



Trustees' Annual Report for the period

Period start date		Period end date	
From	To		
1st July 2021	30th June 2022		

Section A

Reference and administration details

Charity name	Northleach Playgroup
Other names charity is known by	
Registered charity number (if any)	1015852
Charity's principal address	Northleach Playgroup Mill End, Northleach Glos
Postcode	GL54 3HJ

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 FIONA NEVIN'S	Chair	1/2 / 2022 - Present	
2 KATHA HAMMAN	Secretary		
3 Matthew Jewe	Treasurer	01/01/2022 - Present	
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13			
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16			
17			
18			
19			
20			

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Group Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	The officers are elected by the Ordinary members for 1 year at the Annual General Meeting. The committee consists of the 3 officers (Chair, Secretary and Treasurer). We also have general members who attend the meetings and assist with fundraising efforts.

Additional governance issues (Optional information)

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

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

There is a safeguarding policy in place which is reviewed and updated regularly.

Disclosure and Barring Service (DBS) checks are undertaken for all committee members and employees.

The Playgroup is also subject to OFSTED inspections.

We liaise regularly with advisory bodies such as Early Years Advisors from Gloucestershire County Council and PATA (Playgroup and Toddler Association)

The Chair and Treasurer liaise with each other on bigger issues and for the renewing of contracts such as insurance, maintenance contracts. Decisions are put to a vote where appropriate and deemed necessary.

Section C

Objectives and activities

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

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.

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

The stated aim and objective of the charity is for the education and training of pre-school age children, within Northleach and surrounding areas. In planning our delivery against the Early Years Foundation Stage, we have been mindful of the Charity Commissions guidance on public benefit and we review our activities against this each year.

In addition to our main priority of providing a Playgroup for local children 5 days a week, we organise and run fundraising events to raise funds for our setting. Over the past year these have included;

- A Halloween party for siblings and the children from the Northleach C of E Primary School.
- Pub Quiz Evening as entertainment and a social event for parents to get to know each other.
- An Easter Egg Trail held in the church grounds of St Peter and St Paul Northleach and open to the public on Easter Sunday
- Support of the annual Northleach Charter Fair by running stalls which offer entertainment and crafts for children such as childrens' face painting, lucky dip, cake sale and toy sale
- Encouraging clothing recycling by running a Rag Bag clothing bank and sharing the funds with Northleach C of E Primary School
- A Valentines fundraising event with prizes donated by local businesses
- A sponsored bike ride for Playgroup children
- Sponsored silence
- Car boot sale

Additional details of objectives and activities (Optional information)

We encourage our parents to volunteer their time during the day at playgroup but this is often difficult as many have work or other commitments. We have set up a parent rota for Thursday and Tuesday mornings, whereby each parent has the choice to volunteer in our setting. The aim of this is supporting the children with their play and to better understand the setting and how it operates.

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

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

Summary of the main achievements of the charity during the year

We are pleased that the number of children attending Playgroup has increased with many siblings coming on board

Staffing & spending

The manager and staff have an excellent grasp of staffing ratios to children; this knowledge and application of it ensures we continue to manage the staffing budget as efficiently as possible, on a half termly basis.

The committee voted a small payrise for the staff, we feel this is good for morale and keeps the staff happy and working hard. We are trying to achieve the living wage for our employees.

In response to the lack of adequate remuneration for children on "free hours" the hourly rate for those paying was increased.

Supervisions, appraisals & training

Manager and chair meet regularly to discuss the day to day running of playgroup. All staff have received a supervision each half term. An opportunity for each member of staff to discuss with the manager or chair, what they have achieved since the previous supervision, goals for next term, how these are going to be achieved and any concerns or worries they have with the aim being to resolve those worries.

We have sent another member of staff on a special needs (SENTA) course, to become more aware of those children who may need additional support. We feel this enhances what the playgroup offers to the community.

Develop relationships with parents

The parent rota continues to be an excellent opportunity for parents to support staff in the setting and to see their child at play and to interact with the daily running of playgroup. Staff, find it a real help to have an additional parent in the room.

A safe and well managed setting

The committee and staff's knowledge ensure we all support each other to ensure we meet our constitution, follow all the legal requirements, train staff regularly, follow our policies and procedures and make playgroup a happy and safe place to work.

Section E

Financial review

Brief statement of the charity's policy on reserves

We aim to hold sufficient financial reserves to sustain the running of playgroup if income falls below expected levels, to meet redundancy obligations and future planning towards alternative accommodation/rental costs

Details of any funds materially in deficit

Further financial review details (Optional information)

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

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

The main source of income is Nursery Education Funding from the County Council and fees from parents. In addition, fundraising activities are undertaken during the year to support Playgroup.

Section F



Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	FLONA NEVINS	Matthew Deme
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

26/09/2023



Receipts and payments accounts

CC16a

For the period
from

01/07/2021

To

30/06/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees - GCC	44,620	-	-	44,620	53,603
Fees - parents	9,111	-	-	9,111	6,245
Fundraising	673	-	-	673	2,182
School meal fees	564	-	-	564	414
Donations & others	1,177	-	-	1,177	735
Uniform	-	-	-	-	53
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	56,145	-	-	56,145	63,232
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	56,145	-	-	56,145	63,232
A3 Payments					
Employment costs	59,334	-	-	59,334	47,083
Trg costs	396	-	-	396	365
Premises, subs & insurance	6,528	-	-	6,528	6,334
Administration	767	-	-	767	1,942
Consumables	425	-	-	425	141
Fundraising costs	114	-	-	114	169
Equipment	908	-	-	908	2,022
Other including school meal costs	1,224	-	-	1,224	1,400
Catering	418	-	-	418	329
Sub total	70,113	-	-	70,113	59,785
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	70,113	-	-	70,113	59,785
Net of receipts/(payments)	- 13,967	-	-	- 13,967	3,446
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 13,967	-	-	- 13,967	3,446

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current acct	12,415	-	-
CCXX R1 accounts (SS)	1			26/09/2023

Savings acct	33,957	-	-
	-	-	-
Total cash funds	46,372	-	-
(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-


B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Matthew Dewe	26/06/2023



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

NORTHLEACH PLAYGROUP

**On accounts for the year
ended**

30th JUNE 2022

**Charity no
(if any)**

1015852

Set out on pages

1 AND 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

26/9/23

Name:

MATT KAVANAGH

**Relevant professional
qualification(s) or body
(if any):**

Address:

2 MILL MEWS, WITNEY

OX28 1YB

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.