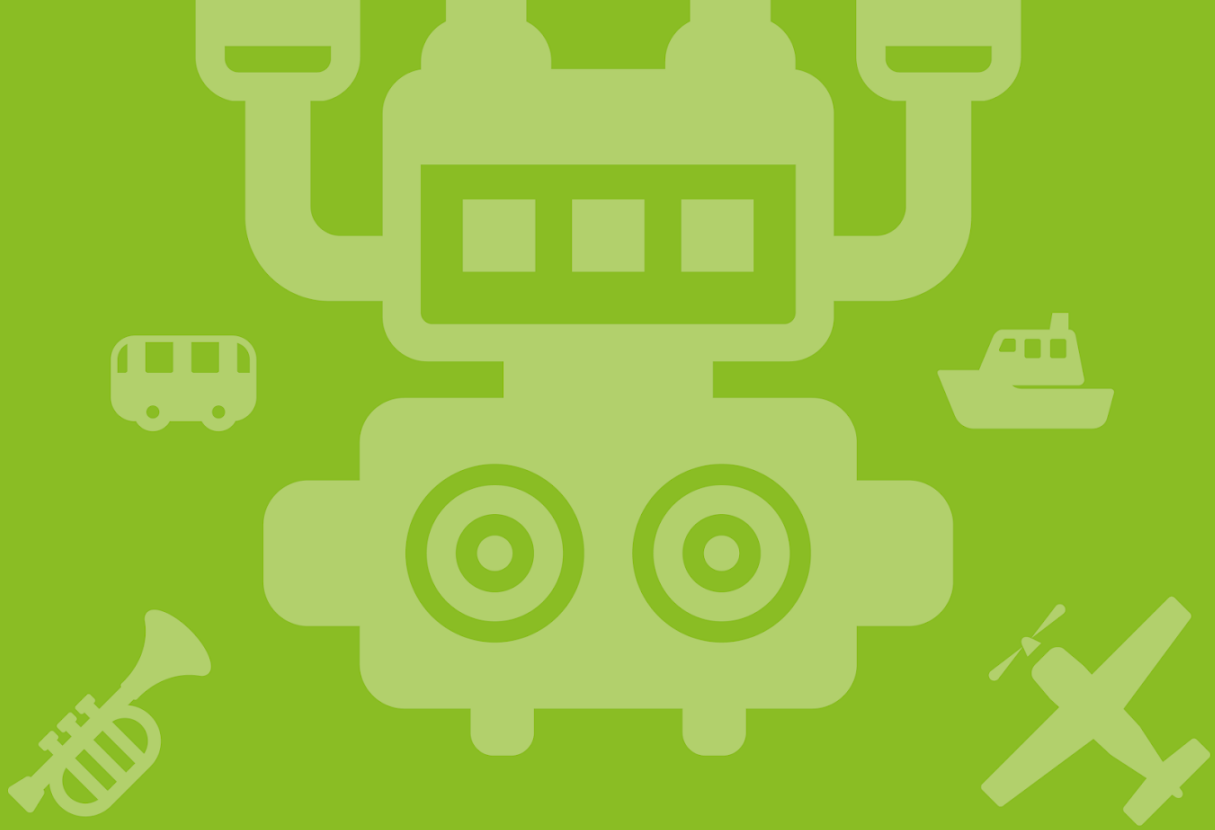
Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
CAF Bank	68,205	-	-
Shawbrook Deposit	5,138	-	-
PayPal	534	-	-
Petty Cash	265	-	-
Total cash funds	74,142	-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Trade creditors	Unrestricted	166	
Accrued electricity costs	Unrestricted	495	

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

Signature	Print Name	Date of approval
<i>Justine Vella</i>	JUSTINE VELLA	15-Jan-23



WHERE IMAGINATION THRIVES



Lewisham Shopping Centre



Tues, Wed, Friday, Saturday



10am to 3pm



0208 297 2735



lewishamtoylibrary.org.uk



librarian@lewishamtoylibrary.org.uk



www.facebook.com/lewishamtoylibrary/



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