

Station Road
Teynham
Nr. Sittingbourne
Kent
ME9 9BQ

**Teynham Community
Pre-School** 

Registered Charity:
102591

Telephone:
01795 522004

Committee Meeting Minutes

Friday 16th May 2025 1:45 pm

Attendees

Miranda Stratton, Victoria Bilton, Marta Parker, Poppy Fossey, Kirsty Stevens, Torrin Murphy

Apologies - Lisa Owens, Lauren Samworth, Kath Brown, Sam Meader

Setting Update

- 44 children on roll (3 started at Easter). No more new starters this academic year, waiting list for September 2025.
- 2 children SEN. 1 EHCP funding in place, leaving in July.
- Alison is now back full time since Easter.
- New deputy (Vicky) appointed, checks carried out in line with Safer Recruiting. DBS completed. Handover with Rachel for key children carried out Thursday.

Finance

- Kath emailed update which was shared at meeting. 9 months of outgoings in account. Finances healthy and able to support any payments needed as part of move to new build. Removals already paid.
- Miranda reported that bank card access working well.
- Payment detail on preschool mobile. Miranda is unable to do so Victoria will need to follow this up. Broadband is going to be included through the school. Miranda is not going to set up a new landline for new build. The mobile will be used so that there is one contact number.
- Not yet been notified of a rental increase.

Committee

- Kirsty has volunteered to be secretary. Roles: Victoria (chair), Kath (treasurer), Kirsty (secretary), Marta (safeguarding lead)
- New member paperwork is in progress
- Policies to be reviewed and updated
 - o Food hygiene (in line with new guidance)
 - o Those relevant to new build (evacuation, fire safety, risk assessments)

Future plans

- New build
 - o Ofsted have been notified of move
 - o Removals to deliver boxes on Thursday 5th June for staff to pack. Move and unpack Friday 6th and Monday 9th
 - o Photocopier to be moved by company it is leased from.
 - o Miranda to contact Jason and Railway Yard Household clearances as preschool rooms need to be completely empty and/or skip.
 - o 1st day in new building (balloon arch and ribbon cutting)
- Sports Day
 - o School are not holding a sports day this year. There will be no access to field for preschool this year. Discussed potential for using park again. Teddy Bears picnic final Friday afternoon so preschool community can come together. Sammie from Boogietots to be contacted.
- Graduation
 - o No Snow White performance this year but there will be graduation in school hall.

AOB

- None

Date	Action	Owner	Status
21.3.25.	Carry out interviews to appoint new deputy	VB & MS	Complete
2.4.25.	Vacancy for secretary role	Committee	Complete
2.4.25.	Easter raffle prizes to organise	PF	Complete
2.4.25.	Gerry to upload end of year finance summary to Charity Commission website	GH	
	Payment detail on mobile phone to preschool account	MS & VB	
2.4.25.	Complete registration for new committee member	MS	Ongoing
	Policies to be updated and ratified	All	
	Contact about balloon arch	Kirsty	Complete

TEYNHAM COMMUNITY PRE-SCHOOL
Receipts and Payments for 2024

As at: 31st December 2024

RECEIPTS:

Fees	£	11,525.50 ✓	£	14,505.25
Milk Refund	£	205.32 ✓	£	305.93
Donations	£	260.00 ✓	£	-
Fund Raising	£	846.50 ✓	£	1,695.96
Funding KCC	£	133,511.35 ✓	£	112,981.90
Grants	£	-	£	-
Resources	£	-	£	-
Bank Interest	£	2.35 ✓	£	1.95
Tax Credit Funding	£	-	£	-
KCC Training Funding	£	-	£	-
Uniform		0.00 ✓	£	20.00
Miscellaneous	£	-	£	-
Courses	£	-	£	-
		£ 146,351.02 ✓		£ 129,510.99 ✓

PAYMENTS:

Wages	£	101,367.76 ✓	£	91,652.01
PAYE/NI	£	6,454.83 ✓	£	4,731.16
Courses	£	396.60 ✓	£	390.20
Milk	£	318.95 ✓	£	321.95
Snack & Refreshments	£	1,634.66 ✓	£	1,270.09
Equipment	£	2,286.61 ✓	£	4,085.59
Expendable Materials	£	867.94 ✓	£	1,063.10
Rent	£	3,575.00 ✓	£	3,025.00
Telephone	£	812.20 ✓	£	666.93
Stationery	£	436.27 ✓	£	188.87
Insurance	£	1,102.29 ✓	£	1,043.08
Cleaning Materials	£	177.75 ✓	£	180.42
Photocopier	£	650.38 ✓	£	370.88
Repairs/ Maintenance	£	396.29 ✓	£	453.20
Miscellaneous	£	857.72 ✓	£	1,632.80
Uniform	£	209.56 ✓	£	-
Resources	£	2,744.25 ✓	£	1,592.81
DBS Checks	£	134.90 ✓	£	139.30
Memberships/Subscriptions	£	510.76 ✓	£	186.82
PC	£	243.14 ✓	£	529.44
Fund Raising	£	82.49 ✓	£	200.81
Pension	£	4,175.42 ✓	£	3,784.16
		129,435.77 ✓		117,508.62 ✓

Summary:

Total Receipts	146,351.02 ✓	129,510.99 ✓
Total Payments	129,435.77 ✓	117,508.62 ✓
Surplus/(Deficit):	£16,915.25 ✓	12,002.37 ✓

Total Funds:

Balance Brought Forward:	59,725.55 ✓	47,723.18 ✓
+ Surplus/ - Deficit from above:	16,915.25 ✓	12,002.37 ✓
Total c/fwd	76,640.80 ✓	59,725.55 ✓

3/2/25.

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 2024.

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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3 February 2025