



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 Bridge Village Playgroup

Other names charity is known by -

Registered charity number (if any) 1029286

Charity's principal address Bridge Village Hall

High Street

Bridge

Postcode 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	Elspeth (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)

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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.

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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

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

Date 24.01.23

Bridge Village Playgroup
AGM – Tuesday 6th 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

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

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

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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 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**

	31-Jul-22	31-Jul-21
	£	£
Income		
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>
Expenditure		
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>
Surplus/(deficit) for the year	<u>13,738</u>	<u>(1,993)</u>

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

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

Accepted and approved on behalf of the Trustee on

by:

E Hummerstone
Trustee