



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From                      Period start date    To                      Period end date

**Charity name: Colyton Caterpillars Early Education**

**Charity registration number: 1038141**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Colyton Caterpillars Early Education is a fully inclusive environment that meets the needs of all children in our community aged between 0-11 years. Children's needs are challenged, nurtured and fulfilled in an exciting, unique way that is led by a highly qualified team.
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	We follow the EYFS framework to provide care and education for children aged 0-5 years and wrap around care for children aged 5-11 years working alongside Colyton Primary School.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have followed the Charity Commission guidance, produced new policies and conducted monthly meetings to oversee the charity.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
-------	--	--

## 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>It has been a challenging year financially. With NMW increase and the rise in bills and supplies. Having increased the private fees, included an administration fee for new starters, increased both the holiday club and the walking bus fees this has helped. Government funding is set to increase in September. We are beginning to build reserves in the savings account again with the aim to reach 10,000 by December 2024.</p> <p>Staffing has been steady we have just employed somebody to help with lunches which takes the pressure off the day staff. We decided not to cover x2 maternity positions to save money so this new position is really welcomed by staff. Staffing currently is at the correct ratio according to guidelines.</p> <p>We now offer home cooked lunches at a fee this has been very popular with the children.</p> <p>The Tenancy for Colyton Caterpillars has now been signed by myself and Clemmie. We hope to rent out the hall, scouts room and garden going forward. We are awaiting a response from the Straw bridge committee.</p> <p>All Policies and Procedures are up to date and reviewed regularly.</p> <p>H&amp;S walk has highlighted the need for maintenance of the building this is to be discussed with Strawbridge Committee as to whom is responsible for the different areas?</p> <p>From September staff will wear a uniform a green polo with our logo. We have talked about a uniform (t-shirt) for children awaiting response from parents/carers</p> <p>Fundraising events this year have included the annual Colyton Christmas</p>



Fayre and The Grizzly bag collection service both of which Kate and the staff have worked incredibly hard to make a great success year on year. Others include Summer fete with the Primary school, Halloween disco, seasonal photoshoots, hampers and new collection boxes.

I would like to Thank all the committee members old and new for your time and dedication. Caterpillars continues to thrive and serve our community. We are all passionate that our children get the best start in life a big Thank you has to go the wonderful staff who have the patience of saints and manage to have a smile on their faces even after a long day! We appreciate everything you do.

This year has been extremely busy with 88 children on the roll at present and the levels to remain high in September 2025. We continue to try and provide the best environment for children at this vital stage in their education and development. We employ 14 staff, having just taken on a new lunch time assistant. Staff have worked very hard, and this year we have seen a rise in complex children's needs and safeguarding needs. Staff have completed Autism training, food and hygiene, safeguarding and soon to be completing working with 2 year olds. We still employ 3 apprentices which we are passionate about training new staff.

		<p>Working with early years is both rewarding and extremely hard work. We are hoping to develop the garden area over the next half term, and have some new exciting resources for September 2025. We continue to work with lots of outside agencies and professionals, recently one quoted "out of all of my settings, yours is the one where I see children reading and enjoying books all the time". This made me feel very proud of our staff who model this love of literature. For the future, I would like to continue to value our staff by providing other schemes and incentives in this challenging role.</p>
--	--	---

#### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See report
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### 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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		PLA constitution
Type of governing document (trust deed, royal charter)	Para 1.25	PLA constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	By the PLA
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	Election at AGM

### 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	Policies are sent and confidentiality agreement. An EY2 is required from Ofsted.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Chair, treasurer, secretary, and other named members.
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Colyton Playgroup
Other name the charity uses	N/A
Registered charity number	1038141
Charity's principal address	Reece Strawbridge Youth Centre, Coly Road, Colyton, EX24 6PU

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Equipment
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### 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)

Kate Clode

### Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

#### Other optional information



**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	Emma Marshall	Chair		
2	Clementine Watson	Secretary		
3	Becky Chowles			
4	Kathryn Voysey			
5	Rebecca Timmins			
6	Claire Curnoe			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		<i>CWatson</i>
Full name(s)	Emma Marshall	Clementine Watson
Position (eg Secretary, Chair, etc)	Chair <i>E Marshall</i>	Secretary
Date	28/05/2024	

**Colyton Caterpillars Childcare**

**Accounts for  
Year Ended 31st August 2023**



**Colyton Caterpillars Childcare**  
**Year Ended 31st August 2023**  
**Income & Expenditure Account**

<b>Income</b>	<b>2023</b>	<b>2022</b>
Over 2's income	51,892.41	51,595.66
Under 2's income	2,129.52	4,910.75
Breakfast/afterschool	1,152.00	1,619.00
Holiday club	2,273.00	1,254.00
Lunches	3,720.00	2,166.00
Trips & courses	-	186.00
Donations	7,002.75	9,179.68
Grants/funding	174,789.21	162,898.18
Interest received	22.06	0.68
Duplicated fees	-	-
<b>Total Income</b>	<b>242,980.95</b>	<b>233,809.95</b>
<b>Expenditure</b>		
Wages & PAYE	185,669.99	163,324.38
Casual wages & subcontractors	4,386.96	2,605.00
Pension scheme	3,071.38	2,556.88
Charity donations	20.00	18.00
Staff training & welfare	1,647.65	1,614.23
Staff entertaining	704.79	82.70
Repairs & renewals	916.93	2,729.48
Food & drinks	12,142.07	9,818.17
Cleaning	236.75	505.97
Rent & rates	12,469.07	9,593.48
Arts & crafts	730.58	332.86
Toys & equipment	10,182.36	8,336.38
Children's functions/trips	249.04	613.09
Pet Costs	330.49	118.18
Telephone & internet	1,380.56	1,179.01
Computer & website	1,160.77	-
Office expenses, printing, postage & stationer	4,040.04	2,973.75
Photographs	3,180.00	3,077.74
Insurance & memberships	1,899.95	1,632.38
Legal & accountancy	3,348.48	3,162.30
Bank charges	732.30	155.55
<b>Total Expenditure</b>	<b>248,500.16</b>	<b>214,429.53</b>
<b>Net Income/(Expenditure)</b>	<b>(5,519.21)</b>	<b>19,380.42</b>

**Colyton Caterpillars Childcare  
Year Ended 31st August 2023  
Balance Sheet**

<b>Current Assets</b>	<b>2023</b>	<b>2022</b>
Cash at bank & in hand	5,836.33	8,274.45
Debtors	22,167.92	21,100.54
	-	-
	<u>28,004.25</u>	<u>29,374.99</u>
<b>Current Liabilities</b>		
Creditors	5,525.16	1,376.69
<b>Current assets - current liabilities</b>	<u>22,479.09</u>	<u>27,998.30</u>
<b>Opening balance</b>	27,998.30	8,617.88
<b>Net Income/(Expenditure) for year</b>	(5,519.21)	19,380.42
	<u>22,479.09</u>	<u>27,998.30</u>

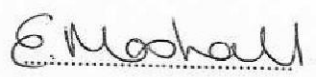
**Approval of financial information**


In accordance with the engagement letter dated 06/05/2021, we approve the financial information which comprises of the Income and Expenditure Account, as detailed above.

We acknowledge our responsibility for the financial information and for providing CRW Accountants Ltd with all information and explanations necessary for it's completion.

We give our authority for the financial information to be submitted to HM Revenue & Customs.

The financial information set out above was approved by the trustees and committee on .....

  
Emma Marshall (Trustee)

  
Kate Clode (Manager)





Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Colyton Playgroup

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any)

1038141

Set out on pages

2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> August 2023.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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

Signed:

Date:

07/06/2024

Name:

Hayley M Perham

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

BA(Hons), CPA, FMATT, ATT(Tax)

Address:

CRW Accountants Limited

The Mews, Queen Street, Colyton, EX24 6JU

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

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

As Examiners we are satisfied that there are no matters to report in the current accounting period.

Ongoing training and support has been provided to the Charity throughout the year to assist the management team with the bookkeeping and other matters as and when necessary.

A team member has also since been appointed to assist the Charity's Manager with the day-to-day bookkeeping and other associated administration tasks.