



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2020 **Period start date** To 31st August 2021 **Period end date**

Charity name: Leigh Lollipops Nursery

Charity registration number: 1033808

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of Leigh Lollipops Pre-School Nursery is to provide a happy and caring learning environment for children aged from 2 to 5 years old, in which every child is supported and encouraged through their learning journey to develop to their full potential.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The aims of the pre-school as documented in the constitution document 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:</p> <ul style="list-style-type: none">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 and 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 areasc) instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Leigh Lollipops Nursery has continued to provide not-for-profit childcare to pre-school children in the local area. This means that profits made from the charity's activities go back into the Nursery to purchase or update equipment.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	<p>Leigh Lollipops Nursery is run by a volunteer committee, made up mostly of parents/carers.</p> <p>The overall management and control of the Nursery will rest with the individual members of the Nursery's management committee ("the committee"). As well as being responsible for the management of the Nursery the Committee members are also the charity trustees of the Nursery.</p> <p>The Committee is elected every year at the AGM; there is a Chairperson, Secretary, Treasurer and a maximum of eight other elected members.</p>
Other		Not applicable.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>COVID-19 continued to have an impact though not to the same degree as the previous year.</p> <p>It remains a challenging environment for small independent nurseries in general, as government subsidies do not adequately compensate for the cost of providing "free" childcare.</p> <p>As described last year, the nursery has adapted the business model to consolidate care in to 3 days of the week and this has led to a return to a profitable position again this year and a chance to build back the reserves.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Detailed above.
Performance of fundraising activities against objectives set	Para 1.41	Net fundraising was slightly higher than the previous year as COVID-19 continued to have an impact on the ability to host/contribute to larger fund raising events.
Investment performance against objectives	Para 1.41	Not applicable.
Other		Not applicable.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The reserves we hold are the profits of the Nursery from previous years. Due to the fluctuating nature of children numbers and occupancy rates from year to year, we keep these reserves as a buffer to cover unexpected losses, we also use them to cover our cost of wind-up should the Nursery be forced to close.
Amount of reserves held	Para 1.22	£34,869
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Not applicable.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	<p>The principal risks facing the charity are as follows:</p> <ol style="list-style-type: none"> 1. child occupancy rates below a level that can support our fixed costs 2. government funding for childcare being below the cost of providing the care 3. loss of a key member of staff 4. withdrawal of the contract to rent our premises from the Leigh Village Hall 5. loss of reputation 6. a downgrade from Ofsted

		<p>1 is mitigated as much as possible by marketing and open mornings.</p> <p>2. We cannot control except by the mix of funded and non-funded children.</p> <p>3. Annual staff reviews are undertaken to mitigate this.</p> <p>4. This is a small risk and links to the local community ensure this is kept under review</p> <p>5. Strict safeguarding policies are in place and adhered too.</p> <p>6. The adherence to 5 means that 6 is also minimised.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>The overall management and control of the Pre-school will rest with the individual members of the Pre-school's management committee ("the Committee"). As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees of the Preschool.</p> <p>The minimum number of Committee members shall be 5 and the maximum shall be 12, together with up to a further 3 co-opted members. The Committee shall consist of:</p> <p>(a) a Chair, a Treasurer and a Secretary ("the Officers"); and</p> <p>(b) not less than 2 nor more than 9 other elected Members; and</p> <p>(c) if the Committee decides it can co-opt up to 3 further Members on to the Committee at any time after the AGM.</p> <p>Not less than 60 per cent of the Committee members, including co-opted members, shall at the time of election or co-option be Family Members. In the event that this 60 per cent figure cannot be achieved, the Pre-school may elect Affiliate Members to make up the balance of the Committee subject to the Affiliate Members being approved by the Pre-school Learning Alliance.</p> <p>Where an individual is elected as a Committee member it is that individual who is the Committee member and charity trustee and no other individual with whom they share Family Membership or Affiliate Membership shall be entitled to stand in their place at Committee meetings or have any other rights as a Committee member.</p> <p>Retiring Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.</p>

		<p>Co-opted members may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.</p> <p>In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Family Member or an Affiliate Member appointed by the Committee.</p> <p>All Committee members will have one vote each at Committee meetings. In the event of a tie the Chair of the Committee has a second or casting vote.</p> <p>A quorum for Committee meetings is not less than half the Committee, including any two of the Officers.</p> <p>All Members shall be eligible to stand for election to the Committee, except ordinarily a Member who is a paid employee of the Pre-school. A Member who is a paid employee of the Pre-school may however be eligible for election to the Committee subject to the following conditions being satisfied:</p> <p>a) No Committee member may be paid for services provided to the Pre-school that form part of their duties as a Committee member and trustee of the Pre-school;</p> <p>b) Any services which are provided by a Member who is a paid employee to the Pre-school must be the subject of a written agreement between the individual and the Pre-school on such terms as are considered by the Committee to be in the interests of the Pre-school and have been approved by a resolution of the Committee;</p> <p>c) The amount of the remuneration for such services are what is reasonable in the circumstances and do not exceed the amount that is customarily paid by the Pre-school to other persons who are not Committee members for such services; and</p> <p>d) Not more than a minority of Committee members may at any time be the subject of such arrangements with the Pre-school and no such Committee members shall vote on or sit in any Committee meeting at which any</p>
--	--	--

	<p>matters concerning any such agreement relating to the provision of their services to the Pre-school is considered by the Committee.</p> <p>Not less than two weeks before the date of the next Annual General Meeting of the Pre-school at which the election of elected Committee members will take place each Member shall be sent a form which any Member wishing to stand as a candidate for election to the Committee must complete and return to the Secretary to indicate their willingness to act as a member of the Committee if elected.</p> <p>At the Annual General Meeting the prospective new elected members of the Committee will be those candidates receiving the highest number of votes from the Members, up to a maximum of 12 elected Committee members in total. Candidates will need to notify their willingness to stand on the Committee to the Secretary.</p> <p>At the first Committee meeting following the Annual General Meeting at which the newly elected members of the Committee are elected they shall choose from amongst their number the members who will act as Chair, Treasurer and Secretary.</p> <p>The term of office of any Committee member will automatically cease:</p> <ul style="list-style-type: none"> (a) if he or she is not re-elected or re-appointed in accordance with the provisions of this clause; (b) if they are disqualified under the Charities Acts from acting as a charity trustee; (c) if they are incapable whether mentally or physically of managing his or her own affairs; (d) if they resign (but only if at least 5 other elected members of the Committee will remain in office); (e) if they are removed from the Committee by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings or is likely to bring the Pre-school into
--	--

		disrepute or he/she has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Committee member, the Committee will give him/her written notice of the misconduct or failure alleged to have occurred. The Committee member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to remove him/her from the Committee.
--	--	---

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Not applicable.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Not applicable.
Relationship with any related parties	Para 1.51	Not applicable.
Other		Not applicable.

Reference and Administrative details

Charity name	Leigh Lollipops Nursery
Other name the charity uses	Not applicable
Registered charity number	1033808
Charity's principal address	Leigh Village Hall, Bunce Common Road, Leigh, Reigate, Surrey RH2 8NP

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	Amy Lowry	Nursery Manager		
2	Adele Turner	Treasurer		
3	Erica Charlton	Chairperson		
4	Eve Waddingham	Trustee		
5	Lucy Jarrett	Trustee		
6				
7				
8				
9				
10				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and	Not applicable

segregation of such assets from the charity's own assets	
--	--

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	A-Turner	ASVOM
Full name(s)	A. TURNER	AMY LOWMY
Position (eg Secretary, Chair, etc)	TREASURER	HEAD OF NURSERY / COMMITTEE MEMBER
Date	30/3/22.	

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Nursery fees	21,613	-	-	21,613	8,488
Voluntary Contributions	4,020	-	-	4,020	1,497
EYFE from Surrey CC	35,743	-	-	35,743	21,756
SEN funding from Surrey CC	-	-	-	-	-
Late Fees for overdue monies	-	-	-	-	-
Commission	-	-	-	-	-
Fundraising Income	2,198	-	-	2,198	1,665
Charitable donations	-	-	-	-	-
Hiring out of Lollipops equipment	-	-	-	-	-
Children's Uniform	123	-	-	123	34
Children's milk cost reclaimed	3	-	-	3	23
Interest income	2	-	-	2	32
Job Retention Scheme	286	-	-	286	3,006
HMRC Tax Rebate	-	-	-	-	773
Sundries	326	-	-	326	151
Sub total (Gross income for AR)	64,315	-	-	64,315	37,425
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	64,315	-	-	64,315	37,425
A3 Payments					
Staff Wages	38,253	-	-	38,253	35,794
Hall Rental & maintenance	3,123	-	-	3,123	3,055
Refunds of deposits, overpaid fees & EYFE Income	700	-	-	700	2,425
Telephone and internet	1,295	-	-	1,295	1,012
Marketing Costs	597	-	-	597	677
Staff Training costs	1,095	-	-	1,095	148
Staff and Children's uniform	416	-	-	416	51
Printing and sundry expenses	514	-	-	514	328
Membership of professional bodies and Insurance	289	-	-	289	1,065
Supplies - educational, household & catering	1,968	-	-	1,968	865
Children's Milk	1	-	-	1	37
Staff, children and committee gifts	182	-	-	182	53
Accountancy Fees	-	-	-	-	-
Bank charges	84	-	-	84	55
Fundraising expenses	362	-	-	362	-
Tax adjustment	-	-	-	-	18
Depreciation	-	-	-	-	205
Sub total	48,877	-	-	48,877	45,788
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	48,877	-	-	48,877	45,788

Report of Independent Examiner

I have examined the above Income and Expenditure Account and confirm that it is in accordance with the books, vouchers and information supplied and is correct to the best of my knowledge.

Signature	Print Name	Date of Approval
DVP Frost	D.V.P. FROST	8 th Jul

D.V.P Frost – Orchard Cottage, Church Road, Leigh, Surrey