



**Our Constitution
&
Trustees' Annual Report Year
ended 31st August 2023**

Old Town Hall

2 Fore Street

Tywardreath

Par Cornwall

PL24 2QP

Registered Charity No: 1029667

Objectives and Activities

Summary of the objectives of the charity set out in its governing document

We provide a 'traditional playgroup' pre-school education, regulated by OFSTED, to any child and family who wish to attend our setting. This is regardless of individual/family circumstances.

While we have private fee charges for all children who do not yet qualify for the government funding scheme, we do assist any family applications for assistance in paying for pre-school fees. We will also accept childcare vouchers in payment for fees and therefore provide an education for any child in our local area who wishes to use our pre-school. We involve ourselves in activities in the local area such as Carnivals etc. to provide a setting very much with the local community at its heart.

The Trustees of the pre-school are aware of the requirement for the charity to provide its activities with public benefit in mind and provides the pre-School education as a much needed and long-standing setting in our local community.

Tywardreath Pre-school Constitution:

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

Offering appropriate play facilities and training courses, together with the right of parents to take responsibilities 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.

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 area. Instigating and adhering to and furthering the aims of the Early Years Alliance.

All committee members have the opportunity to look at a copy of the Committee Handbook produced by Early Years Alliance. This gives all relevant information on the roles and responsibilities of being an elected Committee member.

Committee members are also provided an committee joining pack with information on their roles and responsibilities.

Structure, Governance and Management

Tywardreath Pre-school Playgroup is a Committee run pre-school governed by the Early Years Alliance Constitution Version

Organisational Structure:

Chairperson: Sarah Mason

Secretary: Jo Harley

Committee Members

Not less than 2 or no more than 9 others elected Members and if the Committee decides it can co-opt up to 3 further Members on to the Committee at any one time

Staff Members

In addition to the Committee there is also a minimum of 5 pre-school staff and 1 administration staff.

According to our Constitution 2011 Version:

The overall management and control of the Pre-school will rest with the individual members of the management committee ("the committee"). As well as being responsible for the management of the Pre-school the committee members are also the charity trustees of the Pre-school. The Officers and

Committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee members are eligible for re-election unless they have already served on the committee in any capacity for ten consecutive years.

Achievements and Performance:

Another very positive year for pre-school, we continue to incorporate some positive changes in the setting, which has really helped us begin to strengthen our setting and begin to plan for the future of the setting.

We also continue to offer strong support to children through the Early Years Foundation Stage, ensuring children are happy, thrive and achieve through the seven areas of learning and make good foundation and progress in preparation for their transition to primary school education. This was confirmed by a really positive OFSTED report where we again maintained our GOOD status. There were highlights in the report which we were very pleased with such as that the inspector found that:

‘Children arrive eager to share their stories with the warm and caring staff. They settle quickly, exploring the inviting range of toys and activities on offer. Children concentrate and are very involved in their play. For example, older children share a book and talk about what is happening in the pictures. Younger children construct using magnetic blocks. They are fascinated when the blocks pull together. Children make good progress across all areas of the curriculum, especially those with special educational needs and/or disabilities (SEND). Staff expertly observe and assess children. They use this knowledge to plan activities that offer challenge and support. For example, children learn about numbers. Older children cut out numbers one to 10 to make spikes for a dinosaur collage. Staff help them to sequence and think about the quantity for each number. Children feel safe and secure. Staff ensure the environment is free of hazards for the children. Children develop good self-help skills. They independently put on wellington boots and coats to explore the garden. Children enjoy the fresh air as

they develop their physical skills. They show a can-do attitude as they climb, slide, cycle and dig. Children stay focused for long periods of time during activities. For example, two-year-old children explore play dough for a long period of time. They relish making patterns in it.'

Parent feedback continues to be overwhelmingly positive. Comments can be found on our website www.tywplaygroup.co.uk. The opinion of our children and families remains central to our practice. Our fundraising activities to be able to enhance the provision at the setting.

Our school risers participated in a full range of cultural activity trips, which included trips to Cardinham woods to follow the Gruffalo trail, A train ride to Lostwithiel to visit Guy at the fire station, who inspired lots of the children. A trip to the beach to do a beach clean and a trip to the Eden project in both glorious sunshine and pouring rain. We were also able to take the school risers up to Tywardreath Primary School to use their forest school, which all helps to prepare them for their transition to school.

We also had a visit from the Hugs charity who bought along one of their ponies for all the children to see and pet, they spoke about the charity work they do to rescue and rehome ponies, horses and other animals.

We held some fantastic fundraising activities which were well attended by all of our families.

We had a fantastic Christmas crafter noon , the children had a fantastic time and really got into the festive spirit. Our pre-schoolers made Christmas card designs for parents to purchase. They are a fantastic example of their time at pre-school and there was also the option to have the design on mugs and other items as a lovely keepsake for families to remember their child's time at pre-school

We were also very lucky and were gifted a Christmas book per child from a local company Morvah Consulting and were supplied by Shrew books in Fowey. Father Christmas made time in his busy schedule to attend and hand out all the books to the children, there were a selection of books including What the Ladybird heard at Christmas, the Christmas Postman and That's not my Reindeer.

We held a quiz night fundraiser with a raffle, which lots of local companies donated some fabulous prizes towards, we were able to provide some great prizes for winning the quiz a lot of fun was had with all the teams who attended.

We were very lucky to have one of our pre-schoolers Grandparents who built the children a beautiful new climbing frame which the children have adored, we also had a family contribute a weekly box of fruit for the children to share.

We held a fundraiser at Easter at our local pub which was amazing, we had an Easter egg hunt, facepainting, craft table, tombola, Easter bonnet competition and raffle. It was well attended by all the village and the children had an amazing time, this was facilitated by our local pub The New Inn and they were superb providing tea, coffee and bacon sandwiches.

We also held Coronation celebration with the children creating their own Tie-dye Red, White and Blue T-shirts, we had a lovely cream tea party, with lots of beautiful, donated cakes which the children enjoyed, we had flags and bunting to celebrate the Coronation of King Charles.

Through our fundraising, we were able to completely overhaul the heating in the building and this has made a huge difference in the setting, we also created a brilliant garden space where the children were able to grow some vegetables, which we were able to sell at the door. The children helped to prepare the vegetable plot and enjoyed seeing their progress each week. We had lots of plants donated and plan to expand in this again as it was so well loved.

Our landlords from the brewery completed some upgrades at the setting this year and replaced the main front door, the fencing in the garden and repainted all the woodwork around the building which has really brightened up and made the setting look really lovely.

We also held our annual sports day and leavers ceremony at the end of term. We had several running races and games and all the children were brilliant at getting involved and encouraging their friends to do their best. Each child receives a medal and stickers for participating. Each pre-school leaver was presented with a frame of photographs from their time at pre-school as a keepsake. The ceremony and sports day was held at our local running track who generously allowed us to use the track and even opened the cafe early for us so that parents could get refreshments.

Our local village carnival was cancelled due to the weather, so we participated in the Lostwithiel Carnival, We went as 'the Pirates of Parbados' Our local agriculture supplies Walter Baileys kindly donated their trailer and we decorated this with some wonderful artwork by the children and parents. Everyone looked

amazing and we were thrilled to be awarded third place. We were lucky enough to welcome back some of the Pre-school leavers who joined in and it was a lovely end to their time at Pre-school.

Financial Review

The pre-school operates and holds a contingency fund, which was originally calculated to include a Half Terms Outgoings, plus Redundancy Fund for qualifying staff, however this has been much depleted in recent years. It has remained untouched for the past year and future budgeting will mean that we start to rebuild this fund.

The current contingency stands at £6191.75 (up £ 1,026.56 from previous year) and is reviewed on a yearly basis. This kept in a separate account to the general funds and was used to bridge periods when cash flow becomes difficult. It is primarily kept in case of financial difficulty for the setting. The setting has a deficit of -£836.33 as of the 31st August, we continue to work very hard to recover from the period during COVID-19, and the hard work that had been done by the staff and committee members has really be incredible to have achieved another small deficit after the previous year.

We have made some more progress with implementing a budget and this is now monitored closely, and this should enable us to start to drive towards reducing this deficit further and ensuring we work towards profit making for future years.

We have several fundraisers planned for this next financial year, to try and pay for new resources and to free up any surplus from income to return to the contingency account. We will continue to apply for several grants to assist with improvements and resources for the setting and this will hopefully also free up income to be moved back to the contingency fund to build this back up.

We have had several Maintenance issues repaired using fundraising and the maintenance list is smaller and means that we should be able to continue to replenish the contingency fund.

Declaration

The Trustees declare that they have approved the Trustees Report above:

Signed on behalf of the Charity's' Trustees

Signature(s)

A handwritten signature in black ink, appearing to read 'S. Mason'.

Full Name(s)

Sarah Ellen Mason

Position (e.g. Secretary)

Chair

Date

23/03/2024

Independent Examiner's Report to the Trustees of Topsham Market House Trust

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023 which are set out on pages 1 and 2.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

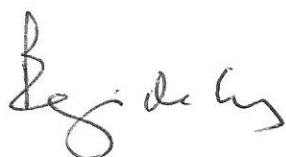
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Benjamin de Cruz FCA
Haines Watts Accountants (Exeter) Limited
3 Southernhay West
Exeter
Devon
EX1 1JG

Date: 28/2/24

TOPSHAM MARKET HOUSE TRUST
Charity number 206696

RECEIPTS AND PAYMENTS ACCOUNT
Year ended 31 December 2023

General account	2023	2022
	£ p	£ p
Receipts		
Rent 69a, 70, 70a Fore Street	20,034.41	20,310.00
Central Garage	15,999.96	15,999.96
Sale of Investments	140,284.84	64,147.30
Income from Investments	10,071.97	7,896.81
Miscellaneous		
Total receipts	<u>186,391.18</u>	<u>108,354.07</u>
Payments		
Postage, printing and stationery	86.98	45.44
Insurances	3,731.82	6,140.12
Property costs	18,214.83	5,285.95
Grants	2,100.00	6,700.00
Secretary and treasurer's allowances	2,000.00	2,000.00
Miscellaneous		168.00
Portfolio Management fee	3,520.04	3,623.69
Professional fees	752.00	662.00
Investment purchases	152,711.40	64,979.81
Total payments	<u>183,117.07</u>	<u>89,605.01</u>
Net (payments)/receipts	<u>3,274.11</u>	<u>18,749.06</u>
 Cash funds at 31 December 2022	 87,463.10	 68,714.04
Net receipts	3,274.11	18,749.06
 Cash funds at 31 December 2023	 <u>90,737.21</u>	 <u>87,463.10</u>

TOPSHAM MARKET HOUSE TRUST
Charity number 206696

STATEMENT OF ASSETS & LIABILITIES
Year ended 31 December 2023

	2023	2022
	£ p	£ p
Monetary assets		
Cash at bank		
Lloyds Bank treasurers account	81,269.69	72,120.95
Brewin Dolphin deposit account	9,467.52	15,342.15
Total	90,737.21	87,463.10
Other monetary assets:		
 Brewin Dolphin Investments - Market value	 <u>£381,108.30</u>	 <u>£364,074.00</u>
	£ p	£ p
Rent due (Exeter City Council)	-	-
Rent due (70b Fore Street)	-	-
Total	-	-
Non-monetary assets		
Freehold of Nos. 69a, 70 and 70a Fore Street, Topsham, Devon		
Liabilities		
	£ p	£ p
Security deposits	930.00	930.00
Independent examiner's fee	300.00	300.00
G Edds legacy	15,000.00	15,000.00
Total	16,230.00	16,230.00

DECLARATION

The receipts and payments account set out on page 1 for the financial year ended on 31 December 2023 and the statement of assets and liabilities as at that date set out on page 2 are approved by the Trustees.

Trustee authorised to sign on behalf of all trustees

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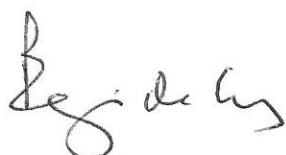
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