



## **Trustee's Annual Report 2024-2025**

**Name of Charity:** Ugborough and Bittaford Preschool

**Charity Registration Number:** 1043499

**Principle Address:**

The Village Hall  
Ugborough  
PL21 0NT

**Names of Charity Trustees (holding office between 21st October 2024 to 4th November 2025):**

(Chairperson) Charlotte Walliker  
(Secretary) Rachel Heaver  
(Treasurer) Charlie Hobbs

**Trustees appointed on 4th November 2025:**

(Chairperson) Charlotte Walliker  
(Secretary) Rachel Heaver  
(Treasurer) Charlie Hobbs

**Governing Documents:** Ugborough & Bittaford Pre-School is governed by its policies, prospectus and the adoption annually of the Pre-School Learning Alliance Constitution 2011.

**Recruitment and Appointment of Trustees:** All members of the Pre-school are invited and encouraged on a regular basis to participate in the running of the Pre-school and to attend meetings. Trustees are elected for one year at the AGM, being unable to serve for more than six consecutive years. The trustees of Ugborough and Bittaford Preschool have all adopted and work within the guidance issued by the Charity Commission on public benefit when deciding what activities the charity will undertake

**Objectives:**

To enhance the development and education of children under statutory school age in a community based setting, providing quality care and attention for children with qualified staff and volunteer parent helpers.

To provide a safe and fun space for preschool and statutory education aged children outside of school hours within a before and after school club.

**Main Activities:**

The charity runs a preschool within a small village for children aged two until statutory school age. The children have access to a wide range of activities both inside and outside. The staff provide structured activities within the day with plenty of opportunities for child led play throughout the day.

The preschool aims to provide quality individualised child care meeting the standards set by OFSTED and within guidelines for the Early Years Foundation Framework.

Ugborough and Bittaford preschool have close links with the local primary school and share resources with preschool children able to use the primary school's playground and sports fields. The older preschool children join the foundation class for an hour weekly in preparation for their transition.

There is a weekly forest school which takes place within the local primary school - this is well attended and a highlight for the children.

Ugborough and Bittaford Preschool host and deliver an extended hours service to the local community. a breakfast club running for 8am - 8.45 for children aged 2-11 offering a wide selection of healthy food. We also provide after school provision within the village hall until 6pm - offering a healthy high tea to children still attending after 4.30pm.

Quiet space is available for completing homework, but mostly it is a playful environment to allow the attendees to socialise and relax with friends whilst trying out new activities and hobbies.

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**Main Achievements during the Year:**

The past year has seen continued support from parents and their children as well as our volunteer committee, Ugborough Primary school and the local community.

Despite Pre-school numbers being lower, the high breakfast club and afterschool club numbers helped to keep us afloat.

The beginning of December saw the Pre-school once again achieve another fantastic 'good' rating in our Ofsted Inspection. This great result was due to the incredibly hard work of our dedicated team of

very experienced staff and the valued effort and contribution of the voluntary committee, parents and their children.

Training saw us update our Child protection and Safeguarding qualifications and First aid training. In October 2024, Tania and I attended the Early Years Conference in Exeter.

A few Pre-school trips were organized such as a fun visit to a local farm in Avonwick and an enjoyable adventure to Plymouth Aquarium. Weekly Forest school and music sessions continued to be part of our provision.

Children and staff were amazing (as always) adapting quickly when we had to move to school site whilst Ugborough Drama Group needed the Village Hall for their performance.

Jenny was great (as always) working tirelessly revamping the website.

Earlier this year we sadly said 'goodbye' to Catherine and Danni, two of our After-school club members of staff who moved on to pastures new.

We were delighted to welcome Claire in April as an apprentice, and she quickly slotted in as a valuable member of our team.

At the end of summer term children, parents and staff had lots of fun at our annual Sports Day. We invited 'Emazdad' a local children's entertainer, as a special treat for all the children.

I want to say it has been an absolute privilege to work with such a fantastic, enthusiastic and dedicated team for many years. A big 'Thank you' to all the voluntary committee members past and present, who without their support Pre-school wouldn't have survived for as long as it has.

### **Financial Position:**

The Ugborough and Bittaford Preschool and AS/BC financial year to 31<sup>st</sup> August 2025 was marred by challenges of shortages in staff resourcing and struggled to recruit for various posts.

The total income for the year was **£117,972.83**.

**Grants:** We received a total of £950 in grant funding/donations.

**Fees:** The total of fees received was £68,882.63 (including lunches).

**Summer Holiday Club:** Unfortunately, we were unable to offer this successful service to the community this year due to issues with the school venue not being available.

Total expenditure for the year was **£104,382.93**

**Equipment:** A total of £2,025.91 was spent on materials and cleaning.

**Trips:** The total cost of trips and workshops totalled £612.

**Wages:** Wages were 66% of fees/funding.

Total excess for the year was **£13,589.90**. Funds in hand at year end are £100,211.91 which includes £26,273 in the reserve account of Restricted Redundancy Funds. However, we are now aware that this redundancy figure

wasn't close to enough to cover the staff, the amount also hasn't changed since last year, despite us losing the centre manager.

It is worth noting that as a charity we do not need to make money. However, any running down of funds would come out of the reserve account.

Many thanks to Samantha Andrew for acting as the independent examiner of the accounts.

**Policy on Reserves:** A restricted reserve fund account is held to enable the Pre-School to maintain its sustainability in planning for the future, together with any possible staff redundancy payments and closure costs covering a six-week period

**Signed:** Rachel Heaver  
Secretary

**Dated:** 4th November 2025

**UGBOROUGH & BITTAFORD PRE-SCHOOL, BREAKFAST AND  
AFTER SCHOOL CLUB**

**ANNUAL ACCOUNTS**

**YEAR ENDED 31<sup>st</sup> AUGUST 2025**



Registered Charity: 1043499

**UGBOROUGH & BITTAFORD PRE-SCHOOL, BREAKFAST AND AFTER SCHOOL CLUB**  
**ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2025**

**FUNDS STATEMENT**

<b>Funds as at 31st August 2024</b>		<b>Funds as at 31st August 2025</b>	
	<b>£</b>		<b>£</b>
Current Account	7443.64	Current Account	20044.93
Reserve Account	79178.37	Reserve Account	80166.98
<b>Excess for Year</b>	<b>13,589.90</b>		
<b>Total</b>	<b><u>£ 100,211.91</u></b>	<b>Total</b>	<b><u>£ 100,211.91</u></b>

**UGBOROUGH & BITTAFORD PRE-SCHOOL, BREAKFAST AND AFTER SCHOOL CLUB**  
**ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2025**  
**RECEIPTS AND PAYMENTS ACCOUNT**

<b>INCOME</b>	<b>£</b>	<b>EXPENDITURE</b>	<b>£</b>
DCC Funding	47151.59	Wages	78584.34
Fees (inc lunches)	68882.63	Pension	2834.15
		Training	729.76
<b>Fundraising:</b>		Rent	8742.50
		Food & Drink	3149.74
Fundraising	0.00	Equipment/Cleaning	2025.91
Donations	950.00		
		Ofsted	85.00
		PLA Fee and Insurance	2125.22
Bank Interest	988.61	ICO	47.00
		PPL	135.22
		Office Costs & Phone	1739.58
		Payroll Fees/Accounts	200.00
		Adverts	421.00
		Bank Charges	340.55
		Lunches	2610.96
		Trips and Workshops	612.00
		<b>EXCESS FOR YEAR</b>	<b>13589.90</b>
<b>Total</b>	<b>£117,972.83</b>	<b>Total</b>	<b>£117,972.83</b>

**UGBOROUGH & BITTAFORD PRE-SCHOOL, BREAKFAST AND AFTER SCHOOL CLUB  
ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2025**

**NOTES TO THE ACCOUNTS**

1. The Reserve Account includes £26,273 Restricted Redundancy Funds.
2. At the year-end £1,029.91 was owed to HMRC re PAYE/NI





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
UGBOROUGH & BITTAFORD PRE-SCHOOL, BREAKFAST AND  
AFTERSCHOOL CLUB

On accounts for the year  
ended

31<sup>st</sup> AUGUST 2025

Charity no  
(if any)

1043499

Set out on pages

1-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended **31/08/2024**.

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

The charity's gross income exceeded £250,000 and I am qualified to  
undertake the examination by being a qualified member of the Institute of  
Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have  
come to my attention in connection with the examination 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.

Signed: S. Andrew

Date: 03/11/2025

Name: Samantha Andrew

Relevant professional  
qualification(s) or body

FCA (ICAEW)

(if any):

**Address:**

93 Church Road
Wembury
Plymouth, Devon, PL9 0JX

<b>Section B</b>	<b>Disclosure</b>
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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.**

The financial statements have been prepared on a cash basis (receipts and payments) up to 31<sup>st</sup> August 2025.  
No disclosures are required re these accounts.

On the 30<sup>th</sup> July 2025 the Committee held an EGM following the resignation of the provision's manager. At this meeting it was agreed that the setting should close on 24<sup>th</sup> October 2025 (following the rules of its constitution), due to issues with staff retention and recruitment difficulties. Although the provision had sufficient reserves and could have continued, the Committee concluded that there were insufficient resources to maintain current services. The bulk of the retained funds were raised for a new building and the redundancy bill has been estimated at approximately £55,000.