

AGM  
Tuesday 28<sup>th</sup> October 2025

Attendees: Michele Jolley, Clare Gseir, Kallie Jackson, Megan McCreedy, Riley Nice, Cassie Clowes, Alexandra Taylor and Molly Manser.

Agenda:

1. Welcome
2. Apologies
3. Minutes
4. Finance Report
5. Staff Report
6. Fundraising
7. Member Election
8. Policies

Clare welcomes everyone to the AGM, a new parent has joined today to gain an understanding of what is involved with the committee. Apologies were made for Velichka Shapkova. During the introduction Michele spoke about the importance of confidentiality and privacy within the setting. Michele expressed it was a shame only one new member had shown up to the setting, this could be due to being half term. There are new parents that have shown an interest in joining the committee. DBS forms will be sent out via email to confirm suitability of joining.

Minutes from the last AGM was read out by Clare – 23<sup>rd</sup> dated October 2024. From this it was discussed the new recent time changes. We spoke about children arriving after the gate opening at staggered times. This was due to parents dropping off at school and then coming to drop off at pre-school. Breakfast club is now 8:30am-9:00am. (From September 2025) Both breakfast and afterschool club have picked up. At the moment we limit 3 members of staff to cover these times due to staff increase of hours and wage. This is always the same members of staff.

Megan read out the financial report for 2025.

Kallie read out the staff report.

Over the last year fundraising has been okay. We have continued with the same ideas. E.g. raffles, Easter Bake Off. This is due to getting new members on the committee. Parents who attended the last meeting (10/03/25) had requested DBS forms, however these were not completed. Lots of ideas were spoken about at that meeting to fundraise but due to DBS's not being completed they didn't take place. Two original parents are still going through the process of DBS checks. Michele will support these committee members with their DBS

forms. We have new parents who have shown an interest in joining our committee. Forms will shortly be sent out via email to them.

Over the last year all staff have completed many training courses/webinars. This is with The National College and Education Essex. Clare has completed her Level 3 and Hayley has completed Makaton levels 1 and 2. These have been very beneficial courses as children are now using Makaton signs to communicate with staff. Staff are supporting Language Focused Play in the setting; this is to promote speech, communication and interaction.

Michele said as stated in the financial report we only have 35 children on roll due to having 14 2 year olds accessing FEEE2W, this has related to ratio levels increase each session meaning we have less children on roll. We have 5 new children ready to enrol in January. We could take more children when ratios change.

During the summer term we had a large increase in EYPP. Many resources/equipment was purchased to support children in the setting. E.g. Bikes, new shed, new children's kitchen and games to support social interaction. We changed the planting area for children to access and improved the sand pits. We had £3315.

Autumn term we have 14 children in receipt of EYPP. Key workers are speaking with parents to discuss what equipment and resources will benefit their children.

Michele has announced that Kallie will be leaving us at the end of this term due to moving out this area. Staff changes will be taking place to replace Deputy role. In house and CV's are currently being looked at.

As DBS's have not come back for new parents Clare was re-elected as Chair, Megan as Treasurer and Velichka as Secretary. Once the DBS process has been cleared a new Chair and Treasurer will be elected.

New policies have been adopted.

- Responding to safeguarding or child protection concerns
- Food safety and nutrition policy

Next meeting will be arranged for the end of Autumn Term in December 2025.

Minutes agreed by.....

Signed.....

Date.....

**LITTLE GEMS PRE - SCHOOL BASILDON**  
**ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024**

**LITTLE GEMS PRE - SCHOOL BASILDON**

**Registered Charity Number:** 1028673

**Chairperson:** C Gsier

**Treasurer:** M McCreery

**Secretary:** E Davey

**Independent Examiner:** D Parker  
Sterlings Accountancy Solutions Ltd  
131-133 Roman Road  
Mounnessing  
Brentwood  
Essex  
CM15 0UD

**Bankers:** Barclays Bank Plc  
2 East Walk  
Basildon  
Essex  
SS14 1HH

**Independent Examiner's Report**  
**To The Trustees Of Little Gems Pre - School Basildon**  
**On The Accounts For The Year Ended 31 December 2024**  
**Set Out On Pages 1 to 3**

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

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention. Basis of independent examiner's statement My examination was carried out in accordance with general Directions given by the Charity Commission.

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 the 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



David Parker  
Sterlings Accountancy Solutions Ltd  
131-133 Roamn Road  
Mountnessing  
Brentwood  
Essex  
CM15 0UD

Date: 22nd July 2025

**Little Gems Pre - School Basildon**  
**Statement of Income and Expenditure**  
**Year ended 31 December 2024**

	2024		2023	
	£	£	£	£
<b>Incoming resources from generated funds</b>				
Essex County Council		183,814		152,251
Other		1,865		1,855
<b>Incoming resources from charitable activities</b>				
Fees		9,805		9,248
<b>Total incoming resources</b>		<u>195,484</u>		<u>163,354</u>
Interest recieved		295		188
<b>Resources expended</b>				
<b>Charitable activities</b>				
Wages	157,267		136,805	
Employer's pension	2,630		2,218	
Rent	10,743		9,300	
Water rates	774		863	
Light & heat	4,549		3,593	
Security	703		732	
Repairs & renewals	745		4,237	
Equipment and materials	10,671		9,875	
Refreshments	1,144		924	
Telephone	915		1,409	
Cleaning, refuse & hygiene	4,279		3,110	
Postage & stationery	86		32	
Training	571		172	
Independent examiners fees	1,436		1,446	
Sundry	24		169	
Insurance	1,078		1,021	
Subscriptions	465		503	
IT costs	1,695			
Donations	0		600	
Bank charges	151		162	
Travel	45		60	
Licenses	476		495	
Activities	1,749		2,285	
Legal fees	0		0	
<b>Total resources expended</b>		<u>202,196</u>		<u>180,011</u>
<b>Net incoming/(outgoing) resources</b>		-6,417		-16,469
<b>Total funds brought forward</b>		64,914		81,383
<b>Total funds carried forward</b>		<u><u>58,497</u></u>		<u><u>64,914</u></u>

**Little Gems Pre - School Basildon**  
**Balance Sheet**  
**At 31 December 2024**


**Unrestricted funds**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Current assets</b>		
Bank account	65,903	68,838
Debtors	0	0
Cash	0	0
	<u>65,903</u>	<u>68,838</u>
 <b>Creditors falling due within one year</b>	 7,406	 3,924
	<u>58,497</u>	<u>64,914</u>
 <b>Charity funds</b>		
Unrestricted funds	<u>58,497</u>	<u>64,914</u>

The financial statements have been prepared in accordance with FRS102 SORP.

**Approved and agreed**

  
 .....  
 Claire Gseir  
 Chairperson

  
 .....  
 Megan McCreery  
 Treasurer

Date: 22/07/2025

**Little Gems Pre - School Basildon**  
**Notes To The Accounts**  
**For The Year Ended 31 December 2024**

**1 Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102).

**2 Accounting policies**

**Incoming resources**

Grants are included in the SOFA when the charity has unconditional entitlement to the resource. Fees are included in the SOFA when the charity becomes entitled to the income.

**Expenditure and liabilities**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

**3 Staff costs**

The average number of full time equivalent employees during the year was 9. All of these worked within charitable activities.

## Finance Report 2025

I would like to start with going through our income and expenditure of the year 2024.

Our total income for this year was £195'484, this was made up of 2yr funding, 3/4yr FEEE funding, 30hr funding, Fee's, fundraising, SEN payments, Early Years Pupil Premium, fees for breakfast club and after school club and voluntary snack contributions.

Our total income increased by £32'130 from the previous year. This was a combination of more 30hr funded children on roll and Spring term funding being paid into the account at the beginning of Spring Term in January rather than the end of Autumn term as the previous year.

Our expenditure increased by £22'185, this was mainly due to the government minimum wage increase, PAYE tax and rent increases.

At the start of January 2025, we had £46'885.88 in our bank account.

We currently have 8 members of staff on roll.

Minium wage increased again in April of this year, so a wage increase was given to all staff bandings, this may increase again in the year with inflation.

We currently have 35 families enrolled.

10 children - 3/4yr funded

9 children - 30 hours

8 children - FEEE2

6 children - FEEE2W (increase to 30hrs)

2 children - fee paying.

In September FEEE2W children hours increased to 30hr per week, this means that due to ratio, less children are on our registers from previous years.

At the moment we have 5 new starters for January 2026, and our 30hr funded children will increase slightly.

We current offer a breakfast and after school club at £6 per hour.

This has picked up a little more from last year. We continue to ask parent/carers to give us a contribution for snack of 20p each session.

