

# WATERBEACH PARISH COUNCIL

## GRANT APPLICATION FORM

Please read the guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

### **A. Your organisation**

Please give us the following information about your organisation:

Name of Organisation: Waterbeach Toddler Playgroup

Address: Burgess Road, Waterbeach Post Code: CB25 9ND

Description of your organisation's activities. Please list your aims and objectives.

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers;
- has the chance to join with other children and adults to play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key worker who makes sure each child makes progress;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

We follow the [Early Years Foundation Stage](#) educational program as set out by the government. We are very proud of the work that we do to help each child develop their skills in preparation for and during their first year of the Foundation Stage of the National Curriculum. We are fully inclusive and we support the children's ability to learn and promote Healthy eating.

How long has your organisation been in existence? Over 30 years!

### **B. Contact Details**

Name of contact: Vikki Ashcroft

Position: Treasurer and Premises Co-Ordinator

Address for correspondence (if different from above): 9 Waddelow Road, Waterbeach Post Code: CB25 9LA

[Tel:07786332778](tel:07786332778) (or 01223 560779)

Email: [jellieonaplate@hotmail.com](mailto:jellieonaplate@hotmail.com)

**C. Your Application**

a) Brief description of project or scheme for which grant is intended

We are wanting to raise funds to buy some raised planting beds for the outside area at WTP, for the children to continue their understanding of the world around them, and where food comes from. We do this by promoting healthy eating at snack time and lunchtime. In the past, when the children have grown produce, they then wash, prepare it and eat it on site, and helps them improve where their food comes from.

b) Who will benefit from the proposed project or scheme and how many of these are Cam residents? 32 children use the facilities at Waterbeach Toddler Playgroup, with numbers set to rise over the Summer term. We employ 8 residents in the Waterbeach/ Landbeach area. The service that WTP offers for families is invaluable in preparing the children of Waterbeach and surrounding villages for School, whilst also allowing them to explore their surroundings in a safe and stimulating environment.

c) Total cost of project or scheme: £426

d) How much are you applying for? £426

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g., suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
Square Planter Box	203
Square Planter Box	203
Soil	10
<b>Planter Liner</b>	10
<b>TOTAL</b>	426

-Quote for square Planter Box taken from <http://www.sovereignplayequipment.co.uk/playground-furniture/wooden-planters/square-planter-box.html> price includes VAT

-Soil price based on three 40 litre compost/ soils on sale at Scotsdales, Horningsea.

-Planter liner based on 5 meters of liner at £2 per square meter

d) Have you made any grant application to any other body for grant aid for this project? No.

If you have received any other sources of funding in the past year, not specified above, please give details:

February 2016, WTP applied for a £100 donation from the Waterbeach Community Association, for which we were successful. The money was used to upgrade some of our IT equipment.

**D. Previous Applications**

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

No- not to our knowledge.

**E. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

We are a registered charity (reference number 292913)

We are a not for profit organisation that provides early years childcare. We are run by a management committee of volunteer parents and trustees.

**F. Your Financial Situation**

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your capital assets, if any

**If you are unable to supply this information, please contact the Parish Council for advice before submitting this application**

Signed:  .....

Date: 28/2/17 .....

**Please return to Liz Jones, Parish Clerk, Waterbeach Parish Council, The Old Pavilion, Cambridge Road, Waterbeach, Cambridge, CB25 9NJ**

If you have any queries, please contact the Parish Clerk on 01223 441338 or email [council@waterbeach.org.uk](mailto:council@waterbeach.org.uk)

**Waterbeach Toddler Playgroup**  
**Annual Report and Accounts**  
**Year ended 31 August 2016**

**Trustees' Annual Report for the year ended 31 August 2016**

**Charity Name** - Waterbeach Toddler Playgroup

**Registered Charity Number** - 292913

**Address** - 37 Burgess Road, Waterbeach, Cambridge, CB25 9ND

**Playleader** - Wayne Badcock

**Committee Members and Charity Trustees**

The playgroup is managed by a committee which is re-elected annually at the AGM. As well as being responsible for the management of the playgroup, the committee members are also the charity trustees. The committee members were elected at the AGM on 8 October 2015 and all served throughout the year (unless otherwise stated):

- Vikki Ashcroft - Co Chair
- Katy Thompson - Co Chair
- Sarah Smith - Treasurer (resigned May 2016 )
- Sarah Maunder - Secretary
- Louise Campbell (appointed treasurer May 2016 )
- Diane Hurst
- Adina Finch
- Jessica Kitt

The committee stood down at the AGM on 26 September 2016 and the following members were either elected or re-elected. The new committee is as follows:

- Katy Thompson - Chairperson
- Emma Buckler - Secretary
- Hannah Cons
- Sarah Edwards
- Catriona Shipp
- Katie Stephen
- Vikki Ashcroft - Treasurer
- Elizabeth Fenn
- Sarah Maunder
- Jo Crick
- Jessica Kitt
- Samantha Upchurch

In addition, our Playleader Wayne Badcock was co-opted onto the committee on 11 December 2016.

The committee are also supported by Julie Wentworth as Financial Administrator.

# Waterbeach Toddler Playgroup

## Achievements and Performance during the Year

### Chairperson's Report

The AGM is a time for us to reflect on the year gone by and it would be an understatement to say it has been busy year for the playgroup and its management committee.

Fundraising efforts have resulted in the highest amount ever raised, over £10,000, an impressive amount that the committee should truly be proud of - a real team effort. We were all mindful of looking for ways to maximise our fundraising - and really pulled out all the stops - if you are considering being on the committee this coming year it is worth noting that we do not need to be quite so action-packed in the year ahead!

The fundraising calendar slid off to a great start with the opening of the skateboard park (!) where the playgroup held a cake stall. We also had the fundraising meal at Bollywood Spice - thanks to Councillor James Hockney for including the playgroup as one of the three charities to benefit from the night. A further boost came from the winter Nearly New Sale with its bulging rails and cake stall piled high. Thanks to lots of old committee members for returning to help, and it was all hands on deck. Special thanks to our treasurer, Di Hurst for sorting out all the labels of items sold, for both this Nearly New and the one held in the spring too.

Our stall at the school Winter Fair was amazing thanks to Vikki Ashcroft and Lou Campbell's careful planning and artistic touches on the day. It raised another large chunk of income - all I can say is Father Christmas must have received a lot of cookies and hot chocolate around Waterbeach last year.

As the new year started, so did preparation for the Auction of Promises, with everyone making the most of their contacts to gather items for auction ...and making some new contacts along the way! The auction is a vital part of the playgroup's fundraising calendar, being the year's highest earner raising over £3000. The help of all those that contributed different lots and who attended the event is greatly valued. And we appreciated the management at the White Horse for allowing us to use their room again.

The mothers' day stall fell on one of the wettest days of March but that didn't dampen (much) the spirits of Louise and the team who maintained the stall through the torrential rain - Special thanks to Lou's dad for growing lots of plants to sell and to everyone who prepared the mothers' day treats (including baking by lots of mums!)

A new event made a huge impact on the fundraising this year -the Waterbeach Running Festival held in May at the Barracks. Masterfully organised by Jessica Kitt and Vikki Ashcroft, as well as Gary Crick and ably supported by many volunteers including staff at Urban and Civic , over 350 people took part in the races and enjoyed the food and entertainment in the Festival Village - it involved lots of families so proved good publicity for the playgroup too. A special thanks to the staff for being the first point of contact for runners at registration. And who knows - perhaps a regular fixture in the playgroup's calendar?

## Waterbeach Toddler Playgroup

Onto Feast day, where the staff pulled off another fantastic float this year with the eldest children parading ... as Jack and the Beanstalk. Louise and her friend Sarah created an amazing stall for the playgroup on the Green based around the same theme and it was lots of fun.

Also this term, Waterbeach Toddler Playgroup committee joined with Waterbeach Community Playgroup to oversee the village yard sales - great to combine forces like this - and St John's provided the setting for the joint playgroups' café. We also ran a cake stall for the Colts Football Festival.

With all of these fundraising events, it's a wonder we found time to do anything else as a committee! But we could not forget our own playgroup children with a Christmas Disco and end of year trip to Denny Abbey - thanks to Adina for her smooth planning of both of these.

Staff have also helped with raising funds this year -with an autumn search, a Christmas Hamper, donations for the Auction, and various raffles - in a time where every penny really does count, their help is much appreciated.

And onto matters asides from fundraising!

Before the close of the summer term we sent out the yearly Parents Survey and collected all responses anonymously. As always, the feedback was very positive with staff being highly praised and the friendly environment being a key reason we all choose to send our children here. The negative comments focused mainly on the building and small out-door area - something we are trying very hard to change. As and when the building situation changes, we will continue to keep all parents informed.

Premises has remained high on the agenda this year as we look to find the best way forward for the playgroup. Whilst bringing a certain amount of stress to staff and committee and to the premises team, we finished the year with an six-month extension on the lease from Hatley Court till the end of this year and several possibilities that are currently looked into with being involvement from the County Council. It continues to be a matter of 'watch this space!'

Thank you to the staff for bearing with the situation in uncertain times and we are immensely grateful to you for all your hard work and dedication to our children- especially as we are aware you have carried the brunt of tightened finances this year.

We are also incredibly indebted to our Financial Administrator Julie, for the endless meetings, budgeting and forecasts provided, and for helping us to work out the best way forward. And a special mention is due to Sarah Maunder for ably compiling the minutes for us after all our committee meetings this year.

To the outgoing committee - each one of you has worked tirelessly to bring about this success story...the enormous amount of money raised has required a large investment of personal time - as outgoing chairs we are grateful to each of you and know that all our individual efforts are to sustain a playgroup that our children enjoy and that we all hold in great affection. We have a gift for each of you on behalf of the playgroup.

## Waterbeach Toddler Playgroup

To those considering being on the committee this coming year, I'm sure that many of the outgoing committee will support you wherever possible - through providing guidance for key roles and hands-on help with future fundraising events. It really is a flexible role - you can put into it as much or as little as suits you - but it is vital to the functioning of the lovely playgroup and makes a real difference all those involved.

### Playleader's report

It's been another fun filled year here at WTP. Although it was quieter than the previous year, with lots of children moving up to big school last September, the fun never stopped!

Last year we changed how we planned for the children, putting a bigger emphasis on using their input to direct the way we planned and the types of themes and topics that we looked at. This did prove interesting at times, but it helped to get the staff thinking of new and different activities. We looked at various animals and where they lived, dinosaurs, fairy tales and knights and princesses to name a few. The staples of Bonfire Night, Diwali, Christmas and Easter all made their appearance through the year as well.

In the lead up to the Christmas period, the Rising 5's were busy learning their lines and the songs for our Christmas performances. They all did a fantastic job, and there were a great selection of Christmas jumpers to get us into the festive spirit!

Alongside all of these, there was also the Feast Day in June. Our theme this year was 'Jack and the Beanstalk'. The children enjoyed a 'Growing' theme alongside this, and even planted their own 'Magic Beans' to see if they would grow to reach the giant's castle! The Rising 5's helped to make some great decorations for the trailer, and the staff had great fun trying to get the beanstalk constructed on the trailer! Sadly we didn't win the shield this year, but we had won it for the last few consecutive years.

At the end of term we had our 'Graduation' for the Rising 5's, who have now moved on to Big School. There were lots of tears, both happy and sad, and the ceremony went off without a hitch (I'm trying to forget about the IWB failing on me!). At the graduation we also said a sad farewell to Alicia, who has moved on to pastures new after a year and a half with us, we wished her well in her future endeavours.

The year has been a busy one for everyone at playgroup, not just the staff and children, but the committee too! They have done a fantastic job with the fundraising, which has been really appreciated by everyone here, and a record breaking year too! Alongside our now regular events, such as the Nearly New Sales and Auction of promises, they also organised the first Waterbeach Running Festival, which was a huge success! On behalf of the staff team and the families of WTP, we would like to say a massive thank you for all of your hard work over the last year. We appreciate that it has been time consuming, but believe me when I say that the hard work really did pay off!

## Waterbeach Toddler Playgroup

As you will be aware, most of the committee are stepping down tonight. Again, on behalf of the whole staff team, I would like to thank you all for the support, time and commitment that you have given to WTP over the last year or two.

I can't finish this report without thanking the staff team - the playgroup wouldn't be what it is without them! They continue to work hard throughout the year, through the tough times and the good times, and never let their enthusiasm dwindle. So from me to you, thank you!

For those of you that have signed up to join the committee tonight, thank you. I know it is a daunting task, but we're extremely grateful that you have decided to join the committee for the coming year. Rest assured, that those who are staying on, and both the staff team and I will support you and guide you along the way!

### Financial Review

The accounts for the year ended 31 August 2016 are set out on pages 10 to 13.

At the start of the year the financial outlook was very bleak, we had record low numbers of children attending and very few additional names on the waiting list. We were forecasting significant losses and at that stage unless action was taken and numbers picked up we were on line to run out of money over the course of the year. As a consequence we were forced to perform a major review of our costs and be inventive in ways to save money without any detrimental effect on the children. Staff hours were cut, Wayne and Lesley completed admin tasks on site rather than at home and for the first time ever lunch sessions were not provided until we had sufficient children to cover our costs. Fundraising efforts were stepped up and we all worked hard to ensure that our child numbers increased.

I am pleased to report that all these efforts have had a significant impact and rather than running out of money we have actually made a surplus of £2,855! This compares to a loss of just over £2,000 last year and is no mean feat when we see that our income from grants, fees and lunches fell by almost £12,000 or 23%, coming in at just under £40,000 compared to over £51,000 last year.

The adverse effect of this fall in operational income has been offset in part by an increase in fundraising revenue. As you can see from the accounts we raised a massive £10,223 from all our events this year! Well done and a huge thank you to each and every one of you who helped, this money has made such a difference to our funds and is essential to the ongoing success of the Playgroup. The main money generators were the auction of promises which brought in a whopping £3,628 (beating last year's by almost £1,200), the two nearly new sales making a combined £1,425 and of course the running festival that raised a fantastic £1,855! Income from these four events alone raised over £600 more than last year's total amount and when we bring in the rest of the income from all the smaller events such as the various stalls, photo commission and raffles these added a further £3,315 to the pot.

Our income was also boosted by a number of generous donations totalling £1,401, for which we are extremely grateful.



## Waterbeach Toddler Playgroup

Whilst a key part of our turnaround in fortunes is a result of the enormous fundraising efforts, it is also a result of significantly lower costs. As you can see from the accounts, total expenditure fell by £12,331 compared to last year. Whilst the most significant savings were made within staff costs, mainly a result of lower child numbers meaning that we could run most sessions with only 3 members of staff rather than 4, we have also made savings in other areas. This year we have bought very few new toys or equipment only replacing consumables such as craft materials and play sand. We have made savings on food, ink, stationery and other sundries to the tune of £709. We have also benefited from a reduction in our rent from April 2016 to £450 a month, saving £500 this year and £1,200 on an annual basis.

However, savings in staff costs are where most of the cost reduction lies, with a fall of £10,771 over the year. As mentioned already, this is part a result of the lower child numbers meaning we only needed 3 members of staff on most of the sessions, but is also a result of cost cutting measures such as not running lunch sessions until January, cutting back on admin time and reducing the number of inset days worked. Thank you to the staff for accepting these changes.

We end the year with £16,412 in the bank, almost £3,000 more than we had at the start of last year, which has helped to build up our reserves brought down from losses made in previous years. However we cannot be complacent, numbers still remain fairly low, in particular in our rising five sessions and whilst we have negotiated a reduction in rent, the annual cost of £5,400 still continues to be a major drain on our funds. We need to continue to build up our child sessions, undertake lots of fundraisers and keep a close eye on costs if we are to remain in a financially healthy position going forwards. We also need to ensure we have sufficient funds to assist in any potential move to a new premises.

### Reserves

The Playgroup should have sufficient funds in general reserves at the end of each term to cover the basic running costs for the next term. To achieve this, we constantly monitor the setting's financial situation to identify any shortfall in funds over running costs. As we are a registered charity, and a non-profit making organisation, any surplus general funds above this is used for maintaining and purchasing equipment and providing activities for the children attending our sessions. Any fundraising income or donations are spent either as requested by the donor or used for purchasing equipment, improving the current premises or providing activities for the children.

We have kept our special reserve designated for future building or moving costs, which currently stands at £5,918 as represented by the money held in our savings account. At the present time the long term future of our premises is uncertain, especially as we are now paying rent and we are continuing to look into a number of different options, either moving, repairing or replacing our porta-cabin. All of these will cost money and therefore whilst we have sufficient funds to do so we have retained an amount of money for this purpose. The adequacy or need for this fund will be reviewed on a regular basis.

**Waterbeach Toddler Playgroup**  
**Financial Accounts for the year ended 31 August 2016**

			Year ended 31 August 2016	Year ended 31 August 2015
	Notes		£	£
<b>AS AT 1 SEPTEMBER</b>			32,117	34,293
<b>RECEIPTS</b>				
<b>OPERATIONAL INCOME</b>	Government Grant	(1)	27,029	40,767
	Fees Earned		11,482	7,551
	Other grants	(1)	-	1,424
	Lunches		1,098	1,806
			39,609	51,548
<b>OTHER INCOME</b>	Fundraising	(2)	10,223	6,296
	Milk reimbursement		204	269
	Interest unrestricted funds		3	3
	Interest - restricted funds		15	15
	Donations		1,401	610
			11,846	7,193
<b>TOTAL RECEIPTS</b>			51,455	58,741
<b>PAYMENTS</b>				
<b>PURCHASES</b>	Equipment-Toys-Craft Materials	(3)	376	571
	Sundries		225	378
	Food		145	356
	Milk		163	251
	Other miscellaneous	(4)	180	351
			1,089	1,907
<b>PREMISES</b>	Electricity		341	285
	Repairs to Premises	(5)	270	368
	Insurance Premises		321	306
	Fire safety		269	259
	Water		252	271
	Mobile Phone		30	59
	Rent		6,100	6,600
			7,583	8,148
<b>STAFF</b>	Playleader/ Worker Wages		33,679	42,034
	PAYE/NIC		2,882	4,910
	Cleaner Wages		690	698
	Financial Admin		1,510	1,482
	Pension contributions		81	-
	Course fees/DBS		-	490
			38,842	49,614
<b>OFFICE/ADMIN</b>	Photocopier-ink-paper		337	422
	Stationery/computer		164	253
	Insurance-office/PLA membership		450	425
	Community Association/Ofsted		120	20
			1,071	1,120
<b>OTHER</b>	Assets purchased		-	128
<b>TOTAL PAYMENTS</b>			48,585	60,917
<b>NET SURPLUS/(DEFICIT) FOR THE YEAR</b>			2,870	(2,176)
<b>CLOSING BALANCE</b>	As at 31 August 2016		34,987	32,117

## Waterbeach Toddler Playgroup

### Independent Examiner's Report to the Trustees of Waterbeach Toddler Playgroup

I report on the accounts of the Trust for the year ended 31 August 2016, which are set out on pages 10 to 13.

#### 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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Teresa Reynolds FMAAT ATT  
T J R Accounting Ltd, 16 Mill Road, Waterbeach, Cambridge, CB25 9RQ

**Waterbeach Toddler Playgroup**  
**Financial Accounts for the year ended 31 August 2016**

		Year ended 31 August 2016 £	Year ended 31 August 2015 £
<b>FUNDED FROM</b>			
GENERAL RESERVES	Cash at Bank - Current A/c	10,494	7,641
	Cash at Bank - Savings A/c	<u>5,918</u>	<u>5,915</u>
<b>Total Unrestricted reserves</b>		16,412	13,556
RESTRICTED RESERVES	Trustees' Account	<u>18,575</u>	<u>18,561</u>
<b>CLOSING BALANCE</b>	<b>As at 31 August 2016</b>	<u><u>34,987</u></u>	<u><u>32,117</u></u>

The accounts on pages 10 to 13 were approved by the trustees and signed on their behalf by:

Julie Wentworth  
 Financial Administrator

Katy Thompson  
 Co-Chairperson

Vikki Ashcroft  
 Treasurer

**Waterbeach Toddler Playgroup**  
**Financial Accounts for the year ended 31 August 2016**

**Notes to the Accounts**

**1. Government Grants**

The accounts are prepared on a cash basis and as a consequence the Government Grant income includes £3,976 received on 23 August 2016 in respect of the following term (ie Autumn 2016). Similarly the prior year figure includes £4,149 in respect of Autumn 2015. Taking these into account the actual grant for the year was £27,200 (2014/15) - £42,791).

**2. Fundraising**

	<i>Year ended</i> <i>31 August 2016</i>	<i>Year ended</i> <i>31 August 2015</i>
	<i>Net income</i>	<i>Net income</i>
	£	£
Auction of Promises	3,628	2,443
Running Festival	1,855	-
Nearly New Sale - Autumn	803	507
Nearly New Sale - Spring	622	321
Photo Commission	451	273
Autumn Sponsored search	391	403
Christmas Fayre	384	280
Cake Sales	342	-
Mothers' day cakes and flowers	324	429
Yard Sales	264	-
Feast day stall	260	245
Easy fundraising	177	15
Salvation Army clothes bank	167	57
Christmas raffle	165	80
Gift aid	153	96
Champagne Tasting Evening	77	-
Christmas DVDs	65	145
Tea Towels	53	60
Christmas Disco	33	78
Pheonix cards	9	48
Tea Party	-	315
Bags to School	-	190
End of term outings	-	78
Sale of blackboard	-	72
Cake raffle	-	70
Maize maze raffle	-	45
Easy to Name	-	30
Yellow Moon	-	16
	<u>10,223</u>	<u>6,296</u>

**Waterbeach Toddler Playgroup**  
**Financial Accounts for the year ended 31 August 2016**

<b>3. Equipment - Toys- Craft materials</b>	<i>Year ended</i> <i>31 August 2016</i>
	£
Craft materials	323
Timers	22
Garden - seeds and bird food	22
Play sand	9
	376
	376

<b>4. Miscellaneous</b>	<i>Year ended</i> <i>31 August 2016</i>
	£
Staff end of year meal	100
Gifts	74
Money for children's feast day envelopes	6
	180
	180

<b>5. Repairs to premises</b>	<i>Year ended</i> <i>31 August 2016</i>
	£
Asbestos Survey	270
	270
	270