



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period 2023/2024

From 01/09/2023 Period start date To 31/08/2024 Period end date

Charity name: Birstall Playgroup for Children with Additional Needs

Charity registration number: 1095651

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the development of children between 0 and 5 years with any form of additional need or disability and their parents/ carers particularly by:- i)The provision of a safe, welcoming and stimulating environment ii)The provision of appropriate play activities with a view to assisting them in achieving their full potential in the early stages of their development iii)The provision of short break for parents and carers iv)The provision of a high ratio of helpers v)The provision of an environment where alternative augmentative and alternate communication is an integral part of the playgroup. E.g. Makaton- visual aids
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The provision of free to access, twice weekly playgroup sessions with individually targeted activities designed to improve the children's independence, communication, confidence and ability to make their own choices. For the parent/carers, guidance and support especially in the early stages when the child may be newly diagnosed. Also to provide the opportunity for parents/carers to meet together, in a nearby room, for mutual support, whilst the children are in a playgroup session. Provision of opportunities for professionals working with families e.g. Specialist Health Workers, Therapists, Pre-School Teachers and Early Years Practitioners, to observe children in a Play Situation.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are informed by Charity Commission guidance, as well as the group's constitutional aims, in ensuring that activities carried out by this charity are compliant with the aims and are of public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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Policy on grant making	Para 1.38	not applicable
Policy on social investment including program related investment	Para 1.38	not applicable
Contribution made by volunteers	Para 1.38	The group has approx 20 volunteers, most of whom are volunteer helpers at the weekly sessions, meaning that playgroup can offer a very high adult to child ratio in the setting (and very often a one to one basis). Some volunteers sit on the Management Committee (Trustees and non Trustees) and 5 volunteer for both. Playgroup is heavily reliant on volunteers and could not operate successfully without them.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We are often told how playgroup has contributed hugely not only to the children but also to the wider families. We have evidence to show the improvements in the children's independence, communication and confidence, in preparation for their next step in education. Parents/carers appreciate the room next door, where they can rest, or speak to other people in similar situations, offering each other advice on challenges and links to other suitable groups. We have been told many times that our service is a life line for people.</p> <p>We also hear from many of our volunteers that this is an important part of their week. Some have additional needs themselves, some live alone and we hear that playgroup gives them the opportunity to feel they are supporting a good cause, contributing to their community, and promoting a sense of purpose. They say that supporting and watching our children develop is so important and rewarding to them.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	We are currently trying to raise funds to update our outside play area and have raised approximately one third of the amount likely to be needed for this project. This was always anticipated to be a long term fundraising project.
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at the end of the period is strong, with enough reserves to keep the charity operating for approx a year, should funding be withdrawn or lost.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our aim is to hold enough reserves to be able to operate playgroup sessions for around a year. The reason for this is to safeguard the group and our paid staff, against a situation where our application for Children in Need funding is declined (this has happened twice in the past) - in those circumstances we would be able to keep going until we can apply again.
Amount of reserves held	Para 1.22	Total funds held at 31/08/24 are £22645.91. this includes £5899.74 raised so far for the outside area update, so reserves at end of year are £16746.17, some of which is for staff wages.
Reasons for holding zero reserves	Para 1.22	not applicable
Details of fund materially in deficit	Para 1.24	not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Children in Need funding is our main source of funds, this covers the costs of our 3 paid, qualified staff running the sessions. For this period we paid £5760 in rent to Birstall Methodist Church and they donated the same amount back to us, effectively not charging us for use of the premises we operate from. For this period, we also received a community grant from the Co op, to fund an outdoor playhouse, the rest towards improvements to the outside play area.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The main risks to playgroup would be the loss of Children in Need funding, also any potential situation where we were no longer able to operate from our usual premises.
Other		

Structure, Governance and Management

Description of charity's		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	There should be a minimum of 3 Trustees on the Committee, (in accordance with Charity Commission guidance). Suitable new Trustees, with a genuine interest in the group, shall be invited to join following the agreement of the Committee members.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All trustees are required to undergo enhanced DBS checks every 3 years, also safeguarding training every 3 years. Trustees have been provided with Charity Commission guidance and are updated on finances and operational issues at regular meetings. New volunteers to the group are provided with a volunteer pack including the group's policies and procedures.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The Management Committee shall meet at least three times a year and is responsible for ensuring that the playgroup complies with its aims and is properly managed.</p> <p>The Committee shall consist of 3 officers, (Chair, Secretary and Treasurer) and up to three family members (family of children attending playgroup) and up to three other members. Also one representative from Birstall Methodist Church and one representative from Social Services/Menphys Special Outreach Service and if the Committee so decides, not more than three members co-opted by the Committee.</p> <p>The Officers and Committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee members are eligible for re-election.</p> <p>In the event of the death or resignation of an elected member, the vacancy shall be filled until the next Annual General Meeting by a member appointed by the Committee</p> <p>Officers, elected members and co-opted members each have one vote. In the event of a tie, the Chair has a second or casting vote. A quorum shall be not less than half the committee, including two of the officers.</p> <p>For the furtherance of these aims the group will work with its key partners: Birstall Methodist Church, Social Services and the Menphys Special Outreach Service.</p>

Relationship with any related parties	Para 1.51	The group is supported by Birstall Methodist Church, who provide us with a room in which to run the sessions and a lounge next door for use by the parent/carers during the sessions. Safeguarding training and DBS verification is currently provided by the Methodist Church. End of year reports are provided to Children in Need, including evidence of achievements and evidence of the spend relating to CIN funding. Contact with CIN representatives is available for advice.
Other		

Reference and Administrative details

Charity name	Birstall Playgroup for Children with Additional Needs
Other name the charity uses	
Registered charity number	1095651
Charity's principal address	Birstall Methodist Church Centre, Wanlip Lane, Birstall. Leicestershire. LE4 4JS

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	Maria Middleton	Chair		Management Committee
2	Susan Wright	Secretary		Management Committee
3	S Claire Attewell	Treasurer		Management Committee
4	Julie Drabble			Management Committee
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

M. H. Middleton Susan Wright

Full name(s)

Maria Middleton

Susan Wright

Position (eg
Secretary, Chair, etc)

Chair

Secretary

Date

8th November 2024

Type of Name	Address
adviser	

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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	Birstall Playgroup for Children with Additional Needs		
	Charities Commission Registered Number 109565		
	2022-2023		2023-2024
	Restricted funds		
	13492.45	Children in Need	13912.25
	5184.00	Birstall Methodist Church	5760.00
	3440.53	Co-op	3216.03
		Misc Donations	3404.91
	22116.98	Total	26293.19
	Unrestricted funds		
	246.55	Interest CFB	384.57
	4894.34	Misc Donations	1550.00
	5140.89	Total	1934.57
	27257.87	Total Deposits	28227.76
	80.84	Milk	139.67
	425.82	Petty Cash	236.14
	193.60	Bus Fare	35.20
	234.00	Training	
	972.46	Equipment	2530.82
	497.39	Christmas	474.33
	5184.00	Rent	5760.00
	14633.79	Salaries	15139.11
	508.99	50th B Party	
	350.00	Miscellaneous	
Total	23080.89	Total	24315.27
	4176.98	Difference	3912.49
	14556.44	Opening Balance	18733.42
	18733.42	Closing Balance	22645.91
	11391.26	TSB	TSB 14919.18
	7342.16	CFB	CFB 7726.73
	18733.42	Total	Total 22645.91



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Birstall Playgroup for children with additional needs

On accounts for the year
ended

2024

Charity no
(if any)

1095651

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 DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

23. 10. 24

Name:

Mr Richard Clayton

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

Retired Bank Manager

Address:

1 Worsley Way

Whetstone Leicester

LE8 6YH