

# Exminster Pre-school Committee Meeting,

## Tuesday 9th December 2025 - Minutes

Emmanuel Chapel, 7.30pm

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### 1. Welcome & Apologies

Attendees: Bekah Ovens, Mollie Curnow, Leah Barnes, Lesley Gibbins, Kerry Stanley, Stacie Spencer and Bianca Roke

Apologises: None

### 2. Accept minutes from last meeting - accepted

### 3. Matters arising from minutes - None

### 4. Chair Report

All agreed that the Bazaar and Santa Tour were a great success. Final figures are still being calculated but it looks like we took almost £2,500, which is a great achievement. We had a few investment expenses such as the inflatable grotto, but this was a really successful addition that saved so much time setting up in the morning that it was worth the money. There were a couple of suggestions for next year, one being we need some music in the show room to create a welcoming atmosphere. The other was to make sure we have payment for the hire tables in advance of the day. Two trades people booked tables but actually didn't turn up on the day. The other stalls were very successful. We should get the final figure before the end of next week.

At the next meeting we need to discuss Staff pay in light of the proposed living wage increase in April next year and the need to increase fees alongside this. DCC will announce the new rates for the Early Years funding in January. Action: Ask Sarah to prepare 3 options of degrees of rises for the committee to discuss.

### 5. Playleader Report

Numbers have slowly been increasing since the start of the new academic year, but recently we have had a lot of interest for places for two-year-olds, however, although they bring in more money this has to be offset by the fact they need a higher staff ratio, which counters this. Careful admissions need to be managed.

We had a successful Parents evening in November and were pleased with the large number who attended.

Plans are being made for next year's Cygnets programme. This will be a small intake but it does mean we will be able to condense our visits to Monday, Tuesday and Wednesday afternoons, which will help with staffing.

We are still having issues with the camera doorbell, the live feed on the camera seems to work intermittently but I'm hopeful that it is only a glitch that we can resolve pretty easily because when it does work it works really well.

### 6. Treasurer Report

Outstanding fees – reviewed – Leah to chase the two larger bills.

End of year accounts for 2024-2025 have now been audited, see attached. 2024-2025 has again ended with a year loss of - £20,864 which

unfortunately continues the trend of net loss for the fourth year. Again, our biggest expenses is staff wages and rent. At the moment there is little we can do about the rent. If and when the proposed new extension is built, then we can try to negotiate a new rental payment. We will need to look at staffing carefully over the next year to see if we can make any reduction without it impacting on the service we provide.

Considerations:

Check and recalculate the Redundancy total.

Crack down on the outstanding fees. We have several historic debts that need addressing. Any new debts seem to be manageable and in line with our payment policy.

Accounts to be audited in a timelier manner – We are already only a few months away from the end of the next financial year, which means that any actions as a result of findings from 2024-2025 are of little use to this year.

Accept accounts for financial year 2024-2025 - Yes

7. Any Other Business

Discussions were being carried out between the Parish Council & Deepway Trust about the proposed extension to the Deepway centre. This extension has plans for a dedicated space for Pre-school. However, we are still struggling to agree on the layout for the Pre-school space. It is frustrating that the decisions about the layout is being led by the Parish council who do not have a realistic idea of how Preschool actually want to use the space. This is disappointedly slow going.

The committee were thanked for their contribution this year and wished a happy Christmas!

8. Date/venue of next meeting

To be confirmed via WhatsApp.

A handwritten signature in black ink, appearing to read "Matthew Curran". The signature is written in a cursive style and is enclosed within a hand-drawn oval shape.

Exminster Pre-school  
**Nominal Activity Report**

Category: All, Ledger Account: All

Nominal Code	Ledger Name	Category	Opening Balance	Total Debits this period	Total Credits this period	Closing Balance
0030	Office equipment and IT - Cost	Fixed Assets	201.79 Dr			201.79 Dr
1100	Trade Debtors	Current Assets	6,633.68 Dr	241,713.95	244,718.30	3,629.33 Dr
1200	Bank Account	Bank	19,062.58 Dr	279,003.60	264,698.23	33,367.95 Dr
1210	Cash	Bank	56.15 Dr	2,965.50	2,997.65	24.00 Dr
1220	Cambridge and Counties Bank (Reserve)	Bank	77,768.78 Dr	3,699.93	20,000.00	61,468.71 Dr
1230	Barclays	Bank	35,902.83 Dr	496.48	15,000.00	21,399.31 Dr
2100	Trade Creditors	Current Liability	367.86 Cr	10,207.83	10,817.45	977.48 Cr
2210	PAYE to pay to HMRC	Current Liability	0.00 Cr	14,489.49	14,489.49	0.00 Cr
2211	Other taxes to pay HMRC	Current Liability	0.00 Cr	1,671.90	1,671.90	0.00 Cr
2220	NI to pay to HMRC	Current Liability	0.00 Cr	9,807.48	9,807.48	0.00 Cr
2230	Pension	Current Liability	0.00 Cr	12,529.45	13,249.40	719.95 Cr
2250	Net Wages	Current Liability	0.00 Cr	196,054.77	196,054.77	0.00 Cr
2280	Student Loan	Current Liability	0.00 Cr	46.00	46.00	0.00 Cr
4000	Sales - Uniform	Sales	385.10 Cr		102.00	487.10 Cr
4010	Parent Subs	Sales	123,134.02 Cr	1,166.80	24,261.95	146,229.17 Cr
4100	DCC - Funding	Other Income	477,126.75 Cr		209,163.36	686,290.11 Cr
4200	Bank Interest	Other Income	2,511.97 Cr		3,968.97	6,480.94 Cr
4500	Fundraising	Other Income	6,238.27 Cr		3,177.55	9,415.82 Cr
4600	Donations	Other Income	2,193.72 Cr		175.21	2,368.93 Cr
4700	Grant	Other Income	0.00 Cr		100.00	100.00 Cr
4800	Late Payment Fee	Other Income	30.00 Cr			30.00 Cr
4900	Other income	Other Income	1,936.87 Cr		684.30	2,621.17 Cr
5000	Cost of Sales - Goods	Direct Expenses	6,598.24 Dr	1,806.50		8,404.74 Dr

Exminster Pre-school  
 Nominal Activity Report

5001	Food Purchased for Children's Snack Time	Direct Expenses	3,463.13 Dr	1,288.06		4,751.19 Dr
7000	Employee Wages and Salaries	Overheads	539,391.04 Dr	210,560.63		749,951.67 Dr
7006	Employers NI Contribution	Overheads	30,720.94 Dr	13,681.25		44,402.19 Dr
7011	Statutory Maternity Pay (Reclaimed)	Overheads	0.00 Cr		72.68	72.68 Cr
7020	Employers NI	Overheads	0.00 Cr	6,908.01	6,908.01	0.00 Cr
7030	Employer's Pension	Overheads	8,442.44 Dr	3,952.59		12,395.03 Dr
7060	Statutory Sick Pay	Overheads	0.00 Cr	583.75		583.75 Dr
7070	Statutory Maternity Pay	Overheads	0.00 Cr	2,449.73	2,449.73	0.00 Cr
7100	Rent	Overheads	66,308.50 Dr	22,224.00		88,532.50 Dr
7140	Insurance	Overheads	3,765.36 Dr	1,391.13		5,156.49 Dr
7500	Office Costs/Stationery/Postage	Overheads	1,792.12 Dr	813.85		2,605.97 Dr
7501	Play Equipment Purchased	Overheads	4,734.76 Dr	161.89	87.26	4,809.39 Dr
7502	Telephone	Overheads	666.49 Dr	151.02		817.51 Dr
7503	Books	Overheads	179.57 Dr	14.26		193.83 Dr
7504	Staff Costs	Overheads	588.04 Dr			588.04 Dr
7506	Trips and Visits	Overheads	1,180.75 Dr	809.20		1,989.95 Dr
7507	Misc	Overheads	160.00 Dr			160.00 Dr
7508	Fundraising Expenses	Overheads	1,001.98 Dr	308.92		1,310.90 Dr
7550	Computer & Software	Overheads	1,963.13 Dr	626.58		2,589.71 Dr
7800	Repairs and Renewals	Overheads	301.85 Dr	103.65		405.50 Dr
7810	Cleaning	Overheads	1,762.53 Dr	846.76		2,609.29 Dr
7900	Bank Charges and Interest	Overheads	2,031.98 Cr	11.12	227.44	2,248.30 Cr
8100	Bad Debts	Overheads	14.84 Dr			14.84 Dr
8210	Subscriptions	Overheads	1,204.25 Dr	373.00		1,577.25 Dr
8220	Clothing Costs	Overheads	89.15 Dr	941.55		1,030.70 Dr
8230	Training Costs	Overheads	4,515.86 Dr	971.00		5,486.86 Dr

From: 01/04/2024  
To: 31/03/2025

Exminster Pre-school  
**Nominal Activity Report**

20 Oct 2025  
14:02

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8240	Refreshments	Overheads	175.88 Dr	97.50	273.38 Dr
9998	Opening Balances	Overheads	202,690.12 Cr		202,690.12 Cr



**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Charity Name  
Exminster Pre School

**On accounts for the year  
ended**

31/03/2025

**Charity no  
(if any)**

1024111

**Set out on pages**

3-6

(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 31/03/2025<sup>YYY</sup>.

**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 Trust's accounts carried out under section 145 of the 2011 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**

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~\*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

Helen Hibbins

**Date:**

07/11/2025

**Name:**

Helen Hibbins

**Relevant professional  
qualification(s) or body**

BSc CiLCA

(if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.**

N/A

# Exminster Pre-school

## Profit and Loss Report

01 April, 2024 - 31 March, 2025

<b>Sales</b>		
4000 - Sales - Uniform	102.00	
4010 - Parent Subs	23,095.15	
4100 - DCC - Funding	209,163.36	
4200 - Bank Interest	3,968.97	
4500 - Fundraising	3,177.55	
4600 - Donations	175.21	
4700 - Grant	100.00	
4900 - Other income	684.30	
	<b>Total Sales</b>	<b>£240,466.54</b>
<b>Direct Expenses</b>		
5000 - Cost of Sales - Goods	1,806.50	
5001 - Food Purchased for Children's Snack Time	1,288.06	
	<b>Total Direct Expenses</b>	<b>£3,094.56</b>
	<b>GROSS PROFIT / LOSS</b>	<b>£237,371.98</b>
<b>Overheads</b>		
7000 - Employee Wages and Salaries	210,560.63	
7006 - Employers NI Contribution	13,681.25	
7011 - Statutory Maternity Pay (Reclaimed)	-72.68	
7030 - Employer's Pension	3,952.59	
7060 - Statutory Sick Pay	583.75	
7100 - Rent	22,224.00	
7140 - Insurance	1,391.13	
7500 - Office Costs/Stationery/Postage	813.85	

7501 - Play Equipment Purchased	74.63	
7502 - Telephone	151.02	
7503 - Books	14.26	
7506 - Trips and Visits	809.20	
7508 - Fundraising Expenses	308.92	
7550 - Computer & Software	626.58	
7800 - Repairs and Renewals	103.65	
7810 - Cleaning	846.76	
7900 - Bank Charges and Interest	-216.32	
8210 - Subscriptions	373.00	
8220 - Clothing Costs	941.55	
8230 - Training Costs	971.00	
8240 - Refreshments	97.50	
		<hr/>
	<b>Total Overheads</b>	<b>£258,236.27</b>
	<b>NET PROFIT / LOSS</b>	<b>-£20,864.29</b>

# Exminster Pre-school

## Balance Sheet Report

To: 31 March, 2025

### ASSETS

#### Fixed Assets

0030 - Office equipment and IT - Cost	201.79	
	<b>Total Fixed Assets</b>	<b>£201.79</b>

#### Current Assets

1100 - Trade Debtors	3,629.33	
1200 - Bank Account	33,367.95	
1210 - Cash	24.00	
1220 - Cambridge and Counties Bank (Reserve)	61,468.71	
1230 - Barclays	21,399.31	
	<b>Total Current Assets</b>	<b>£119,889.30</b>

**TOTAL ASSETS** **£120,091.09**

### LIABILITIES

#### Current Liabilities

2100 - Trade Creditors	977.48	
2230 - Pension	719.95	
	<b>Total Current Liabilities</b>	<b>£1,697.43</b>

#### Future Liabilities

**Total Future Liabilities** **£0.00**

**TOTAL LIABILITIES** **£1,697.43**

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<b>TOTAL NET ASSETS</b>	<b>£118,393.66</b>
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**EQUITY**

Net Profit / Loss	118,393.66
<i>Net Profit / Loss (prior year(s))</i>	139,257.95
<i>Net Profit / Loss (current year)</i>	-20,864.29

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<b>TOTAL EQUITY</b>	<b>£118,393.66</b>
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