



Trustees' Annual Report for the period

From

Period start date

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Period end date

Day
01

Month
09

Year
2022

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Day
31

Month
08

Year
2023

Section A Reference and administration details

Charity name

Chestnut Playgroup

Other names charity is known by

Registered charity number (if any)

1090719

Charity's principal address

The Cathodeon Centre, Horseheath Road

Linton

Cambridge

Postcode

CB21 4LU

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	Kerri Westlake	Chair & Secretary	Sep 2018 -	
2	Catharina James	Treasurer	Sep 2022 -	
3	Georgina Moule		Sep 2022 -	
4	Fran Pollard		Sep 2020 -	
5	Jo Paintin		Sep 2018 -	
6	Emily Steele		Sep 2020 -	
7				
8				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 10/10/1999, Amended 30/09/2009
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Volunteer committee elected from membership at AGM or further meetings if applicable

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.

Section C

Objectives and activities

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

The playgroup aims to enhance the development and education of pre-school children by offering appropriate play, education and care facilities, family learning and extended hours groups. We recognise the right of parents/carers to take responsibility for and become involved in the activities of such groups, and offer opportunities for all children whatever their race, gender, culture, religion, means or ability.

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)

Provision of sessional play, education and care

The trustees employ a Playgroup Leader, Deputy and other full time and Bank Staff to provide sessional play, education and care to pre-school children at a setting in the local community. Sessions run in term time (in line with the village schools) on mornings, lunch and afternoons from Monday to Friday. Children may attend playgroup from the age of 2 until school age, and all sessions include a mix of ages. We can also provide 1-1 care for any eligible child if required.

Involving parents

Parents/carers are encouraged to volunteer to join the committee and actively contribute to the development of local pre-school children through the playgroup. Furthermore, parents/carers are occasionally invited to attend and help at playgroup sessions/outings if they wish, or as part of settling in their children. We also encourage parents/carers to share their skills or hobbies in group sessions where appropriate.

Statutory declaration

The 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

The playgroup has continued to develop from the progress made over the previous years, building on processes internally as well as continuing to develop the EYFS learning protocols.

The staff team continued to provide a high quality level of care for the children, assisting in their educational and emotional development, through use of a broad array of resources. These ranged from equipment and toys, art facilities, as well as a large outside area with playground equipment, vegetable patches, mud kitchen and a sandpit, and limited use of computer tablets. All whilst adhering to all protocols and changing guidance.

Activities have also included story-telling, free-flow play, painting and other crafts, role-playing, outside play, singing, messy play, contributing to community events, family events, library visits and various fundraising events. We have also been on outings to local places.

The staff and committee have again worked hard this year. We have managed to raise more than our fundraising target which we are very pleased was possible, including two donations from other local playgroups that sadly closed. We were also lucky enough to again gain specific grants which allowed us to purchase new toys and equipment.

Financially, the playgroup has had a satisfactory year. This year due to cashflow accounting we made a profit, mostly due to having received our council funding grant for the next academic years Autumn term on the 31st August so it is included in this year's figures, as our accounting year runs 1 Sep – 31 Aug.

If it wasn't for this then the year's accounts would have shown a loss as we choose to spend some of our reserves on new toys and equipment, specialist training for all staff, and with renewing most of our staff DBS's. If these hadn't been purchased then we would have at least broken even, or made a small profit. Overall though we are happy with the finances for this year as these purchases were carefully managed. We also continue to have a large amount in savings which we are mandated to have to cover redundancies and closing costs in the unlikely event we were to close (as below/on next page). We are also carefully considering making extra purchases, outside our normal spending.

We entered the next year with a healthy cash balance and are largest number of children on role, and/or due to start throughout the year. We will continue to open for 5 days a week, and offer the extended hours funding, within the playgroup opening hours.

We anticipate and are prepared that again next year we could make an accounting year loss as we are planning to purchase new equipment and resources for the playgroup from savings alongside our day-to-day costs.

Brief statement of the charity's policy on reserves

The playgroup maintains a savings account with a balance of £25,000+. This is to cover contingencies and ensures there are adequate resources to pay staff for up to 3 months, and find a new building if necessary. Or to cover redundancies and appropriate closure costs if required. This amount is as last year, but we intend to complete another full review soon, and anticipate this could again increase next year due to the increased number of staff and the length of service. Further funds may be allocated to savings where necessary at the time of review.

Details of any funds materially in deficit

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

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

Signed on behalf of the charity's trustees

Signature(s)

Kerri Westlake

Full name(s)

Kerri Westlake

Position

Chair

Date

06 June 2024

Independent examiner's report to the trustees of Chestnut Playgroup

I report to the trustees on my examination of the accounts of the Chestnut Playgroup for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity 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 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.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Michael Johnston

ACA, ICAEW

Linton, Cambridge, Cambridgeshire

28 June 2024