



# Trustees' Annual Report for the period

Period start date			Period end date				
From	01	09	2022	To	31	08	2023

## Section A Reference and administration details

**Charity name** Sparrows Playgroup

**Other names charity is known by**

**Registered charity number (if any)** 1026963

**Charity's principal address**

17 Garden Farm  
West Mersea  
Colchester, Essex  
Postcode CO5 8DU

### 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	Keary Hill	Chair		
2	Rita Kemp	Treasurer		
3	Sophie Hosni			
4	Rachel Mansel*		01/9/23 – 16/1/24	
5	Vanda Hockley		01/9/23 – 16/1/24	
6	Heather King		01/9/23 – 16/1/24	
7	Nicola Stephenson		1/9/23 – 9/1/24	
8	Alice Barrett		1/9/23 – 9/1/24	
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18				
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20				

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

Name	Dates acted if not for whole year
Rita Kemp	
Keary Hill	
Sophie Hosni	

**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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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Trustee selection methods  
(eg. appointed by, elected by)

**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.

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**Section C Objectives and activities**

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

To promote an atmosphere in which children under statutory school age can develop their learning and social skills. Encouraging the parents to become involved in the activities of the group. Ensuring the opportunities provided are for all children no matter their race culture, religion, means or ability.

Children develop their learning through playing, painting, reading and craft activities.

Children learn and develop social skills at snack and lunch times also at parties outings and sports day.

**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)**

The playgroup had a stall during Mersea Lights Up in December. A raffle, guess the weight of the Christmas Cake and guess how many sweets in a jar. Parents donated raffle prizes, cakes and sweets. They also helped to run the stall.

We were given a slot to collect car parking fees at the local car boot as original slot was rained off. Sparrows had a stall for 3 different dates at the Car Boot with donations of goods to sell and manned the stall.

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**

Sparrows Playgroup started the new year on 11<sup>th</sup> September after all staff had undertaken First Aid Training. A staff member has started SEND training and several new children were welcomed.

The children's first theme was All About Myself and they painted self-portraits. Many books were enjoyed by the children.

During Harvest Festival the children donated items to the local food bank.

In October the children who were starting school in September 2024 had a tour around the local primary school. Halloween and bonfire night were also covered.

The weeks leading up to Christmas, the children made cards and gifts for the residents of a nearby pensioners housing complex. The children performed a Christmas concert and sang for the residents, they gave out the cards and gifts and the day was enjoyed by everyone. The children's Christmas party was held on the last Thursday session and all children were involved. Entertainment was provided by Timmy the Elf and then Father Christmas visited with a present for each child which Sparrows had provided so all children had a lovely time.

Sparrows started back on Monday 8<sup>th</sup> January and later in the month a member of staff started her maternity leave. A different craft was covered each week including the Chinese New Year and Valentines. Level 3 safeguarding training was completed. After the half term break the children made Mother's Day gifts. They covered favourite books and stories leading up to World Book Day and dressed up as their favourite characters on the day. Sparrows finished the term making crafts and taking part in Easter activities.

Sparrows started the summer term taking on new members of staff to cover maternity leave.

The theme to start the term was Knowledge and Understanding of the World. The children explore space through books, toys, crafts and music. They also learned about animals and sea creatures, and where in the world they can be found.

On returning after half term Father's Day gifts were made. Sparrows had a morning at a Beach Hut loaned out from a member of staff. They collected shells to be used for crafts.

Sports day was held at Mersea Island Primary School, all the children attended with their parents for the morning.

Teachers from both Mersea Island and Langenhoe Primary schools visited to introduce themselves to the children who would be leaving Sparrows to start school in September.

The children were joined by their parents at the local reservoir and nature reserve. They took part in pond dipping and a mini beast hunt and had one of the Rangers share lots of information of what can be found. They had a picnic to round off the visit.

A leavers party was held on the last day of term, the children received a book and a party bag.

Sparrows purchased another i-pad from a previous years donation which enable the setting to start using Tapestry, which allows Sparrows to share photos and observations of children with their parents.

Early Years food vouchers of £75 were claimed for eligible children from the ECC. These vouchers printed and distributed in time for the summer holidays.

SENIF funding was applied for and received to support a child with SEN, enabling them to be actively involved in each session attended with the support of appropriate resources purchased to enable his continued learning and development.

## Section E Financial review

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

Reserves to cover costs of staff redundancies and any other costs if playgroup was to close for any other reason.

**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>	<i>Keary Hill</i>	<i>R E Kemp</i>
<b>Full name(s)</b>	<i>Keary Hill</i>	<i>RITA ENID KEMP</i>
<b>Position (eg Secretary, Chair, etc)</b>	<i>Chair</i>	<i>TREASURER</i>
<b>Date</b>	<i>28.3.2025</i>	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Sparrows Playgroup

No (if any)

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1.9.23		31.8.24

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	7,253	-	-	7,253	13,248
GRANT FEES	49,495	-	-	49,495	52,060
DONATIONS	60	-	-	60	594
FUND RAISING	378	-	-	378	877
SAVINGS ACCOUNT INTEREST	242	-	-	242	28
HMRC Refund	1,362	-	-	1,362	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for A/R)</b>	<b>58,790</b>	<b>-</b>	<b>-</b>	<b>58,790</b>	<b>66,767</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>58,790</b>	<b>-</b>	<b>-</b>	<b>58,790</b>	<b>66,767</b>
<b>A3 Payments</b>					
STAFF COSTS	64,760	-	-	64,760	56,562
ADMINISTRATION	387	-	-	387	117
PLAYGROUP ACTIVITIES & SUPPLIES	1,589	-	-	1,589	1,981
INSURANCE	558	-	-	558	534
OFSTED FEE	35	-	-	35	35
CHURCH HALL	4,788	-	-	4,788	4,788
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>72,117</b>	<b>-</b>	<b>-</b>	<b>72,117</b>	<b>64,017</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>72,117</b>	<b>-</b>	<b>-</b>	<b>72,117</b>	<b>64,017</b>
<b>A5 Transfers between funds</b>					
	13,327	-	-	13,327	2,750
<b>Net of receipts/(payments)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>					
	59,837	-	-	59,837	57,087
<b>Cash funds this year end</b>	<b>46,510</b>	<b>-</b>	<b>-</b>	<b>46,510</b>	<b>59,837</b>



**B5 Liabilities**


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

Signature	Print Name	Date of approval
R. E. Kemp <i>R. E. Kemp</i>	RITA KEMP	28.3.2025
<i>Keary Hill</i>	Keary Hill	28.3.2025



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name SPARROWS PLAYGROUP

On accounts for the year ended

31st AUGUST 2024 Charity no (if any) 1026963

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: [Signature] Date: 18/2/2025

Name: ANN JOAN HURLING

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

Address: 22 Estuary Park Road West Mersea, Colchester Essex CO5 8BZ

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.**

