



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	1st	Sept	2024		31st	Aug	2025

## Section A Reference and administration details

**Charity name**

LITTLE MELTON PRE-SCHOOL NURSERY

**Other names charity is known by**

LITTLE MELTON PRE-SCHOOL NURSERY

**Registered charity number (if any)**

1028459

**Charity's principal address**

VILLAGE HALL  
MILL ROAD  
LITTLE MELTON  
**Postcode** NR9 3NX

### 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	Charlotte Mayers	Chair/Treasurer	Appointed Jan 2024	Parents Committee
2	Sarah Hawken	Secretary	Appointed July 2019	Parents Committee
3	Bethan Hallier		Appointed January 2025	Parents Committee
4	Elizabeth Cooper-Brighting		Appointed June 2025	Parents Committee
5	Henrietta Carter-Mayers		Appointed July 2025	Parents Committee
6	Jane Hawgood		Appointed August 2025	Parents Committee
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)

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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)

TRUST

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

APPOINTED BY PARENTS COMMITTEE

### 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.

- DEVELOPMENT PLAN UPDATED EACH YEAR
- POLICIES REVIEWED AND UPDATED IN LINE WITH LATEST ADVICE, REGULATIONS AND RECOMMENDATIONS AS RECEIVED

## Section C Objectives and activities

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

TO ADVANCE THE EDUCATION OF CHILDREN BELOW SCHOOL AGE BY PROVIDING SAFE AND SATISFYING GROUP PLAY, AND TO ENCOURAGE ACTIVITIES THROUGH WHICH PARENTS MAY HELP THEIR CHILDREN.

**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)**

RUNS A SUPERVISED PLAYGROUP SESSIONS FOR PRE-SCHOOL CHILDREN AGED FROM 2 ½ - 5 YEARS.

OPEN DURING TERM TIME

MON – CLOSED

TUES – 9AM – 3PM

WED – 9AM – 1PM

THURS – 9AM – 3PM

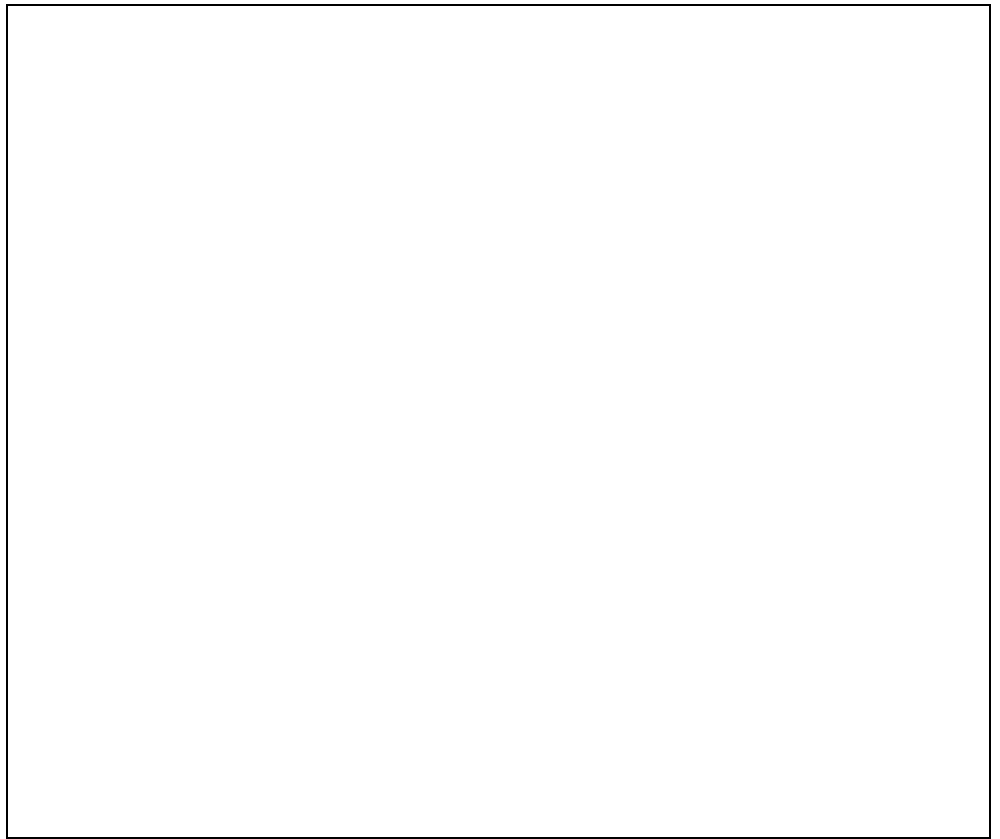
FRI – 9AM – 12PM

CURRICULUM DELIVERED UNDER THE EYFS.

**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

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

2024 to 2025 has seen some changes in the pre-school very much for the better overall and in the Spring of 2025, the pre-school found itself in a better financial and sustainable place then before.

The pre-school has employed a new bank staff member this year, Jo, who brings a wealth of experience and quality to the pre-school. Although an extra person on the payroll, Jo enables the ladies to support more children per session and this includes children who may have further learning challenges.

November 2024 saw the addition of Pippa Long to the setting as Administrator. Pippa brings the expertise of being already knowledgeable with charity administration after running local Brownies. She has brought the accounts upto date, submitted the Charity Commission report and generally got everything upto date. She has been a pillar stone in the changes in strength that the nursery has experienced in the last year, in what I know to be a very hard job having done it (less well than Pippa) for a few months. Pippa has recently worked on a gift aid claim within the pre-school enabling us to obtain more money for the pound donated to the charity.

We produced tea towels Christmas 2024 with a local printing company for parents to purchase which gave us a small profit.

Three local grants from the council has enabled Gary Cooper's team to make our outdoor space safe and replace rotting fencing panels all within the budget set.

As part of Pippa's role she has taken over administration of our Facebook page and website and the Facebook page in particular receives more visitors than before. This with other advertising has in a higher register number.

Finally, we have been awarded a 'GOOD' in the Ofsted report in March 2025. This is a huge achievement and stamps the seal of success on the pre-school and is a credit to the ladies that work there.

## Section E Financial review

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

A SAVINGS ACCOUNTS IS HELD. THESE FUNDS ARE HELD TO ENSURE THE NURSERY COMPLIES WITH THE LOCAL AUTHORITY RECOMMENDATIONS REGARDING REDUNDANCY AND TO ENSURE THERE IS A CONTINGENCY POT OF MONEY SHOULD NUMBERS FALL.

**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.

- PRINCIPLE FUNDING COMES FROM THE GOVERNMENT FUNDING FOR FREE NURSERY EDUCATION
- FUNDRAISING ACTIVITIES PROVIDE ADDITIONAL SUMS FOR NEW EQUIPMENT

## 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>Charlotte Mayers</i>	
<b>Full name(s)</b>	Charlotte Mayers	
<b>Position (eg Secretary, Chair, etc)</b>	CHAIR	
<b>Date</b>	28.10.25	



Charity Name Little Melton Pre-School Nursery	No (if any) 1028459
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CC16a

Receipts and payments accounts			
For the period from	Period start date 1.9.24	To	Period end date 31.8.25

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Parent paid fees	-	-	-	14,008	8,870
Government Funding	-	-	-	30,642	27,325
SEN Government Funding	-	-	-	2,475	-
Fundraising/Donations	-	-	-	2,113	2,367
Gift Aid	-	-	-	2,142	-
Credit Interest	-	-	-	45	50
Other	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51,425</b>	<b>38,612</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>-</b>	<b>-</b>	<b>-</b>	<b>51,425</b>	<b>38,612</b>
<b>A3 Payments</b>					
Wages	-	-	-	38,656	31,303
HMRC tax	-	-	-	657	503
Hall Hire	-	-	-	6,093	3,232
Accountants	-	-	-	659	572
Consumables	-	-	-	785	436
Subscriptions	-	-	-	434	489
Insurance	-	-	-	735	634
Equipment	-	-	-	1,877	295
Other	-	-	-	1,425	625
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51,321</b>	<b>38,089</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>-</b>	<b>-</b>	<b>-</b>	<b>51,321</b>	<b>38,089</b>
<b>Net of receipts/(payments)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>104</b>	<b>523</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>104</b>	<b>523</b>

## 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 £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>6,437</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
C.Mayers	Charlotte Mayers	28.10.25



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Little Melton Pre-School Nursery

On accounts for the year  
ended

1.9.24 – 31.8.25

Charity no  
(if any)

1028459

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, 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:

M Sutton

Date:

21/10/2025

Name:

Mrs Melanie Sutton

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

N/a

<b>Address:</b>	Meadow View, Great Melton Road
	Little Melton, Norwich
	NR9 3NR

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

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

None