



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2020		Day 31	Month 03	Year 2021

Section A Reference and administration details

Charity name Knodishall & District Playgroup

Other names charity is known by

Registered charity number (if any) 1023626

Charity's principal address The Mission Rooms, School Road, Knodishall,
Saxmundham,
Suffolk

Postcode IP17 1UD

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	Mr Tim Haxell	Chairperson		
2	Mrs G Pearse	Treasurer		
3	Kerry Canning	Secretary		
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 (eg. trust deed, constitution)	Pre-school learning Alliance Constitution
How the charity is constituted (eg. trust, association, company)	Voluntary Committee
Trustee selection methods (eg. appointed by, elected by)	Elected by family membership of playgroup.

Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- Trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

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

The aims of the playgroup are to enhance the development and education of the children under statutory school age.

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)

Our aims are:

To provide premises for education, and equipment

To raise money to pay for the playgroups activities

To make such payments as shall be necessary

To fix and collect payable in respect of the children attending sessions of the playgroup

To hire or acquire assets of any kind

To set aside funds for special purposes or as reserves against future expenditure

To insure the property and assets of the playgroup against any foreseeable risk and to take out other insurance policies to protect the playgroup as required.

subject to obtaining prior written consent of the charity commission to insure the committee against the costs of the successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be breach of trust or breach of duty unless the committee member(s) concerned knew that or was reckless whether the act or omission was a breach of trust or breach of duty

to employ such paid or unpaid staff, agents and advisors as maybe required from time to time

To do any lawful things which are necessary or desirable to enable the playgroup to achieve its aims.

Additional details of objectives and activities (Optional information)

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

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

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We provided a variety of stimulating activities to help develop and educate children under the statutory school age.
To keep and maintain the premises and equipment of the playgroup.
To employ staff members, and aided with parents and volunteers in providing appropriate play, education and care facilities
To provide a voluntary run committee to provide day to day management of the playgroup.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our reserves policy is to hold the amount that would be required for statutory staff redundancies if the playgroup ever needed to close for good.

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

Signature(s)	Mrs G Pearse	
Full name(s)	Gemma Pearse	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	05 th January 2022	