



Hempsted Playgroup and Toddlers  
C/O Hempsted C of E Primary School  
St Swithuns Road  
Hempsted  
GL2 5LH  
Tel: 01452 500040

Charity Number: 1041556

## **TRUSTEE'S ANNUAL REPORT FOR THE PERIOD**

Period Start Date            01/04/2023  
31/03/2024

Period End Date

Charity Name: Hempsted Playgroup and Toddlers

Charity Registration Number: 1041556

## **Objectives and Activities**

Hempsted Playgroup and Toddlers provides quality Education to Early Years children aged 2years 9months to primary school age.

Our main purpose is to deliver a high-quality education in personal development for all children who attend the setting. Our families who attend our setting are from a diverse range of backgrounds and cultures.

The team at Hempsted Playgroup strive to achieve the main objective to support all children who attend the setting, with their own personal development and ensure that each child's personal developmental goals are met by use of their interests while challenging them in a way that is suitable for their age and ability.

Hempsted Playgroup provide a holistic approach to learning and provide a wide range of learning opportunities which provide varying outcomes to achieve. We offer guidance and support for all families and vulnerable children who join our setting.

Hempsted Playgroup welcome families from all socio-economic backgrounds and have a diverse range of families within our setting. The main areas that feed our setting are the neighbouring areas of Hempsted , Tuffley, Quedgeley and Linden, but we have also seen families and children attend from further out areas.

The charity has maintained an affordable and quality childcare for the community throughout the last year, even with the rising costs for



everyone. We continue to do what we can to keep all costs affordable for our children and families. We support families

who are eligible for government funding and offer support in any way we can for everyone.

The charity work with the local community in a range of ways and offering some activities for everyone to get involved. We aim to achieve partnership working and demonstrate a good structure for the children to support their development and understanding of the world around them.

## **Achievements and Performance**

We focus our provision on activities that support the continuous development of the children in the setting, following guidance of the EYFS framework to support our choices.

Hempsted Playgroup strives to continually offer the best environment for the children and offer an all-round, accessible experience, while working on a budget to maintain financial stability for the setting.

We have achieved a high intake of children within the last year, with most sessions being at capacity. This has helped the financial stability of the charity to be maintained to a reasonable standard.

## **Fundraising**

There have been some successful fundraising events that have had many families involved and provided opportunities that have been enjoyed by all.



Fundraising will continue to be a big part of Hempsted Playgroup, it is an income we rely on to replace and update resources, which may not always be affordable from funding and payable income.

Finding new fundraising ideas is important, to keep it engaging and inviting for all families, some of whom have multiple children attend over the years.

Hempsted playgroup offer some fundraising events that are open to the public to get involved and in turn hope it offers word of mouth which will feed our setting with new children and families. With good numbers on roll, Hempsted Playgroup continues to grow and we continually receive enquiries from local and surrounding areas.

The playgroup also does grant sourcing, but not always successful.

## **Our Future Plans**

Numbers often begin low at the start of the academic year then gradually grow as the year progresses. Our future plan is to start off with a fair number on role for Toddlers and Preschool – although preschool is fed by current year toddlers so that usually begins with a reasonable amount.

We work hard to offer a holistic environment that meets all needs including children with additional or special educational needs.

Our future plan is to ensure we have a good selection of activities that offer a wide range of learning outcomes and opportunities.

## **Management and Committee**

Hempsted Playgroup and Toddlers is run by a committee of volunteers, some are parents who have children in the setting, have previously



attended the setting or plan to bring their children to the setting, as well as local community members and other professionals.

The committee is elected at an AGM; Annual General Meeting, which is held in September and is governed by constitution, this is reviewed annually.

New committee members are being recruited, via application pack information, word of mouth, social media posts and email information packs; including newsletter and leaflets all of which provide information on what the joining process involves and what the responsibility of trustees are.

## **Financial Review**

Our accounts show, cash held at the end of the year was:

£102476.00

This broken down as follows:

- Fundraising account: £0.00
- Contingency account: £41030.00
- Main Account: £61446.00

Hempsted playgroup operates a reserve policy to ensure sufficient funds are available, to cover and wind-up costs and any requirements of this policy at any time.

Hempsted Playgroup are still following tighter financial controls to ensure only necessary spending.

Session charge and consumables has remained the same in the last year however, this may have to be reassessed.

## **Conclusive Summary**

Hempsted Playgroup continues to provide affordable childcare for the children and their families who attend the setting. We look at ways of



improving our provisions and partnership working to benefit the children's development.

We continue to monitor staffing levels and finances with the support of the committee, to ensure the security of the playgroup's future.

Hempsted Playgroup Committee are very supportive and continue to offer ideas, suggestions and services to aid the function of the playgroup.

Names of the charity trustees who manage the charity

<b>Position</b>	<b>Name</b>
Chairperson	Paula Overthrow
Secretary	Laura Lovato
Treasurer	Gemma Bates

Declarations

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

Signed on behalf of the charity's trustees



FULL NAME: Paula Overthrow

SIGNATURE: *POverthrow*

POSITION~: Chair Person

(eg Chairperson/secretary/treasurer etc):

DATE: 03/03/2025

Signed on behalf of the charity's trustees

FULL NAME:

SIGNATURE:

POSITION~:

(eg Chairperson/secretary/treasurer etc):

DATE:

Signed on behalf of the charity's trustees

FULL NAME:

SIGNATURE:



POSITION~:

(eg Chairperson/secretary/treasurer etc):

DATE:

# Charity Commission Annual Return 2024

**HEMPSTED PLAYGROUP**

Charity registration number: 1041556

**Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.**

**This document is a record of the information provided in the Annual Return 2024.**

## Financial period

**Financial period start date**

01/04/2023

**Financial period end date**

31/03/2024

## Income and spending

**Income £**

£97,321

**Spending £**

£74,558

## Number of contracts from government



How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?

1

### Value of contracts from government

What was the total value of the contracts received from central government or a local authority during the financial period for this return?

£81,614

### Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?

0

### Recipients of grants

Please round all figures to the nearest pound (do not enter decimal points or commas).Individuals

£0

Other charities

£0

Other organisations that are not charities

£0

### Trustee payments

Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?

☒ e. None of the trustees have been paid

**Did any of the trustees resign and take up employment with your charity in the financial period of this return?**

No

## Income from outside the UK

**Did your charity receive income from outside of the United Kingdom in the financial period of this return?**

No

## Delivering activities outside the United Kingdom

**Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?**

No

## Spending outside England & Wales

**Did your charity spend funds outside of the United Kingdom in the financial period of this return?**

No

## Trading subsidiaries

**Does the charity have any trading subsidiaries?**

No

## Charity contact details correct

**Is the contact address displayed from the Register of Charities, correct?**

Yes

## Charity headquarters details correct

Is this the same address that you use as your charity's administrative headquarters?

Yes

## Charity contact address

c/o Hempsted Primary School

St.Swithuns Road

Hempsted

Gloucester

GL2 5LH

## Charity Headquarters address

c/o Hempsted Primary School

St.Swithuns Road

Hempsted

Gloucester

GL2 5LH

## Property

Were any of your charity's properties held by holding or custodian trustees on behalf of your charity (excluding the Official Custodian) during the financial period for this return?

No

## Membership type

**Is your charity part of a wider group structure with a parent body and subsidiary bodies?**

no, the charity is not part of a wider group structure

## Employment contract types

**People were permanently employed by your charity**

4

**People were on fixed-terms contracts with your charity**

0

**Self-employed people were working for your charity**

0

## Total overseas employees

**How many of the people above work on behalf of your charity outside of the United Kingdom?**

0

## Total employee payroll

**What was the total amount spent on employee payroll during the financial period relating to this return?**

£58,162

## Employees' salaries

**Did any of your charity's employees receive total employment benefits of £60,000 or more in the financial period of this annual return?**

No

## Governance policies

### Internal charity financial controls policy and procedures

Yes

### Safeguarding policy and procedures

Yes

### Financial reserves policy and procedures

Yes

### Complaints policy and procedures

Yes

### Serious incident reporting policy and procedures

Yes

### Internal risk management policy and procedures

Yes

### Trustee expenses policy and procedures

Yes

### Trustee conflicts of interest policy and procedures

Yes

### Investing charity funds policy and procedures

Yes

### Campaigns and political activity policy and procedures

Yes

### Bullying and harassment policy and procedures

Yes

### Social media policy and procedures

Yes

**Engaging external speakers at charity events policy and procedures**

Not applicable

**Serious Incidents**

**Has your charity reported all Serious Incidents (including any historical incidents) that the charity became aware of during the financial period of this return?**

Yes

**External risk and impact****Donations,**

Negative

**Other income - grants**

Unknown/No Change/Not Applicable

**Other income - contracts**

Unknown/No Change/Not Applicable

**Other income - investment**

Unknown/No Change/Not Applicable

**Expenditure on charitable activities**

Negative

**Expenditure on overheads**

Negative

**Number of volunteers**

Unknown/No Change/Not Applicable

**Number of employees**

Unknown/No Change/Not Applicable

**Number of trustees**

Unknown/No Change/Not Applicable

**Fundraising activities**

Negative

**Capacity to deliver services**

Unknown/No Change/Not Applicable

**Total service demand**

Negative

**Volunteers**

Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?

0

**Privacy statement**

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

## Declaration

Your role at the charity (select one):

☒ Trustee

Given names

Paula

Family name

Overthrow

Telephone  
number

07769964375

Email

paulaoverthrow3107@gmail.com

Date submitted

21/01/2025

It is a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
2023

Period end date  
2024

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
GCC funding	81,248	-	-	81,248	-
Parent Invoices	16,426	-	-	16,426	-
Fundraising	37	-	-	37	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	97,711	-	-	97,711	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	97,711	-	-	97,711	-
<b>A3 Payments</b>					
Wages	61,132	-	-	61,132	-
Pension	1,199	-	-	1,199	-
HMRC	1,853	-	-	1,853	-
Utilities	3,701	-	-	3,701	-
Admin	749	-	-	749	-
Other Expenses	9,221	-	-	9,221	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	77,855	-	-	77,855	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	77,855	-	-	77,855	-
<b>Net of receipts/(payments)</b>	19,856	-	-	19,856	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	19,856	-	-	19,856	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	santander	61,446	-	-
	lloyds	41,030	-	-
		-	-	-
	<b>Total cash funds</b>	<b>102,476</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	none	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	none		-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	none		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	none		-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval

CCXX R2 accounts (SS)

2

05/03/2025

B.S. BHANDAL, ACCA, BA HONS  
5th MARCH 2025