

# EAST COKER PRESCHOOL

## ANNUAL GENERAL MEETING

Held on Thursday 14<sup>th</sup> October 2021  
at The Playgroup

1. **Present:** Ashley (Treasurer), Anne Nottley, Kay Strode, Eve Dudden,  
**Apologies:** Louise Purkiss, Judi Swasn, Sam Milne
2. **Minutes of last AGM:** In the absence of the Chair Kay read the Minutes of the last AGM, which were agreed and duly signed by Kay on Chair's behalf as a true record of proceedings.  
**Matters Arising:** There were no matters arising from last AGM which are not covered in later items.
3. **Chair/Supervisors Report:** A challenging year due to Covid-19, copy of report attached
4. **Treasurer's Report:** Ashley reported at the close of year 31<sup>st</sup> August 2021 total income amounted to £74865.64 including EYE government funding of £65593, outgoings amounted to £82268.15 represented mainly by wages, rent, petty cash and consumables. It was noted there are outstanding invoices to be paid which will improve the overall final balance. Reserve account including contingency fund stood at £40892.

With costs rising and more demands being placed on the setting for CPD, legislation compliance and the burden of the pandemic we need to continue to fundraise. We should try to find someone who can match-fund for us as this can make a tremendous difference to income.

5. **Election of New Officers:** Treasurer: Ashley has now resigned his role as Treasurer. Louise Purkiss has offered to take on Treasurer and was proposed by Eve Dudden and seconded by Anne Nottley.  
Chair: There were no volunteers for Chair so the position remains open  
Secretary: There were no volunteers for Secretary so the position remains open  
Vice-Chair: There was no vice-chair and no one offered to take the role.  
Kay will check the appropriate paperwork to notify Ofsted of changes to Treasurer is completed.

Kay thanked Ashley for his support over the past 3 years in taking on the Treasurer Role, and welcomes Louise.

6. **Constitution:** It was agreed the new 2011 Pre-school Learning Alliance Constitution would be adopted and will be signed by Officers in due course.
7. **Policies:** Kay reminded there were alterations and a new policy relating to the pandemic which were adopted last year.
8. **Gambling Licence:** It was agreed gambling licence would remain (with Kay Strode and signed by Eve Dudden and Judi Swan - who replaces Sharon Shire).
9. **Christmas Craft Fair:**  
The date of the Craft Fair is **Saturday 20<sup>th</sup> November** to be held in the Village Hall. We had no Craft Fair on 2020 due to Covid restrictions and this is our main fundraiser so we really need to make it count this year. We can still accommodate one or two more stalls so please get in touch asap if you know of anyone who would like to join us, with new people taking on crafts during lockdown maybe they would like to get together for a joint stall.

We will hold a meeting after half to term to finalise details and ask all parents and carers to please support us, we will need raffle prizes, cakes for the day to sell and for refreshments, volunteers to be in the kitchen for refreshments, on the door to take entrance and raffle money, raffle tickets will be sent home to sell prior to 20<sup>th</sup>, also help to set up the hall in the morning/previous evening and pack away after. Many hands will make light work giving all volunteers time to enjoy refreshments/light lunch and opportunity to buy from the craft stalls. This is a family day and East Chinnock Under Fives will provide fun activities for the children during the day.

We know that **Barclays, Lloyds, HSBC and Screwfix will match-fund** and ask if a parent or any of their relatives/friends/neighbours work for any of these organisations they consider match-funding for us. Also, not every company advertises their match-funding so we would ask that all parents check with their employer whether they will do this.

12. **Fundraising:** The fundraising ideas offered up in previous years were:  
March - Pudding Night, perhaps around Mothers day including a stall from Bodyshop  
April - Easter Family Bingo with Easter egg prizes.  
May - Summer Fair to resume  
July - and end of term bar-b-q or cheese and wine event where children can also come  
Coffee mornings so parents/carers can meet and chat  
Anne has some information regarding a Family Bingo evening  
If any parent/carer would like to comment on which of these they would like to see happen or offer alternatives/additional fundraising ideas please see Kay or Anne.

**Date of Next Meeting:** Monday 8<sup>th</sup> November 2021 at 7.30 at the Playgroup

Kay thanked everybody for attending and their input and the meeting closed at 10.00.

**EAST COKER PLAYGROUP**  
**C/O THE PAVILION, LONGFURLONG LANE, EAST COKER, YEOVIL, SOMERSET**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31/8/21**

MONEY IN	31-Aug-21	31-Aug-20
Child Fees	7590.55	9968.5
Breakfast/Lunch	-	
Early Learning Grant	65,593.28	61,544.45
Funding	-	
Inland Revenue Funding	1,017.27	2,270.18
Bank Interest	4.41	69.37
Milk Refunds	73.76	358.28
Fund raising	338.93	1,019.90
Photos Commission	-	5.00
second hand uniform sales	61.00	34.00
ECU5	162.85	
Summer playgroup	-	
Preschool Garden	-	
Name Tags	-	
Social events	-	
Staff Buys	16.00	
Insurance refund	-	1,718.48
Webb Ivory	-	
Course Refund	7.59	-
<b>TOTALS</b>	<b>£74,865.64</b>	<b>£76,988.16</b>

MONEY OUT	31-Aug-21	31-Aug-20
Wages plus IR less East Chincock	60754.39	53862.97
Rent	5863.93	6220.71
Insurance	1000.20	1608.36
Ofsted	100.00	
Milk		327.78
Petty cash Consumables	1154.01	1412.9
Repairs/Building Work	212.03	98.00
Computer Checks/Repairs	244.80	237.60
Craft Fair		243.27
Preschool Garden	469.67	291.55
Stationery stamps phone	1329.67	604.01
Play Materials	1033.45	408.75
Christmas Books	21.00	78.99
Equipment and books	518.99	271.45
Subscriptions	78.00	292.71
Visitors		118.80
Courses	380.00	615.00
Gifts	363.71	
Uniform costs	44.00	
Refurbishment		171.01
Social Events		
<b>TOTALS</b>	<b>£73,568.05</b>	<b>£66,861.86</b>

	31 August 2021	31 August 2020
<b>Excess of receipts over payments for the year</b>	<b>£1,297.59</b>	<b>£10,126.30</b>

**CURRENT ASSETS**

Bank balance	31st August 2021	£56,232.29	53988.62
Petty cash at hand		500.11	1446.19
		<u>£56,732.40</u>	<u>55434.81</u>

**REPRESENTED BY**

Balance at 31/8/20	55434.81	45308.51
Excess Receipts over Payments	£1,297.59	10126.3
	<u>£56,732.40</u>	<u>55434.81</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 2021 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.

Name: Mr Craig Howes

*CH Howes*

Relevant professional qualification or body: ICAEW

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

Date: 19.6.22