

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2024		31	March	2025

## 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	Lauren Pawley	Chair		
2	Rachel Russell	Secretary		
3	Melanie Durrant	Treasurer		
4	Kate Peake			
5	Brooke Whitehead			
6	Victoria Hollands			
7	Jenny Wilson Copp		Up to October 2024	
10	Hazel Porteous		Up to October 2024	
11	Laura-Jayne Byers		Up to July 2024	
12	Anna Campbell			

### 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 the local policies on the playgroup website
3. Links to useful government documents such as:
  - Early years and childcare registration handbook
  - Statutory framework for the EYFS
  - Early years inspection
  - Early years outcomes document

The organisational structure is as follows:

1. Senior management team (committee members)
2. Playgroup manager
3. Administrator, 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 need 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.

**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)**

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.

#### **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.

## **Section D**

### **Achievements and performance**

**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. In addition, the staff run 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. All staff are DBS checked and have relevant up-to-date first aid training.
2. Continuing to improve the financial position of the 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.

## **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**

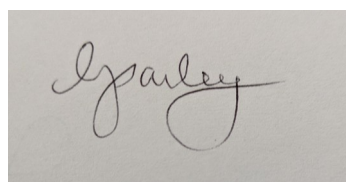
Going forward into 2025-26, our aims will mirror those above, ensuring that the children have a safe and stimulating environment in which to play and develop.

**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)

Lauren Pawley

Position (eg Secretary, Chair, etc)

Chair

**Date**

8 October 2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Brimpsfield and Birdlip Playgroup**

No (if any)  
**1064812**

**CC16a**

## Receipts and payments accounts

For the period from	Period start date 01/04/2024	To	Period end date 31/13/2025
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### 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>					
Fees	47,673	-	-	47,673	37,383
Fundraising	833	-	-	833	375
Donations	250	-	-	250	-
Other Receipts	689	-	-	689	275
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>49,445</b>	<b>-</b>	<b>-</b>	<b>49,445</b>	<b>38,033</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>49,445</b>	<b>-</b>	<b>-</b>	<b>49,445</b>	<b>38,033</b>
<b>A3 Payments</b>					
Wages, Salaries and NI Costs	46,736	-	-	46,736	40,490
Rent/Room Hire	296	-	-	296	375
Subscriptions/Registrations	831	-	-	831	864
Refreshments	580	-	-	580	768
Small Equipment Items	140	-	-	140	1,902
Sundries and Other Payments	1,788	-	-	1,788	1,406
Training Costs	280	-	-	280	-
Admin Costs	534	-	-	534	538
	-	-	-	-	-
<b>Sub total</b>	<b>51,185</b>	<b>-</b>	<b>-</b>	<b>51,185</b>	<b>46,343</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>51,185</b>	<b>-</b>	<b>-</b>	<b>51,185</b>	<b>46,343</b>
<b>Net of receipts/(payments)</b>	<b>- 1,740</b>	<b>-</b>	<b>-</b>	<b>- 1,740</b>	<b>- 8,310</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>7,616</b>	<b>-</b>	<b>-</b>	<b>7,616</b>	<b>15,926</b>
<b>Cash funds this year end</b>	<b>5,876</b>	<b>-</b>	<b>-</b>	<b>5,876</b>	<b>7,616</b>

## 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>	Cash in Bank	5,876	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>5,876</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Brimpsfield and Birdlip Playgroup

On accounts for the year  
ended

31<sup>st</sup> March 2025

Charity no  
(if any)

1064812

Set out on pages

1-2

(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<sup>st</sup> March 2025**.

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 [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

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:

07/10/2025

Name:

Hannah Oldfield

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

ACA



**Address:**

8 Anson Avenue

Upavon

SN9 6BW

**Section B**

**Disclosure**

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.**

N/a