



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/09/2021 Period start date

To 31/08/2022 Period end date

Charity name: Halstead Nursery

Charity registration number: 1022015

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The aim of the charity is to enhance the development and education of children of preschool age by encouraging parents to understand and provide for the needs of their children through community groups and by:</p> <p>(a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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 whatever their race, culture, religion, means or ability;</p> <p>(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 areas;</p> <p>(c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.</p>
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	<p>We aim to provide a flexible and fully inclusive facility to our clients, and offer support and advice to all families in our small village community. The nursery operates Monday to Friday during term time, offering preschool education and care to children aged 2 to 5 years of age.</p> <p>We offer mentoring to teenagers from local schools through the work experience programme and also support apprenticeships.</p> <p>Fees are set to cover rent, running costs, staff wages and training. Other costs are covered by fundraising. Fundraising contributions are dedicated to providing resources and activities for the children.</p>

		<p>For example, providing at least one annual outing for both children and their families.</p> <p>We are highly regarded in the local community for having qualified and experienced staff who are able to provide support to families and children with special needs. Our manager is particularly skilled in this area and provides training for other professionals in the area.</p> <p>We have spaces for children on the 'free for two' programme and experienced staff work closely with these families. We also offer the 30 hours of free early entitlement for working families as well as 15 hours of entitled funding for all three year olds.</p> <p>The nursery takes part in many local community and school events, for example the Knockholt carnival.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have had regard to the charity commission's guidance on public benefit.

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
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 provide preschool education and activities within the EYFS curriculum covering up to 36 children, some of which attend the nursery full time and others on a part time basis.</p> <p>We have two members of staff who have just completed their apprenticeships which means we now have 7 fully qualified members of staff.</p> <p>Our nursery manager is an EYPDPD (Early Years Professional Development Programme) tutor and is successfully mentoring other early years professionals.</p> <p>All staff have completed first aid training.</p> <p>The whole staff team have completed 'In the moment' planning training which will benefit the needs of all children in the nursery.</p>
---	-----------	---

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
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	A review of our financial position was carried out at our most recent committee meeting.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The nurseries Reserve Policy was adopted in May 2012. The reserves has been reviewed by members of our committee. They are held to support the nursery to remain open if we should ever need it and to cover staff redundancy.
Amount of reserves held	Para 1.22	£40,000
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

### 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	
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	
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pre-school Learning Alliance Model Pre-School Constitution 2011
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated Charity
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	Trustees are elected and appointed by other committee members at our AGM in October each year.

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Halstead Nursery
Other name the charity uses	
Registered charity number	1022015
Charity's principal address	Halstead Nursery C/O Halstead Community Primary School Otford Lane Halstead Sevenoaks TN14 7EA





## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
-----------------	------	---------


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

Tracey McCartney – Nursery Manager

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

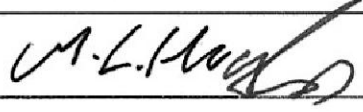
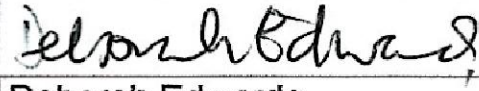
## Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michelle Hughes	Deborah Edwards
Position (eg Secretary, Chair, etc)	Chair Person	Treasurer

Date 13<sup>th</sup> June 2023





Charity Name Halstead Nursery		No (if any) 1022016	CC16a
<b>Receipts and payments accounts</b>			
For the period from	Period start date 01-Sep-2021	To	Period end date 31-Aug-2022

## 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	29,719	-	-	29,719	25,249
Uniforms	-	-	-	-	2
Government Funding	59,283	2,087	-	61,370	78,613
Fundraising	642	-	-	642	634
Misc.	494	105	-	599	3,266
Grants Received	-	-	-	-	-
Training	648	-	-	648	815
Collaboration	-	3,718	-	3,718	3,902
<b>Sub total (Gross income for AR)</b>	<b>90,786</b>	<b>5,910</b>	<b>-</b>	<b>96,696</b>	<b>112,481</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>90,786</b>	<b>5,910</b>	<b>-</b>	<b>96,696</b>	<b>112,481</b>

## A3 Payments

Staff costs	73,912	-	-	73,912	70,954
Pension costs	-	-	-	-	-
	2,832	-	-	2,832	2,322
Accountancy fees	994	-	-	994	701
HMRC	4,917	-	-	4,917	4,690

Premises					
	3,681	-	-	3,681	14,422
Telephone	33	-	-	33	50
Refreshments - children	486	-	-	486	388
Refreshments - staff	44	-	-	44	45
Consumables	513	-	-	513	272
Clothing - staff & children	225	-	-	225	207
Repairs and equipment	1,327	-	-	1,327	1,628
Administration, Training cost	1,639	-	-	1,639	1,825
Insurance	798	-	-	798	784
Advertising, Website Design / Hosting	105	-	-	105	60
Outings	501	-	-	501	56
Petcare	-	-	-	-	26
EYPP	424	-	-	424	312
Collaboration	-	2,910	-	2,910	4,008
Miscellaneous	2,094	-	-	2,094	1,907
<b>Sub total</b>	<b>94,524</b>	<b>2,910</b>	<b>-</b>	<b>97,434</b>	<b>104,657</b>

<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>					
	-	-	-	-	

<b>Total payments</b>	<b>94,524</b>	<b>2,910</b>	<b>-</b>	<b>97,434</b>	<b>104,657</b>
-----------------------	---------------	--------------	----------	---------------	----------------

<b>Net of receipts/(payments)</b>	<b>- 3,738</b>	<b>3,000</b>	<b>-</b>	<b>- 739</b>	<b>7,824</b>
<b>A5 Transfers between funds</b>	<b>3,523.00</b>	<b>- 3,523</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>187,069</b>	<b>3,735</b>	<b>-</b>	<b>190,804</b>	<b>182,980</b>
<b>Cash funds this year end</b>	<b>186,854</b>	<b>3,212</b>	<b>-</b>	<b>190,065</b>	<b>190,804</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>	Barclays current account	106,190	-	-
	Cash in hand	-	-	-
	Virgin savings account	43,875	40,000	-
	<b>Total cash funds</b>	<b>150,065</b>	<b>40,000</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	M.L. Hughes	MICHELLE HUGHES	10/05/23	
	Deborah Edwards	DEBORAH EDWARDS	18/5/23	