

## ANNUAL GENERAL MEETING

Thursday 15<sup>th</sup> October 2020, 8pm

1. **In attendance:** Eve Dudden, Sam Milne, Judi Swan, Anne Nottley, Kay Strode.  
**Apologies:** Ashley Trimmer (Treasurer), Sam Stevenson, Megan Wilson, Sarah Graff (Chair), Lucy Marshall (Secretary)
2. **Minutes of the last meeting and matters arising:** In the absence of the Chair Kay read the minutes and they were agreed as a true record of proceedings to be signed accordingly, no matters were arising.
3. **Manager's Report:** Kay reported on the past academic year, which is attached to these minutes.
4. **Election of Officers;** Ashley Trimmer has offered to remain as Treasurer for the time being, we are presuming Sarah Graff and Lucy Marshall will stand down as they no longer have children at the setting but no offers to take on the roles have come forward so they remain open at the present.
5. **Treasurer's Report:** In the absence of the Treasurer Judi reported as follows:  
to 31<sup>st</sup> August 2020 money in amounted to £76,196.01 which included fees of £9,947.00, EYE £61,545, Furlough scheme £2,270, Bank interest £69.37.  
Money out amounted to £73,129.26 made up mostly of salaries £60,575.19 and rent £6,220 - rent was increased but due to the pandemic the Parish Council gave us a rent free period of 4 months - very much appreciated. This all resulted in us making a small profit over the year.
6. The Alliance 2011 **Constitution** is re-adopted. Due to the Covid-19 pandemic 2 new **Policies** were introduced in May which were a Covid-19 Preschool Policy and a Virus and Infection Control Preschool Policy addendum to our sickness policy. These have been implemented to ensure safety of children, their families and staff, and are duly adopted. It was agreed **gambling licence** would remain with Kay Strode, and signed by Eve Dudden and Judi Swan, who replaces Sharon Shire.
7. **Budget Review:** must be done asap to ensure we are sustainable particularly as our pension contributions have risen, the National Living Wage was increased in April by 6.2% affecting most of our workforce and our hourly funding rate was reduced by 5.5%. Fees have been increased accordingly to take up some of the shortfall but fees make up a small proportion of our income and salaries make up the bulk of our expenditure. Fundraising gives us a buffer.
8. **Fundraising:** Due to the pandemic there was no summer fair in 2019 and the Craft Fair has been postponed for 2020, hopefully we may be able to have this in the spring; these are our two main fundraisers which means a significant reduction in income for the coming year. Suggestions for fundraising included Christmas Hampers with raffle tickets being sold through parents & carers to their wider family and friends, children's artwork sale and quizzes, either through paper quizzes for families to complete at home and pay to enter and/or through a group Whatsapp. Any other suggestions or offers to implement these ideas would be warmly welcomed.
9. **Any other Business;** Kay introduced **Amazon Smile** which, if we sign up to it, offers 0.5% of any purchases by those who sign up, as a fundraiser. Sam will look into signing up and advise parents and friends so they can support us. Also the possibility of raising money by **switching bank** current account, Sam will explore if this is worth it to us. Kay suggested we support **Children in Need** this year as our outside charity and will implement activities to raise money after half term, parents will be advised and invited to support this. Kay raised items from the updated **Provider Agreement** to ensure we are familiar with the requirements and up to date. We are part of the **Fareshare scheme** which gives us food from supermarkets; goods not used for the children are offered for a small donation which buys something for the children so please take a look so we can avoid waste.
10. **Date of Next Meeting:** To be offered as date/time choice for an Extraordinary AGM to ratify the decisions made and sign accordingly, together with inducting a working Committee of Officers. Details attached.

C/O THE PAVILION, LONGFURLONG LANE, EAST COKER, YEOVIL, SOMERSET  
31st August 2020

MONEY IN	31-Aug-20	31-Aug-19
Child Fees	£ 9,968.50	9748.13
Breakfast/Lunch	-	98.00
Early Learning Grant	61,544.45	70,310.72
Funding	-	-
Inland Revenue Funding	2,270.18	-
Bank Interest	69.37	89.31
Milk Refunds	368.28	-
Craft Fair Raffle	-	12.50
Craft Fair	1,019.90	617.00
Photos Commission	5.00	33.29
Craft Fair Bookings	-	75.00
Petty Cash	-	2,114.66
ECU5	-	-
Calander Sales	-	-
Summer Fair	-	20.00
Summer Fair Raffle	-	-
Sponsorship	-	-
Summer playgroup	-	-
Charity Fundraising	-	-
Childrens Visits	-	-
Preschool Garden	-	-
Scholastic Books	-	-
Name Tags	-	-
Second Hand Uniform	34.00	24.00
Raffles at events	-	-
Social events	-	75.00
Chocoholics Evening	-	-
Summer Trip	-	248.67
Staff Buys	-	39.98
Chatterbox Challenge	-	-
Insurance refund	1,718.48	-
East Coker Cook Book	-	-
Video Donations	-	-
Bowls	-	-
Webb Ivory	-	-
Course Refund	-	-
Grants	-	-
Matched scheme	-	-
<b>TOTALS</b>	<b>£76,988.16</b>	<b>£83,504.26</b>

MONEY OUT	31-Aug-20	31-Aug-19
Wages plus IR less East Chinnock	53862.97	£63,596.26
Rent	6220.71	5654.24
Insurance	1608.36	850.52
Ofsted	0.00	50.00
Milk	327.78	834.34
Preschool Garden	291.55	-
Petty cash Consumables	1412.90	2954.85
Repairs/Building Work	96.00	210.00
Craft Fair Raffle	0.00	-
Craft Fair	243.27	128.50
Computer Checks/Repairs	237.60	230.40
PreschoolCalendars	0.00	-
Summer Fair Raffle	0.00	-
Summer Fair	0.00	-
Summer Trip	0.00	240.00
Stationery stamps	604.01	321.87
Play Materials	408.75	584.53
Christmas Books	78.99	0.00
Equipment and books	271.45	-
Scholastic Books	0.00	-
Sponsored Events	0.00	-
Subscriptions	292.71	78.00
Childrens gifts	0.00	-
Visitors	118.80	-
Take Art	0.00	-
Advertising	0.00	-
Courses	615.00	1904.20
Photos Summer	0.00	-
Charity Fundraising	0.00	32.60
Gifts	0.00	-
Xmas Sacks	0.00	-
Pre-school Learning Alliance	0.00	-
East Chinnock Under Fives	0.00	-
Web Ivory	0.00	-
Pavillion Fund	0.00	-
Refurbishment	171.01	-
Social Events	0.00	-
IT - Photo CD/Website	0.00	-
Refund to SCC	0.00	-
<b>TOTALS</b>	<b>£66,861.86</b>	<b>£77,670.26</b>

**Excess of receipts over payments for the year**

31 August 2020

31 August 2019

£10,126.30

£5,834.00

**CURRENT ASSETS**

Bank balance	31st August 2020	£53,988.62
Petty cash at hand		1446.19
		<u>£55,434.81</u>

	£43,854.50
	<u>£1,834.01</u>
	<u>£45,688.51</u>

**REPRESENTED BY**

Balance at 31/8/19	45688.51
Excess Receipts over Payments	£10,126.30
Less monies not received	380
	<u>£55,434.81</u>

	£39,854.51
	£5,834.00
	<u>£45,688.51</u>

# Independent Examiner's Report to the Trustees of East Coker Pre School Playgroup.

I report on the accounts of the Trust for the year ended 31 August 2020 which are set out on page 1.

## 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed. It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- 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
- 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 next statement.

## 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.

*CH Howes*  
Name: Mr Craig Howes

Relevant professional qualification or body: ICAEW

Address: 22 Watercombe Heights, Yeovil, Somerset, BA20 2TA

Date: 03.05.2021