

# MAYFLOWER PLAYGROUP, HAYWARDS HEATH

England & Wales · Charity number 1181625

## Details

---

**Other names** MAYFLOWER PLAYGROUP

**Status** Registered

**Legal form** CIO

**Registered** 2019-01-18

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** Mayflower Playgroup  
Christ Church  
New England Road  
Haywards Heath  
RH16 3LE

**Phone** 01444459980

**Email** [mayflower@cchh.org.uk](mailto:mayflower@cchh.org.uk)

**Website** [www.cchh.org.uk/mayflower](http://www.cchh.org.uk/mayflower)

## Activities

---

**Objects:** (1) TO PROVIDE SAFE AND SATISFYING GROUP PLAY AND CHRISTIAN TEACHING FOR THE ADVANCEMENT OF THE EDUCATION OF CHILDREN FROM TWO TO FIVE YEARS OF AGE, IN A MANNER CONSISTENT WITH CHRISTIAN PRINCIPLES.(2) TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN

**Activities:** This charity replaces and incorporates the charity 1072441The existing and new charity runs a pre-school playgroup located in Haywards Heath West Sussex

## Classification

---

- **How:** Provides Services
- **What:** General Charitable Purposes, Education/training, Religious Activities
- **Who:** Children/young People

## Geography

---

- West Sussex

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£151,086	£122,808	-	-
2023-12-31	£117,857	£108,679	-	-
2022-12-31	£110,140	£105,750	-	-
2021-12-31	£103,636	£120,230	-	-
2020-12-31	£107,199	£99,385	-	-

## Trustees

---

Name	Role	Appointed
Carol Eggleton		2023-11-01
Caroline Samantha Joy Nicholls		2019-01-29
Elizabeth Claire Martin		2023-11-01
MARK JONATHAN VENTHAM		2019-07-09
Ruth Margaret Nicholls		2023-11-01
Sarah Jane McQuaker		2019-01-31

**MAYFLOWER PLAYGROUP, HAYWARDS HEATH**

England & Wales - Charity number 1181625

---

# Accounts

---

# **MAYFLOWER PLAYGROUP HAYWARDS HEATH CIO (Reg. Charity No. 1181625) Page 1 of 2 TRUSTEES ANNUAL REPORT for 2024**

Mayflower Playgroup was established in 1973. It is a registered CIO (no. 1181625) and operates in association with Christ Church Haywards Heath in West Sussex. The Playgroup continues to work in accordance with its constitution, maintaining its evangelical Christian ethos.

The Playgroup provides Sessional Care and Nursery Education on a non-profit-making basis, catering for children from two years to school-age, from the locality. Sessional care is offered five days a week, with varying lengths of day available. The playgroup offers a safe learning environment and high staff-to-child ratio to encourage maximum spiritual, intellectual, and physical development in preparing the children for their next developmental stage and for life and citizenship in general. The staff operate within the Early Years Foundation framework and best practices learned from their training.

Children are cared for in secure, safe, and suitable premises that are organised to provide a warm welcome to children and their parents. The provision of well-resourced workshop areas and appropriate projects allow children to develop their knowledge and understanding of the world. Staff seek to provide a range of learning opportunities and experiences for children both inside and outside. The outside area is used in all weather, and the planting and landscaping of this area have been worked on for the benefit of the children. Many of the children benefit from the use of a large hall on-site for weekly sporting activities with an outside provider. In accordance with the Christian ethos of the Playgroup, simple Bible stories, songs and a 'thank you' prayer are shared with the children by some of the staff.

The day-to-day running of the Playgroup is the responsibility of a Supervisor who reports regularly to the other Trustees. In 2024, Mrs Caroline Nicholls continued to lead the Playgroup as Supervisor in a dedicated and professional manner, ably assisted by Mrs Sarah Konig as Deputy Supervisor.

During the year ended December 2023, the following served as Trustees of the CIO:

Sarah McQuaker (Chair of Trustees)

Caroline Nicholls

Mark Ventham

Carol Eggleton

Elizabeth Martin

Ruth Nicholls

This arrangement is in line with the Constitution of the CIO.

At the end of 2024, there were 9 permanent members of staff, which provided consistency of provision. One member of staff was supported in their studies to gain a Level 3 qualification, and the Deputy Supervisor undertook a Level 3 SENCO qualification.

The Playgroup was open on Mondays to Fridays for 38 weeks of the year. The daily session length varied from 3 hours to 5.5 hours in accordance with statutory requirements. There was an average of 30 children per morning with a total of 49 children on the register over the year, reflecting a wide range of backgrounds. The setting welcomed more two-year-old children, in line with new Government initiatives.

During this year, the staff of Mayflower continued to prioritise caring for the children and helping them to settle and flourish, seeking to offer them rich experiences in line with EYFS themes. Staff worked hard to speak with families and support them as needed. The Playgroup continued to support a number of children with additional needs, as well as speech and language needs, and continued to welcome a number of children with English as an additional language. Staff worked to support these children well in the setting, as well as supporting their families.

Parents enjoyed joining their children for picnics on occasions, and services were held at the end of each term, to which many parents and relatives came.

# **MAYFLOWER PLAYGROUP HAYWARDS HEATH CIO (Reg. Charity No. 1181625) Page 2 of 2 TRUSTEES ANNUAL REPORT for 2024**

The Playgroup's income is derived primarily from West Sussex County Council, through the 'Free Entitlement' payment, as well as EYPP and payments for those with additional needs. The Playgroup receives some additional income from fees paid by parents of children who are too young to qualify for the Free Entitlement provision. Fees are set at an affordable level for parents, commensurate with the grant provided for funded children. Fees and wages are set by Trustees annually.

The Playgroup expends all funds to meet the operating costs of the Playgroup, including the cost of paying staff and purchasing learning and welfare resources to enhance the provision of Sessional Care and Nursery Education, as well as maintaining the fabric of the setting. Funding received for children with additional needs was spent to purchase equipment to enable these children to benefit from their day-to-day experience in the setting and for their peers to enjoy alongside them. Staff continued to attend training events as required (Safeguarding and First Aid); to develop good practices, and to continue learning in line with the EYFS statutory framework.

The Playgroup has continued to benefit from the ongoing generosity of Christ Church Haywards Heath in providing premises for use by Mayflower at a discounted rate.

Total cash reserves at the end of 2024 were £72,200. Of this, £30,000 has been invested with the aim, in the event of the unexpected closure of the playgroup, of meeting the costs of giving parents and staff at least half a term's notice of any closure plans, plus meeting all financial obligations, including staff redundancy pay. Further funds are held in reserve to provide for termly fluctuations and future expenditure. The cash reserves enabled the setting to maintain good staffing levels above statutory ratios, and to be able to cope with the increasing cost of utilities and daily essentials, as well as resourcing the setting in response to the children's needs. The Family App continues to benefit the setting, assisting with communication with parents, as well as with staffing and invoicing.

We were thankful for the Local Authority funding received this year, and the additional funding to allow settings to support two-year-olds and children with additional needs. The Trustees remain confident that ongoing management of costs, coupled with the stable Local Authority funding rate, will enable the Playgroup to maintain a stable reserve position for 2025. However, playgroups such as Mayflower continue to see significant increases in annual costs, and it will be essential to the longer-term financial stability of such playgroups that Local authority rates for funded places continue to increase annually in line with inflation.

The Trustees continued to review the financial position of the Playgroup, working to develop governance policies and reviewing financial investment and strategy. It is expected that there will be investment in the fabric and fittings of the setting in the coming year, to enhance the setting for the benefit of the children.

The Trustees are thankful to the Lord that the Playgroup has continued to be provided for financially, and wish to acknowledge the hard work and dedication of the Playgroup staff that has led to such a secure, loving and developmentally valuable setting for young children and their families. The steady commitment of the staff team meant that they were able to persevere through a challenging period in the year, working especially hard to ensure that the children and their families continued to be cared for and supported, and supporting each other daily in the setting.

SIGNED

Sarah McQuaker  
On behalf of the Trustees

21st October, 2025



**Receipts and payments accounts**

**CC16a**

For the period from	01/01/2024	To	31/12/2024
---------------------	------------	----	------------

**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>Receipts</b>					
Fees from Council funded places	130,917	-	-	130,917	92,068
Fees from Privately funded places	17,875	-	-	17,875	21,789
Other Income	2,294	-	-	2,294	4,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total receipts</b>	<b>151,086</b>	<b>-</b>	<b>-</b>	<b>151,086</b>	<b>117,857</b>

<b>Payments</b>					
Staff Costs	100,800	-	-	100,800	89,105
Rent and Utilities	5,960	-	-	5,960	6,743
Equipment	3,485	-	-	3,485	1,417
Insurance	1,064	-	-	1,064	1,015
Training	754	-	-	754	587
Administration	439	-	-	439	347
Accountancy	201	-	-	201	-
Other Expenses	10,105	-	-	10,105	9,465
	-	-	-	-	-
<b>Total Payments</b>	<b>122,808</b>	<b>-</b>	<b>-</b>	<b>122,808</b>	<b>108,679</b>

<b>Net of receipts/(payments)</b>	<b>28,278</b>	<b>-</b>	<b>-</b>	<b>28,278</b>	<b>9,178</b>
Transfers between funds	-	-	-	-	-
funds from prior years	72,192	-	-	72,192	63,013
<b>Cash funds this year end</b>	<b>100,470</b>	<b>-</b>	<b>-</b>	<b>100,470</b>	<b>72,191</b>

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>Cash funds</b>	Bank Accounts	100,364	-	-
	Petty Cash	106	-	-
		-	-	-
	<b>Total cash funds</b>	<b>100,470</b>	<b>-</b>	<b>-</b>
	(agreed balances with receipts and payments account(s))	OK	OK	OK

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

Signature	Print Name	Date of approval
	Sarah McQuaker	
	Mark Ventham	

NOTE: The CIO was formed on 18th January 2019. On 1st August 2019, the CIO took on the Charitable activities of the Charitable Trust also known as Mayflower Playgroup (registered Charity number 1072441). It also received cash assets from the Charitable Trust together with payments for amounts received by the Trust on behalf of the CIO.

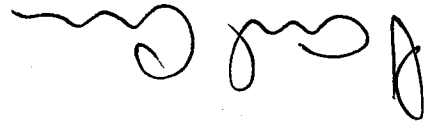
NOTE: Cash funds include an advance payment from the Local Authority for fees due during the Spring term 2025.

37 Marlow Drive  
Haywards Heath  
West Sussex  
RH16 3SR  
29th May 2025

**MAYFLOWER PLAYGROUP CIO  
Report of Examiner**

**Accounts for the year ending 31<sup>st</sup> December 2024**

I have examined the accounts for the Mayflower Playgroup CIO to the year ended 31<sup>st</sup> December 2024 and believe the accounts agree to the underlying records. I am satisfied that the records and reports are adequate and that the expenses/cost control is adequate.



Paul Arkell

**MAYFLOWER PLAYGROUP, HAYWARDS HEATH**

England & Wales - Charity number 1181625

---

# Accounts

---

# **MAYFLOWER PLAYGROUP HAYWARDS HEATH CIO (Reg. Charity No. 1181625) Page 1 of 2 TRUSTEES ANNUAL REPORT for 2023**

Mayflower Playgroup was established in 1973. It is a registered CIO (no. 1181625) and operates in association with Christ Church Haywards Heath in West Sussex. The Playgroup continues to work in accordance with its constitution, maintaining its evangelical Christian ethos.

The Playgroup provides Sessional Care and Nursery Education on a non-profit-making basis, catering for children from two years to school-age, from the locality. Sessional care is offered five days a week, with varying lengths of day available. The playgroup offers a safe learning environment and high staff-to-child ratio to encourage maximum spiritual, intellectual, and physical development in preparing the children for their next developmental stage and for life and citizenship in general. The staff operate within the Early Years Foundation framework and best practices learned from their training.

Children are cared for in secure, safe, and suitable premises that are organised to provide a warm welcome to children and their parents. The provision of well-resourced workshop areas and appropriate projects allow children to develop their knowledge and understanding of the world. Staff seek to provide a range of learning opportunities and experiences for children both inside and outside. The outside area is used in all weather, and the planting and landscaping of this area have been worked on for the benefit of the children. Many of the children benefit from the use of a large hall on-site for weekly sporting activities with an outside provider.

The day-to-day running of the Playgroup is the responsibility of a Supervisor who reports regularly to the other Trustees. In 2023, Mrs Caroline Nicholls continued to lead the Playgroup as Supervisor in a dedicated and professional manner, ably assisted by Mrs Sarah Konig as Deputy Supervisor.

During the year ended December 2023, the following served as Trustees of the CIO:

Andrew Billingham (resigned March 2023)

Sarah McQuaker (Chair of Trustees)

Caroline Nicholls

Mark Ventham

Carol Eggleton (from November 2023)

Elizabeth Martin (from November 2023)

Ruth Nicholls (from November 2023)

This arrangement is in line with the Constitution of the CIO. We were thankful for the provision of new Trustees, who share a commitment to the aims, ethos and development of the Playgroup.

At the end of 2023, there were 9 permanent members of staff, which provided consistency of provision. The Playgroup was open on Mondays to Fridays for 38 weeks of the year. The daily session length varied from 3 hours to 5.5 hours in accordance with statutory requirements.

There was an average of 28 children per morning with a total of 48 children on register over the year. We are grateful for the continued provision of young children attending the Playgroup.

During this year, the staff of Mayflower continued to prioritise caring for the children and helping them to settle and flourish; seeking to offer them rich experiences in line with EYFS themes. Staff also took time to speak with families to support them as needed. End of term services were held, to which many parents and relatives came.

The Playgroup celebrated its 50<sup>th</sup> anniversary with a family fun day in July and a special feature in a service at Christ Church, Haywards Heath in September. Invitations to the family fun event were sent to current and former parents, children and staff, as well as others connected with the setting. A good number of people came along and enjoyed looking at old photos, playing games and eating cake. At the service, we gave thanks to God for the work of Mayflower and the service it has given families in the community over 50 years.

# **MAYFLOWER PLAYGROUP HAYWARDS HEATH CIO (Reg. Charity No. 1181625) Page 2 of 2 TRUSTEES ANNUAL REPORT for 2023**

The coronation of King Charles III was also celebrated with a family picnic in the setting, which was a happy event.

The Playgroup continued to support a number of children with additional needs as well as speech and language needs and continued to welcome a number of children with English as an additional language.

The Playgroup operates in accordance with a financial plan approved by the Trustees. Income is derived primarily from the 'Free Entitlement' payment from West Sussex County Council (WSCC). The Playgroup receives some additional income from fees paid by parents of children who are too young to qualify for the Free Entitlement provision. Fees are set at an affordable level for parents, commensurate with the grant provided for funded children.

The Playgroup expends all funds to meet the operating costs of the Playgroup, including the cost of paying staff and purchasing learning and welfare resources to enhance the provision of Sessional Care and Nursery Education, as well as maintaining the fabric of the setting. Funding received for children with additional needs was spent to purchase equipment to enable these children to benefit from their day-to-day experience in the setting and for their peers to enjoy alongside them. Staff continued to attend training events as required (Safeguarding and First Aid); to develop good practices, and to continue learning in line with the EYFS statutory framework.

The Playgroup has continued to benefit from the ongoing generosity of Christ Church Haywards Heath in providing premises for use by Mayflower at a discounted rate.

Total cash reserves at the end of 2023 were £72,000. Of this, £30,000 is held with the aim, in the event of the unexpected closure of the playgroup, of meeting the costs of giving parents and staff at least half a term's notice of any closure plans plus meeting all financial obligations including staff redundancy pay. The cash reserves enabled the setting to maintain good staffing levels above statutory ratios, and to be able to cope with the increasing cost of utilities and daily essentials, as well as resourcing the setting in response to the children's needs. The Family App continues to benefit the setting, assisting with communication with parents, as well as with staffing and invoicing.

We were thankful for the additional Local Authority funding received this year (September 23 to April 24), and anticipate further news of the proposed national changes to funding arrangements for 2-year olds. The Trustees remain confident that ongoing management of costs, coupled with the stable Local Authority funding rate, will enable the Playgroup to maintain a stable reserve position for 2024. However, playgroups such as Mayflower continue to see significant increases in annual costs and it will be essential to the longer-term financial stability of such playgroups that Local authority rates for funded places continue to increase annually in line with inflation.

The Trustees continued to review the financial position of the Playgroup and how best to reduce the administrative load of the Supervisor.

On this 50<sup>th</sup> year, the Trustees are thankful to the Lord that the Playgroup has continued to be provided for financially and wish to acknowledge the hard work and dedication of the Playgroup staff that has led to such a secure, loving and developmentally valuable setting for young children and their families.

SIGNED

Sarah McQuaker  
On behalf of the Trustees

10 October, 2024



## Receipts and payments account

For the period from	01/01/2023	To
---------------------	------------	----

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
<b>Receipts</b>			
Fees from Council funded places	92,068	-	-
Fees from Privately funded places	21,789	-	-
Other Income	4,000	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
<b>Total receipts</b>	<b>117,857</b>	<b>-</b>	<b>-</b>

<b>Payments</b>			
Staff Costs	89,105	-	-
Rent and Utilities	6,743	-	-
Equipment	1,417	-	-
Insurance	1,015	-	-
Training	587	-	-
Administration	347	-	-
Accountancy	-	-	-
Other Expenses	9,465	-	-
	-	-	-
<b>Total Payments</b>	<b>108,679</b>	<b>-</b>	<b>-</b>

<b>Net of receipts/(payments)</b>	<b>9,178</b>	<b>-</b>	<b>-</b>
Transfers between funds	-	-	-
funds from prior years	63,013	-	-
<b>Cash funds this year end</b>	<b>72,191</b>	<b>-</b>	<b>-</b>

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

Categories                      Details                      Unrestricted funds

**Cash funds**

Bank Accounts	72,115
Petty Cash	76
	-
<b>Total cash funds</b>	<b>72,191</b>

to nearest £

(agree balances with receipts and payments account(s))

OK

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

Signature

Print N

	Sarah Mc
	Mark Ve

NOTE: The CIO was formed on 18th January 2019. On 1st August 2019, the CIO took on the Charitable also known as Mayflower Playgroup (registered Charity number 1072441). It also received cash assets f together with payments for amounts received by the Trust on behalf of the CIO.

NOTE; Cash funds include an advance payment from the Local Authority for fees due during the Spring

181625
<b>Accounts</b>
31/12/2023

<b>CC16a</b>
--------------



**Total funds**

**Last year**

to the nearest £

to the nearest £

92,068	90,069
21,789	14,336
4,000	5,735
-	-
-	-
-	-
-	-
-	-
117,857	110,140

89,105	87,774
6,743	4,535
1,417	1,338
1,015	954
587	690
347	354
-	-
9,465	10,105
-	-
108,679	105,750

9,178	4,390
-	-
63,013	58,623
72,191	63,013



**period**

**Restricted funds**

**Endowment funds**

to nearest £

-
-
-
-

OK

to nearest £

-
-
-
-

OK

Name

Quaker
antham

Date of approval


activities of the Charitable Trust  
from the Charitable Trust

term 2024.

37 Marlow Drive

Haywards Heath

West Sussex

RH16 3SR

21<sup>st</sup> May 2024

## **MAYFLOWER PLAYGROUP CIO**

### **Report of Examiner**

#### **Accounts for the year ending 31<sup>st</sup> December 2023**

I have examined the accounts for the Mayflower Playgroup CIO to the year ended 31<sup>st</sup> December 2023 and believe the accounts agree to the underlying records. I am satisfied that the records and reports are adequate and that the expenses/cost control is adequate.



Paul Arkell

**MAYFLOWER PLAYGROUP, HAYWARDS HEATH**

England & Wales - Charity number 1181625

---

# Accounts

---

# **MAYFLOWER PLAYGROUP HAYWARDS HEATH CIO (Reg. Charity No. 1181625) Page 1 of 2 TRUSTEES ANNUAL REPORT for 2022**

Mayflower Playgroup was established in 1973. It is a registered CIO (no. 1181625) and operates in association with Christ Church Haywards Heath in West Sussex. The Playgroup continues to work in accordance with its constitution, maintaining its evangelical Christian ethos.

The Playgroup provides Sessional Care and Nursery Education on a non-profit-making basis, catering for children from two years to school-age, from the locality. Sessional care is offered five days a week, with varying lengths of day available. The playgroup offers a safe learning environment and high staff-to-child ratio to encourage maximum spiritual, intellectual, and physical development in preparing the children for their next developmental stage and for life and citizenship in general. The staff operate within the Early Years Foundation framework and best practices learned from their training.

Children are cared for in secure, safe, and suitable premises that are organised to provide a warm welcome to children and their parents. The provision of well-resourced workshop areas and appropriate projects allow children to develop their knowledge and understanding of the world. Staff seek to provide a range of learning opportunities and experiences for children both inside and outside. The outside area is used in all weather, and the planting and landscaping of this area have been worked on for the benefit of the children. Many of the children benefit from the use of a large hall on-site for weekly sporting activities with an outside provider.

The day-to-day running of the Playgroup is the responsibility of a Supervisor who reports regularly to the other Trustees. In 2022, Mrs Caroline Nicholls continued to lead the Playgroup as Supervisor in a dedicated and professional manner, ably assisted by Mrs Shirley Woodfield and Mrs Sarah Konig as Deputy Supervisors. Mrs Shirley Woodfield retired from the role of Deputy Supervisor at the end of August, 2022.

During the year ended December 2022, the following served as Trustees of the CIO:  
Andrew Billingham  
Sarah McQuaker (Chair of Trustees)  
Caroline Nicholls  
Mark Ventham

This arrangement is in line with the Constitution of the CIO. The Trustees continue to seek others to join them in the coming year, in accordance with the Constitution.

At the end of 2022, there were 8 permanent members of staff, which provided consistency of provision. The Playgroup was open on Mondays to Fridays for 38 weeks of the year. The daily session length varied from 3 hours to 5.5 hours in accordance with statutory requirements.

There was an average of 32 children per morning with a total of 55 children on register over the year. We are grateful for the continued provision of young children attending the Playgroup and that this grew marginally from the previous year.

During this year, the staff of Mayflower continued to prioritise caring for the children and helping them to settle and flourish; seeking to offer them rich experiences in line with EYFS themes. Staff also took time to speak with families to support them as needed. End of term services were held, to which many parents and relatives came. Children and parents celebrated the Queen's Jubilee together.

The Policies and Procedures for the daily operation of the setting were reviewed and updated as government guidance and requirements regarding Covid-19 were changed.

# **MAYFLOWER PLAYGROUP HAYWARDS HEATH CIO (Reg. Charity No. 1181625) Page 1 of 2 TRUSTEES ANNUAL REPORT for 2022**

The Playgroup continued to support a number of children with additional needs as well as speech and language needs and continued to welcome a number of children with English as an additional language.

The Playgroup was visited by an Ofsted inspector in June 2022, and received a Good rating. The report acknowledged the strong bonds between children and the staff team, as well as their enjoyment of learning activities and the setting, and the way the staff team felt valued and well-led. The Supervisor led the staff team in reflecting on the report and its recommendation.

The Playgroup operates in accordance with a financial plan approved by the Trustees. Income is derived primarily from the 'Free Entitlement' payment from West Sussex County Council (WSCC). The Playgroup receives some additional income from fees paid by parents of children who are too young to qualify for the Free Entitlement provision. Fees are set at an affordable level for parents, commensurate with the grant provided for funded children.

The Playgroup expends all funds to meet the operating costs of the Playgroup, including the cost of paying staff and purchasing learning and welfare resources to enhance the provision of Sessional Care and Nursery Education. Funding received for children with additional needs was spent to purchase equipment to enable these children to benefit from their day-to-day experience in the setting and for their peers to enjoy alongside them. Staff continued to attend training events as required (Safeguarding and First Aid); to develop good practices, and to understand the new EYFS statutory framework and Ofsted inspection procedures in anticipation of an expected inspection.

The Playgroup has continued to benefit from the ongoing generosity of Christ Church Haywards Heath in providing premises for use by Mayflower at a discounted rate. The amount paid towards Utilities was reviewed, in line with inflation.

Total cash reserves at the end of 2022 were £63,00. Of this, £25,000 is held with the aim, in the event of the unexpected closure of the playgroup, of meeting the costs of giving parents and staff at least half a term's notice of any closure plans plus meeting all financial obligations including staff redundancy pay.

The Trustees remain confident that ongoing management of costs, coupled with the stable Local Authority funding rate, will enable the Playgroup to maintain a stable reserve position for 2023. However, playgroups such as Mayflower continue to see significant increases in annual costs and it will be essential to the longer-term financial stability of such playgroups that Local authority rates for funded places continue to increase annually in line with inflation.

The Trustees continue to review the financial position of the Playgroup and how best to reduce the administrative load of the Supervisor. Regular financial review meetings were held.

The Trustees are thankful to the Lord that the Playgroup has continued to be provided for financially and wish to acknowledge the hard work and dedication of the Playgroup staff that has led to such a secure, loving and developmentally valuable setting for young children and their families. We are grateful for the continued maintenance and development of this valuable service to the local community.

**MAYFLOWER PLAYGROUP HAYWARDS HEATH  
CIO (Reg. Charity No. 1181625) Page 1 of 2  
TRUSTEES ANNUAL REPORT for 2022**

SIGNED

Sarah McQuaker  
On behalf of the Trustees

19<sup>th</sup> September, 2023



37 Marlow Drive  
Haywards Heath  
West Sussex  
RH16 3SR  
30<sup>th</sup> June 2023

**MAYFLOWER PLAYGROUP CIO**  
**Report of Examiner**

**Accounts for the year ending 31<sup>st</sup> December 2022**

I have examined the accounts for the Mayflower Playgroup CIO to the year ended 31<sup>st</sup> December 2022 and believe the accounts agree to the underlying records. I am satisfied that the records and reports are adequate and that the expenses/cost control is adequate.



Paul Arkell

**MAYFLOWER PLAYGROUP, HAYWARDS HEATH**

England & Wales - Charity number 1181625

---

# Accounts

---

# **MAYFLOWER PLAYGROUP HAYWARDS HEATH CIO (Reg. Charity No. 1181625) Page 1 of 2 TRUSTEES ANNUAL REPORT for 2020**

Mayflower Playgroup was established in 1973. It is a registered CIO (no. 1181625) and operates in association with Christ Church Haywards Heath in West Sussex. The Playgroup continues to work in accordance with its constitution, maintaining its evangelical Christian ethos.

The Playgroup provides Sessional Care and Nursery Education on a non-profit-making basis, catering for children from two years to school-age, from the locality. Sessional care is offered five days a week, with varying lengths of day available. The playgroup offers a safe learning environment and high staff to child ratio to encourage maximum spiritual, intellectual and physical development in preparing the children not only for their next developmental stage but also for life and citizenship in general. The staff operate within the Early Years Foundation framework and best practice learned from training that they undertake.

Children are cared for in secure, safe and suitable premises that are organised to provide a warm welcome to children and their parents. The provision of well-resourced workshop areas and appropriate projects allow children to develop their knowledge and understanding of the world. Staff seek to provide a range of learning opportunities and experiences for children both inside and outside. The outside area is used in all weathers, and the planting and landscaping of this area has been worked on for the benefit of the children. Many of the children benefit from the use of a large hall on site for weekly sporting activities with an outside provider.

The day-to-day running of the Playgroup is the responsibility of a Supervisor who reports regularly to the other Trustees. Throughout 2020, Mrs Caroline Nicholls continued to lead the Playgroup as Supervisor in a dedicated and professional manner, ably assisted by Mrs Shirley Woodfield and Mrs Sarah Konig as Deputy Supervisors.

During the year ended December 2020, the following served as Trustees of the CIO:  
Sarah McQuaker (Chair of Trustees)  
Mark Ventham  
Caroline Nicholls

This arrangement is in line with the Constitution of the CIO. The Trustees continue to seek others to join them in the coming year, in accordance with the Constitution.

At the end of 2020, there were 8 permanent members of staff, which provided consistency of provision.

2020 was a year of frequent changes and additional hard work for the staff of Mayflower, who continued to prioritise caring for the children safely and with as much stability as possible, whilst seeking to offer them rich experiences in line with EYFS themes.

In March 2020, at the start of the Covid-19 restrictions, the Playgroup was closed for 11 weeks, in line with guidance from National and Local Government. During this time, staff studied online to progress their continuing professional development; as well as keeping in touch with families. The Supervisor and deputies made great efforts to stay in contact with parents and offer support through phone calls and emails. This included continuing support for families in difficulties or whose children have additional needs children. The Supervisor and staff recorded videos of themselves reading stories, and the Supervisor produced a weekly email with activities in line with EYFS themes. Staff continued to

## **MAYFLOWER PLAYGROUP HAYWARDS HEATH CIO (Reg. Charity No. 1181625) Page 2 of 2 TRUSTEES ANNUAL REPORT for 2020**

meet together online for training, and the End of Term Services were held on Zoom, with many families joining in.

During this time, the Policies and Procedures for the daily operation of the setting were fully reviewed and updated. Where required, these were altered to reflect changes in government guidance and requirements regarding Covid-19.

As restrictions lifted, the Playgroup was able to re-open from June. Overall, during 2020 the Playgroup was open on Mondays to Fridays for 38 weeks of the year. The daily session length varied from 3 hours to 5.5 hours in accordance with statutory requirements.

There was an average of 30 children per morning with a total of 50 children on register over the year. We are grateful for the continued provision of young children attending the Playgroup and that this grew marginally from the previous year

In respect of most of these children, the Playgroup received local authority funding for nursery education; the remainder paying fees. The playgroup continued to support a number of children with additional needs as well as speech and language needs.

The Playgroup operates in accordance with a financial plan approved by the Trustees. Income is derived primarily from the 'Free Entitlement' payment from West Sussex County Council (WSCC). The continuation of this funding during the period of Covid-19 closures and restrictions was immensely helpful in allowing staff to remain employed and able to support the children and pursue online training during Covid-19 closures.

The Playgroup receives some additional income from fees paid by parents of children who are too young to qualify for the Free Entitlement provision. Fees are set at an affordable level for parents, commensurate with the grant provided for funded children. Income from these fees has been lower, reflecting the initial caution many parents felt about sending children as restrictions lifted.

The Playgroup expends all funds to meet the operating costs of the Playgroup, including the cost of paying staff and purchasing learning and welfare resources to enhance the provision of Sessional Care and Nursery Education. As a result of Covid-19, there was greater expenditure on cleaning products and hand sanitizer, and staff were paid additional hours to clean the setting. Funding received for children with additional needs was spent to purchase equipment to enable these children to benefit from their day to day experience in the setting.

Total cash reserves at the end of 2020 were £75,217. Of this, £23,000 is held with the aim, in the event of the unexpected closure of the playgroup, of meeting the costs of giving parents and staff at least half a term's notice of any closure plans plus meeting all financial obligations including staff redundancy pay. The Playgroup has continued to benefit from the ongoing generosity of Christ Church Haywards Heath in providing premises for use by Mayflower at a significantly discounted rate.

The Trustees remain confident that ongoing management of costs, coupled with the stable Local Authority funding rate, will enable the Playgroup to maintain a stable reserve position for 2021. However, playgroups such as Mayflower continue to see significant increases in annual costs and it will be essential to the longer term financial stability of such playgroups that Local authority rates for funded places continue to increase annually in line with inflation.

The Trustees continue to review the financial position of the Playgroup and how best to reduce the administrative load of the Supervisor. To this end, we are planning to invest in the 'Family' app to facilitate clear communication with parents and more secure and streamlined record-keeping. Tablet computers were purchased for use by staff in the setting, to facilitate this. The Trustees are taking advice on updating the financial model used, and are seeking a Trustee to help with forward financial planning.

The Trustees are thankful to the Lord that the Playgroup has continued to be provided for financially and wish to acknowledge the hard work and dedication of the Playgroup staff that has led to such a secure, loving and developmentally valuable setting for young children during such an unsettling year. We are particularly thankful that all staff were able to remain employed throughout the Covid-19 Lockdowns and that there was no serious Covid-19 illness amongst the staff or children. We are grateful for the continued maintenance and development of this valuable service to the local community.

SIGNED

A handwritten signature in black ink, appearing to read 'Sarah McQuaker', written in a cursive style.

Sarah McQuaker  
On behalf of the Trustees

06 October, 2021

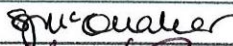
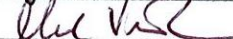
## Receipts and payments accounts

For the period from	1/1/2020	To	31/12/2020
---------------------	----------	----	------------

### 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>Receipts</b>					
Fees from Council funded places	85,671	0	0	85,671	51,485
Fees from privately funded places	12,089			12,089	3,418
Other income	9,439	0	0	9,439	2,235
Cash assets transferred in	0	0	0	0	48,505
<b>Total receipts</b>	<b>107,199</b>	<b>0</b>	<b>0</b>	<b>107,199</b>	<b>105,643</b>
<b>Payments</b>					
Staff costs	-86,155	0	0	-86,155	-32,204
Rent and utilities	-2,703	0	0	-2,703	-901
Equipment	-3,096	0	0	-3,096	-2,327
Insurance	-650	0	0	-650	-620
Training	-455	0	0	-455	-173
Administration	-368	0	0	-368	-171
Accountancy	0	0	0	0	0
Other expenses	-5,958	0	0	-5,958	-1,844
<b>Total payments</b>	<b>-99,385</b>	<b>0</b>	<b>0</b>	<b>-99,385</b>	<b>-38,240</b>
<b>Net of receipts/(payments)</b>	<b>7,814</b>	<b>0</b>	<b>0</b>	<b>7,814</b>	<b>67,403</b>
Transfers between funds	0	0	0	0	0
Funds from prior years	67,403	0	0	67,403	0
<b>Cash funds at end of December 2020</b>	<b>75,217</b>	<b>0</b>	<b>0</b>	<b>75,217</b>	<b>67,403</b>

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

	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>Cash funds</b>			
Bank accounts	74,975	0	0
Petty Cash	242	0	0
Deferred fees		0	0
<b>Total cash funds</b>	<b>75,217</b>	<b>0</b>	<b>0</b>
<b>Signature</b>			
	<b>Print Name</b>		<b>Date of approval</b>
	Sarah McQuaker		7-10-21
	Mark Ventham		7-10-21

NOTE: The CIO was formed on 18th January 2019. On 1st August 2019, the CIO took on the Charitable activities of the Charitable Trust also known as Mayflower Playgroup (registered Charity number 1072441). It also received cash assets from the Charitable Trust together with payments for amounts received by the Trust on behalf of the CIO.

NOTE: Cash funds include an advance payment from the Local Authority for fees due during the Spring term of 2021

31 Syresham Gardens

Haywards Heath

WEST SUSSEX

RH16 3LB

16<sup>TH</sup> August 2021

**MAYFLOWER PLAYGROUP CIO**

**REPORT OF EXAMINER**

**Accounts for the year ended 31<sup>st</sup> December 2020**

I have examined the Accounts for the Mayflower Playgroup for the year ended 31/12/20, and believe the accounts agree to the underlying records. I am satisfied that the records and reports are adequate and that the expense/cost control is adequate.



Aaron Chen