

# BRIDGE VILLAGE PLAYGROUP

England & Wales · Charity number 1029286

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1993-11-29

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Bridge Village Hall  
High Street  
Bridge  
Canterbury  
Canterbury

**Phone** 07790096325

**Email** [bridgeplaygroup@hotmail.com](mailto:bridgeplaygroup@hotmail.com)

## Activities

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**Objects:** THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** Bridge Village Playgroup is committed to providing a safe and stimulating environment for all children of the community. We believe that children learn through play and we aim to provide emotional & practical support for all.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Kent

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-07-31	£136,045	£145,083	-	-
2024-07-31	£145,367	£126,619	-	-
2023-07-31	£98,536	£72,825	-	-
2022-07-31	£67,545	£53,807	-	-
2021-07-31	£44,406	£46,399	-	-
2020-07-31	£41,910	£45,132	-	-

## Trustees

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Name	Role	Appointed
<b>Julia Lewis</b>	Chair	2023-09-13
Alexandra Allchurch		2024-01-09
Kate Marshall		2024-12-06
Kathryn Victoria Crouch		2025-11-11
Lay Hwa Sie		2024-09-10

**BRIDGE VILLAGE PLAYGROUP**

England & Wales - Charity number 1029286

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1	Month August	Year 2024		Day 31	Month July	Year 2025

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Bridge Village Hall
28 High Street
Bridge
<b>Postcode</b> <input type="text" value="CT4 5JZ"/>

### 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	Julia Lewis	Chair		
2	Alexandra Allchurch	Secretary		
3	Kate Marshall			
4	Lay Hwa Sie	Treasurer		
5	Catherine Powell			
6	Emmy Bocaege			
7				
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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)	School Learning Alliance 1 May 2018
How the charity is constituted (eg. trust, association, company)	Unincorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	We ask parents if they would like to join, and then we nominate them to become trustees in a Committee Meeting

**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.

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**Section C Objectives and activities**

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

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involve in the activities of such groups,

ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;  
(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;  
(c) instigating and adhering to and furthering the aims and objects of the Preschool Learning Alliance.

Bridge Village Playgroup is a charity-run pre-school that operates out of the Village Hall in Bridge. We employ 6 members of staff who have all been with the Pre-school for many years, and are very experienced and well-regarded in the community. Our primary activity is to provide early-years education for children aged 2 to 4.

As a charity-run pre-school we actively encourage parents to get involved in the running of the pre-school through the Committee, which includes current and ex-parents of children at the pre-school.

The pre-school Manager keeps in close contact with the Early Years specialist team at Kent County Council to ensure that we are compliant with all requirements from Ofsted and are meeting the needs of all children attending the setting.

We follow the Early Years Foundation Stage Curriculum and use the local authority tracking system to track and follow the children's progress.  
Monitoring/ tracking kids

An indication of some of the activities undertaken at the pre-school are as follows:

- walks around the village and trips to the local recreation ground for outdoor play activities. These are aimed at allowing the children to develop their gross motor skills and give them an opportunity to run, climb and explore their natural environment.
- trips to the local allotment to grow vegetables, observe growth and changes and to develop their Understanding of the World; one of the areas of the curriculum.
- sensory play activities to encourage discussion around the child's experience of engaging in these activities, to help develop their verbal skills
- role-play activities including dressing up, and setting up different themed areas such as a travel agent, shop, etc.
- numeracy activities to aid early development of counting and general understanding of number as well as shape and space. Many of these activities are also explored in our outdoor environment where we have access to sand and water play; activities which also extend their scientific understanding.
- early phonics activities with stories which also focus on developing all aspects of Phase one phonics ie alliteration, voice sounds, rhythm and rhyme.
- those children who will be attending Primary School the following September, also have a focused morning carpet session which are planned because of observations carried out over the week and target their specific needs. These sessions are also aimed at providing them with small challenges and extend their learning, as well as preparing them for school readiness.

We offer places for SEN children and the staff undertake the period training to ensure they have the required skills to meet the needs of these children.

**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)**

Trustees have considered the Charity Commission's guidance on public benefit when planning the charity's activities

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

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

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

**Summary of the main achievements of the charity during the year****Summary of the Year:**

The past year at Playgroup has been incredibly successful. Sarah Hinton became our permanent manager in July, 2024 and under her management, the charity has gone from strength to strength. We hear from our families that the children at Playgroup enjoy their time in our setting and have formed strong bonds with their keyworkers and the other staff members. The new position of administrator has worked well to support Sarah in her role and frees her up to spend more time on the floor, where her skills best serve Playgroup. Sue, our deputy manager has taken on more responsibility and has led a programme of enriching activities for the children throughout the year.

We have improved our provision for SEND children and ensured that our provision is inclusive and accessible to all.

## Section E Financial review

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

The Playgroup has restricted funds in a savings account that are added to each month as we build towards sufficient funds to cover 6-months' worth of expenses. These would be use to sustain the charity during any unforeseen events such as a pandemic.

**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.

## 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**

<b>Signature(s)</b>	Julia Lewis	Lay Hwe Sie
<b>Full name(s)</b>	Julia Lewis	Lay Hwe Sie
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	29/05/26	

## AGM – Chair's report

10<sup>th</sup> June, 2025



Welcome everyone, staff, trustees, and parents/carers.

### **Summary of the Year:**

The past year at Playgroup has been incredibly successful. Sarah Hinton became our permanent manager in July, 2024 and under her management, the charity has gone from strength to strength. Our finances are healthy, as we build our savings each month to reach our goal of 6-months operational costs in reserves. We hear from our families that the children at Playgroup enjoy their time in our setting and have formed strong bonds with their keyworkers and the other staff members. The new position of administrator has worked well to support Sarah in her role and frees her up to spend more time on the floor, where her skills best serve Playgroup. Sue, our deputy manager has taken on more responsibility and has led a programme of enriching activities for the children throughout the year.

### **Committee**

This year has seen a period of stability for the committee, which is a relief after the turbulent previous year. Our treasurer, Helen Groombridge, resigned in July and was succeeded by Rebecca Sie. We recruited two new trustees - Kate Marshall, who has a child in the setting, and Emmy Bocaege. The role of the committee has been reduced significantly this year and going forward, the committee will strive to focus on the oversight of the charity, rather than taking on tasks for the everyday running of the Playgroup. Our positive financial position has meant we do not need to fundraise, which, in the past, has been a substantial burden on the committee. Many of the tasks that were done by the committee, such as invoicing and bookkeeping have been handed over to the administrator role and to a bookkeeper. It is hoped that with a reduced workload on committee members, that recruitment in the future will be easier. The committee did continue the tradition of the Christmas Raffle, which brought in less funds than previous years, but was still a success. These funds were used to bring in the

external providers Little Music Stars and Little Kickers to enrich the experience of the children at Playgroup.

### **Staffing**

Sarah Hinton took on the role of manager in July 2024. In August, we recruited for the new part-time role of administrator, which was filled by Philippa Ashenden. Sarah and Pippa have been working effectively as a team, with the additional support of our deputy manager Sue. Tracey Talbot took on the role of SENco and completed substantial training to fulfil the role. Sadly, for Playgroup, Tracey decided to leave us to take on a new role in April. This vacancy has been partially filled by bank staff and an increase in hours by Jeanine. The current needs of the Playgroup have meant we have had more staff than will be needed in the next academic year. There are no current plans for recruitment.

### **Finances:**

Rebecca Sie (treasurer) to present in a separate report.

### **Fees:**

We increased the fees in April to £6.50 an hour in line with other local nurseries. We plan to increase the fees to £7 for 2-year-olds in the next academic year, to stay in line with the increase in government funding for this age group. The care package has also been extended to all children attending Playgroup, rather than just the 3-4-year-olds.

### **The New Village Hall**

Sarah Hinton and I attended a Village Hall Committee meeting in May, and we found that the plans for the new hall are not progressing as previously expected. The future of the new hall and the Playgroup's move to new premises is not likely to have an impact on the coming year. It is possible that some fundraising may need to be undertaken in subsequent years.

Thank you to all the staff, parents and committee members who contributed to the success of Playgroup this year.

Julia Lewis

(Chair)



**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2025**

Ackland Webb  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

# **BRIDGE VILLAGE PLAYGROUP**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2025**

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The Trustees present their report with the financial statements of the trust for the year ended 31 July 2025

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The trustees are responsible for managing the Trust in accordance with the constitution adopted on 9 November 1993 as amended by the scheme document dated 1 May 2018.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Administrative office**

Bridge Village Hall  
High Street  
Bridge  
Canterbury  
Kent CT4 5JY

### **TRUSTEES**

The trustees serving during the year were:

L Hwa Sie  
E Bocaege  
C Powell  
K Marshall  
J Lewis  
A Allchurch

### **INDEPENDENT EXAMINER**

Ackland Webb Ltd  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

Approved by order of the trustees on  
behalf by:

and signed on its

.....

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# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OF BRIDGE VILLAGE PLAYGROUP**

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I report to the Committee on my examination of the accounts of the Trust for the year ended 31 July 2025

## **Responsibilities and basis of report**

As trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Trust's governing document and generally accepted accounting principles.

Having satisfied myself that the accounts of the Club are not required to be audited under the Club's governing document and are eligible for independent examination, I report in respect of my examination of the Club's accounts. In carrying out my examination I have followed the principles laid down by the Charity Commission under section 145(5) (b) of the Charities Act 2011.

## **Independent examiner's statement**

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

- accounting records were not kept in respect of the Club; or
- the accounts do not accord with those records; or

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.

David Muggridge  
Ackland Webb Ltd  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

Date: .....

**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2025**

	<b>31-Jul-25</b>	<b>31-Jul-24</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees	133,462	138,458
Raffles	778	1,510
Interest	417	336
Coffee mornings	-	-
Cards/clothing	-	9
Other events	768	1,105
Donations	620	3,949
Milk rebates	-	-
	<hr/> 136,045	<hr/> 145,367
<b>Expenditure</b>		
Supervisors	122,566	96,109
Employer pension contributions	1,483	999
Hire of Hall	5,307	4,452
Equipment, materials , resources & fundraising costs	4,875	5,444
Parties & outings	369	-
Refreshments	1,054	987
Sundries	366	103
Legal fees	96	953
Printing, postage & stationery	244	640
Ofsted fees, PSLA subscription & insurance	1,836	997
Advertising	93	106
Training	970	1,826
Cleaning & PPE	848	310
Telephone & computer	1,283	845
Repairs, renewals & garden maintenance	2,081	11,576
Accountancy charges	1,276	713
Bank charges	60	69
Depreciation	277	490
	<hr/> 145,083	<hr/> 126,619
<b>Surplus/(deficit) for the year</b>	<hr/> <b>(9,038)</b>	<hr/> <b>18,748</b>

**BRIDGE VILLAGE PLAYGROUP  
BALANCE SHEET  
AS AT 31 JULY 2025**

	31-Jul-25		31-Jul-24	
	£	£	£	£
<b>Assets</b>				
Computer equipment	87		227	
Fixtures & fittings	162		300	
Trade debtors	-		1,047	
Prepayments	-		706	
Other debtors	150		299	
Bank current account	23,749		38,420	
Bank deposit account	27,970		20,359	
Paypal account	333			
Cash in hand	51		51	
		52,503		61,409
<b>Liabilities</b>				
Accruals	500		438	
Other creditors	289		218	
		(789)		(656)
<b>Net assets</b>		<b>51,714</b>		<b>60,753</b>
Represented by:				
Surplus brought forward		60,752		42,005
Surplus/(deficit) for the year		(9,038)		18,748
<b>Surplus carried forward</b>		<b>51,714</b>		<b>60,753</b>

Accepted and approved on behalf of the Trustee on.....by:

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Treasurer/Trustee

**BRIDGE VILLAGE PLAYGROUP**

England & Wales - Charity number 1029286

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	Aug	2023		31	July	2024

## Section A Reference and administration details

**Charity name** Bridge Village Playgroup

**Other names charity is known by** n/a

**Registered charity number (if any)** 1029286

**Charity's principal address**

Bridge Village hall	
28 High Street	
Bridge	
<b>Postcode</b>	CT4 5JZ

### 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	Sarah Pinnington	Chair	Resigned January, 2024	
2	Helen Groombridge	Treasurer		
3	Odette Johnson			
4	Julia Watt		Resigned January 2024	
5	Holly Broadley		Resigned Nov. 2023	
6	Carla Devereaux Smith	Secretary	Resigned Nov. 2023	
7	Eppa Hummerstone		Resigned Sept 2023	
8	Julia Lewis	Secretary Chair	Appointed secretary Nov. 2023, appointed Chair in January 2024	
9	Alexandra Allchurch	Secretary	Joined in Nov 2023. Appointed secretary in January 2024	
10	Catherine Powell		Joined November 2023	
11	Julie Burr		Trustee from Nov 2023-January 2024	
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**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)	School Learning Alliance) 1 May 2018
How the charity is constituted (eg. trust, association, company)	Unincorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	We ask parents if they would like to join, and then we nominate them to become trustees in a Committee Meeting

**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.

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**Section C Objectives and activities**

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

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involve in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Preschool Learning Alliance.

**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)**

Bridge Village Playgroup is a charity-run pre-school that operates out of the Village Hall in Bridge. We employ 6 members of staff who have all been with the Pre-school for many years, and are very experienced and well-regarded in the community. Our primary activity is to provide early-years education for children aged 2 to 4.

As a charity-run pre-school we actively encourage parents to get involved in the running of the pre-school through the Committee, which includes current and ex-parents of children at the pre-school.

The pre-school Manager keeps in close contact with the Early Years specialist team at Kent County Council to ensure that we are compliant with all requirements from Ofsted and are meeting the needs of all children attending the setting.

We follow the Early Years Foundation Stage Curriculum and use the local authority tracking system to track and follow the children's progress. Monitoring/ tracking kids

An indication of some of the activities undertaken at the pre-school are as follows:

- walks around the village and trips to the local recreation ground for outdoor play activities. These are aimed at allowing the children to develop their gross motor skills and give them an opportunity to run, climb and explore their natural environment.
- trips to the local allotment to grow vegetables, observe growth and changes and to develop their Understanding of the World; one of the areas of the curriculum.
- sensory play activities to encourage discussion around the child's experience of engaging in these activities, to help develop their verbal skills
- role-play activities including dressing up, and setting up different themed areas such as a travel agent, shop, etc.
- numeracy activities to aid early development of counting and general understanding of number as well as shape and space. Many of these activities are also explored in our outdoor environment where we have access to sand and water play; activities which also extend their scientific understanding.
- early phonics activities with stories which also focus on developing all aspects of Phase one phonics ie alliteration, voice sounds, rhythm and rhyme.
- those children who will be attending Primary School the following

September, also have a focused morning carpet session which are planned because of observations carried out over the week and target their specific needs. These sessions are also aimed at providing them with small challenges and extend their learning, as well as preparing them for school readiness.

We offer places for SEN children and the staff undertake the period training to ensure they have the required skills to meet the needs of these children.

Trustees have considered the Charity Commission's guidance on public benefit when planning the charity's activities

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

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

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

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

A significant investment was made into our outdoor space. New fencing was installed along the perimeter, the ground was levelled and new artificial turf was installed. Playgroup now has a fenced and gated area of the garden that is reserved for our sole use. We also have new role play instalments (a shop and boat feature) to enrich the experience of our children during their outdoor play.

The policies and procedures were fully updated.

## Section E

## Financial review

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

The Playgroup has restricted funds in a savings account that are added to each month as we build towards sufficient funds to cover 6-months' worth of expenses. These would be use to sustain the charity during any unforeseen events such as a pandemic.

### 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.

## 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

<b>Signature(s)</b>	Julia Lewis	Lay Hwe Sie
<b>Full name(s)</b>	Julia Lewis	Lay Hwe Sie
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	29/05/25	

## AGM – Chair's report

6<sup>th</sup> July, 2024



Welcome everyone, staff, trustees, and parents/carers.

### **Summary of the Year:**

The year got off to a good start with strong numbers of children registered and with Playgroup in a secure financial situation. This was a huge relief after several years of being in a financially precarious position. The manager, Julia Watt, was going into her second year of running the Playgroup and was arranging for us to have our first apprentice. Higher numbers of children and increased workloads required the hiring of more staff and by Christmas we had reached a comfortable staffing level. The Playgroup, however, went into a period of huge transition in the first week of term in January, when the Chair Sarah Pinnington-Auld and the manager Julia Watt tendered their resignations. Thanks to our incredible staff and countless volunteer hours given by the committee, we are ending the academic year again in a position of strength, having overcome some tremendous challenges.

### **Committee:**

Recruitment to the committee has been an issue this past year. Three committee members resigned in the summer of 2023, as their children were leaving Playgroup. It took a few months to replace two of those vacancies. We started the year with several potential committee members who decided not to go through with the DBS/EY2 checks, or undertook them and shortly after, resigned from the committee. The committee began the 2023-24 years under the leadership of Sarah Pinnington-Auld, who felt it necessary to resign in early January. Sarah guided the committee and the Playgroup through many challenges in her year and a half tenure and I thank her for all her hard work and dedication in making Playgroup a place where children can thrive. I joined the committee in early December, and in January, Catherine Powell and Alex Allchurch joined, taking the committee to 5 committee members, 3 of whom have children in the setting, the minimum as stipulated in our Constitution. When Sarah resigned, I took on the role of interim chair, leaving the position of secretary vacant. Alex took on the role of secretary in my place. Helen Groombridge and Odette Johnson have been the foundation of

our committee this year and we have relied on their knowledge and experience to guide us. Both Helen and Odette will be resigning from the committee at the end of this academic year. Their incredible generosity and skills have left an indelible mark on Playgroup and they will be greatly missed. We welcome new members Emmy Bocaage, Kate Hall and Rebecca Sie (Lay Hwa Sie).

Achievements of the committee this year include fundraising over £6,000, creating the new garden, assisting the management team in updating all of Playgroup's policies and procedures and streamlining many of our organizational systems to ensure the security of our data.

### **Staffing:**

There have been many staff changes this year. In the autumn, we welcomed back Jane Mayne. Mandy Johnson and Susan Williams joined the team in October. Julia Watt resigned in January 2024 and her official last day was on 10<sup>th</sup> April. Sarah Hinton stepped up as interim manager and Sue Williams as deputy manager. Also in January, our apprentice Shannay Grant started her 21-month apprenticeship with us under the mentorship of Sue Williams. We were very pleased to welcome back Dorothy Nagata and Jeanine Mogford in February and March respectively.

The staffing structure has changed since Julia Watt resigned, with the role of the manager now distributed to the roles of manager, deputy manager and Senco lead. Tracey Talbot has undertaken significant training to equip her to be Senco lead and support the rest of the staff in the provision of care to our Sen children.

We are currently accepting internal applications for the manager role and hope to have the position filled permanently by the end of the term. We will be advertising a new part-time role of administrator to support the management team in completing the increasingly levels of documentation required in an early years' setting. This role should be filled by the beginning of the next academic year and will be trialed for a three-month period.

I know I speak for all the committee members and parents when I say that the greatest asset of the BVP is our staff. I have spent a great deal of time in the setting in the last 6 months and I can say with confidence that the level of care our children receive is incredible. Our Ofsted 'Outstanding' rating reflects the hard work, dedication and passion our staff give to the Playgroup children each and every day.

### **Fundraising:**

Years of successful fundraising, in particular from the Christmas Raffles and Boot Fairs, meant we started the year with a funding pot of £6,500 set aside for the new garden. This was used, in addition to top-up-funds, to level the ground, install new fencing, install artificial turf, install additional fencing to create a section of the garden that can be secured at night, a covered structure to provide all-weather access to the play structures (a playhouse and boat). The impact of the garden cannot be understated. The children now spend a significant amount of time outdoors in a variety of stimulating play and activities. It has in many ways reduced pressures on the staff as the garden does not need to be packed away at the end of the day, unlike the hall. For the first time in its 40-year history, Playgroup has a dedicated space of its own.

Despite the success of fundraising, the amount of work, done largely by the committee, to run fundraising events such as the boot fair have become unsustainable. There are no plans for large investment in Playgroup in the coming year. In order to reduce the pressures on the committee, fundraising will be limited to the Christmas Raffle and simple events such as toddler bounce. Our strong financial position also means that we do not foresee a need to fundraise to run our core activities.

### **Finances:**

Helen Groombridge (treasurer) to present in a separate report.

### **Fees:**

A new fees policy was introduced in April. The voluntary contribution request to parents was eliminated, as our financial reserves no longer justify this request to parents. We thank the generosity of parents in the past few years who donated to the BVP and helped bring us into such a healthy financial position. We have not increased our fees from £6 an hour, but increases may be required next year, depending on the impact of the Free Early Education and funding for two-year-olds. We eliminated the lunchtime charge and have added a care package that we kept to an absolute minimum and applies only to the three- and four-year-olds as the level of funding for these age-group is still below the £6 fee we charge for unfunded hours.

## **The New Village Hall**

In March, the village of Bridge voted 'yes' to the referendum The Bridge Neighbourhood Plan. This result means a plan for development on the recreation ground and abutting field will go ahead. This development includes the construction of a new village hall. The Village Hall committee are eager to start work on the plans for the new hall which will include a dedicated space to Playgroup with its own garden. These plans are in the early stages and will require research and consultation in the coming months. The Village Hall Committee hope to complete the new village hall by September 2026. This is an ambitious deadline and puts additional pressure on the committee to make significant decisions regarding the future of Playgroup in the coming months. These decisions include: future capacity, design of the new Playgroup space, safeguarding requirements, budgeting for the new garden and applying for grants that are only available to early years charities. It has not currently been decided how this work will be undertaken by the committee. It may require a separate working group, but with volunteers always difficult to recruit, this is expected to further stretch the current committee.

Thank you all for your support of the BVP.

Julia Lewis

(Interim Chair)

**Charity No: 1029286**

**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2024**

Ackland Webb  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

# **BRIDGE VILLAGE PLAYGROUP**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2024**

---

The Trustees present their report with the financial statements of the trust for the year ended 31 July 2024.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The trustees are responsible for managing the Trust in accordance with the constitution adopted on 9 November 1993 as amended by the scheme document dated 1 May 2018.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Administrative office**

Bridge Village Hall  
High Street  
Bridge  
Canterbury  
Kent CT4 5JY

### **TRUSTEES**

The trustees serving during the year were:

S Pinnington  
J Watt  
C D Smith  
H G Broadley  
E J Hummerstone  
O Johnson  
H Groombridge  
J Lewis  
A Allchurch  
C Powell  
J Burr

### **INDEPENDENT EXAMINER**

Ackland Webb Ltd  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

Approved by order of the trustees on  
behalf by:

and signed on its

.....

.....

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OF BRIDGE VILLAGE PLAYGROUP

---

I report to the Committee on my examination of the accounts of the Trust for the year ended 31 July 2024.

## **Responsibilities and basis of report**

As trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Trust's governing document and generally accepted accounting principles.

Having satisfied myself that the accounts of the Club are not required to be audited under the Club's governing document and are eligible for independent examination, I report in respect of my examination of the Club's accounts. In carrying out my examination I have followed the principles laid down by the Charity Commission under section 145(5) (b) of the Charities Act 2011.

## **Independent examiner's statement**

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

- accounting records were not kept in respect of the Club; or
- the accounts do not accord with those records; or

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.

David Muggridge  
Ackland Webb Ltd  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

Date: .....

**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2024**

	<b>31-Jul-24</b>	<b>31-Jul-23</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees	138,458	90,562
Raffles	1,510	1,660
Interest	336	23
Coffee mornings	-	76
Cards/clothing	9	66
Other events	1,105	-
Donations	3,949	6,056
Milk rebates	-	93
	<u>145,367</u>	<u>98,536</u>
<b>Expenditure</b>		
Supervisors	96,109	59,220
Employer pension contributions	999	531
Hire of Hall	4,452	2,758
Equipment, materials , resources & fundraising costs	5,444	3,835
Parties & outings	-	274
Refreshments	987	1,273
Sundries	103	-
Legal fees	953	
Printing, postage & stationery	640	361
Ofsted fees, PSLA subscription & insurance	997	579
Advertising	106	31
Training	1,826	1,048
Cleaning & PPE	310	173
Telephone & computer	845	444
Repairs, renewals & garden maintenance	11,576	1,603
Accountancy charges	713	250
Bank charges	69	73
Depreciation	490	378
	<u>126,619</u>	<u>72,831</u>
<b>Surplus/(deficit) for the year</b>	<u><b>18,748</b></u>	<u><b>25,705</b></u>

**BRIDGE VILLAGE PLAYGROUP  
BALANCE SHEET  
AS AT 31 JULY 2024**

	31-Jul-24		31-Jul-23	
	£	£	£	£
<b>Assets</b>				
Computer equipment	227		319	
Fixtures & fittings	300		337	
Trade debtors	1,047		-	
Prepayments	706		885	
Other debtors	299		-	
Bank current account	38,420		30,390	
Bank deposit account	20,359		10,023	
Cash in hand	51		51	
	<u>51</u>	61,409	<u>51</u>	42,005
<b>Liabilities</b>				
Accruals	438		-	
Other creditors	218		-	
	<u>218</u>	(656)	<u>-</u>	-
<b>Net assets</b>		<u><b>60,753</b></u>		<u><b>42,005</b></u>
Represented by:				
Surplus brought forward		42,005		16,300
Surplus/(deficit) for the year		18,748		25,705
<b>Surplus carried forward</b>		<u><b>60,753</b></u>		<u><b>42,005</b></u>

Accepted and approved on behalf of the Trustee on.....by:

.....  
H Groombridge  
Treasurer/Trustee

**BRIDGE VILLAGE PLAYGROUP**

England & Wales - Charity number 1029286

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	August	2022		31	July	2023

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Bridge Village Hall	
28 High Street	
Bridge	
<b>Postcode</b>	<b>CT4 5JZ</b>

### 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	Sarah Pinnington	Chair	Started as chair in Sept. 2022	
2	Helen Groombridge	Treasurer	Took over treasurer role in January 2023	
3	Holly Broadley			
4	Carla Devereaux-Smith	Secretary		
5	Katie Johnson		Start date January 2022	
6	Odette Johnson			
7	Elspeth (Eppa) Hummerstone	Treasurer	Resigned Dec. 2022	
8	Julia Watt	(Manager)		
9	Helen Bridger / Shillito		Resigned Oct. 2022	
10				
11				
12				
13				
14				
15				
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)	School Learning Alliance) 1 May 2018
How the charity is constituted (eg. trust, association, company)	Unincorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	We ask parents if they would like to join, and then we nominate them to become trustees in a Committee Meeting

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Two new policies have been adopted this academic year:</p> <p>Conflict of interest policy Fees policy</p>
--	--

**Section C Objectives and activities**

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

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involve in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Preschool Learning Alliance.

**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)**

Bridge Village Playgroup is a charity-run pre-school that operates out of the Village Hall in Bridge. We employ 6 members of staff who have all been with the Pre-school for many years, and are very experienced and well-regarded in the community. Our primary activity is to provide early-years education for children aged 2 to 4.

As a charity-run pre-school we actively encourage parents to get involved in the running of the pre-school through the Committee, which includes current and ex-parents of children at the pre-school.

The pre-school Manager keeps in close contact with the Early Years specialist team at Kent County Council to ensure that we are compliant with all requirements from Ofsted and are meeting the needs of all children attending the setting.

We follow the Early Years Foundation Stage Curriculum and use the local authority tracking system to track and follow the children's progress.

An indication of some of the activities undertaken at the pre-school are as follows:

- walks around the village and trips to the local recreation ground for outdoor play activities. These are aimed at allowing the children to develop their gross motor skills and give them an opportunity to run, climb and explore their natural environment.
- trips to the local allotment to grow vegetables, observe growth and changes and to develop their Understanding of the World; one of the areas of the curriculum.
- sensory play activities to encourage discussion around the child's experience of engaging in these activities, to help develop their verbal skills
- role-play activities including dressing up, and setting up different themed areas such as a travel agent, shop, etc.
- numeracy activities to aid early development of counting and general understanding of number as well as shape and space. Many of these activities are also explored in our outdoor environment where we have access to sand and water play; activities which also extend their scientific understanding.
- early phonics activities with stories which also focus on developing all aspects of Phase one phonics ie alliteration, voice sounds, rhythm and rhyme.
- those children who will be attending Primary School the following

September, also have a focused morning carpet session which are planned because of observations carried out over the week and target their specific needs. These sessions are also aimed at providing them with small challenges and extend their learning, as well as preparing them for school readiness.

Trustees have considered the Charity Commission's guidance on public benefit when planning the charity's activities

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

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

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

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

A new manager, Julia Watt, was hired in August, 2022. We went into the 2022-23 year with stronger numbers of children attending as the effects of the pandemic began to subside.

On 15<sup>th</sup> March, 2023 the Playgroup was inspected by Ofsted and received a grade of Outstanding. This result was due to the efficient running of playgroup. Particular note was taken of the care of the staff: 'Children have strong bonds with their key persons and benefit from staff that are attuned to their needs and act as positive role models' (page 2 of the report).

## Section E

## Financial review

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

We aim to have a sufficient amount to cover all costs should BVP need to dissolve. Furthermore, the preschool sector struggles to remain viable and is vulnerable to financial difficulty due to ongoing challenges, such as a lack of or changes to funding.

### 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.

## Section F

## Other optional information

We are currently in a good financial position. We listened to our local community and extended the setting's opening hours, which has increased intake numbers. We also continue to fundraise successfully by arranging events within our local community (Summer Boot Fair & Winter Grand Prize Draw). Management has continued to operate with a strict expenditure policy, though we have invested money in necessary resource improvements and increased staffing levels as required by the higher intake numbers. All of which has allowed the preschool to run efficiently and cater to the needs of our families.

## Section G

## Declaration

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

### Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Julia Lewis	Helen Groombridge
<b>Full name(s)</b>	Julia Lewis	Helen Groombridge
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	23/5/24	



Welcome everyone, staff, trustees, and parents/carers.

### **Summary of the year**

Bridge Village Playgroup has had another excellent year, continuing to build on its foundations and growing and expanding with regards to practices within the setting, staffing, administration, and the running of the committee. Most significantly, Bridge Playgroup received an outstanding Ofsted inspection which will help to ensure that Playgroup remains a popular and desired setting, therefore ensuring its longevity and sustainability. Staff and Committee have all worked exceptionally hard over the last few years and the report is a recognition of this. Thank you everyone for your hard work and commitment.

### **Ofsted**

Bridge Playgroup had an Ofsted inspection on the 15<sup>th</sup> March 2023. This went extremely well with Playgroup receiving outstanding in all areas of the inspection and gaining an overall effectiveness grading of Outstanding. Management, staff, committee, children and parents were all mentioned and praised in the report, and this highlights what can be achieved when all these elements come together and work to support each other. The staff have always worked exceptionally hard, but they worked even harder on the day to illustrate the fabulousness of Playgroup. Julia has led the team with enthusiasm and dedication this year and what a great outcome for her first year as manager. The committee would also like to thank the local community, without their support, Playgroup would have had to close down in 2021 and we wouldn't be here celebrating the outstanding Ofsted success.

### **Staffing**

There have been some changes to staffing over the course of the year. Julia Watt took over as manager and has been working tirelessly throughout the year to continue to move playgroup forward; develop her own skills as manager and those of her staff as well, as supporting the needs of the children in Playgroup. Sarah Hinton took over as Playgroup deputy in the Spring term and has shown good skills in being second in command. In the autumn term we said goodbye to Francina and Rachel. Francina retired after over 20 years of dedication and commitment to Playgroup. Rachel left to return to Secondary English teaching. We were very sad to see both leave. Playgroup temporarily employed Katie Rees. Although she was an excellent member of addition, fitting in well with the Playgroup staff team and working well with the children, the cost of hiring someone from an agency was too high for Playgroup. We then recruited Tracey Talbott and Jeanine Mogford, both have been employed on a permanent contract and have been excellent additions to the team. They were both working during the Ofsted inspection. Due to staff sickness, we have been lucky to have Jane Mayne return to Playgroup to cover the shifts.

We now have a strong number of staff with Level 3 (or higher) qualifications with Dorothy Namata soon to complete hers, and many staff showing an interest in continuing their own professional development with a SENCO qualification.

Staff have continued to work exceptionally hard throughout the year and everyone is really grateful to them for this.

### **Committee**

The committee have also worked exceptionally hard over the course of the year, giving up their spare time and fitting in Playgroup work around their own families and job commitments. Policies, procedures and administrative supports have been set up which should hopefully ensure that even as members leave and new ones join, Playgroup will continue to run and be a viable and successful business, enabling staff to provide the high-quality care and education to all the future children attending the setting.

### **Intake**

Playgroup numbers have continued to grow and we have a really healthy intake, with many children on a waiting list. In the Spring term, Playgroup had to close their books to new admissions on Tuesdays and Wednesdays as we had reached capacity. In Spring, Playgroup was able to offer provision for the whole day. This has been a huge success and helps to make Playgroup a desirable setting for families. Friday had previously been our

quietest day with autumn numbers low, however they have gradually climbed over the academic year, and we now also have a good intake every day of the week.

### **Curriculum**

The curriculum set out for the children has been broad and enriching, being supported by trips of experiences brought into the setting. This was one of the many positive things recorded in the Ofsted report, highlighting how the curriculum meets the needs of children and ensures their learning needs are met, as well as enabling them to move forward and make progress. The curriculum will remain largely the same, with some adjustments made to meet the needs of those children moving through the setting in the next few years.

### **Fundraising and Promotion**

The Committee have been able to tweak the fundraising commitments of Playgroup, choosing to focus on a few key events over the course of the academic year which will raise enough money to ensure Playgroup's financial survival and ensuring the business remains viable whilst not burning out Committee members.

The Christmas Raffle was another HUGE success, and we are so grateful to have had the continued support of local businesses who submitted some great prizes. The annual Boot fair is approaching, with Odette Johnson kindly providing leadership and guidance on this event. We are extremely grateful for her input and help. Playgroup staff also led a sponsored bounce which was successful and gained us a good amount of money with very little output in terms of cost and effort. Coffee mornings have/will continue to act as a top up to raise money and bring parents/carers together.

### **Policies and procedures**

Two new policies have been adopted this academic year:

Conflict of interest policy

Fees policy

### **Fees**

To ensure sustainability, Playgroup Committee have voted to increase their fees as of September 2023. Parents have been informed of the increase and are aware of the changes. As of September, parents/carers will be asked to pay £6/hour per child and for those receiving funding, they will also be asked to make a voluntary contribution of £50 per term.

Thank you all for your hard work and a successful 2022-2023 academic year.

Sarah Pinnington  
Bridge Playgroup Chair.

**Charity No: 1029286**

**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2023**

Ackland Webb  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

# **BRIDGE VILLAGE PLAYGROUP**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2023**

---

The Trustees present their report with the financial statements of the trust for the year ended 31 July 2023.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The trustees are responsible for managing the Trust in accordance with the constitution adopted on 9 November 1993 as amended by the scheme document dated 1 May 2018.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Administrative office**

Bridge Village Hall  
High Street  
Bridge  
Canterbury  
Kent CT4 5JY

### **TRUSTEES**

The trustees serving during the year were:

S Pinnington  
J Watt  
C D Smith  
H G Broadley  
E J Hummerstone  
O Johnson  
H Groombridge

### **INDEPENDENT EXAMINER**

Ackland Webb Ltd  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

Approved by order of the trustees on  
behalf by:

and signed on its

.....

.....

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OF BRIDGE VILLAGE PLAYGROUP**

---

I report to the Committee on my examination of the accounts of the Trust for the year ended 31 July 2023.

## **Responsibilities and basis of report**

As trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Trust's governing document and generally accepted accounting principles.

Having satisfied myself that the accounts of the Club are not required to be audited under the Club's governing document and are eligible for independent examination, I report in respect of my examination of the Club's accounts. In carrying out my examination I have followed the principles laid down by the Charity Commission under section 145(5) (b) of the Charities Act 2011.

## **Independent examiner's statement**

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

- accounting records were not kept in respect of the Club; or
- the accounts do not accord with those records; or

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.

David Muggridge  
Ackland Webb Ltd  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

Date: .....

**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2023**

	<b>31-Jul-23</b>	<b>31-Jul-22</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees	90,562	52,633
Raffles	1,660	2,208
Interest	23	-
Other income	-	695
Training and equipment grants	-	4,785
Coffee mornings	76	97
Cards/clothing	66	-
Bags to School	-	-
Easter event	-	-
Other events	-	4,136
Donations	6,056	2,976
Milk rebates	93	15
	<u>98,536</u>	<u>67,545</u>
<b>Expenditure</b>		
Supervisors	59,220	41,243
Employer pension contributions	531	274
Hire of Hall	2,758	2,348
Equipment, materials & resources	3,073	3,505
Fundraising event costs	762	503
Cost of services	-	2,118
Parties & outings	274	104
Refreshments	1,273	313
Sundries	-	-
Donations & gifts	-	332
Printing, postage & stationery	355	271
Ofsted fees, PSLA subscription & insurance	579	1,838
Advertising	31	-
Training	1,048	-
Cleaning & PPE	173	30
Telephone & computer	444	250
Repairs, renewals & garden maintenance	1,603	228
Accountancy charges	250	200
Bank charges	73	37
Depreciation	378	213
	<u>72,825</u>	<u>53,807</u>
<b>Surplus/(deficit) for the year</b>	<u><b>25,711</b></u>	<u><b>13,738</b></u>

**BRIDGE VILLAGE PLAYGROUP  
BALANCE SHEET  
AS AT 31 JULY 2023**

	31-Jul-23		31-Jul-22	
	£	£	£	£
<b>Assets</b>				
Computer equipment	319		425	
Fixtures & fittings	337		-	
Prepayments	885		517	
Bank current account	30,390		15,301	
Bank deposit account	10,023		-	
Cash in hand	57		57	
		42,011		16,300
<b>Liabilities</b>				
Trade creditors	-		-	
Pension creditor	-		-	
		-		-
<b>Net assets</b>		<b>42,011</b>		<b>16,300</b>
Represented by:				
Surplus brought forward		16,300		2,562
Surplus/(deficit) for the year		25,711		13,738
<b>Surplus carried forward</b>		<b>42,011</b>		<b>16,300</b>

Accepted and approved on behalf of the Trustee on

by:

H Groombridge  
Treasurer/Trustee

**BRIDGE VILLAGE PLAYGROUP**

England & Wales - Charity number 1029286

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# Accounts

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# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	August	2021		31	July	2022

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Bridge Village Hall
High Street
Bridge
<b>Postcode</b> CT4 5JZ

### 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	Sarah Pinnington	Manager	Sarah stood down as Manager at the end of the year and has taken on the role of Chair for 2022-2023.	
2	Elsbeth (Eppa) Hummerstone	Treasurer		
3	Kayleigh Woodward	Chair	Kayleigh resigned as Chair mid year in 2021-22	
4	Odette Johnson			
5	Holly Broadley		Joined in September 2021. Holly acted as Secretary for a few months in 2022.	
6	Carla Devereaux	Secretary	Carla joined the Committee in September 2021. Carla changed role to Acting Chair when Kayleigh left, but has now returned to being the Secretary	
7	Helen Bridger / Shillito	Member	Helen joined the committee in September 2021	
8	Katie Johnson	Member	Katie has been on the Committee since January 2022	
12				
13				
14				

**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)**

--

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution (Pre-School Learning Alliance) 1 May 2018
How the charity is constituted (eg. trust, association, company)	Unincorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	We ask parents if they would like to join, and then we nominate them to become trustees in a Committee Meeting

**Additional governance issues (Optional information)**

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

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

--

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

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involve in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

**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)**

Bridge Village Playgroup is a charity-run pre-school that operates out of the Village Hall in Bridge. We employ 6 members of staff who have all been with the Pre-school for many years, and are very experienced and well-regarded in the community. Our primary activity is to provide early-years education for children aged 2 to 4.

As a charity-run pre-school we actively encourage parents to get involved in the running of the pre-school through the Committee, which includes current and ex-parents of children at the pre-school.

The pre-school Manager keeps in close contact with the Early Years specialist team at Kent County Council to ensure that we are compliant with all requirements from Ofsted and are meeting the needs of all children attending the setting.

We follow the Early Years Foundation Stage Curriculum and use the local authority tracking system to track and follow the childrens' progress.

Monitoring/ tracking kids

An indication of some of the activities undertaken at the pre-school are as follows:

- walks around the village and trips to the local recreation ground for outdoor play activities. These are aimed at allowing the children to develop their gross motor skills and give them an opportunity to run, climb and explore their natural environment.
- trips to the local allotment to grow vegetables, observe growth and changes and to develop their Understanding of the World; one of the areas of the curriculum.
- sensory play activities to encourage discussion around the child's experience of engaging in these activities, to help develop their verbal skills
- role-play activities including dressing up, and setting up different themed areas such as a travel agent, shop, etc.
- numeracy activities to aid early development of counting and general understanding of number as well as shape and space. Many of these activities are also explored in our outdoor environment where we have access to sand and water play; activities which also extend their scientific understanding.
- early phonics activities with stories which also focus on developing all aspects of Phase one phonics ie alliteration, voice sounds, rhythm and rhyme.
- those children who will be attending Primary School the following September, also have a focused morning carpet session which are planned because of observations carried out over the week and target their specific needs. These sessions are also aimed at providing them with small challenges and extend their learning, as well as preparing them for school readiness.

During this academic year we have continued with certain measures to ensure the safety of staff and children in relation to Covid-19, such as :

- parents are not allowed within the village hall premises; if they do come in to sooth their child then parents/carers and staff will use facemasks for that period.
- Windows and doors remain open during sessions
- We make greater use of our small outdoor area and have recently been granted funding to buy more resources to support the learning outside
- The premises are cleaned at the end of each session by staff
- Children all have their hands sanitised at the start and end of each session, as well as throughout the day when they have been touching their mouths or faces or if they have been outside.
- The setting's Covid policy is updated regularly and is available to parents when there has been a case of Covid or if it has been requested. All parents/carers have received a copy of the Covid policy.

Trustees have considered the Charity Commission's guidance on public benefit when planning the charity's activities

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

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

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

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

The pre-school had been in significant financial difficulty due to the ongoing Covid-19 pandemic, and due to a historic shortfall in cashflow. Furthermore, the Manager of the pre-school who had been in place for 25years announced that she would be retiring in July 2021.

The Committee worked incredibly hard to turn around the financial situation of the pre-school. In August 2021, the new Treasurer prepared a Business Plan to identify measures that the pre-school could undertake in order to improve its profitability and return it to a viable business.

The Committee have done an exceptional amount of fundraising to restore a financial reserve, providing security for the staff and trustees. The preschool Manager and Committee have also worked hard to build up the number of children attending the preschool through marketing, advertising, fundraising events etc. The business had a much needed review of its pricing structure to improve income but also remain competitive.

The Committee have applied for numerous grants to enable the pre-school to improve its offering, purchase new materials and equipment, and provide the children with educational outings and experiences without impacting the finances of the business.

The pre-school has recruited new staff despite a very difficult market. Due to personal reasons, the Manager had to resign from the role, leaving at the end of the academic year. The Committee were able to promote an existing employee to be the new Manager for 2022-23, ensuring the preschool could continue in safe hands. The committee undertook training in order to carry out this recruitment process.

Overall it has been a year of huge success and a lot of hard work for the trustees and staff at pre-school.

## Section E Financial review

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

The pre-school was very recently operating with a minimal financial reserve that was not sufficient to cover costs should the charity need to dissolve. Furthermore, the pre-school sector is struggling to remain viable, and is vulnerable to financial difficulty. The charity is therefore keen to build up a stronger financial reserve to provide protection from ongoing challenges in the sector.

**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.

Fundraising has been a principal source of income in 2021-22, through events such as colouring competitions, boot fairs, children's activities at a festival, school and village fetes, clothes collections, Christmas raffle, coffee mornings etc.

The pre-school has operated with a strict policy regarding expenditure this year, with the Manager asked to keep all expenses to essentials only. All purchases of financial significance have been funded through grants.

## 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**

<b>Signature(s)</b>	Eppa Hummerstone	Sarah Pinnington
<b>Full name(s)</b>	Eppa Hummerstone	Sarah Pinnington
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair

**Date** 24.01.23

**Bridge Village Playgroup**  
**AGM – Tuesday 6<sup>th</sup> September 2022**

**Chairperson Report**



## **2021-2022 Year**

2021 – 2022 was a good year for the playgroup.

We started in a fragile position – in terms of both staffing and number of children attending.

But as year as progressed, both numbers increased.

The nursery practice has improved – it is now more forward thinking and more in line with other settings.

A good number of children attended the setting and all developed very well, and at a recognised pace.

The learning and development were not impacted by changing circumstances of staffing, covid, illness, bereavements etc.

The provision is strong.

Staff are more involved in the operations of the playgroup and there is more openness and transparency. E.g. staff understanding their pay slip, all knowing the cupboard.

Sarah left the manager role over the summer, and Julia has now taken on this responsibility. Julia will continue to take the playgroup forward (see below for year ahead)

At the AGM in July 2022, the accounts and annual report for the year 2020-2021 were approved.

Once the accounts for the financial year 2021-2022 are available, they will be presented to the committee along with an annual report for submission to the Charity Commission.

### **Financial position through 2021-2022**

At the end of July 2021, as per the annual accounts, we can see that playgroup had only £2,500 in the bank. This was an incredibly difficult position to be in given that the playgroup receive no income in August. In September funds come in from KCC but not

immediately. Further, it takes a while for all of the new children to settle before the parents can be invoiced. Further, more time passes before the invoices are paid.

Numbers were lower in September 2021 than what we have currently for September 2022.

Costs are fixed, but income is variable.

In September 2021 we really had to focus on cutting staff hours. At that time, the business wasn't viable and therefore we were totally reliant on the summer fundraising.

Currently our numbers are looking good which has boosted the cash coming in. As a business, the playgroup is now considered viable.

However, caution is still needed. More hall expenses will be incurred next year as we didn't pay for the first term last year (as offered by the Bridge Village Hall Committee)

Almost £10k has been raised in fundraising for the 2021/2022 year. This is a fantastic achievement.

It is recommended and agreed by all that this £10,000 needs to be ringfenced. It means that if the worst happened, there is a redundancy pot. There may be more covid waves, more pandemics, more unexpected events and we need the reserves in place to protect the future of the playgroup.

A profit of around £4-5k is expected for the year 2021-2022. This is business profit, excluding fundraising. This is the ideal situation to strive for so that we do not need to be so reliant on fundraising for day to day costs.

Eppa now feels more comfortable with spending more money and investing e.g. uniforms for staff. As long as caution is still applied.

Significant expenditure (e.g. on garden) should be postponed until another year of consistent income has taken place – to provide some reassurance on the projected finances.

Committee are reminded that we still need to be very cautious, as the bank balance can change very quickly. For example, the bank balance currently contains grant money – which needs to be spent on the specifics related to the particular grants.

## **Look forward to 2022-2023**

Helen Groombridge has agreed to take over from Eppa as Treasurer. A handover will take place through September / October before Eppa submits her resignation. Both Eppa and Helen are happy with this timeframe.

The Committee acknowledges that new members are needed from September as we have only the minimum number of trustees at present which is too risky and an unfair burden on the current members.

All members will make an effort to recruit new joiners from September – and the importance of the committee to the survival of playgroup will be emphasised.

A note has been taken to promote the playgroup on a more positive successful brand to move away from the struggling theme that we had to emphasize through the pandemic. An article has been submitted for the local magazine noting Eppa's achievement of finalist in the Kent Charity Trustee of the Year awards and how successful the playgroup now is.

Fundraising plans for the year include:

- Photographer in October
- Christmas Raffle
- Nativity Coffee morning
- Boot fair in Spring / Summer

Charity No: 1029286

**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2022**

Ackland Webb  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

# **BRIDGE VILLAGE PLAYGROUP**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2022**

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The Trustees present their report with the financial statements of the trust for the year ended 31 July 2022.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The trustees are responsible for managing the Trust in accordance with the constitution adopted on 9 November 1993 as amended by the scheme document dated 1 May 2018.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Administrative office**

Bridge Village Hall  
High Street  
Bridge  
Canterbury  
Kent CT4 5JY

### **TRUSTEES**

The trustees serving during the year were:

S Pinnington  
K Woodward  
C D Smith  
H G Broadley  
E J Hummerstone  
O Johnson  
H Shilito

### **INDEPENDENT EXAMINER**

Ackland Webb Ltd  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

Approved by order of the trustees on  
behalf by:

and signed on its

.....

.....

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OF BRIDGE VILLAGE PLAYGROUP**

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I report to the Committee on my examination of the accounts of the Trust for the year ended 31 July 2022.

## **Responsibilities and basis of report**

As trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Trust's governing document and generally accepted accounting principles.

Having satisfied myself that the accounts of the Club are not required to be audited under the Club's governing document and are eligible for independent examination, I report in respect of my examination of the Club's accounts. In carrying out my examination I have followed the principles laid down by the Charity Commission under section 145(5) (b) of the Charities Act 2011.

## **Independent examiner's statement**

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

- accounting records were not kept in respect of the Club; or
- the accounts do not accord with those records; or

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.

David Muggridge  
Ackland Webb Ltd  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

Date: .....

**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2022**

	<b>31-Jul-22</b>	<b>31-Jul-21</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees	52,633	35,361
Raffles	2,208	-
Interest	-	-
Other income	695	4,967
Training and equipment grants	4,785	-
Coffee mornings	97	-
Cards/clothing	-	-
Bags to School	-	-
Easter event	-	-
Other events	4,136	463
Donations	2,976	3,579
Milk rebates	15	36
	<u>67,545</u>	<u>44,406</u>
<b>Expenditure</b>		
Supervisors	41,243	42,075
Employer pension contributions	274	320
Hire of Hall	2,348	1,719
Equipment, materials & resources	3,505	342
Fundraising event costs	503	-
Cost of services	2,118	-
Parties & outings	104	-
Refreshments	313	232
Sundries	-	89
Donations & gifts	332	500
Printing, postage & stationery	271	46
Ofsted fees, PSLA subscription & insurance	1,838	802
Advertising	-	-
Training	-	-
Cleaning & PPE	30	138
Telephone & computer	250	136
Repairs, renewals & garden maintenance	228	-
Accountancy charges	200	-
Bank charges	37	-
Depreciation	213	-
	<u>53,807</u>	<u>46,399</u>
<b>Surplus/(deficit) for the year</b>	<u><b>13,738</b></u>	<u><b>(1,993)</b></u>

**BRIDGE VILLAGE PLAYGROUP  
BALANCE SHEET  
AS AT 31 JULY 2022**

	31-Jul-22		31-Jul-21	
	£	£	£	£
<b>Assets</b>				
Computer equipment	425		-	
Prepayments	517		-	
Bank current account	15,301		2,505	
Bank deposit account	-		-	
Cash in hand	57		57	
	<u>          </u>	16,300	<u>          </u>	2,562
<b>Liabilities</b>				
Trade creditors	-		-	
Pension creditor	-		-	
	<u>          </u>	-	<u>          </u>	-
<b>Net assets</b>		<u>          </u>		<u>          </u>
		<b>16,300</b>		<b>2,562</b>
Represented by:				
Surplus brought forward		2,562		4,555
Surplus/(deficit) for the year		13,738		(1,993)
		<u>          </u>		<u>          </u>
<b>Surplus carried forward</b>		<u>          </u>		<u>          </u>
		<b>16,300</b>		<b>2,562</b>

Accepted and approved on behalf of the Trustee on

by:

E Hummerstone  
Trustee

**BRIDGE VILLAGE PLAYGROUP**

England & Wales - Charity number 1029286

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# Accounts

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Trustees' Annual Report for the period									
From		Period start date			To		Period end date		
		01	August	2020			31	July	2021

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Bridge Village Hall	
High Street	
Bridge	
<b>Postcode</b>	CT4 5JZ

### 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	Mary Daw	Manager	Mary was in place for the full year but left the position at the end of this period (31 July 2021)	
2	Simone Lipson Green	Treasurer	Simone was in place for the full year but left the position at the end of this period (31 July 2021)	
3	Kayleigh Woodward	Chair		
4	Odette Johnson			
5	Eppa Hummerstone	Treasurer	Eppa took over as Treasurer on 01 August 2021	
6	Zoe Anderson		Zoe left the Committee on 31 July 2021	
7	Sarah Pinnington	Manager	Started 01 August 2021	
8	Holly Broadley		Joined in September 2021	
9	Carla Devereaux	Secretary	Carla joined the Committee in September 2021	
10	Helen Bridger	Member	Helen joined the committee informally in September 2021	
11				
12				
13				
14				

**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)	Constitution (Pre-School Learning Alliance) 1 May 2018
How the charity is constituted (eg. trust, association, company)	Unincorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	We ask parents if they would like to join, and then we nominate them to become trustees in a Committee Meeting

**Additional governance issues (Optional information)**

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

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

--

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

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involve in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

**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)**

Bridge Village Playgroup is a charity-run pre-school that operates out of the Village Hall in Bridge. We employ 6 members of staff who have all been with the Pre-school for many years, and are very experienced and well-regarded in the community. Our primary activity is to provide early-years education for children aged 2 to 4.

As a charity-run pre-school we actively encourage parents to get involved in the running of the pre-school through the Committee, which includes current and ex-parents of children at the pre-school.

The pre-school Manager keeps in close contact with the Early Years specialist team at Kent County Council to ensure that we are compliant with all requirements from Ofsted and are meeting the needs of all children attending the setting.

We follow the Early Years Foundation Stage Curriculum and use the local authority tracking system to track and follow the childrens' progress.

Monitoring/ tracking kids

An indication of some of the activities undertaken at the pre-school are as follows:

- walks around the village and trips to the local recreation ground for outdoor play activities. These are aimed at allowing the children to develop their gross motor skills and give them an opportunity to run, climb and explore their natural environment.
- trips to the local allotment to grow vegetables, observe growth and changes and to develop their Understanding of the World; one of the areas of the curriculum.
- sensory play activities to encourage discussion around the child's experience of engaging in these activities, to help develop their verbal skills
- role-play activities including dressing up, and setting up different themed areas such as a travel agent, shop, etc.
- numeracy activities to aid early development of counting and general understanding of number as well as shape and space. Many of these activities are also explored in our outdoor environment where we have access to sand and water play; activities which also extend their scientific understanding.
- early phonics activities with stories which also focus on developing all aspects of Phase one phonics ie alliteration, voice sounds, rhythm and rhyme.
- those children who will be attending Primary School the following September, also have a focused morning carpet session which are planned because of observations carried out over the week and target their specific needs. These sessions are also aimed at providing them with small challenges and extend their learning, as well as preparing them for school readiness.

During this academic year we have continued with certain measures to

- ensure the safety of staff and children in relation to Covid-19, such as :
- parents are not allowed within the village hall premises; if they do come in to sooth their child then parents/carers and staff will use facemasks for that period.
  - Windows and doors remain open during sessions
  - We make greater use of our small outdoor area and have recently been granted funding to buy more resources to support the learning outside
  - The premises are cleaned at the end of each session by staff
  - Children all have their hands sanitised at the start and end of each session, as well as throughout the day when they have been touching their mouths or faces or if they have been outside.
  - Staff carry out twice weekly lateral flow tests and report it to the manager as well as on the Government website. Although mandatory testing was ended as of 24<sup>th</sup> February 2021, as a staff we have continued to test at least once a week.
  - The setting's Covid policy is updated regularly and is available to parents when there has been a case of Covid or if it has been requested. All parents/carers have received a copy of the Covid policy.

Trustees have considered the Charity Commission's guidance on public benefit when planning the charity's activities

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

The Charity relies heavily on a team of volunteers that make up the Committee. Due to the difficulties involved with fundraising during lockdowns and with Covid-19 restrictions in place, the Committee initiated a GoFundMe fundraiser to support the pre-school through this difficult period. The volunteers raised over £5,000 in early 2021.

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**

The pre-school has been in significant financial difficulty due to the ongoing Covid-19 pandemic, and due to a historic shortfall in cashflow. Furthermore, the Manager of the pre-school who had been in place for 25years announced that she would be retiring in July 2021.

The Committee therefore set about to urgently fundraise to enable the pre-school to continue operating, and to recruit a new Manager. We were successful with both of these endeavours. We raised over £5,000 to keep the pre-school open, and we hired a new Managed to start in August 2021.

The pre-school managed to continue providing a safe and caring environment for the small number of children that did attend during the 2020-2021 academic year.

## Section E Financial review

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

The pre-school is currently operating with very little money and would like to build up a financial reserve to ensure that there are sufficient funds available if the charity was to be dissolved.

**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 new Treasurer and Manager are concerned by the historic financial performance of the Charity, and are putting in to place a number of key measures for the Academic Year 2021-2022 to improve the situation. It has been noted that the charity has made a loss in 4 of the last 6 years, and that this is partly due to low numbers of children attending, and a generous staffing provision.

## Section F Other optional information

The charity faces much uncertainty going forward in the 2021-22 period, with financial viability, low child numbers, and staff retention all identified as principal risks.

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Eppa Hummerstone	Kayleigh Woodward
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair

**Date**

**BRIDGE VILLAGE PLAYGROUP**  
**INCOME & EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2021**

Ackland Webb  
Chartered Certified Accountants  
Canterbury Innovation Centre  
University Road  
Canterbury  
Kent CT2 7FG

**BRIDGE VILLAGE PLAYGROUP**

**FOR THE YEAR ENDED 31 JULY 2021**

**Accountant's approval certificate**

In accordance with instructions given to us, we have prepared without carrying out an audit, the attached Income and Expenditure Account and Balance Sheet for the year ended 31 July 2021 from the accounting records of Bridge Village Playgroup and from information and explanations given to us.

.....

Ackland Webb  
Chartered Certified Accountants  
Canterbury Innovation Centre  
University Road  
Canterbury  
Kent CT2 7FG

**Client approval certificate**

I approve the attached Income and Expenditure Account and Balance Sheet for the year ended 31 July 2021 and confirm that I have made available all relevant records and information for their preparation.

.....

Simone Lipson-Green  
Treasurer  
Bridge Village Playgroup

**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2021**

	<b>31-Jul-21</b>	<b>31-Jul-20</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees	35,361	33,727
Raffles	-	849
Interest	-	5
Other income	4,967	5,339
Training and equipment grants	-	120
Coffee mornings	-	-
Cards/clothing	-	18
Bags to School	-	-
Easter event	-	-
Other events	463	1,728
Donations	3,579	-
Milk rebates	36	124
	<u>44,406</u>	<u>41,910</u>
<b>Expenditure</b>		
Supervisors	42,075	39,556
Employer pension contributions	320	338
Hire of Hall	1,719	3,299
Equipment, materials & resources	342	93
Parties & outings	-	158
Refreshments	232	355
Sundries	89	134
Donations & gifts	500	-
Printing, postage & stationery	46	254
Ofsted fees, PSLA subscription & insurance	802	507
Advertising	-	-
Training	-	-
Cleaning & PPE	138	261
Telephone & computer	136	177
Repairs, renewals & garden maintenance	-	-
	<u>46,399</u>	<u>45,132</u>
<b>Surplus/(deficit) for the year</b>	<u><b>(1,993)</b></u>	<u><b>(3,222)</b></u>

**BRIDGE VILLAGE PLAYGROUP  
BALANCE SHEET  
AS AT 31 JULY 2021**

	31-Jul-21		31-Jul-20	
	£	£	£	£
<b>Assets</b>				
Other debtors	-		-	
Prepayments	-		-	
Bank current account	2,505		1,567	
Bank deposit account	-		3,038	
Cash in hand	57		-	
	<u>57</u>	2,562	<u>-</u>	4,605
<b>Liabilities</b>				
Trade creditors	-		50	
Pension creditor	-		-	
	<u>-</u>	-	<u>-</u>	(50)
<b>Net assets</b>				
	<u>2,562</u>		<u>4,555</u>	
Represented by:				
Surplus brought forward	4,555		7,777	
Surplus/(deficit) for the year	(1,993)		(3,222)	
	<u>2,562</u>		<u>4,555</u>	
<b>Surplus carried forward</b>	<b><u>2,562</u></b>		<b><u>4,555</u></b>	



## Bridge Village Playgroup

### Chairpersons Annual Report 2020-2021

Playgroup has had a very challenging year due to COVID-19. The staff all remain the same and continue to be dynamic, innovative and a nurturing team. We ended the year with a small number of children. All members of staff have completed all relevant levels of their child protection training. First aid training has been completed.

The end of this year we will say good bye to Mary as she will be retiring and we wish her all the best. Simone will also leave playgroup as our treasurer. Thank you to you both for your continued commitment.

We will welcome Sarah as the new playgroup manager and Eppa as the new treasurer at the beginning of the school year. I'm sure you will all join me in giving them a massive welcome.

Mary and the team continue to liaise with Tracy Butterfill, the setting improvement partner from KCC to ensure all necessary requirements for the setting are met. The level of training which our staff complete is a true reflection of their committed professionalism.

The staff are currently still complying with all of the COVID-19 changes and the children continue to adapt and accept these in their stride. The children are doing amazing and that's all thanks to the amazing team that we have at playgroup. The children have not been able to explore many of the opportunities that would have been previously explored such as a trips to the park or allotment and using the walking bus. These will slowly filter back in with the easing of lockdown during the summer.

Due to falling on financial hardship we launched a GoFundMe campaign to allow us to open our doors from April-July. We raised a massive £5000 with support from the local community, family and friends. Fundraising has had a massive dip this year as we have not been able to raise half as much as we would usually raise. This academic year we have managed to have a sponsored bounce, handprint keepsakes, cake sale, donation from Chads company, GoFundMe via PayPal and direct donations which totalled **£7098.23**.

Due to slight lifting of restrictions we were able to visit the allotment and plant potatoes and we managed some trips to the park and walks around Bridge Village. We still have access to our resident stick insects, this year we had the pleasure of some little border collie puppies – truly heart melting.

The children have been able to enhance their baking skills this year as we have had lots of baking coming home, this has included chocolate chip cookies, pizzas and home made cakes!

I would like to give a huge massive thanks to the Parish Council who have been so helpful and supportive during COVID-19. We have found ourselves in a somewhat tight spot with regards to finances and they have allowed us a reprieve until Christmas on paying hall fees. They also donated a massive £500 to the GoFundMe campaign.

Finally, the biggest thank you is to Mary and her amazing team, Jane, Judith, Julia, Roz, and Francina. You are all truly marvellous in helping our children to grow, believe in themselves and become the children they are today. You all really do give them the best start to their education and allow them to shine as individuals.

Myself and the committee would like to wish all of the children that moved on to school this year all the very best of luck and we will miss you all.

**BRIDGE VILLAGE PLAYGROUP**

England & Wales - Charity number 1029286

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# Accounts

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## Bridge Village Playgroup

### Chairpersons Annual Report 2019-2020



Playgroup has had a fantastic year due to our dynamic, innovative and nurturing team. The playgroup role stands at 21 and all members of staff have completed the relevant levels of their child protection training. First Aid was undertaken by all staff. Julia has completed her NVQ3.

Mary and the team continue to liaise with Tracy Butterfill, the setting improvement partner from KCC to ensure all necessary requirements for the setting are met. The level of training which our staff complete is a true reflection of their committed professionalism.

Due to COVID-19 playgroup has had to undergo some massive changes. The setting is complying with all current regulations and will continue to do so. All the staff and children have adapted so well to them all! Well done to all of you! The children have not been able to explore many of the opportunities that would have been previously explored such as a trip to the park or allotment and using the walking bus.

Fundraising plays a massive part of the playgroups year and unfortunately we have been unable to raise as much as we would have hoped. Before COVID hit the children managed to have a great nativity play, Christmas raffle and coffee morning which raised a massive £935. We enjoyed a valentine's disco raising another £265.50. We all had a massive clear out and had a Bag2School collection which raised £92. We also took part in the Community Matters Tokens within the Waitrose store which raised us a whopping £303!

**However, we have managed to rise a healthy amount of £1595.50.**

During the earlier part of the academic year the children have continued to enjoy regular visits with feathers and scales in the form of chickens, rabbits and lizards along with our resident stick insects. Trips earlier in the year included quite an array of outings such as visiting Blean woods and

The children have been able to enhance their baking skills this year as we have had lots of baking coming home, this has included chocolate chip cookies, pizzas and home made cakes!

Simone, thank you for giving up your time to do the playgroup accounts. Simone liaises with Ackland Webb who finalise our accounts so a big thank you to David and his team.

Thank you to the Village Hall Committee who ensure that the village hall is kept in the lovely state it is in.

Finally, the biggest thank you is to Mary and her amazing team, Jane, Judith, Julia, Roz, and Francina. You are all truly marvellous in helping our children to grow, believe in themselves and become the children they are today.

Myself and the committee would like to wish all of the children that moved on to school this year all the very best of luck and we will miss you all.

## **Bridge Village Playgroup**

Treasurer's Report –For the year ended 31 July 2020

1. Hall hire increased by £1026 this year, due to an increase in sessions provided
2. Staff wages increased by £1195. BVP made use of the furlough scheme, but could only claim limited amounts.
3. Income from fees decreased £8311, this was due to Covid-19. Playgroup was closed for several months, with no additional income from fees.
4. Income over expenses was -£3,222
5. Fundraising for the year was severely reduced from March 2020 due to BVP being closed
6. Staff salaries were increased in line with the minimum wage of £8.72p/hour
7. Due to Covid-19 BVP's financial position was severely compromised and there are no reserves available.

**BRIDGE VILLAGE PLAYGROUP**  
**INCOME & EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2020**

Ackland Webb  
Chartered Certified Accountants  
Canterbury Innovation Centre  
University Road  
Canterbury  
Kent CT2 7FG

**BRIDGE VILLAGE PLAYGROUP**

**FOR THE YEAR ENDED 31 JULY 2020**

**Accountant's approval certificate**

In accordance with instructions given to us, we have prepared without carrying out an audit, the attached Income and Expenditure Account and Balance Sheet for the year ended 31 July 2020 from the accounting records of Bridge Village Playgroup and from information and explanations given to us.

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Ackland Webb  
Chartered Certified Accountants  
Canterbury Innovation Centre  
University Road  
Canterbury  
Kent CT2 7FG

**Client approval certificate**

I approve the attached Income and Expenditure Account and Balance Sheet for the year ended 31 July 2020 and confirm that I have made available all relevant records and information for their preparation.

.....

Simone Lipson-Green  
Treasurer  
Bridge Village Playgroup

**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2020**

	<b>31-Jul-20</b>	<b>31-Jul-19</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees	33,727	42,038
Raffles	849	1,035
Interest	5	8
Other income	5,339	-
Training and equipment grants	120	-
Coffee mornings	-	308
Cards/clothing	18	-
Bags to School	-	168
Easter event	-	154
Other events	1,728	514
Donations	-	704
Milk rebates	124	91
	<u>41,910</u>	<u>45,020</u>
<b>Expenditure</b>		
Supervisors	39,556	38,555
Employer pension contributions	338	144
Hire of Hall	3,299	2,273
Equipment, materials & resources	93	1,251
Parties & outings	158	140
Refreshments	355	487
Sundries	134	178
Printing, postage & stationery	254	159
Ofsted fees, PSLA subscription & insurance	507	980
Advertising	-	33
Training	-	-
Cleaning & PPE	261	-
Telephone & computer	177	243
Repairs, renewals & garden maintenance	-	30
	<u>45,132</u>	<u>44,473</u>
<b>Surplus/(deficit) for the year</b>	<b><u>(3,222)</u></b>	<b><u>547</u></b>

**BRIDGE VILLAGE PLAYGROUP  
BALANCE SHEET  
AS AT 31 JULY 2020**

	31-Jul-20		31-Jul-19	
	£	£	£	£
<b>Assets</b>				
Other debtors	-		-	
Prepayments	-		-	
Bank current account	1,567		3,784	
Bank deposit account	3,038		4,034	
Cash in hand	-		-	
	<u>-</u>	4,605	<u>-</u>	7,818
<b>Liabilities</b>				
Trade creditors	50			
Pension creditor	-		41	
	<u>-</u>	(50)	<u>41</u>	(41)
<b>Net assets</b>				
	<u>4,555</u>		<u>7,777</u>	
Represented by:				
Surplus brought forward		7,777		7,230
Surplus/(deficit) for the year		(3,222)		547
<b>Surplus carried forward</b>				
	<u>4,555</u>		<u>7,777</u>	