



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2020		31	March	2021

Section A

Reference and administration details

Charity name Brimpsfield and Birdlip Playgroup

Other names charity is known by Birdlip and Brimpsfield Playgroup

Registered charity number (if any) 1064812

Charity's principal address Birdlip Village Hall

Birdlip

Gloucestershire

Postcode

GL4 8JH

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	Jenny Wilson-Copp	Chair		
2	Hannah McCurdy	Secretary		
3	Vicki (Wakefield) Hunt	Treasurer	Became Treasurer on 23 September 2020	
4	Lois Usmani		Resigned 10 Feb 2021	
5	Bianca Hastings-Jones	Treasurer (stepped down on 23 Sept 2020)	Resigned 10 Feb 2021	
6	Laura-Jayne Byers			
7	Victoria Hollands		Joined the committee on 12 February 2021	
8	Rosie Pasquet		Joined the committee on 12 February 2021	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

Babs Hannis (Playgroup Manager)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Self nomination and then appointed by existing committee members

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.

A welcome email is sent to all new trustees with information such as:

1. a copy of the constitution
2. links to local policies on the playgroup website
3. links useful government documents such as:
 - Early years and childcare registration handbook Jan 2016 (as a reference tool)
 - Statutory framework for the EYFS
 - Early years inspection
 - Early years outcomes doc 2013

The organisational structure is as follows:

Senior management team (committee members)

/

Playgroup Manager

/

Administrator, Play Leader, Deputy Play leader, and Playgroup Assistant

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

As per the Constitution, the Aim of Birdlip and Brimpsfield Playgroup is to enhance the development, care and education of children primarily under statutory school age and also of children and young people of school age by encouraging parents to understand and provide for the needs of their children through community (voluntary managed) groups and by:

- (a) offering appropriate play facilities and training courses, 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 and young people, 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 area; and
- (c) instigating and adhering to and furthering the Aim of PATA.

We provide a community playgroup facility in a rural environment, at an affordable cost (which otherwise may not be available to those with limited funds or access).

The committee members have complied with their duty to have due regard to the Charity Commission's public benefit guidance.

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)

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

Birdlip and Brimpsfield Playgroup is a small community playgroup offering three morning sessions a week for children aged 2 to 5 years. To encourage future intake, a parent and baby/toddler session is also held on a Thursday morning. In addition, the staff run the Breakfast Club in association with Birdlip School.

The main achievements for the last year were:

1) continuing to provide a safe and friendly learning environment throughout the year and for key worker children during the Covid-19 pandemic. All staff are DBS checked and have relevant up-to-date first aid training. Government guidance regarding Covid-19 has been adhered to and provision has continued throughout this difficult time;

2) continuing to improve the financial position of playgroup. The committee have agreed a reserves policy, to help protect the future of Playgroup;

3) continuing to improve the outdoor play and learning space. Playgroup uses the local school's playground for the outdoor space and continues to ensure that toys are maintained and the area safe and fun to use; and

4) investing in staff development. All members of staff have been encouraged to seek relevant training courses. Emma has completed her Level 3 Diploma for the Early Years Workforce (but is still waiting confirmation of a PASS). . This has brought additional expertise and knowledge to the setting.

Section E

Financial review

Brief statement of the charity's policy on reserves

We are looking to build up a reserve, to be set at the equivalent of a terms running costs (approx £12,000). To achieve this, we are aiming to set aside £500 each term (£1,500 pa) into our deposit account to build our reserves again.

Details of any funds materially in deficit

None.

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.

Section F

Other optional information

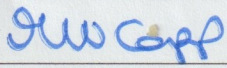
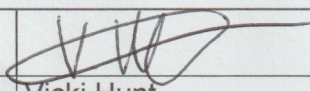
Going forward into 2021-22, our aims will mirror those above, ensuring that the children have a safe and stimulating environment in which to play and develop.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jenny Wilson-Copp	Vicki Hunt
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 29/09/2021



Receipts and payments accounts

For the period from	Period start date 04/01/2020	To	
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Fees	28,173	-	-
Donations	545	-	-
Fundraising	-	-	-
Other receipts	328	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
Sub total (Gross income for AR)	29,045	-	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	29,045	-	-
A3 Payments			
Wages, Salaries and NI costs	30,895	-	-
Rent/Room hire	-	-	-
Insurance	861	-	-
Subscriptions/registrations	274	-	-
Refreshments	697	-	-
Small Equipment items	270	-	-
Sundries and other payments	699	-	-
	-	-	-
	-	-	-
Sub total	33,696	-	-
A4 Asset and investment purchases, (see table)			
Assets	795	-	-
	-	-	-
Sub total	795	-	-
Total payments	34,491	-	-
Net of receipts/(payments)	- 5,446	-	-
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	10,558	-	-
Cash funds this year end	5,112	-	-

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

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Cash at bank	5,112
		-
		-
		5,112
	Total cash funds (agree balances with receipts and payments account(s))	OK
B2 Other monetary assets		-
		-
		-
		-
		-
		-
		-
B3 Investment assets		
B4 Assets retained for the charity's own use		
B5 Liabilities		

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

Signature

Print N

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064812

Period end date
03/31/2021

CC16a



Total funds	Last year
to the nearest £	to the nearest £

28,173	39,863
545	275
-	1,532
328	598
-	-
-	-
-	-
-	-
29,045	42,268

-	
-	-
-	-

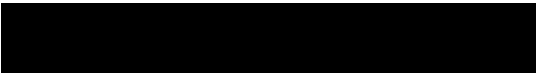
29,045	42,268
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30,895	33,421
-	982
861	414
274	572
697	4,630
270	418
699	3,052
-	-
-	-
33,696	43,488

795	
-	
795	-

34,491	43,488
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- 5,446	- 1,220
-	-
10,558	11,778
5,112	10,558



Restricted funds
to nearest £

-
-
-
-

OK

Restricted funds
to nearest £

-
-
-
-
-
-

Cost (optional)

-
-
-
-
-

Cost (optional)

795
-
-
-
-
-
-
-
-

Amount due
(optional)

-
-

Endowment funds
to nearest £

-
-
-
-

OK

Endowment funds
to nearest £

-
-
-
-
-
-

Current value
(optional)

-
-
-
-
-

Current value
(optional)

-
-
-
-
-
-
-
-
-

When due
(optional)

	-	
	-	
	-	

ame	Date of approval

	Total	Fees	NEF	Milk	Grants
	30,589.92	13,451.78	15,056.72	107.70	115.02
Less					
Refund insurance	-413.71				
Guides for shed	-794.99				
Fees refund	-336.00	-336.00			
Final	<u>29,045.22</u>	<u>13,115.78</u>	<u>15,056.72</u>	<u>107.70</u>	<u>115.02</u>

Summarised as

Fees	28,172.50
Donations	545.00
Fundraising	-
Other receipts	<u>327.72</u>
	<u>29,045.22</u>
	-

F/Raising	Donations	T Shirt	Other
-	545.00	105.00	1,208.70

-413.71
-794.99

-	545.00	105.00	-
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Total	Wages	NI/PAYE	NEST	Premises
36,035.14	27,693.00	590.08	2,612.39	-

Less

Refund insurance	-413.71
Guides for shed	-794.99
Fees refund	

Reclass	-
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Add

Rounding	
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Final

34,491.44	27,693.00	590.08	2,612.39	-
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Summarised as

Wages, Salaries and NI costs	30,895.47
Rent/Room hire	-
Insurance	860.76
Subscriptions/registrations	274.16
Refreshments	697.35
Small Equipment items	270.21
Sundries and other payments	698.50

Asset	794.99
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34,491.44

-

Sub/ins	Admin	Milk	Refresh	Consum	Equip	Training	Mileage	Other
1,548.63	456.63	332.08	365.27	137.87	1,480.19	-	-	819.00
-413.71								
								-336
-274.16					-1209.98			-380
								1
860.76	456.63	332.08	365.27	137.87	270.21	-	-	104.00

Subs	Asset
-	-
	-794.99
274.16	1589.98
<u>274.16</u>	<u>794.99</u>

Independent Examiner's Report on the Accounts

CHARITY COMMISSION

Section A

Independent Examiner's Report

Report to the trustees/members of

BIMPSFIELD & BIRCH GROUP

Charity Name

On accounts for the year ended

31 03 21

Charity no (if any)

1064812

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

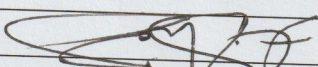
In connection with my examination, no matter has come to my attention (other than that disclosed below):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn 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

14/01/2022

Name

ADAM SIERZING

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

ACA

Address

2 GUST AVE

BROOKWOOD

GL3 4UA

Only complete if the examiner needs to highlight material problems

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

N/A