



Climate Change Working Group
Terms of Reference

1. The working group shall be called Paddock Wood Town Council Climate Change Working Group
2. **Background:** Paddock Wood Town Council will embed climate change risks and adaptation measures into its plans and policies and the way it carries out its business, to support the Climate Change Emergency.
3. **Objective:** To review and investigate the idea of Paddock Wood Town Council supporting and declaring a Climate Change Emergency
In addition, the specific objectives are as follows:
 - i. To establish ideas of what Paddock Wood Town Council can achieve to ensure local commitments and actions are implemented, to reduce carbon emission and build resilience to the changing climate.
 - ii. Assess the risks of a changing climate and embed adaptation into the Town Council's core activities and policies.
 - iii. Consider the creation of a Climate Change Policy / Strategy document for Council to adopt.
 - iv. Ensure the Town Council meets the climate change target requirements.
 - v. Collect information and report on the group's progress to full council.
 - vi. To consider town-wide activity to promote awareness of the Climate Change Emergency and encourage actions to reduce carbon emissions.
 - vii. Interaction and sharing of ideas and information with other Local Councils, local groups and organisations and appropriate bodies.
4. **Membership**
 - i. The group shall consist of at least three Councillors appointed at the Annual Town Council Meeting.
 - ii. Members of the public can be invited to join the Working Group but will have no voting rights.
 - iii. The Working Group will elect a Chair from Council Members at its first meeting of each Civic Year.
 - iv. The quorum for a meeting will be a minimum of two Council Members.
5. **Meetings:** The working Group will meet as necessary and will report back to full Council at every available opportunity.
6. **Voting Rules and Regulations**
 - i. The Councillors' Code of Conduct will apply to all Town Councillors of the Group
 - ii. The conduct of meetings (declarations of interests, debates, voting etc) will be governed by the Council's standing orders.
 - iii. Recommendations will be determined by majority vote.
 - iv. The Working Group Chairman will have a deciding vote.



Climate Change Working Group
Terms of Reference

7. Rights and Powers

- i. The Working Group will have limited delegated powers to:
- ii. Make recommendations to the Council for consideration and approval.
- iii. Convene Special Meetings in accordance with the Council's Standing Orders.
- iv. The Clerk has delegated authority to approve minor expenditure up to £500.00 within the agreed budget, if required.

8. Responsibilities

When recommending a new activity or event or service provision for Paddock Wood, the Working Group will provide an assessment of potential risk or benefits and estimated costs of the new activity or event or service provision.

PADDOCK WOOD TOWN COUNCIL

Metal Detecting Policy

Introduction

- 1.1. All references to 'the Town Council' or 'Paddock Wood Town Council' in this document will include land owned by charities for which Paddock Wood is sole corporate trustee.
- 1.2. From time to time, the Town Council receives requests for permission from individuals or organisations wishing to carry out metal detecting on land owned, leased, or managed by the Council.
- 1.3. This document sets out the policy of the Town Council regarding such requests and is effective from the date that it is adopted.
- 1.4. It supersedes any previous arrangements that may have existed, and any such arrangements made between the Town Council, its tenants and / or other persons or organisations will cease to have effect from the date of adoption of this policy.
- 1.5. Local authorities have the power to ban metal detecting and other activities through the use of byelaws. In the absence of any such byelaws or other specific restrictions on metal detecting on land owned, leased, or managed by the Town Council, the use of metal detectors on such land is regulated by this policy.
2. Policy
 - 2.1. In general, metal detecting is not permitted on any land owned, leased (especially Cemetery and Allotment land) or managed by the Town Council, including any land to which the public has a right of access.
 - 2.2. Any proposal to carry out metal detecting on land owned, leased, or managed by the Town Council will only be considered where detecting will form part of an appropriate programme of research.
 - 2.3. Persons or organisations wishing to carry out such research will need to apply in writing to the Council for permission to use a metal detector as well as to undertake associated survey work on land owned, leased, or managed by the Town Council. All requests must detail:
 - the scope and purpose of the proposed metal detecting activity,
 - the exact location of the proposed activity,
 - the date and duration of the activity,
 - a guarantee of full re-instatement to the satisfaction of the Town Council of any area that has been subjected to any form of excavation by the activity, along with a guarantee to cover any expenses incurred by the Council if the re-instatement fails to meet the standards required.
 - 2.4. Permission for such activity may not be given by an individual councillor nor by any tenant of land owned by the Town Council.

- 2.5. Permission will only be given on the understanding that the primary aim of allowing surveying / detecting is the gathering of information on the archaeology of the land in question.
- 2.6. Any individual carrying out metal detecting on land owned, leased, or managed by the Council shall hold a current National Council for Metal Detecting (NCMD) membership card showing details of their £10,000,000 Public Liability Insurance cover.
- 2.7. Any organisation carrying out metal detecting on land owned, leased, or managed by the Town Council shall hold Public Liability Insurance to the same level.
- 2.8. Any individual or organisation carrying out metal detecting on land owned, leased, or managed by the Town Council shall always observe and adhere to the Code of Conduct as set out by the NCMD (see appendix 1) which is a condition of membership and includes reference to the voluntary Code of Practice for Responsible Metal Detecting.
- 2.9. Any individual or organisation carrying out metal detecting on land owned, leased or managed by the Town Council shall strictly observe and adhere to any guidelines or special conditions and area boundaries, which may be set out by the Town Council and/or its tenant(s) from time to time and to any terms and conditions with respect to metal detecting access specified in any agreements which may cover all or part of the said land.
- 2.10. Any individual or organisation carrying out metal detecting on land owned, leased, or managed by the Town Council shall record finds on the said land with third parties including:
- 2.10.1 the Portable Antiquities Scheme [PAS]
 - 2.10.2. Historic Environment Records [HER]
 - 2.10.3. Any museum service only after gaining the appropriate permission of the Council to do so and then to an accuracy of dig locations that all parties are comfortable with.
- 2.11. All parties must abide by the terms and conditions of any Agri-environment schemes that specify mandatory reporting of all finds made on land covered by such agreements with the PAS.
- 2.12. All treasure as defined by the Treasure Act 1996, together with any artefacts including, amongst others:
- metal objects (including coins, weapons, and jewellery etc.), worked flints, pottery, building materials, slags and worked bone found on land owned, leased, or managed by the Town Council shall remain the property of the Town Council or the Town Council's landlord (depending on the wording of the tenancy agreement) respectively. The rules and procedures as set out in the Treasure Act 1996 will need to be followed

and complied with (see <https://finds.org.uk/treasure> for further information).

- 2.13. Tenants of land owned by the Town Council will be provided with a link to this Policy and will be made aware that it is their duty to ensure that its details are complied with.

3. Contact

- 3.1. All enquiries and requests should be made to the Parish Clerk.

- 3.1.1. Email: clerk@paddockwoodtc.co.uk

- 3.1.2 Telephone: 01892-837373

- 3.1.3. Postal Address: The Podmore Building, St Andrews Road, Paddock Wood, Kent, TN12 6HT

Appendix 1

National Council for Metal Detecting

Code of Conduct

1. Do not trespass. Obtain permission before venturing on to any land.
2. Respect the Country Code, leave gates and property as you find them and do not damage crops, frighten animals or disturb nesting birds.
3. Wherever the site, do not leave a mess or an unsafe surface for those who may follow. It is perfectly simple to extract a coin or other small object buried a few inches below the ground without digging a great hole. Use a suitable digging implement to cut a neat flap (do not remove the plug of earth entirely from the ground), extract the object, reinstate the grass, sand or soil carefully, and even you will have difficulty in locating the find spot again.
4. If you discover any live ammunition or any lethal object such as an unexploded bomb or mine, do not disturb it. Mark the site carefully and report the find to the local police and landowner.
5. Help keep Britain tidy. Safely dispose of refuse you come across.
6. Report all unusual historical finds to the landowner, and acquaint yourself with current NCMD policy relating to the Voluntary Reporting of Portable Antiquities in England and Wales
7. Remember it is illegal for anyone to use a metal detector on a designated area (e.g. Scheduled Monuments (SM), Sites of Special Scientific Interest (SSSI), or Ministry of Defence property) without permission from the appropriate authority. It is also a condition of most Agri-environment agreements that metal detecting access is subject to certain rules and regulations including mandatory finds reporting of all finds to the Portable Antiquities Scheme.
8. Acquaint yourself with the terms and definitions used in the following documents:
 - 'Treasure' contained in the Treasure Act 1996 and its associated Code of Practice, making sure you understand your responsibilities.
 - Advice for Finders of Archaeological Objects including Treasure 2006.
 - The voluntary Code of Practice for Responsible Metal Detecting 2017 Revision. Note: the NCMD is not an endorsee to this version of the Code. Details of why the NCMD did not endorse the Code can be found in issue 25 of Digging Deep.
9. Remember that when you are out with your metal detector you are an ambassador for our hobby. Do nothing that might give it a bad name.
10. Never miss an opportunity to explain your hobby to anyone who asks about it

DAY CENTRE PREMISES TERMS AND CONDITIONS OF HIRE

1. **BOOKING:** All booking applications must be made to Paddock Wood Town Council, The Podmore Building, St Andrews Road, Paddock Wood, TN12 6HT, 01892 837373 admin@paddockwoodtc.co.uk.
All bookings will be checked against current Government guidance to ensure they are currently permitted by law.
Bookings during the current climate of Covid-19 will be limited to use of the hall, foyer and toilets, the kitchen will remain closed until further notice.
2. **KEYS:** Arrangements must be made to collect the keys from the town council offices or obtain the code to the key safe.
3. **SUPERVISION AND RESPONSIBILITY:** The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements.
4. **COMPLETION OF HIRE:** At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of Paddock Wood Town Council and any contents temporarily removed from their usual positions properly replaced.
- 5.
6. **PARKING:** Cars may be parked to the rear and sides of the building. Please do not use the car park to Dowding House. Additional parking can be found in the public car parks in Commercial Road or on the road.
7. **ALCOHOL:** These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority. **SMOKING:** The entire premises and grounds are a No Smoking Zone. For safety reasons individuals should not smoke in the car park.
8. **EMERGENCIES:** In anticipation of an emergency it is the Hirer's responsibility to ensure that they know the location of first aid kits, stopcocks, fuse box and electrical mains switch. The hirer should be aware of the location of the nearest hospital and the postcode of the building.
9. **DAMAGE:** The Hirer will be responsible for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
10. **CAPACITY:** Maximum number is 50 people
11. The Hirer shall not interfere in any way with the fuse box, electricity or gas fittings, meter fittings or fixtures on the premises.
12. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
13. **INSURANCE:** The Hirer acknowledges that the loss of any items left unattended is not covered by Paddock Wood Town Council insurance cover.
14. Paddock Wood Town Council reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election

DAY CENTRE PREMISES TERMS AND CONDITIONS OF HIRE

15. Even if the Hirer has a regular booking for the hire of the premises Paddock Wood Town Council reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
16. Unless otherwise specified, invoices will be sent out by email. Payment is preferred by BACS.
17. The Town Council will provide hand sanitiser in the entrance hall and soap and paper towels in the toilets.

Paddock Wood Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
359 Jubilee	04/07/2022		Current/Business Rese	404	Jubilee Craft Supplies	Scalliwags Nursery School	S	8.26	1.64	9.90
360 Equipment Fund	04/07/2022		Current/Business Rese	405	Deposit for Water Bowser	Ellis & Son	Z	821.50		821.50
361 Maintenance	04/07/2022		Current/Business Rese	406	Tree work	Kent Gardening & Tree Surg	S	496.00	99.20	595.20
362 software/licenses	14/07/2022		Current/Business Rese	407	software	Symcar	S	108.50	21.70	130.20
363 Consultants Fees	14/07/2022		Current/Business Rese	408	Professional fees	Troy Planning	S	2,322.50	464.50	2,787.00
364 Consultants Fees	14/07/2022		Current/Business Rese	409	Professional fees	Troy Planning	S	6,750.00	1,350.00	8,100.00
365 Security Company FHW	14/07/2022		Current/Business Rese	410	security - FHW	Prestige Guarding	S	336.00	67.20	403.20
366 Security company - Memoria	14/07/2022		Current/Business Rese	410	security - Memorial	Prestige Guarding	S	336.00	67.20	403.20
367 security St Andrews	14/07/2022		Current/Business Rese	410	security - St andrews	Prestige Guarding	S	336.00	67.20	403.20
368 Jubilee	14/07/2022		Current/Business Rese	411	Grant - PWBA	Paddock Wood Business Ass	E	500.00		500.00
369 Estates Equipment	14/07/2022		Current/Business Rese	412	Line Marker	Origin Amenity Solutions	S	1,486.25	297.25	1,783.50
370 Electricity	14/07/2022		Current/Business Rese	413	Electricity Supplies - Street Lig	NPower	L	66.92	3.35	70.27
371 Vehicle Maintenance	14/07/2022		Current/Business Rese	414	Kubota repairs	Kidmans	S	212.96	42.59	255.55
372 Estates Equipment	14/07/2022		Current/Business Rese	415	Hedgecutter Repairs	Kidmans	S	36.85	7.37	44.22
373 Putlands	14/07/2022		Current/Business Rese	416	Tree work	Kent Gardening & Tree Surg	S	496.00	99.20	595.20
374 Professional fees	14/07/2022		Current/Business Rese	417	Professional fees	FFT	S	1,150.00	230.00	1,380.00
375 Podmore Building	14/07/2022		Current/Business Rese	418	Cleaning public toilets	F & C Cleaning	S	48.33	9.67	58.00
376 Foal Hurst Wood	14/07/2022		Current/Business Rese	419	Estates Materials	Elim Fencing	S	510.00	102.00	612.00
377 Elm Tree Pitches & Pavilion	14/07/2022		Current/Business Rese	420	sewage services	D Body	Z	245.00		245.00
378 Memorial Pitches and Paviloi	14/07/2022		Current/Business Rese	421	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
379 Green Lane Pavilion and Piti	14/07/2022		Current/Business Rese	421	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
380 St Andrews Field	14/07/2022		Current/Business Rese	421	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
381 Elm Tree Pitches & Pavilion	14/07/2022		Current/Business Rese	421	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
382 Putlands	14/07/2022		Current/Business Rese	421	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
383 Professional fees	04/07/2022		Current/Business Rese	DD	HR Services	Croner	S	180.07	34.01	214.08
384 Electricity	04/07/2022		Current/Business Rese	DD	Electricity Supplies - Day Cent	Southern Electric	L	70.32	3.51	73.83
385 Workshop	04/07/2022		Current/Business Rese	DD	Electricity Supplies - Workshop	Southern Electric	S	213.13	42.62	255.75
386 Elm Tree Pitches & Pavilion	04/07/2022		Current/Business Rese	DD	Electricity Supplies - Elm Tree	Southern Electric	L	96.78	4.83	101.61
387 Memorial Pitches and Paviloi	04/07/2022		Current/Business Rese	DD	Electricity Supplies - Memorial	Southern Electric	L	21.20	1.06	22.26
388 Podmore Building	04/07/2022		Current/Business Rese	DD	Electricity Supplies - Podmore	Southern Electric	L	136.06	6.80	142.86
389 Fuel	05/07/2022		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	110.31	22.06	132.37
390 software/licenses	18/07/2022		Current/Business Rese	DD	Payroll ~Services	Sage Payroll	S	36.50	7.30	43.80
391 Fuel	19/07/2022		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	80.63	16.13	96.76
392 Jubilee	25/07/2022		Current/Business Rese	392	Jubilee Craft Supplies	Scalliwags Nursery School	S	30.76	6.15	36.91
393 Foal Hurst Wood	25/07/2022		Current/Business Rese	393	FHW expenses	Peter Prince	S	101.40	20.28	121.68
394 Play areas	25/07/2022		Current/Business Rese	394	Playground repairs	Kompan	S	1,843.77	368.75	2,212.52

Paddock Wood Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
395 Contractors	25/07/2022		Current/Business Res	395	Hedge cutting	Kent Gardening & Tree Surgt	S	1,953.00	390.60	2,343.60
396 Putlands	25/07/2022		Current/Business Res	395	Tree work	Kent Gardening & Tree Surgt	S	992.00	198.40	1,190.40
397 Jubilee	25/07/2022		Current/Business Res	396	Jubilee Entertainment	KA-SLV	E	400.00		400.00
398 Maintenance	25/07/2022		Current/Business Res	397	fencing	Elm Fencing	S	575.00	115.00	690.00
399 Tree fund	25/07/2022		Current/Business Res	398	Tree Planting	Brookside Garden Centre	S	84.97	17.00	101.97
400 Hanging Baskets	25/07/2022		Current/Business Res	399	Hanging Baskets	Amethyst Horticulture	S	4,136.56	827.31	4,963.87
401 Hanging Baskets	25/07/2022		Current/Business Res	400	Hanging Baskets	Amethyst Horticulture	S	3,918.93	783.79	4,702.72
402 Miscellaneous	11/07/2022		Current/Business Res	Credit Card	Registration Fee	TWBC	E	57.00		57.00
403 Postage and Stationery	11/07/2022		Current/Business Res	Credit Card	Stampers	AMazon (N Reay)	S	7.08	1.42	8.50
404 software/licenses	11/07/2022		Current/Business Res	Credit Card	zoom subscription	zoom	S	9.99	2.00	11.99
405 van hire	11/07/2022		Current/Business Res	Credit Card	Van rental	Ton Hire	S	325.00	65.00	390.00
406 Bank interest/fees	11/07/2022		Current/Business Res	Credit Card	Bank charges	Lloyds Bank	E	3.00		3.00
407 Workshop	21/07/2022		Current/Business Res	DD	Mobile phone - Estates	O2	S	18.22	3.64	21.86
408 Telephones	21/07/2022		Current/Business Res	DD	Mobile phone - Office	O2	S	18.22	3.64	21.86
409 Professional fees	27/07/2022		Current/Business Res	DD	HR Services	Croner	S	175.06	33.04	208.10
410 Salaries	28/07/2022		Current/Business Res	DD	Pension - fees	Aviva Life	Z	15.25		15.25
411 Salaries	28/07/2022		Current/Business Res	DD	Pension - fees	Aviva Life	Z	15.25		15.25
412 Contractors	28/07/2022		Current/Business Res	DD	Refuse Collection	Veolia Environmental Service	S	76.95	15.39	92.34
413 Podmore Building	28/07/2022		Current/Business Res	DD	Refuse Collection	Veolia Environmental Service	S	12.08	2.42	14.50
414 Maintenance	28/07/2022		Current/Business Res	DD	Refuse Collection	Veolia Environmental Service	S	76.95	15.39	92.34
415 Loan Repayments	01/08/2022		Current/Business Res	DD	Loan Repayment	Public Works Loan Board	E	3,128.88		3,128.88
416 Rates/Utility Fees	28/07/2022		Current/Business Res	DD	Water rates - Cemetery	Castle Water	S	4.17	0.83	5.00
417 St Andrews Hall	28/07/2022		Current/Business Res	DD	Water rates - St Andrews	Castle Water	S	37.07	7.41	44.48
418 Elm Tree Pitches & Pavilion	28/07/2022		Current/Business Res	DD	Water rates - Elm Tree	Castle Water	S	9.00	1.80	10.80
419 Water Rates	28/07/2022		Current/Business Res	DD	Water Rates - Ringden Allotme	Castle Water	S	67.95	13.59	81.54
420 Memorial Pitches and Paviloi	28/07/2022		Current/Business Res	DD	Water rates - Memorial	Castle Water	S	15.52	3.10	18.62
421 Water Rates	28/07/2022		Current/Business Res	DD	Water Rates - Kent Close	Castle Water	S	17.50	3.50	21.00
422 Water Rates	28/07/2022		Current/Business Res	DD	Water rates - Badsell Allotmen	Castle Water	S	4.17	0.83	5.00
423 Podmore Building	28/07/2022		Current/Business Res	DD	Water rates - Podmore	Castle Water	S	4.17	0.83	5.00
424 Green Lane Pavilion and Pitcl	28/07/2022		Current/Business Res	DD	Water rates - Green Lane	Castle Water	S	4.17	0.83	5.00
425 Green Lane Pavilion and Pitcl	28/07/2022		Current/Business Res	DD	Water rates - Green Lane	Castle Water	S	4.17	0.83	5.00
426 St Andrews Hall	04/07/2022		Liquidity Account	DD	Electricity Supplies - St Andrew	Scottish Power	S	372.40	74.48	446.88
427 Professional fees	27/07/2022		Liquidity Account	CHAPS	Professional fees	Baxall	S	435,889.09	87,177.82	523,066.91
428 Professional fees	27/07/2022		Liquidity Account	CHAPS	CHAPS Fee	Unity bank	E	28.00		28.00
Total								472,223.27	93,339.16	565,562.43

Paddock Wood Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
124 Putlands	15/07/2022		Current/Business Rese		Hire of Athletic Track	PW Athletics Club	Z	1,250.00		1,250.00
125 Hire Charges	22/07/2022		Current/Business Rese		Hire of Day centre	Church of god ww Associatio	E	57.90		57.90
126 Hire Charges	22/07/2022		Current/Business Rese		Hire of Day centre	Church of god ww Associatio	E	57.90		57.90
127 Memorial Pitches and Pavilio	18/07/2022		Current/Business Rese		Hire of Pitches	Insulators	S	49.20	9.84	59.04
Total								1,415.00	9.84	1,424.84

Grant Application Form.

Please complete this form and attach any other relevant information and send to Paddock Wood Town Council, The Podmore Building, St Andrews Road Paddock Wood, TN12 6HT – 01892 837373 – clerk@paddockwoodtc.co.uk

Application from Title/organisation – Baby Umbrella

Contact details

Name: Jennie Yelverton

Address: 51 The Avenue, Tunbridge Wells, TN2 3FJ

Telephone/e-mail: info@babyumbrella.org.uk; jennie@babyumbrella.org.uk

Aims of the Group: Breastfeeding and Early Parenting Support in West Kent

Number of members:

Board of Trustees - 8

CEO & Senior Management Team - 3

Practitioners - 9 total (contractors)

Volunteers:

21 Qualified Breastfeeding Peer Supporters (May 22)

4 Volunteer Hosts at Face to Face Sessions (May 22)

Admin staff numbers - 0.5 FTE/ 5 individuals

Beneficiaries:

1,377 beneficiaries over the past year.

Percentage/ number who are Paddock Wood residents?

77 individuals citing Paddock Wood as their place of residence.

Amount requested: £500

Total cost of project: £2,772 (which covers the current percentage of Paddock Wood residents utilising our services over 49 weeks.)

Purpose of the Grant

Baby Umbrella runs free weekly face to face support appointments and groups in Sevenoaks, Tonbridge, Tunbridge Wells and online via Zoom. We offer 1-1 appointments with highly trained Lactation Consultants and Breastfeeding

Counsellors, and support groups with trained volunteer Peer Supporters. We support an average of 38 families every week, and we are open 49 weeks a year. We offer support with breastfeeding, bottle feeding, expressing, introducing solids and adjusting to parenthood as well as support with the challenges to mental wellbeing that can be so challenging at this time.

We believe that all families should be able to access both practical and emotional support when they need it. Through our fundraising efforts, Baby Umbrella has continued to provide in-person services, including individual breastfeeding support and weekly social groups, a key protective factor supporting parents' mental wellbeing. We have also adapted our services to provide online zoom consultations and continue to run a thriving online social community, all hosted and supported by a team of dedicated and qualified practitioners and volunteer breastfeeding peer supporters.

Have you included a copy of the last year end accounts? YES
 If not available please explain why.

Are there any restrictions placed on who can use/access the services. NO.
 If yes, please supply details of the restrictions.

This application will not be accepted unless the organisation's Equal Opportunities Policy is attached or it agrees to abide by the Town Council's Equal Opportunities Policy.

Statement of understanding.

I have read and understood the Paddock Wood Town Council Grants Policy and Procedure and agree that if a grant is awarded the organisation I represent will abide by the conditions therein outlined.

Signed.....J Yelverton.....

Date....12/07/2022.....



Baby Umbrella
Supporting your journey

Baby Umbrella
Annual Report and Accounts
2020-21

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Welcome from our Chair of Trustees and Founders

The UK has one of the worst breastfeeding rates in the world¹. While around 81% of mothers begin breastfeeding their babies, this figure rapidly drops to only 55% who are still breastfeeding at six weeks and 34% at six months².

The WHO recommends breastfeeding for 2 years and beyond³, and evidence shows that over 80% of mothers who stopped breastfeeding would have liked to have continued for longer, citing that more support could have helped².

For too many women, trying to breastfeed without support, or stopping before they want to, is deeply upsetting, and many of these mothers feel excluded from any support services which do exist as soon as they introduce formula. Many families feel desperate, alone and isolated, and unsure of where to turn to for help.

Baby Umbrella was formed to meet this need. Our vision is for every family in West Kent to have access to skilled and compassionate support during their parenting journey. We are here to listen, support and empower parents to make the decisions that feel right for them and their babies.

This year we have brought together the existing breastfeeding support groups

running in Sevenoaks, Tonbridge and Tunbridge Wells to form a cohesive support system that parents can trust. We typically support between 30-40 families every week with the transition to parenting.

Much of that support is practical and emotional support with breastfeeding and bottle-feeding. We also enable parents to make crucial social connections in their local communities, building a web of support for the parenting years ahead. We are building the capability to support parents with their mental wellbeing, which we know has suffered so much during the COVID pandemic.

The parents who walk through our doors are often desperate and tearful, their first vulnerable steps as new parents at risk. We aim to send every single family out the door feeling listened to, supported, and having made their own plan about how they would like to proceed.

In a world where parents are often left feeling frazzled and unsupported, we aim to provide an oasis where they are lifted up, allowing them to focus on the important job of raising the next generation.

¹ [Lancet Breastfeeding Series 2016](#)

² [UK Infant Feeding Survey 2010](#)

³ [WHO Recommendations](#)

"I cried with relief after my first session with this group... life as a new parent under lockdown is incredibly isolating... this group was one of the only chances I've had to meet other parents and get (and give) some much needed support."

- Zoom group attendee, 2021

"During a hugely emotional and sleep deprived week, this was exactly what I needed... It made me realise the theory that we're missing out during lockdown is so very real, and this went a long way to filling a void Covid mums are experiencing. Thank you!"

- "Let's Talk" Zoom discussion attendee, 2021

"Fantastic help and clarity on my child's feeding, given a lovely warm welcome too... am very pleased such a charity exists otherwise I'm unsure what I could've done as the children's centres for walk in breastfeeding advice are closed."

- In person 1-1 appointment attendee, 2021

Our impact in numbers

Running full services for 4 ½ months¹

536 families made contact with us

- 374 booked for some kind of support
- 313 made an individual appointment

44% of families booked for support more than once

469 individual appointments completed

47 face to face sessions run

194 visits to a group support setting

772 individuals in our closed Facebook group

354 volunteer hours donated to support families

¹20 April 2021 - 31 August 2021



What we do

Our charity was formed in August 2020 to provide breastfeeding and early parenting support services across West Kent.

Our founders Jennie Yelverton, Karen McCully and Laura Shtaingos have worked in infant feeding support in West Kent for a total of 20 years. We are passionate about providing evidence-based, compassionate, empowering support for families.

Under Baby Umbrella we have brought together the breastfeeding support services formerly run by Baby Café in Tunbridge Wells and Kent Baby Matters in Sevenoaks and Tonbridge. As Baby Umbrella, parents can now access seamless support in 3 physical locations as well as online every week.

We support families with breastfeeding, bottle feeding, expressing, introducing solids, and adjusting to parenthood. During the pandemic we have maintained

face to face support as well as Zoom, Facebook and messenger/ email support. We have moved our group and social support to Zoom when necessary to enable parents to meet during lockdowns.

The skills and expertise of our practitioners and volunteers is at the heart of what we do. We have formed a strong team of skilled practitioners with over 100 years of experience in diverse specialisms. We also train and support volunteer Breastfeeding Peer Supporters, many of whom began by visiting us as new mothers themselves.

We launched our online services on 22nd February 2021 and added face to face services on 20th April 2021. Since then we have supported families in 469 face to face appointments, 194 visits to group support and many more via social media and messages.

Vision, Mission and Values

Vision

Our vision is for every family in West Kent to have access to skilled and compassionate support during their parenting journey

Mission

We listen, support and empower parents and babies

Values

We are compassionate, evidence based and inclusive

Our strategic aims and plan

Our strategic aims

1. Provide free-of-charge, timely access to skilled support on breastfeeding and early parenting across West Kent
2. Improve knowledge and confidence in breastfeeding and early parenting among parents, supporters and allied professionals
3. Connect the dots between services for parents in the area through signposting, collaboration and team building
4. Reach a diverse and inclusive population reflective of the community we serve

Our plan to enable our strategy

Phase 1: Charity Setup (2020-21)

1. Register the charity, recruit a full trustee board and establish governance
2. Build an online presence: website and social media
3. Begin fundraising and build a balance to run services from
4. Bring breastfeeding support run by Baby Café in Tunbridge Wells and Kent Baby Matters in Sevenoaks and Tonbridge under the Baby Umbrella charity and brand

Phase 2: Stabilising, optimising and deepening our offer (2021-22 onwards)

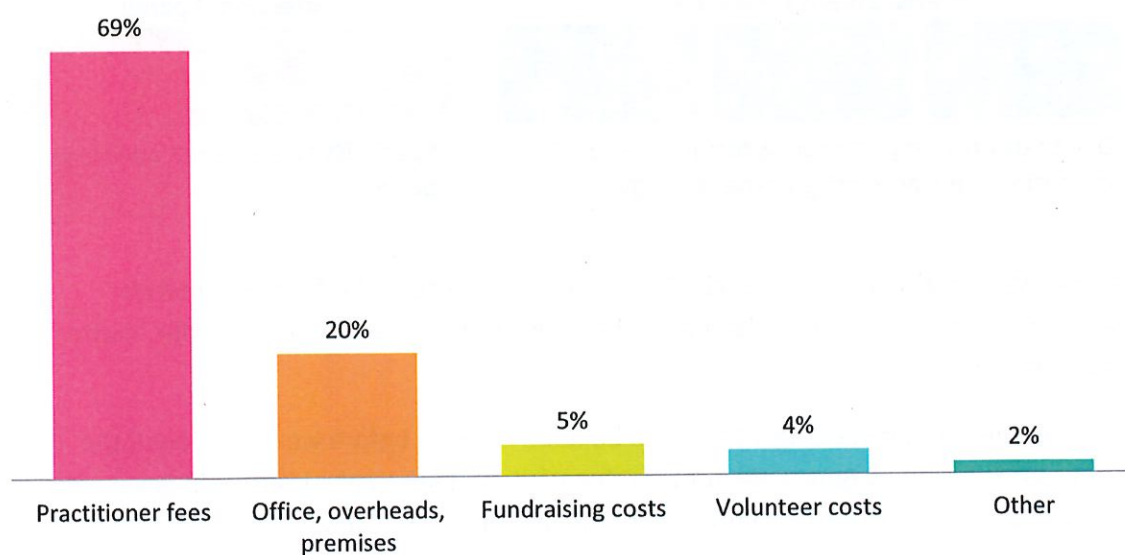
1. Diversify income stream to improve funding stability
2. Optimise current operations to most effectively meet the needs of local families
3. Broaden and deepen support to better meet client needs
4. Build links for collaboration and signposting

Our finances 2020-21: Summary

Source of income



Summary of expenditure



Our year in review

Phase 1: Charity Setup

In August 2020, we began the financial year with big ambitions for our newly registered charity. Autumn 2020 saw us recruit five additional trustees to join our existing three founding trustees and our board of trustees now includes experience in operations, finance, HR, legal, fundraising, marketing, lactation and midwifery, medicine and charity governance. Our board is now well established and meeting quarterly, with additional meetings as required with specific trustees and the management committee. We also recruited two individuals to join our professional panel, with expertise in NHS tongue tie provision; and mental health and counselling.

Governance and Management Structure

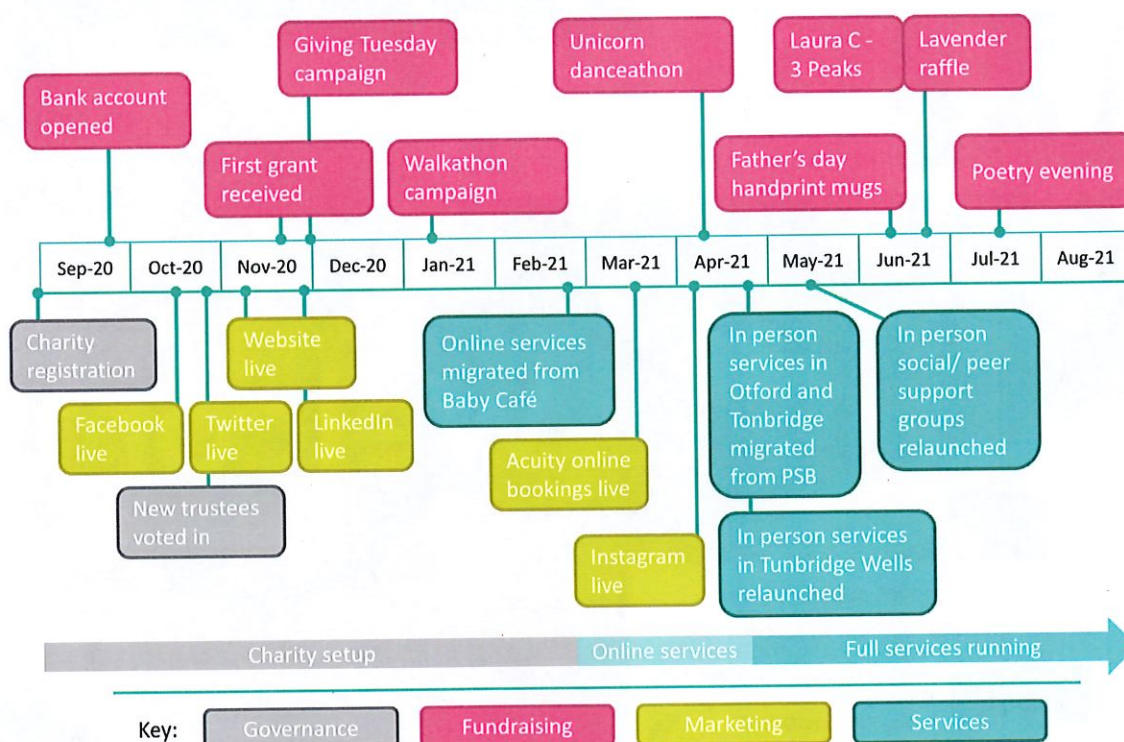


Autumn/ Winter also saw the launch of our online presence in the form of a mobile responsive website, and our social media channels including Facebook, LinkedIn, Twitter and Instagram.

We began fundraising in earnest to build a balance of funds before we transitioned the existing services run by Baby Café in Tunbridge Wells and Kent Baby Matters in Sevenoaks and Tonbridge under the Baby Umbrella charity and brand. We applied for 32 grants over the year for a total of £113,000 of funding. Of those grants already decided we have had a success rate of 46%. We have also run seven fundraising events both online and offline over the course of the year, as well as offering various ways for our clients to donate when they access our services.

In February 2021 our balances allowed us to successfully migrate services formerly running under Baby Café Tunbridge Wells (which were at that point online only) to Baby Umbrella, at the same time launching a new online booking system through Acuity. By April 2021 we were ready to migrate the Kent Baby Matters Sevenoaks and Tonbridge services under the charity. In April we also took the opportunity to re-launch face to face breastfeeding support in Tunbridge Wells. At this point, Phase 1 and our first four aims for the year were complete, and with a huge sense of achievement we could pause to take a breath as we focused on bedding in the services and processes and communicating the change to all our stakeholders.

Our first year: milestones



arts

Word up!

This Friday (July 16) local parent and baby support group Baby Umbrella is hosting a live poetry session – via Zoom to raise funds. Eileen Leahy discovers more about this virtual event aiming to support young families

DURING the past year and a half of the Covid crisis we've been told to wrap ourselves in friends and family in the flesh or going out to venues, to rely on all kinds of technology to keep in touch. And despite slowly rebuilding our social lives thanks to the easing of restrictions, there are some takeaways from the three lockdowns that a number of us are willing to keep going.

One such thing is virtually taking part to events. Being able to still participate in something without

having to worry about babysitters or getting gassed up (although the latter is of course optional) has seen a lot of people sticking to screen-based entertainment over the past few months.

Support

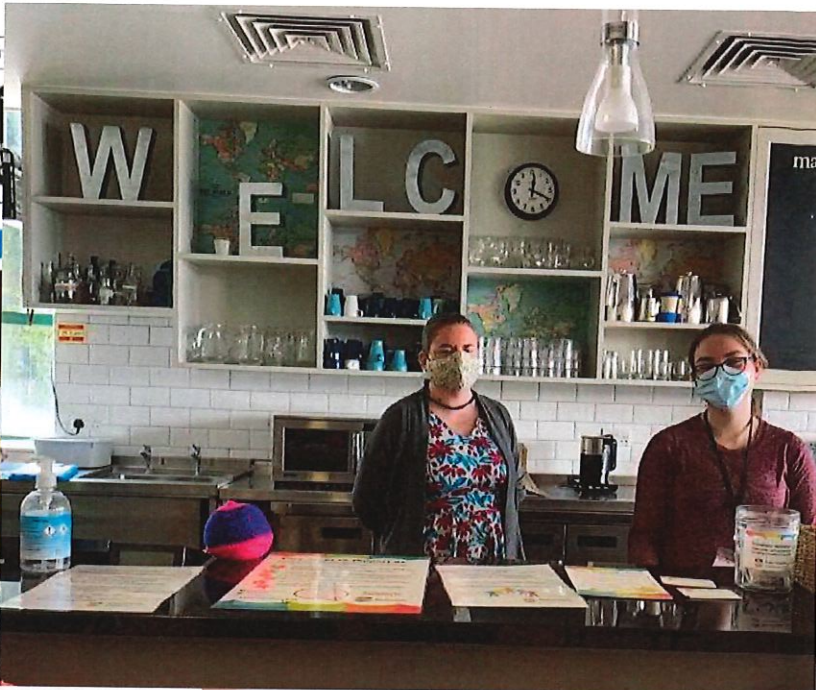
One local organisation that has decided to Zoom a very special night is Baby Umbrella, a breast feeding and early parenting support for new mums and dads of newborns all the way up to pre-schoolers across West Kent.

Over the numerous lockdowns the group – which runs both appointment and group sessions – has found that keeping to live is virtually has become quite a convenient way to still be part of something.

"It has been very difficult for parents to come out and meet other families during the pandemic so a Zoom event enables everyone to attend, even with a tiny baby in arms," say organisers Nicola Rickwood (below left) and Laura Maitings (below right). Both Nicola, who is a Baby Umbrella Trustee and

"We will be well of inspiring po country who w inspired by m

figuring out how to be a parent." Nicola and Laura add that one of Baby Umbrella's objectives is to provide parents with opportunities to come together in groups and share their experiences together. But obviously the coronavirus put paid to all that last year. Hence the idea for Mum's Poetry Night. It was born. The event, which takes place on Friday July 16, from 7pm, will showcase local wordmith Natalie Thomas along with a number of other



to the Baby Umbrella Community



ways to support us
of this work we do with local families. Any of the following methods to help us support local parents. It costs just £10 to support local families. We are happy to accept donations in any form. Please contact us if you need any help or support. info@babyumbrella.org.uk or 01892 888 888

an online hub – set up a Facebook birthday fundraiser, or a try to friends. Maybe you have a special skill? We'd love to hear of a shop by registering with Amazon Smile and Baby Umbrella. Any donation to us every time you make a purchase!

employees – Do they have a corporate charity, or might they not? Do they have a payroll giving scheme or matched funding?

play – play with Tunbridge Wells Lads.

skills – Are you a friendly person who can welcome families to you are you an ideas person who can help us with fundraising? Do you have an organising event?

Free specialist support with breastfeeding and early parenthood

- 1-1 Face to face appointments** Monday 7th June: Tunbridge Wells Tuesday 8th June: Tonbridge Friday 11th June: Otford
- Face to face social groups** Running alongside face to face appointments - book to attend!
- 1-1 Zoom appointments** Tuesday 8th June Thursday 10th June
- Facebook community** Join our community for peer and specialist support



Baby Umbrella
Supporting your journey

Book online!



Our team

Our practitioners



Our team of 8 practitioners have over 100 years of combined experience supporting families with breastfeeding and early parenting. All our practitioners are trained and licenced as either "Lactation Consultants" or "Breastfeeding Counsellors" by recognised breastfeeding organisations. Many have additional training in related sectors such as Midwifery, Nutrition, Antenatal Education, Babywearing, Infant Sleep and Perinatal Mental Health.

Our Peer Supporters and Volunteers



We have 20 trained Baby Umbrella Breastfeeding Peer Supporters. These are volunteers who have breastfed their own babies and completed 12 weeks of accredited training in Breastfeeding Peer Support. Peer support is recommended by the [World Health Organization](#) and forms part of [UK NICE guidance on maternal and child nutrition](#). Our Peer Supporters have volunteered 252 hours for us during this financial year, offering breastfeeding support and information to families at our social groups.

We also have 13 additional volunteers who help us host and run our face to face sessions. These volunteers provide a crucial warm welcome when parents walk through the door, sometimes just hours or days after giving birth and at a time which

can often feel very vulnerable. They ensure everyone is looked after and offered a hot drink and slice of cake, as well as completing all our paperwork and making sure everything runs smoothly. These generous people have contributed 102 hours of their time this financial year.

Behind the scenes, there are also some special people volunteering their time to our graphic design, marketing and bookkeeping. We highly appreciate their generosity!

Our services

Individual specialist support for families

Since the end of April, we have offered individual appointments with our Breastfeeding Specialists on Zoom and in person at three locations every week, only pausing for Bank Holidays. We also answer emails and messages from families looking for information on breastfeeding and early parenting.

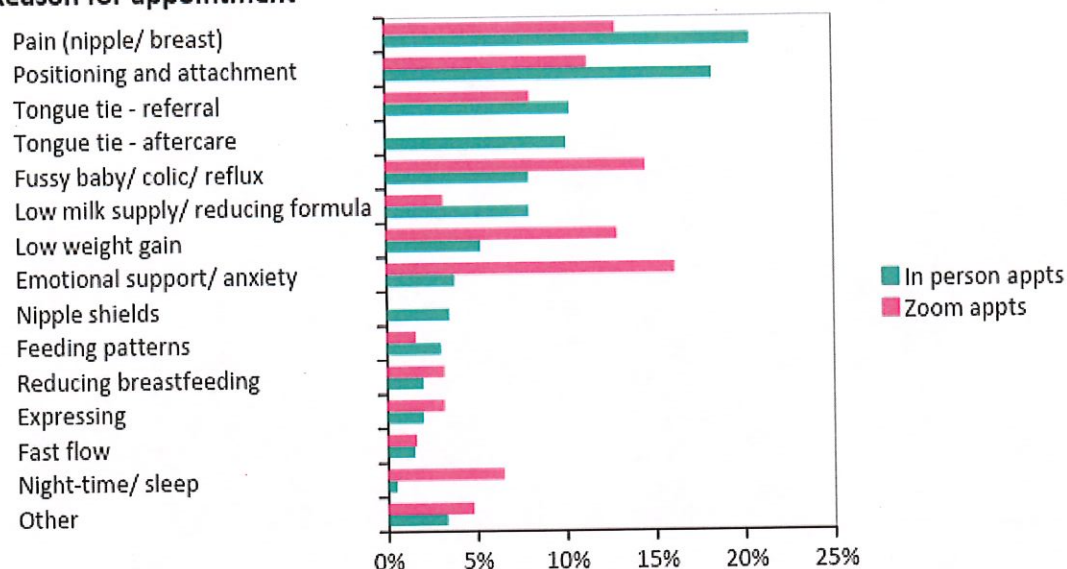
In the 20 weeks we have been offering face to face appointments this financial year, we have completed 404 individual appointments with families. We have also completed 65 individual Zoom appointments over 28 weeks, having launched these slightly earlier in late February.

Specialist support appointment - 2021



In person appointments and Zoom appointments cover a wide range of reasons parents might be having problems. There tends to be a preference for practical support with positioning in person, and emotional support or issues with unhappy babies or low weight gain on Zoom. COVID has taught us that online support successfully reaches a specific set of parents who might struggle physically or emotionally to come to an in-person session.

Reason for appointment



We are in the very early phases of evaluating the appointments we provide, and the initial results are excellent. 91% of respondents tell us that compared to before the appointment, their confidence with feeding and early parenting has improved. 100% of respondents were likely or very likely to recommend the service to others.

"So grateful for the opportunity to speak to an expert face to face. Someone who takes a look at you feeding and improves latch. Also someone who provides reassurance on what normal baby behaviour is like in the first few weeks. Really grateful for this and the wonderful ladies giving up their time to help."

- In person 1-1 appointment attendee, 2021

"Breastfeeding counsellor was very supportive, let me go at my own pace, and made a real effort to understand my issues and where I was coming from as I was finding breastfeeding to be quite emotive. I now feed my newborn using a much more comfortable position."

- Zoom 1-1 appointment attendee, 2021

"So happy. Andrea was amazing and definitely helped me and my son in working on a more natural position for breastfeeding. I felt so comfortable and it has certainly increased my confidence and ability to feed my son without pain or discomfort."

- Zoom 1-1 appointment attendee, 2021

Social support for families

One of the things we were unable to provide during much of the year due to COVID has been in-person social groups. This is a huge part of what parents say they need in the early days, and so during lockdown we trialled a weekly Zoom group. The group started in October 2020 under Baby Café Tunbridge Wells and transferred to Baby Umbrella in late February 2021.

From our Zoom group participants, we heard loud and clear every week what a beacon of hope this group was amongst the isolation, anxiety and overwhelm of a winter lockdown with a young baby. 100% of our surveyed participants reported feeling less lonely and isolated, more connected to their local community, less anxious, and more confident with feeding their baby.

As lockdown eased and baby groups started to slowly return, we phased out the Zoom group and in May we launched face to face social groups in all of our locations running alongside appointments. Our trained Breastfeeding Peer Supporters attend all of these sessions and support our mums with questions on normal breastfeeding and life with a baby. It has taken time for these groups to build again but by the end of the summer it was fantastic to once again see a thriving group of mums and babies sharing anecdotes about nappies, sleep and feeding!

Social group support - April 2021



Alongside the social groups, we also run a Facebook page sharing relevant information about breastfeeding and early parenting, a closed Facebook group offering a safe place for local mothers to connect and ask questions, and a WhatsApp group for each of our locations where families can arrange to meet up during the week and ask questions of each other.

Parent education

In late February we received funding to run a pilot project called "Let's talk". The theme was around connecting parents through topic-led Zoom discussion groups. We aimed to reduce loneliness and isolation in the midst of a winter lockdown, as well as improve the knowledge parents had in six key topic areas. We ran six discussions as follows:

- Let's talk about... Breastfeeding
- Let's talk about... Life with a newborn
- Let's talk about... Unhappy babies
- Let's talk about... Babies and sleep
- Let's talk about... Parenting in a pandemic
- Let's talk about... 4-6 month babies

The 4-6 month sessions and Sleep sessions were very popular and clearly met a need for more information and support on these topics and stages. Parents told us that the groups were particularly effective for: Reducing feelings of loneliness/ isolation (100% agreed); Gaining confidence as a parent (100% agreed) and improving mood (100% agreed).

We have not run any more topic-led groups since migrating the full service breastfeeding and early parenting groups and appointments to Baby Umbrella, but we hope to return to these in due course to give parents another way to gain support and information.

"The group has been incredibly supportive for me in lockdown. It's so hard figuring out what babies are doing and the leaders and mums in the group help us navigate our way through. I get an enormous feeling of connecting with other mothers even if it is on Zoom. This group makes us all feel a bit less lonely, isolated and broken. I always come away from it feeling uplifted."

- Zoom group at Teignmouth ndee, 2021

"This session gave me an opportunity to reflect on my breastfeeding journey and see how far my baby and I have come. It also helped me to speak to others who have had similar experiences so I don't feel so alone in the challenges that we face."

- "Let's Talk" Zoom discussion attendee, 2021

"Attending the Lets talk session really helped me to feel connected with other Mums, reassured and looking forward to things to come"

- "Let's Talk" Zoom discussion attendee, 2021

Fundraising

It has been a difficult year to start a new charity, with COVID bringing challenges both for our service delivery and to our ability to fundraise. As a new charity without a track record of financial reports we have also been restricted in terms of which grants we are eligible to apply for.

Despite this, we have been successful at raising £22,256 from trusts and foundations as well as £12,731 from individual donors, and £1,624 from fundraising events which have been extremely restricted due to COVID regulations.

67% of our revenue in 2020-21 was in the form of unrestricted funds, allowing us flexibility to allocate funds to services most in need, and those that are harder to fund.

2021-22 brings an even greater challenge, as we seek to almost double the amount raised to £60,000 in order to run a full set of services for an entire 12 months, as well as explore some additional services desperately needed by parents.

If you feel you can help us meet this fundraising challenge in whatever way, large or small, please get in touch at info@babyumbrella.org.uk.

Grants

Our main source of income is from charitable trusts and foundations and we have been successful in gaining the support of various trusts over the past year.

We would like to extend our thanks to the following trusts that have generously supported us this year:

The National Lottery	Digital, Culture, Media & Sport (DCMS)	The Tunbridge Wells Soroptimists
Sevenoaks District Council	Tesco Sevenoaks	The Cole Charitable Trust
Comic Relief Community Fund	Arnold Clark	West Kent Housing Association: Linda Hogan Community fund
The National Lottery and The Department for	Involve Connect Well	

Donations

Building individual donations is a key part of our strategy for the coming year. In our first year we have made a large range of donation routes available for our clients and donors, enabling donation at booking, in person at our face to face services, via text, QR code, or online. However, this has been a difficult landscape for seeking donations, with many of our clients facing high levels of uncertainty in their daily lives and economic circumstances.

We would particularly like to thank Christ Church Tunbridge Wells who gave us a donation in kind, worth £1,160 of rent, between May to August 2021.

We run various fundraising events throughout the year and these often serve a dual purpose as a chance for families to get together or try something new while supporting us at the same time.

Fundraising events

This year has been tricky for events due to the restrictions on social gatherings, but we have still managed to run a Walkathon, a Lavender Family Photography Raffle, a Unicorn Danceathon, Father's Day Handprint Mug making, and a Zoom Poetry Evening. We look forward to organising events in 2022, however this will be entirely dependent on the development of the pandemic and governmental guidelines.

Fundraising event: Unicorn Danceathon in April 2021



Looking forward to 2021-22

Our strategic aims for 2021-22 continue to be:

1. Provide free-of-charge, timely access to skilled support on breastfeeding and early parenting across West Kent
2. Improve knowledge and confidence in breastfeeding and early parenting among parents, supporters and allied professionals
3. Connect the dots between services for parents in the area through signposting, collaboration and team building
4. Reach a diverse and inclusive population reflective of the community we serve

Year 1 has necessarily been about setting up the charity and as we now move into a more stable phase of running the operation, we are changing our focus from “build” to “optimise” in Phase 2.

Phase 2: Stabilising, optimising and deepening our offer

1. Diversify income stream to improve funding stability
2. Optimise current operations to most effectively meet the needs of families
3. Broaden and deepen support to better meet client needs
4. Build links for collaboration and signposting

For the coming year 2021-22, we will focus primarily on steps 1 and 2:

1. Diversify income stream to improve funding stability

Our highest priority for the year is to deliver a step change in our funding model leading to more stability and a higher level of reserves for the charity to weather the unpredictable funding environment. We will be committing resources to enhance our fundraising capacity: assessing and improving our processes for applying to trusts and foundations, investigating NHS and governmental funding avenues, building a clearer strategy for individual donor activation and fundraising events, as well as exploring online fundraising and support from corporates. We will also be investigating additional aligned commercial activities to supplement our income.

2. Optimise current operations to most effectively meet the needs of families

In conjunction with improving our fundraising capability, we also have some evaluation to do of our existing services. During the pandemic we have adapted many aspects of our services to work even better than pre-COVID, but there may also be things we have lost; our evaluation will address this and allow us to improve, adapt and optimise. As the charity grows, we aim to build a clearer picture of the operational structure, resources and systems we need to meet this. We are a lean operation, but we are always looking for ways to be more effective and make every penny count. We plan to improve our model of support for our Practitioners, Peer Supporters and Volunteers – we believe a supported workforce is a safer workforce and supports parents most effectively. Alongside this work, we intend to assess how well we are reaching everyone who needs support within our community and think creatively about changes we can make to improve inclusion.

As we move into 2022-23 we will begin the “broaden” and “deepen” sections of our plan. Our clients have told us they have additional needs in early parenting that are currently underserved, particularly in the areas of postnatal mental and physical wellbeing; and evidence based support with infant sleep. As we broaden and deepen the services we offer families, building collaboration and partnerships with other third sector organisations as well as commercial and governmental bodies will be crucial.

Financial Results

Summary

During our first year of operation the charity raised £36,611 and spent £18,665. After allowing for the allocation of the appropriate expenditure in the year against restricted funds, a surplus of £15,515 of reserves of which £15,219 was available as free reserves (excluding fixed assets).

Unrestricted funds

The charity raised £24,646 of general or unrestricted income. Expenditure of £9,131 was set against this, leaving a surplus of £15,515.

Restricted funds

A total of £11,965 of restricted income was received in our first year of operation. Expenditure of £9,534 was set against this leaving an amount of £2,431 to carry forward to fund restricted activities next year.

Sources of income

£22,256 was received from grants and trusts, £12,732 from individual donors and £1,624 from fundraising events.

Expenditure

Our main expenditure is on practitioner fees (see Note 5) to run our client-facing charitable activities; with additional costs in rent for in-person services (these services were only fully operational for the final 4.5 months of the reporting year,

from 20th April 2021). We also incurred costs for admin support and fundraising.

Reserves Policy

The Board of Trustees has agreed a reserves policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') held by the charity should provide sufficient funds to cover at least 3 months of full-scale operation. We anticipate that 3 months will give the board adequate time to come together and appeal for additional funding from both Trusts and Individual Donors. At 31 August 2021 three months of full-scale operation equates to £13,900, leaving a buffer of £1,319 out of total free reserves of £15,219.

If our buffer were to drop below this level we are able to quickly scale back appointments and staffing costs until such time as we have secured additional funding.

As a new charity we aim to manage risk appropriately in regards to our unrestricted reserve, which we hope to build upon in the coming year to provide security against the volatile funding environment.

Investment Policy

Our funds are currently held in a current account at HSBC, with a small amount at PayPal.

Fundraising Policy

We aim for best practice in fundraising to ensure our donors feel safe, valued and well supported, taking care that our fundraising activities are within the WHO Code for the Marketing of Breastmilk Substitutes as well as adhering to the Fundraising Regulator and other professional fundraising bodies.

We never buy or sell people's personal information and we work hard to respect people's wishes about how they want us to communicate with them. We have embedded the General Data Protection Regulation into the way we work.

We do not use cold calling or cold mailing to raise funds and do not employ external companies to fundraise on our behalf. We voluntarily meet the standards set by the Fundraising Regulator (we plan to register in 2022) and we have received no complaints about fundraising in 2020-21.

Donors, funders and fundraisers

The Trustees would like to thank all trusts, organisations and individuals who generously supported the work of Baby Umbrella. With your support we've been able to make a huge difference to the lives of families who come to us at one of the most vulnerable times of their lives.

Legal and Administrative Information

The Trustees present their annual report for Baby Umbrella CIO for the year ended 31 August 2021.

The financial statements comply with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Report Standard applicable in the UK and Republic of Ireland (FRS 102) issued October 2019 (effective 1 January 2019).

Status

Baby Umbrella is a registered charity (CIO), charity number 1190745, registered in England and Wales.

Trustee Board

The members of the Board during the year were:

Ema Saunders - Chair
Alissa Brumby
Alison Day
Bronwen Edwards - Secretary
Chloe Gastrell
Jane Gerard-Pearse
Nicola Kirkwood
Hope Maguire - Treasurer

Management Committee

The members of the Management Committee during the year were:

Jennifer Yelverton
Karen McCully
Laura Shtaingos

Principal Office

51 The Avenue, Tunbridge Wells, TN2 3FJ

Independent Examiner

DA Coffey & Associates, 2nd Floor, 34
Cambridge Road, Hastings, East Sussex,
TN34 1DT

Objectives

The objectives of the CIO are:

The advancement of health for the public interest by providing easily accessible skilled support for postnatal physical and mental health in and around West Kent.

- 1) By providing open access community groups with skilled, non-judgemental professionals (including Lactation Consultants and Breastfeeding Counsellors) and trained volunteers in order to support breastfeeding and parenting, reduce postnatal social isolation, and improve postnatal mental health;
- 2) By providing education, training and volunteering opportunities, building expertise within the sector and supporting parents to increase confidence and return to work;
- 3) By working in partnership with NHS, Local Authority, Third Sector and Private Sector services to ensure continuity of parent-centred responsive care;
- 4) By increasing accessibility and inclusivity of support services to address inequality.

Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activities. In particular, the

Trustees have considered how planned activities will contribute to the aims and objectives they have set. Our activities are set out in more detail elsewhere in this report but in summary, we provide breastfeeding and early parenting support in three physical locations as well as online and through social media and messages every week, and have provided group social support in person and online to enable parents to meet. These are in the public interest and benefit parents and new parents in particular.

Governance and Management

Board of Trustees

Members of the Trustee Board who served during the year and up to the date of this report, are set out on the previous page. The total number of Trustees was eight.

The Trustee Board is responsible and accountable for Baby Umbrella's policies and activities to the Charity Commission, to Funders and beneficiaries, and for compliance with charity law. It is responsible for the financial and strategic affairs of the charity, for the Annual Budget and the Annual Report and Accounts.

Diversity

We are committed to ensuring our services are accessible to, and accessed by, all parents in need of them. One of our priorities for the coming year is to assess and monitor diversity of the beneficiaries of Baby Umbrella so that if the services are not being accessed equally we can put in place measures to address this.

Trustee Recruitment

Appointment to the board of Trustees continues to be via an open and formal recruitment process. Every trustee must be appointed for a term of between two and five years by a resolution passed at a properly convened meeting of the charity trustees.

Trustee Induction and Training

An induction programme is in place for new Trustees. Any training needs may be identified for both new and established Trustees in collaboration with the Chair of Trustees.

Trustee Meetings

The Trustees meet as a full Board 4 times a year. The Trustees also hold an Annual Strategic Away Day which includes the Management Committee.

Management Committee

The Management Committee is responsible for the day-to-day delivery of the activities and services of Baby Umbrella. It meets formally six times a year as well as working collaboratively on a day-to-day basis. The Management

Committee is accountable to the Board of Trustees and presents regular reports against the charity's agreed strategic aims and plan.

Risk

The Trustees reviewed the risks to which the charity could be exposed and are satisfied that the charity has taken all reasonable steps to minimise risk and that it has policies and procedures in place to manage risk effectively in all areas of the charity's work. The key risks were identified as follows:

Principal risks – Financial Solvency

Steps to mitigate:

Ensure sufficient reserves to cover orderly wind-down.
Quarterly review of Management Accounts and Forecasts.
Flexible operating model, few fixed costs
Plans in place for continued diversification of funding.
Ongoing liaison with current and potential funders.

Principal risks – Insufficient resourcing

Steps to mitigate:

Engage and support a wide bank of trained professionals.
Develop a pipeline of talent.
Add admin support resources to ensure professionals are focused on high impact work.

Principal risks - Operational risk from pandemic

Steps to mitigate:

Maintain and develop online services to switch to online at short notice if necessary.

Maintain policies in line with regulations.
Maintain up to date risk assessments regarding infection risk.

Principal risks – Inadequate safeguarding

Steps to mitigate:

All front line practitioners, Peer Supporters and Volunteers undertake safeguarding training every 2 years.
Safeguarding policy in place.

Principal risks – Failure to meet quality standards

Steps to mitigate:

Recognised qualifications and/ or training for front line staff.
Supervision and support for front line staff.
£10million Public Liability Insurance in place.
£10million Professional Indemnity Insurance in place.

The Trustees are required by charity law to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year. In preparing these financial statement, the Trustees are required to:-

- (a) Select suitable accounting policies and then apply them consistently;
- (b) Make judgements and estimates that are reasonable and prudent;
- (c) Prepare the financial statements on a on going concern basis unless it is inappropriate to presume that the Charity will continue in operation;

(d) State whether the policies adopted are in accordance with the Charities Act 2011 and with applicable accounting standards and Statements of Recommended Practice, subject to any material departure disclosed and explained in the financial statements;

(e) Observe the methods and principles of the Charities SORP.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to ensure that the financial statements comply with the Charities Act.

The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm they have referred to the guidance contained in the Charity Commission's general guidance on the public benefit when reviewing the charity's aims and objectives and in planning future activities.

Approved by the Board of Trustees on
26th Jan 2022 and signed on its behalf by

Ema Saunders (Chair)



Hope Maguire (Treasurer)



Independent Examiner's Report to the Trustees of Baby Umbrella

I report to the charity trustees on my examination of the accounts of Baby Umbrella for the year ended 31 August 2021.

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 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 Examiners 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: 27 January 2022

Leonora Crawley ACIE

DA Coffey & Associates
Second Floor, 34 Cambridge Road
Hastings
East Sussex
TN35 4NN

Statement of Financial Activities

For the period ended 31 August 2021

	Notes	Unrestricted funds £	Restricted income funds £	Total funds £
Income				
Donations and legacies	3	23,022	11,965	34,987
Other trading activities		1,624	-	1,624
Total		24,646	11,965	36,611
Expenditure				
Raising funds		900	-	900
Charitable activities	5	8,231	9,534	17,764
Total		9,131	9,534	18,665
Net income/(expenditure) and net movement in funds		15,515	2,431	17,946
Reconciliation of funds:				
Total funds brought forward		-	-	-
Total funds carried forward		15,515	2,431	17,946

The charity was incorporated and commenced trading on 6 August 2020.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Balance Sheet


As at 31 August 2021

	Notes	Unrestricted funds £	Restricted income funds £	Total this year £
Fixed assets				
Intangible assets	7	296	-	296
Total fixed assets		296	-	296
Current assets				
Debtors - prepayments		409	314	723
Cash at bank and in hand		17,273	3,067	20,340
Total current assets		17,682	3,381	21,063
Creditors: amounts falling due within one year	8	(2,463)	(950)	(3,413)
Net current assets		15,219	2,431	17,650
Total assets less current liabilities		15,515	2,431	17,946
Total net assets		15,515	2,431	17,946
Funds of the Charity				
Restricted income funds	9	-	2,431	2,431
Unrestricted funds	10	15,515	-	15,515
Total funds		15,515	2,431	17,946

The notes on pages 34 to 40 form part of these accounts.

Approved by the Trustees on 26th January 2022 and signed on their behalf by:

Ema Saunders
(Chair)

Handwritten signature of Ema Saunders in black ink.

Hope Maguire
(Treasurer)

Handwritten signature of Hope Maguire in black ink.

Notes to the accounts

1 Accounting policies

The principal accounting policies adopted in the preparation of the accounts are as follows:

Basis of preparation and assessment of going concern

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trust constitutes a public benefit entity as defined by FRS 102.

Funds

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed.

Further details of each fund are disclosed in note 9.

Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Other trading activities comprise income from non-primary purpose activities to raise funds for the charity.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation

committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and legal fees together with an apportionment of overhead and support costs.

Cost of raising funds

The cost of raising funds comprises costs incurred in generating grant funding.

Expenditure on charitable activities

Expenditure on charitable activities include direct costs of provision of breastfeeding support; governance costs and support costs.

Intangible fixed assets and amortisation

Intangible fixed assets comprise the cost of trademarking the name of the charity and is amortised over 10 years, being its expected useful life.

2 Related parties and Trustees' expenses

The trustees give their time and expertise freely, and without any remuneration; benefit in cash or in kind; and the trustees do not claim expenses for personal costs incurred for the charity.

The charity is run by volunteers and non-employee professionals on a non-formal basis, as such there is no remuneration and thus no key management personnel.

3 Income

The charity offers free breastfeeding support as well as paid for private sessions as its primary activities. The free provision is supported by voluntary donations from individuals that use the service; trading activities from events and fundraisers and charitable grants from government and other charities.

		Unrestricted funds	Restricted income funds	Total funds
	Notes	£	£	£
Donations and gifts		11,019	1,205	12,224
Gift Aid		507	-	507
General grants provided by government/other charities	4	11,496	10,760	22,256
Total		23,022	11,965	34,987

4 Government and grants from other charities

Unrestricted grants from other charities include £9,996 received from National Lottery; £1,000 received from Arnold Clark and £500 received from Cole Charitable Trust.

Restricted grants from government comprise £4,307 from Sevenoaks District Council.

Restricted grants from other charities comprise:

West Kent Extra	495
Involve Kent	917
Local Connections	1,541
Soroptimists	500
Comic Relief	2,000
Tesco Sevenoaks	1,000

5 Charitable activities – costs

The charity undertakes its charitable activities through use of Lactation Consultants, Breastfeeding Counsellors, qualified volunteer Peer Supporters and volunteers.

		Unrestricted funds	Restricted income funds	Total funds
Expenditure on charitable activities:	Notes	£	£	£
Direct costs - practitioners		4,993	7,127	12,120
Direct costs - rent		580	1,615	2,195
Governance and support costs	6	2,658	791	3,449
Total expenditure on charitable activities		8,231	9,533	17,764

6 Governance and support costs

Governance and support costs are allocated across restricted and unrestricted funds on a usage basis. No general apportionment is made across the two funds.

	Unrestricted funds	Restricted income funds	Total funds
	£	£	£
Bank charges	128	-	128
IT costs	298	11	309
Printing and stationery	364	-	364
Depreciation	24	-	24
Insurance	165	-	165
Office administration	1,189	285	1,474
Accountancy and independent examiner	430	-	430
Legal and professional fees	60	50	110
Training	-	445	445
Total expenditure on governance and support costs	2,658	791	3,449

7 Intangible fixed assets

	Patents and trademarks
Cost	£
At beginning of the year	-
Additions	320
At end of the year	<u>320</u>
Amortisation	
At beginning of the year	-
Amortisation	24
At end of year	<u>24</u>
Net book value at the beginning of the year	<u>-</u>
Net book value at the end of the year	<u>296</u>

8 Creditors

	Unrestricted funds	Restricted income funds	Total funds
	£	£	£
Trade creditors	2,283	950	3,233
Accruals	<u>180</u>	<u>-</u>	<u>180</u>
Creditors: due within one year	<u>2,463</u>	<u>950</u>	<u>3,413</u>

9 Analysis of restricted funds

Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
West Kent Housing Association	-	495	495	-	-	-
Involve Connect Well	-	500	500	-	-	-
National Lottery	-	1,541	1,541	-	-	-
Local Connections	-	500	-	-	-	500
Soroptimists	-	417	417	-	-	-
Tunbridge Wells	-	4,307	3,382	-	-	925
Involve Small Community Group	-	2,000	1,994	-	-	6
Sevenoaks District Council	-	1,000	-	-	-	1,000
Comic Relief Community Fund	-	1,160	1,160	-	-	-
Tesco Sevenoaks	-	45	45	-	-	-
Christ Church Tunbridge Wells	-	-	-	-	-	-
Hope Maguire	-	-	-	-	-	-
Total Funds as per balance sheet	-	11,965	9,534	-	-	2,431

⁴ Face to Face groups and appointments, Zoom groups and appointments, Facebook support, Peer Support Training

10 Analysis of unrestricted funds

	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Unrestricted funds	-	24,646	9,131	-	-	15,515
Total Funds as per balance sheet	-	24,646	9,131	-	-	15,515

Thank you to everyone who has supported the work of Baby Umbrella this year. With your support we've been able to make a huge difference to hundreds of families in West Kent at a time when they have been at their most vulnerable.



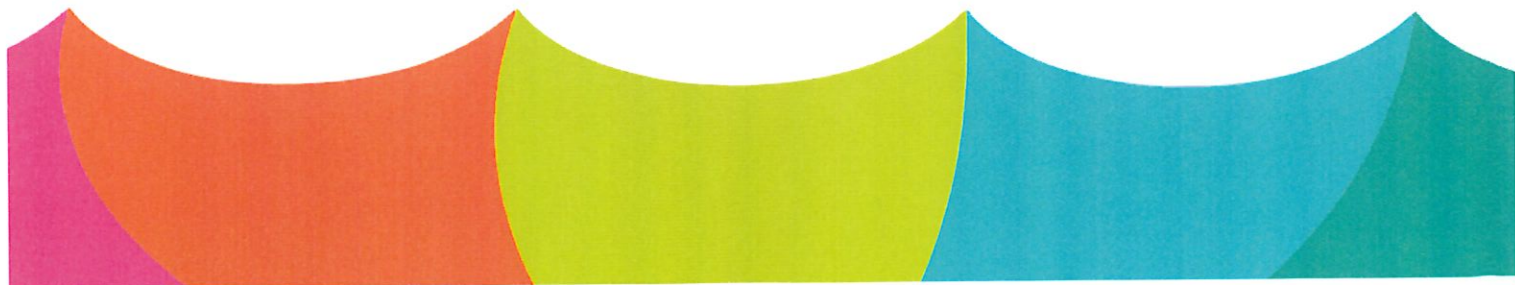
Baby Umbrella
Supporting your journey

www.babyumbrella.org.uk

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TN2 3FJ

Baby Umbrella Annual Report and Accounts 2020-21 covers the period 6 August 2020 to 31 August 2021.

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ESTATES AGENDA

11TH July 2022

ES17 ELECTRIC VAN

The council determined in the financial year 2021/22 that it wished to replace the old Estates Manager's van with an electric van. A sum of £4000 was allocated in the budget for that year. £4000 remained in the budget for the year 2022/23. A diesel van was hired from Ton Hire at the start that financial year at a cost of £325+VAT/month due to the difficulties at the time in obtaining an electric van.

These difficulties have continued, and the council has not been able to place an order, within the budget available, and continues to rent a van on a month-by-month basis.

Updated costs for a Citroen Dispatch electric van have been obtained along with the costs for a diesel version for comparison. The Finance committee considered whether to recommend that the council considered leasing a diesel van but decided against it making the recommendation.

The cost of a suitable electric van will be £512.12 per month for 4 years. With a final payment of £11,394 to purchase the van. This final payment is optional and the council if it so wishes would return the van at the end of the 4-year period.

To secure a van, the council will need to place the order at the quoted price. Lead in time is approximately 6 -7 months.

Costs of the same diesel van would be £324.44/ month with a final payment of £7,708. Again, this payment would be optional, and the van could be returned if the council decided it did not wish to keep it. Lead in time is still in the region of 6 – 7 months. The cost and lead in time of a petrol van would be the same as for a diesel van.

Alternatively, a contract hire quotation has been received for a Peugeot E-Expert. The monthly cost is £398.79/month for a 5-year term, with a first payment of £4,785. The council would not have the option of purchasing the van at the end of the Term.

In all instances suppliers cannot guarantee when the van will be available, but this cannot be progressed without placing a firm order and finalising the finance package.

The existing budget of £4,000 year or £330/month is not enough for the electric van. However, if the council places the order now delivery is unlikely to be before February of next year, which will leave only one- or two-months payment before the new financial year, when the council can increase its budget to allow for the costs of the electric van.

Members are asked to determine how they wish to progress this matter.

