

AGM meeting Wednesday 30th March 2022

Meeting opened: 11:55am

Parents signed in on arrival

Kelly welcomed parents and extended family to the AGM,

Kelly asked parents if last year's meeting minutes could be signed off – everyone was in agreement with this.

Kelly confirmed that the pre-school will continue to operate under the 2011 constitution a copy of which can be found the pre-school website.

Kelly referred to the managers report a copy of which is attached .

Nadine referred to the chairs report a copy of which is attached .

Kelly read the finance report (copy attached) and outlined to parents that the books for the past year have been independently checked and verified by an outside source. Kelly referred parents to the website where a full outline of the incomings and outgoings are listed as well as the what is currently in the bank account. As always staffing is the biggest outlay, government funding was lower at the start of this year due to lower numbers however this has increased as the academic year has progressed.

Kelly thanked Nadine, Nathan and Gemma – who this year are stepping down from the committee – Nadine had special thanks as chair for the past seven years for her hard work and commitment to the setting and supporting the manager in her role.

All the remaining committee members were asked to step down in order to be re-elected onto the committee.

Committee members stepping forward this year: all parents agreed to the new members stepping forward there were no questions or disputes about who the committee would be:

Victoria Bilton

Daniel Parker

Myfanwy Perkins

Kirsty Taylor

Leah Trent

Lauren Samworth

Lisa Owens

Stefanie Holmes

Kelly asked parents if there were any questions that they wanted to raise as a result of the AGM – no parents had any questions or concerns.

Kelly made everyone aware if they wanted to ask any questions then they could approach me at a later time to discuss.

Meeting closed at: 12:30pm

Committee meeting afterwards:

It was unanimously agreed that Victoria Bilton would be taking over the role of committee chair.

It was unanimously agreed that Kirsty Taylor would be vice chair to support Victoria,

It was unanimously agreed that Leah Trent would be the treasurer

It was unanimously agreed that Stephanie would be the secretary

All other members would be committee officers

Kelly spoke about the steps needed for the new parents to sign on as the committee and paperwork was discussed – See attached email outlining the process

Kelly discussed that she would get the paperwork started over the Easter break.

Nadine the old chair handed over the WhatsApp group to Victoria who will now add the new members.

New members to agree their first meeting date for after the Easter half term break.

TEYNHAM COMMUNITY PRE-SCHOOL
Receipts and Payments for 2021

As at:	<u>31st December 2021</u>		<u>2020</u>	
	<u>2021</u>		<u>2020</u>	
RECEIPTS:				
Fees / Registration	£	9,219.00		5,392.63
Milk Refund	£	147.03		128.08
Donations	£	142.50		0.00
Fund Raising	£	2,559.86		1,917.77
Funding KCC	£	88,473.08		104,360.61
Grants	£	-		12,356.81
Resources	£	-		0.00
Bank Interest	£	0.03		0.16
Tax Credit Funding	£	-		0.00
KCC Training Funding	£	-		0.00
Uniform	£	143.00		149.50
Miscellaneous	£	-		
Courses	£	-		
		100,684.50		124,305.56
PAYMENTS:				
Wages	£	80,783.60	£	82,721.85
PAYE/Ni	£	2,224.99	£	3,133.62
Courses	£	108.00	£	1,269.33
Milk	£	213.46	£	181.79
Snack & Refreshments	£	981.70	£	961.30
Equipment	£	2,193.97	£	1,124.64
Expendable Materials	£	1,132.17	£	1,300.78
Rent	£	3,000.00	£	3,000.00
Telephone	£	612.00	£	951.99
Stationery	£	1,053.88	£	602.82
Insurance	£	-	£	764.19
Cleaning Materials	£	272.35	£	206.85
Photocopier	£	1,208.24	£	1,022.69
Repairs/ Maintenance	£	255.01	£	63.00
Miscellaneous	£	822.08	£	771.46
Uniform	£	572.01	£	523.79
Resources	£	1,078.84	£	1,056.22
CRB Checks	£	163.40	£	91.00
Memberships/Subscriptions	£	964.94	£	512.51
PC	£	546.23	£	337.98
Fund Raising	£	1,180.85	£	337.77
Pension	£	4,976.67	£	5,170.34
		104,344.39		106,105.92
Summary:				
Total Receipts		100,684.50		124,305.56
Total Payments		104,344.39		106,105.92
Surplus/(Deficit):		-£3,659.89		£18,199.64
Total Funds:				
Balance Brought Forward:		49,319.14		31,119.50
+ Surplus/ - Deficit from above:		-3,659.89		18,199.64
Total c/fwd		45,659.25		49,319.14

INDEPENDENT EXAMINER'S REPORT

Teynham Community Pre-School

Registered Charity No: 1025917

I report on the accounts and financial statements of the Teynham Community Pre-School (Pre-School) for the year ended 31 December 2021.

Respective responsibilities of Trustees and Examiner

The Pre-School's trustees are responsible for the preparation of the accounts. The Pre-School's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
3. 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 Pre-School 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.

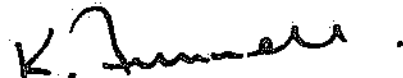
Independent examiner's statement

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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



Kevin Funnell
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9 March 2022