



# Trustees' Annual Report for the period

|      |                   |   |      |    |                 |    |      |
|------|-------------------|---|------|----|-----------------|----|------|
| From | Period start date |   |      | To | Period end date |    |      |
|      | 1                 | 1 | 2023 |    | 31              | 12 | 2023 |

## Section A Reference and administration details

|                                    |                                   |
|------------------------------------|-----------------------------------|
| Charity name                       | Castleton Preschool and Nursery   |
| Other names charity is known by    |                                   |
| Registered charity number (if any) | 1199736                           |
| Charity's principal address        | Marshfield Primary School Grounds |
|                                    | Marshfield Road                   |
|                                    | Castleton Cardiff                 |
| Postcode                           | CF32UW                            |

### 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  | Rhoswen Hailwood | Chair           |                                   |   |
| 2  |                  |                 |                                   |   |
| 3  |                  |                 |                                   |   |
| 4  |                  |                 |                                   |   |
| 5  |                  |                 |                                   |   |
| 6  |                  |                 |                                   |   |
| 7  |                  |                 |                                   |   |
| 8  |                  |                 |                                   |   |
| 9  |                  |                 |                                   |   |
| 10 |                  |                 |                                   |   |
| 11 |                  |                 |                                   |   |
| 12 |                  |                 |                                   |   |
| 13 |                  |                 |                                   |   |
| 14 |                  |                 |                                   |   |
| 15 |                  |                 |                                   |   |
| 16 |                  |                 |                                   |   |
| 17 |                  |                 |                                   |   |
| 18 |                  |                 |                                   |   |
| 19 |                  |                 |                                   |   |
| 20 |                  |                 |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

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

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

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

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |                      |
|---|----------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution         |
| How the charity is constituted<br>(eg. trust, association, company) |                      |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Elected by Committee |

### Additional governance issues (Optional information)

|   |   |
|---|---|
| <p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul> | <p>Committee works with manager, deputy manager and other staff at the charity setting</p> <p>Charity works with Early Years wales ,CIW and the Local Authority</p> <p>In view of risks arising from closure of setting reserves in place to ensure staff redundancies paid</p> |
|---|---|

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To provide day care for a maximum of 28 children age 2 to 4 during term time

Also to provide wrap around care for children attending Marshfield Primary School which is on the same site

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

Appropriate grants are applied for in order to enhance experience of children attending the setting

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The setting has continued to provide quality childcare  
The setting had educational status throughout 2023 and supported a number of children in this category

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Reserves kept to pay staff redundancy should this be necessary

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

|  |                             |  |
|--|-----------------------------|--|
| <b>Signature(s)</b>                        |                             |  |
| <b>Full name(s)</b>                        | Dr Rhoswen Lynden Hailwood  |  |
| <b>Position (eg Secretary, Chair, etc)</b> | Chair                       |  |
| <b>Date</b>                                | 11 <sup>th</sup> March 2024 |  |



## Receipts and payments accounts

CC16a

For the period  
from

01-Jan-23

To

31-Dec-23

### Section A Receipts and payments

|  | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                     |   |                                      |                                     |                                 |                               |
| Fees and Early Years Funding           | 123,629                                   | -                                    | -                                   | 123,629                         | 131,347                       |
| Grants                                 | 8,277                                     | -                                    | -                                   | 8,277                           | 15,023                        |
| Fundraising                            | -   | -                                    | -                                   | -                               | 70                            |
| Interest Income                        | 1   | -                                    | -                                   | 1                               | -                             |
| <b>Sub total (Gross income for AR)</b> | <b>131,907</b>                            | <b>-</b>                             | <b>-</b>                            | <b>131,907</b>                  | <b>146,440</b>                |
| <b>A3 Payments</b>                     |   |                                      |                                     |                                 |                               |
| Wages & HMRC                           | 126,700                                   | -                                    | -                                   | 126,700                         | 123,437                       |
| Rent & premises                        | 13,222                                    | -                                    | -                                   | 13,222                          | 9,207                         |
| Equipment, stationery & books          | 198                                       | -                                    | -                                   | 198                             | 1,063                         |
| Provisions                             | 5,901                                     | -                                    | -                                   | 5,901                           | 4,093                         |
| Grant expenditure                      | 7,305                                     | -                                    | -                                   | 7,305                           | 9,105                         |
| Other expenses                         | 1,546                                     | -                                    | -                                   | 1,546                           | 1,554                         |
| Crafts                                 | 830                                       | -                                    | -                                   | 830                             | 720                           |
| Interest Paid                          | 3   | -                                    | -                                   | 3                               | -                             |
| <b>Sub total</b>                       | <b>155,704</b>                            | <b>-</b>                             | <b>-</b>                            | <b>155,704</b>                  | <b>149,180</b>                |
| <b>Total payments</b>                  | <b>155,704</b>                            | <b>-</b>                             | <b>-</b>                            | <b>155,704</b>                  | <b>149,180</b>                |
| <b>Net of receipts/(payments)</b>      | <b>- 23,796</b>                           | <b>-</b>                             | <b>-</b>                            | <b>- 23,796</b>                 | <b>- 2,740</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>84,953</b>                             | <b>-</b>                             | <b>-</b>                            | <b>84,953</b>                   | <b>87,693</b>                 |
| <b>Cash funds this year end</b>        | <b>61,156</b>                             | <b>-</b>                             | <b>-</b>                            | <b>61,156</b>                   | <b>84,953</b>                 |

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

| Categories  | Details  | Unrestricted funds<br>to nearest £     | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|--|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                | Natwest Bank   | 61,156                                 | -                                | -                               |
|   | <b>Total cash funds</b>                                | <b>61,156</b>                          | <b>-</b>                         | <b>-</b>                        |
|   | (agree balances with receipts and payments account(s)) | OK                                     | OK                               | OK                              |
| <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> |
|   | Debtors  |  |                                  |                                 |
| <b>B5 Liabilities</b>                               | <b>Details</b>   | <b>Fund to which liability relates</b> | <b>Amount due (optional)</b>     | <b>When due (optional)</b>      |
|   | Social Security and other taxes payable                |  |                                  |                                 |
|   | Pensions payable                                       |  |                                  |                                 |

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

| Signature | Print Name       | Date of approval |
|-----------|------------------|------------------|
|           | Rhoswen Hailwood | 08-May-24        |

Accounts for the period 21<sup>st</sup> July 2022 to 31<sup>st</sup> December 2022 were completed ,audited and signed under the previous name and charity number for this charity ie Castleton Baptist Playgroup

Therefore for the purposes of the charity registered under the current name of Castleton Playgroup and Nursery the accounts for this period should be considered as Nil