



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

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

Charity name: Halstead Nursery

Charity registration number: 1197835

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The charity works for the public benefit having as its objects the development and education of children and young people in particular by:</p> <ul style="list-style-type: none">(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.
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>Funding from the Government and our own fees aim 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. 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</p>

		<p>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.</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

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 currently have 7 members of staff who are fully qualified.</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>
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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	The financial position remains sound. In July the nursery became a charitable incorporated organisation with all funds, assets and liabilities being transferred from the former unincorporated entity; this resulted in income and expenditure being split between the two in the financial year. Overall, however, the nursery achieved a surplus during the period with staff costs reducing due to a variance in staff numbers in the year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Restricted element of balances comprises two elements: <ol style="list-style-type: none"> 1. The balances of any restricted or limited funds received not yet utilised or disbursed. 2. A reserve to cover any redundancy payments that may be required in the event of closure. The figure required varies over time and the amount held is sufficient to cover these variations.
Amount of reserves held	Para 1.22	<ol style="list-style-type: none"> 1. £2,516 2. £40,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>There are three factors which could affect this, and although they will not have any short-term effect, their impact over the medium to long term has the attention of the Trustees:</p> <ol style="list-style-type: none"> 1. The significant increases in the level of the National Living Wage have impacted expenditure over recent years and there is only very limited ability for the nursery to increase income. 2. Since the end of the accounting period the Government has imposed a new statutory funding guidance which further restricts the ability to generate income. The levels of funding received fail to sufficiently cover the costs of running the nursery and with more and more parents waiting until their child is eligible for funding before starting them with us, this is eating into reserves faster and we may not continue to be sustainable. It is estimated this will result in a net

		<p>reduction of at least £11,000 in income over a full year.</p> <p>3. Kent County Council have proposed a very substantial increase in the level of rental paid for the premises currently used. So far, they have not entered into any meaningful discussion on this and it something the Trustees continue to pursue.</p>
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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 CIO Constitution for Childcare Providers 2013
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	CIO
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.

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	1197835
Charity's principal address	Halstead Nursery Otford Lane Halstead Sevenoaks Tn14 7ea

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	Michelle Hughes	Chair		
2	David Young	Treasurer		
3	Tracey McCartney			
4	Amanda Harvey			
5	Nicola Tobin			
6				
7				
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17				
18				
19				
20				

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

Trustee name	Dates acted if not for whole year	

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)

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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)		TJ McCartney
Full name(s)	Michelle Hughes	Tracey McCartney
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	18/06/2025	



Charity Name	No (if any)
Halstead Nursery	1197835

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01-Sep-2023		31-Aug-2024

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 £
A1 Receipts					
Fees	45	-	-	45	-
Uniforms	-	-	-	-	-
Government Funding	410	1,333	-	1,742	-
Fundraising	114	-	-	114	-
Misc.	207,575	186	-	207,761	-
Grants Received	-	-	-	-	-
Training	-	-	-	-	-
Collaboration	-	1,434	-	1,434	-
Sub total (Gross income for AR)	208,143	2,953	-	211,096.02	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	208,143	2,953	-	211,096	-

A3 Payments

Staff costs	12,611	-	-	12,611	-
Pension costs	285	-	-	285	-
Accountancy fees	460	-	-	460	-
HMRC	1,244	-	-	1,244	-
Premises	704	-	-	704	-
Telephone	15	-	-	15	-
Refreshments - children	30	-	-	30	-
Refreshments - staff	-	-	-	-	-
Consumables	67	-	-	67	-
Clothing - staff & children	73	-	-	73	-
Repairs and equipment	18	-	-	18	-
Administration, Training cost	16	-	-	16	-
Insurance	-	-	-	-	-
Advertising, Website Design / Hosting	-	-	-	-	-
Outings	52	-	-	52	-
Petcare	-	-	-	-	-
EYPP	-	-	-	-	-
Collaboration	-	437	-	437	-
Miscellaneous	478	-	-	478	-
Sub total	16,052	437	-	16,489	-

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	16,052	437	-	16,489	-
Net of receipts/(payments)	192,091	2,516	-	194,607	-
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	192,091	2,516	-	194,607	-

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 £
B1 Cash funds	Barclays current account	107,172	2,516	-
	Barclays deposit account	-		
	xxx account	-		
	Virgin savings account	44,919	40,000	-
	Total cash funds	152,091	42,516	-
	(agree balance with receipt and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use			Cost (optional)	Current value (optional)
				-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

B5 Liabilities

Details	Fund to which	Amount due	When due
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Halstead Nursery (CIO)

**On accounts for the year
ended**

31 August 2024

**Charity no
(if any)**

1197835

Set out on pages

(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 31/08/2024.

**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:

Sabrina Little

Date:

01/12/2024

Name:

Sabrina Little

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

MAAT Membership Number 10276909

Address:

12 Dorset Place

Faversham

ME13 8PP

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.