



**COMBERTON PLAYGROUP CIO  
ANNUAL REPORT  
YEAR ENDING 31 AUGUST 2023**

**Registered Charity no: 1175029**

**Registered address: Green End, Comberton,  
Cambridge, CB23 7DY**



## **Comberton Playgroup**

### **Trustees Annual Report**

Comberton Playgroup is a registered charity with Trustees elected in accordance with our Constitution. The Trustees are legally responsible for the overall management and decision making, along with the direction and performance of Comberton Playgroup. On a day to day basis the Playgroup is run by the senior staff Management Team, supported by all staff members. We are required to ensure that the Playgroup runs in accordance with our Constitution, within the law and to make major decisions jointly. We are required to provide the Charity Commission with an Annual Report which is available to all parents/guardians attending the Charity's Annual General Meeting and on request.

#### **Trustees and Volunteers 1<sup>st</sup> September 2022 – 31<sup>st</sup> August 2023**

Chair of Trustees:	Gareth Lane
Trustees:	Miranda Horvath David Newton Ruby Davies Lynn Pettit
Parent Support:	Jo Lewis

#### **Playgroup Management Team September 2022 – August 2023**

(Reporting directly to the Management Committee)

Playgroup Leader:	Rachel Lowing
Deputy Playgroup Leader:	Julia Chandler
Senior Room Leader:	Becky Gardiner (to 10 <sup>th</sup> March 2023) Emma Smith (from 11 <sup>th</sup> March 2023)

## **Objects of Comberton Playgroup**

The aim of the Playgroup is to enhance the development and education of children under statutory school age by encouraging parents/guardians to understand and provide for the needs of their children through community groups and by:

1. *PROVISION* – offering play facilities for the development and education through different activities/education for different age groups, including Fun for Ones and Twos, and Playgroup for age 2 years to 5 years, with advanced activities for children in their last year before attending primary school.
2. *CHILDREN & COMMUNITY* – encouraging the study of needs of the individual children in their development and education, and to give additional support to the children and parents, when required. This includes the promotion of public interest in, and the recognition of such needs in the local areas, with the aim to be accessible to children and families from the local community, regardless of race, culture, religion or means.
3. *POLICIES & ENVIRONMENT* – creating an environment in which children are safe from abuse, and in which suspicion of abuse is promptly and appropriately responded to according to the Playgroup's Child Protection Policy.

These objectives are in line with the constitutional objectives of the CIO:

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

1. promoting their care and safety;
2. promoting their education and promoting parental involvement;
3. promoting their health and wellbeing;
4. providing services to support them and their families and carers;
5. providing services to individuals holding membership of the CIO; and
6. furthering the aims of the Pre-school Learning Alliance.

## **The last 12 months**

After several challenging years due to the ongoing Covid-19 pandemic it was of some relief that this year did not present as many challenges as the previous few years.

### **Staffing**

Recruitment remains challenging, especially for those with Level 3 qualifications. Tina Carrol and Laura Anderton were welcomed onto the staff in May 2023, along with June Bibby working as bank staff.

Emma Smith took over as Blue Room leader on the resignation of Becky Gardiner. We thank Becky for her support and commitment to Playgroup over the years.

### **Fundraising**

Following several years of disruption fundraising activities returned to normal with successful Easter and Christmas events, as well as a summer BBQ.

### **Finances**

The year's accounts are appended to this report and as can be seen there was a surplus of £19,460 this year. This will be retained for future capital expenditure and to cover the one off costs of lease renewal. It should be noted that there have again been no rent payments in the year, for the reasons noted in the next section.

Due to the proportion of income which comes from grant funded hours the trustees' ability to influence the amount of income through the level at which fees are set remains limited. The trustees continue to monitor the impact of this but actively seek to avoid any 'add on' fees/contributions being charged.

### **Premises**

No major works to the buildings were undertaken during the year. Ongoing repairs were undertaken as needed.

Ongoing discussions were held with the Diocese with regard to renewing the lease. Some progress was made, with a revised EPC being gained which allows the property to be let without upgrades being required.

### **Provision**

Holiday club continued to be successful and well used, with provision expanding this year. It has been noted that several new attendees are stating that the ability to use the holiday club is one of their primary reasons for choosing Comberton Playgroup.

At this time it is intended that it is a distinctly holiday club provision and does not represent a continuation of the term time format.

A late leavers provision was started this year, allowing children to stay an additional hour after the afternoon session. This has been well received by parents.

***We welcome any suggestions from parents, grandparents, carers and others if there are ways in which you feel we can improve our service in the future. Any parent or carer or community member interested in becoming a trustee or playgroup supporter should approach Rachel at Playgroup or one of the trustees.***



## Receipts and payments accounts

For the period  
from

Period start date  
1 September 2022


To

Period end date  
31 August 2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fees	77,732	-	-	77,732	64,316
Grants	121,835	-	-	121,835	110,539
Interest receivable	70	-	-	70	39
Donations and gifts	267	-	-	267	76
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>199,904</b>	<b>-</b>	<b>-</b>	<b>199,904</b>	<b>174,970</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>199,904</b>	<b>-</b>	<b>-</b>	<b>199,904</b>	<b>174,970</b>
<b>A3 Payments</b>					
Wages and salaries	158,925	-	-	158,925	124,513
Teaching materials	1,539	-	-	1,539	445
Insurance	1,876	-	-	1,876	1,732
Water rates	1,473	-	-	1,473	935
Light and heat	7,335	-	-	7,335	4,381
Cleaning	1,948	-	-	1,948	2,251
Telephone and fax	407	-	-	407	1,363
Staff training	301	-	-	301	205
Legal and professional	334	-	-	334	685
Dues & subscriptions	1,115	-	-	1,115	637
Staff hospitality	522	-	-	522	370
Equipment expensed	283	-	-	283	148
Computer expenses	-	-	-	-	322
Repairs and maintenance	854	-	-	854	2,815
Sundry expenses	1,480	-	-	1,480	1,521
Accountancy fees	1,687	-	-	1,687	3,373
Rates	205	-	-	205	246
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>180,284</b>	<b>-</b>	<b>-</b>	<b>180,284</b>	<b>145,942</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Computer	160	-	-	160	-
	-	-	-	-	-
<b>Sub total</b>	<b>160</b>	<b>-</b>	<b>-</b>	<b>160</b>	<b>-</b>
<b>Total payments</b>	<b>180,444</b>	<b>-</b>	<b>-</b>	<b>180,444</b>	<b>145,942</b>
<b>Net of receipts/(payments)</b>	<b>19,460</b>	<b>-</b>	<b>-</b>	<b>19,460</b>	<b>29,028</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>87,284</b>	<b>-</b>	<b>-</b>	<b>87,284</b>	<b>58,256</b>
<b>Cash funds this year end</b>	<b>106,744</b>	<b>-</b>	<b>-</b>	<b>106,744</b>	<b>87,284</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>	Current account	79,768	-	-
	Building Society account	26,816	-	-
	Petty cash	160	-	-
			-	-
	<b>Total cash funds</b>	<b>106,744</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	Trade debtors	4,700	-	-
	Prepayments	986	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	Computer equipment		160	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
	Trade creditors	Unrestricted	-	
	Accruals	Unrestricted	13,512	
	Deferred income	Unrestricted	24,864	
	PAYE / National Insurance	Unrestricted	2,974	
		-		
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Gareth Lane	03/07/24