

# Walthamstow Toy Library and Play Centre



A Charitable Incorporated Organisation

## Trustees' annual report and accounts

Year ended 31<sup>st</sup> March 2019

Charity registration Number 1178098

**"the staff, the manager, the parents,  
the support, the love!"**

Member response, Member survey 2019



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# Legal and administrative information

## Registered Office

Comely Bank Community Clinic  
46 Ravenswood Road  
Walthamstow  
London  
E17 9LY

## Registered Charity Number

1178098

## Director

Helen Crockford

## Trustees

Sara Elias	Chair of Trustees	
Anna Milad	Treasurer	Joined November 2018
Claire Young	Secretary	
Angela Basso		Joined October 2018
Melissa Hamnett		
Noella Gooden		Joined October 2018
Penny Brown		
Beth Walker		Resigned October 2018



# Message from the Director and Chair of Trustees

It's remarkable to think that the Toy Library has been running for over 40 years. Set up in 1975 by a group of health visitors and parents, the organisation has gone from strength to strength and is regarded in the borough as a welcoming centre, providing outstanding play provision for the whole community.

Our work in 2018-19 has focused on delivering high quality play sessions and playing a key role in bringing the community together. We delivered nearly 400 sessions and put on 9 community events. Working in partnership is still one of our key strengths and this year we developed new relationships with HENRY, Waltham Forest MENCAP and Waltham Forest Good Gym. We have also developed new recycling initiatives to support families with sustainable parenting.

We are proud to pay staff the London Living Wage and continue to invest in their professional development. This year our Director won a place on the prestigious School of Social Entrepreneurs Trade Up programme and our play workers attended training in paediatric first aid, safeguarding and child protection, food safety and HENRY's 2-day core training on nutrition and healthy lifestyles.

The financial health of our Charity is strong, with a reserve that is equivalent to 7 months operating costs. However, we continue to be faced with a potential rent charge and fundraising has been challenging this year. Sadly, we have closed the year with a small deficit. The importance of community support for our fundraising and traded services is key to our continued existence.

In 2018 we welcomed a new Board of Trustees; they have assisted with the transition from an unincorporated charity to a Charitable Incorporated Organisation (CIO). Our Trustees are current or previous users of our service and are passionate about supporting the Toy Library so that it continues to provide high quality, affordable and dependable provision. In 2019-20 we will continue to focus on delivering what our members want, drawing up an action plan based on survey feedback and concluding our lease negotiations.

**Helen Crockford**, Director

**Sara Elias**, Chair of Trustees



# Aims and objectives

The aims of the Walthamstow Toy Library and Play Centre (WTL&PC), as set out in its constitution, are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area

WTL&PC's mission is to provide a safe and stimulating place for young children and their parents and carers to play, learn and interact. Seven aims underpin this mission. These are to:

1. Support children under 5 to learn and develop and to prepare for nursery education;
2. Promote bonding and attachment between children and their parents or carers;
3. Reduce isolation and help parents to develop supportive social networks;
4. Promote the health and well-being of children and families;
5. Enable access to our services from all sections of our local community, particularly those on a low income;
6. Provide volunteering opportunities to local students and residents; and
7. Represent the aims and interests of our members.

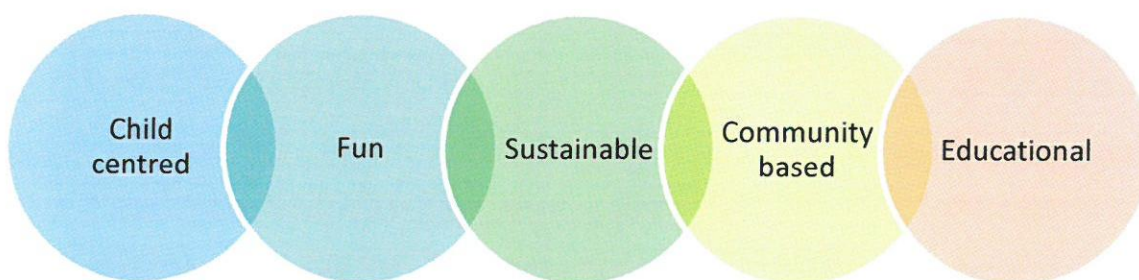


In order to meet these aims, our work is based around the following objectives:

- Provide a friendly, welcoming and safe environment for children and their parents and carers;
- Run high-quality, structured play sessions led by experienced play workers, based around the Early Years Foundation Stage Curriculum;
- Make available a diverse range of toys for play and learning, providing play ideas for parents and carers to use at home;
- Maximise access to our services, especially among those on a low income;
- Work with local schools, colleges, Waltham Forest Business Education Partnership and Community Waltham Forest to provide volunteering opportunities;
- Work in partnership with other organisations, both locally and nationally, to promote our aims; and
- Involve our members in evaluating, improving and running our services.

## Our core values

In all our work we aim to adhere to our values by providing services that are child centred, supportive, fun, sustainable, community-based and educational.

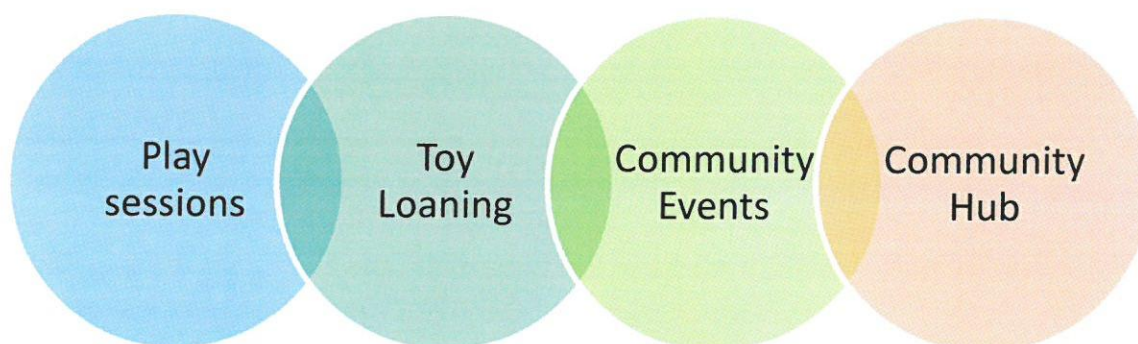




# Activities

In this section we provide a summary of the main activities in relation to their purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. We confirm that the Trustees have had regard to the Charity Commission's guidance on public benefit.

The Toy Library has four main services:



## Play Sessions



In the period 2018/19, we ran seven play sessions a week, led by trained play workers. Five of these were for 0-5 age group and two for babies aged 0-18 months. Monthly sessions were held for families with twins and multiples and a monthly Saturday play and toy loaning session. We continue to provide free



membership and a concessionary entry fee for low income families; 8% of members were on this offer. This is an area that we would like to develop in 2019/20 to ensure that 20 - 25% of our membership are from low income families.

**“The imagination! I’d never be able to think of those ideas or offer the variety at home”**

**Member response, Member Survey 2019**

During term time we host Somewhere to Belong in partnership with Lloyd Park Children’s Charity. This session is dedicated to children and parents with specific needs. Currently the majority present with social and communication difficulties and are awaiting assessments for Autism. 40 families were supported in this period.

**‘The Toy Library provides an excellent environment for the ‘Somewhere to Belong’ families. Both the indoor and outdoor spaces are appropriate for the needs of our children. The equipment available is suitable and activities are planned in partnership with the Children and Family Centre practitioners. Toy library staff are part of the team and are a great support to the families attending.’**

**Zoe Wells, SEND Practitioner**

## Toy Loaning



Many of the Toy Library’s toys and equipment are available for loaning. Families can borrow high quality toys from as little as £1 for 3 weeks or a donation from families on a low income. The toy library has a fantastic range of toys available for hire, from jigsaw puzzles to dressing-up clothes and outdoor play equipment. We also make this service available to other local charities, businesses and organisations.

**“I borrow a lot of jigsaws to keep the kids skills up on special awareness”**

**Member response, Member Survey 2019**



## Community Events



During school holidays we provide special workshops for families and welcome older siblings up to the age of 8 to attend. Highlights this year include:

- Storytelling with Magic Box
- Musical Theatre with Petite Productions
- Sling Swing – Parent and baby dance
- Cooking with Katie
- One Third Stories - French and Spanish sessions

Our fundraising events continue to attract families from all over the borough and further afield. Our May Fair, Halloween and Christmas Parties, Pamper Social and Christmas Grotto continue to provide a good source of unrestricted income as well as promoting our services and bringing the community together. We also ran our second sponsored 'Toddle Waddle', in partnership with the National Citizen Service powered by The Challenge Network – this included a trip to Brooks Farm for a picnic and animal feeding.

We are often asked by other organisations to attend community events. Due to capacity we have to be selective, this year we have worked with Waltham Forest Community Hub on the Walthamstow Village Festival and Barbican on Walthamstow Garden Party.



## Community Hub



This year we have continued to deliver our weekly breastfeeding support sessions with a qualified lactation consultant. New parents are able to see the consultant for free. Membership to our organisation is not a requirement for this service. We also work with the Community Health Partnerships and Comely Bank during baby clinics.

We continue to make our facilities available to other groups; Tiny Time Music, Petite Productions, Health Works – Hypnobirthing classes and Baby Yoga and Massage, Wunderbar Learning, Gentle Sleep Consultant, Body People Pilates, Yoga with Lisa, Waltham Forest Community Hub Seniors' Club and the National Child Birth Trust.

Our centre continues to be a popular venue for birthday party hire. 81 parties were held over the year. This provides unrestricted income for the Centre, as well as introducing new members to our facilities, services, events and equipment.

We and our members are concerned about environmental issues. We provide recycling facilities for Ella's food pouches – helping to recycle single use plastic and earning 2p for every pouch that we recycle. We teamed up with Hubbub to provide a Street Store. Members can bring in good quality clothing that they no longer need and swap for something new. We continue to work with Tesco and Fareshare to reduce the amount of food waste going to landfill. Surplus food is used for snack time.

Social Action for Health regularly carry out research with families on maternity services.



# Our volunteers and supporters



The Trustees would like to extend their thanks to our dedicated team of volunteers. Their continued support and valuable contribution to our organisation, ensures that we are able to run effective play sessions and fundraising events.

Volunteers receive a comprehensive induction and where funding permits, accredited training in food hygiene and paediatric first aid.

We continue to work with Waltham Forest Business Education Partnership, providing work experience opportunities to local secondary schools. We also work Leyton Sixth Form College and Waltham Forest College to support students studying Health and Social Care, Childcare and ESOL.

This year we developed new relationships with Waltham Forest Good Gym and Waltham Forest Mencap. Mencap's Supported Internship programme was set up to help young people with a learning disability access work in areas of employment they are interested in. Over a year, the programme helps young people build on the skills they already have and develop those they will need.

**"Finding an opportunity such as the Walthamstow Toy Library has been great in allowing our interns to develop their skills and confidence in this area of work. The experience they are getting goes beyond all my expectations because of the invaluable support and expert advice they receive from Helen. She has helped them achieve a good understanding of the professional and personal qualities needed to work in this area".**

**Lisa Roberts, Mencap Employment Co-ordinator**

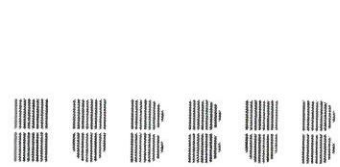




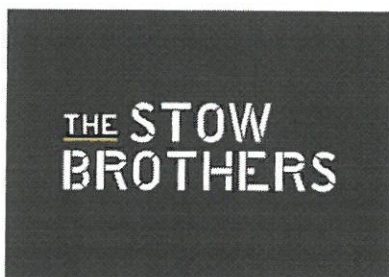
Lloyd Park  
Children's Charity



Lloyds Bank Social Entrepreneurs Programme



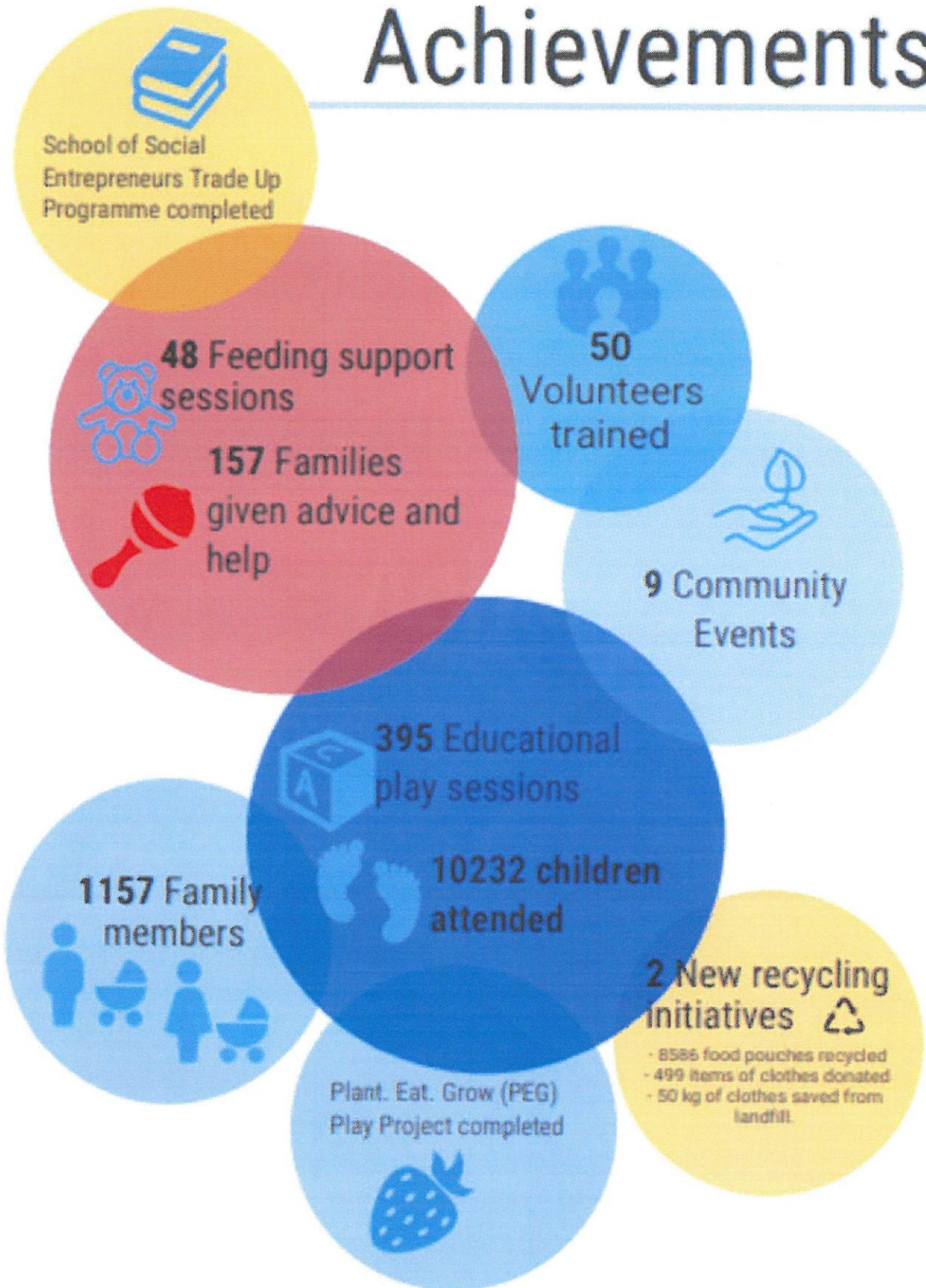
POWERED BY



WALTHAM FOREST  
COLLEGE



# Achievements





## Plans for 2019/20

The Trustees have already begun work to refresh the WTL&PC's Strategic Business Plan and associated Action Plan. The 2019 Strategic Business Plan will be informed by the 2019 Member Survey, ensuring that WTL&PC remains relevant to the needs of its members. It will also focus on ensuring that our organisation is financially robust and address our main risk, which is our property lease.



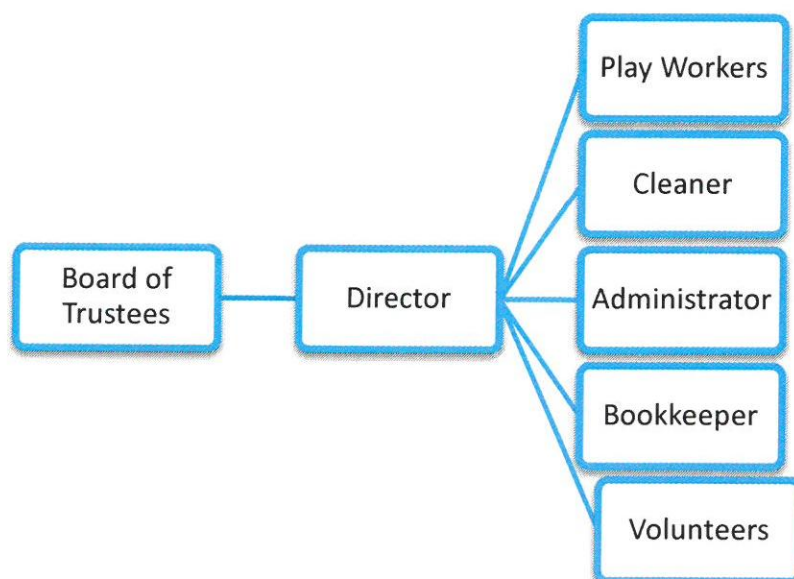
# Administrative details

In 2018, WTL&PC changed from a registered charity to a charitable incorporated organisation (CIO). WTL&PC is a membership organisation and is a member of the Early Years Alliance.

WFTL&PC has a Constitution which was adopted in 2018 to reflect the charity's new status. Trustees are nominated and elected at the Annual General Meeting. Trustees are members of the organisation and service users, so they have a good understanding of the organisation's role. To ensure they are aware of their statutory duties, the following policies and procedures are adopted for the induction and training of trustees:

- WTL&PC Safeguarding and Child Protection policy, including online training with Educare and the Early Years Alliance on Effective Safeguarding Practice;
- WTL&PC Health and Safety policy;
- WTL&PC Equal Opportunities policy; and
- Charity Commission's Role of a Trustee document.

WTL&PC has 7 Trustees, including the Chair, Secretary and Treasurer. A part time Director runs the toy library on a day to day basis and line manages 6 part-time staff; 3 play workers, an administrator, a bookkeeper and a cleaner. The Director also manages a team of volunteers.





## Independent examiner's report on the Accounts

**Report to the trustees of** Walthamstow Toy Library and Play Centre

**On accounts for the year ended** 31<sup>st</sup> March 2019 **Charity no.** 1178098

**Set out on pages** 17 to 20

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2019

### Responsibilities and basis of report

As the charity's trustees, 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 Trust'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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

**Signed:**



**Date:** 19/05/2019

**Name:** Roger Storey

### Relevant professional qualification

Fellow Chartered Management Accountant

**Address:** 26 Cherry Orchard Road, Bromley, Kent BR2 8NE



# INCOME AND EXPENDITURE

## ACCOUNT YEAR ENDED 31<sup>st</sup> MARCH 2019

	Note	Note	2019	
		Restricted	Unrestricted	Total
		funds	funds	
			£	£
<b>Incoming resources</b>				
	1			
Income from Activities		0	66,527	66,527
Income from Grants		3,843	0	3,843
Membership fees		0	6,903	6,903
Interest received		0	3	3
		<u>3,843</u>	<u>73,433</u>	<u>77,276</u>
<b>Resources expended</b>				
Charitable activities	2	14,136	66,382	80,518
<b>Net movement in funds for the year</b>		(10,293)	7,051	(3,242)
Total Funds at 1 <sup>st</sup> April 2018		10,293	42,539	52,832
Total Funds at 31 <sup>st</sup> March 2019		<u>0</u>	<u>49,590</u>	<u>49,590</u>

*The notes to the accounts form part of these financial statements*



# BALANCE SHEET AT 31<sup>st</sup> MARCH 2019

	Note	2019 £
<b>Fixed assets</b>		
Fixtures and fittings	3	4,259
		<u>4,259</u>
<b>Current assets</b>		
Cash at bank and in hand		46,791
Sundry debtors		81
		<u>46,872</u>
<b>Creditors: amounts falling Due within one year</b>		<u>1,541</u>
<b>Net current assets</b>		45,331
<b>Total assets less current liabilities</b>		<u>49,590</u>
<b>Accumulated Fund</b>		
Unrestricted funds brought forward		52,832
<b>Deficit for the year</b>		<u>(3,242)</u>
		<u>49,590</u>

These financial statements were approved by the Trustees on  
and signed on their behalf by:



Sara Elias, Chair of Trustees

19.05.19



# NOTES TO THE FINANCIAL STATEMENTS

## Year ended 31<sup>st</sup> March 2019

### 1 Accounting Policies

The principal accounting policies are summarised below.

#### 1.1 Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Accounting Regulations set out under the Charities Act 2011 and the Financial Reporting Standard applicable to charities.

#### 1.2 Incoming Resources

##### Recognition of Incoming resources:

These are included in the Income and Expenditure Account when: the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources, and the monetary value can be measured with sufficient reliability.

##### Investment income

This is included in the accounts when receivable

#### 1.3 Expenditure and liabilities

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

#### 1.4 Assets

##### Tangible fixed assets

These are capitalised if they can be used for more than one year. They are valued at cost or a reasonable value on receipt. Depreciation is charged at the following rates so as to write off the assets over the estimated economic useful lives:

Fixtures and fittings: 20% on a straight line basis.

## 2 Charitable expenditure

	2019
	£
Salaries	56,792
Activities costs	20,851
Office costs	1,200
Depreciation	1,065
Governing costs	610
	<b>80,518</b>



**3 Tangible fixed assets**

<b>COST</b>	Fixtures and fittings £
Additions	5,324
At 31 March 2019	<u>5,324</u>
<b>DEPRECIATION</b>	
Charge for year	1,065
At 31 March 2019	<u>1,065</u>
<b>NET BOOK VALUE</b>	
At 31 March 2019	<u>4,259</u>

## Reserves Policy

Trustees commit to keeping the equivalent of at least 6 months running costs in reserve to safeguard against future changes in income. The present level is c£49k, which is the equivalent to 7 months running costs. Trustees recognise that this is higher than the target level of 6 months.

WTL&PC currently leases its premises from the Community Health Partnership at a peppercorn rent. We are currently in negotiations with our landlords with regards to the long-term lease extension. The current cost of rent and service charges set for our building is c£6.5k a month.

The reserves will be reviewed when the renewal of the lease has been resolved and the Trustees are able to plan more securely for the longer term.