

## ANNUAL GENERAL MEETING

Wednesday 27<sup>th</sup> September 2023 @ 7.30pm Via Teams

### AGENDA & MINUTES

- **Attendees:**

- Amelia Joyner (Staff)
- Andrew Parker (Staff)
- Louise Waring (Staff)
- Michelle (Staff)
- Sarah Turner (Staff)
- Jack Madge
- Nick Moore
- James Shere
- Naomi Cook
- Adam Skilton
- Becky
- Conor Moore
- Hannah Mackay
- Katie Broom
- Liz Beaton
- Louise C
- Ray Harris
- Sophie Held

- **Apologies for absence**

- Jade Henry, Mandy Wallace, Becky Brittan, Emma Horn, Jess Titcombe, Kelly Houchard

- **Minutes of the AGM held on Monday 26<sup>th</sup> September 2022**



AGM%20Agenda%20&%20Minutes%20{

- **Matters Arising**

- Completion of the new lease for the pre-school – trustees to be added to the lease before it can be signed and invoices sent for rent. To be worked on with the new committee.

- **Chairpersons Report**

- **Treasurers Report**



Cullompton  
Pre-School 2023.pdf

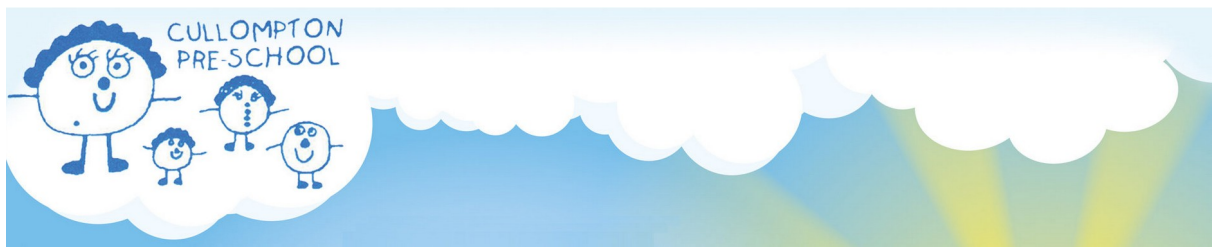
- Fundraising Report
- Present the Main A/C & Fundraising Accounts
- Accountant – Batchelor & Co.

- **Election of Officers and Committee**

- **Essential Roles:**

- **Chair**

James Shere (proposed by Naomi, seconded by Becky)



- **Treasurer** Nick Moore (proposed by James, seconded by Naomi)
- **Fundraising Lead** Becky (proposed by James, seconded by Jack)
- **Secretary** Naomi Cook (proposed Jack, Seconded by Nick)

o **General Committee Member Volunteers:**

- Emma Horn (proposed and seconded by the group)
- Rob Gillings (proposed and seconded by the group)

• **Pre-school Leader Report**

o **Review of the year**

- We had a brilliant year, it seems such a long time ago that the children left us to move to school and have now welcomed lots of new faces into our preschool and I am so pleased to say that they are settling in so well. They listen beautifully, chat away, follow the rules and routines and are a delight and we are really excited about where we can take them in their learning, through exciting planning, interesting group times and activities and with our lovely caring team in our nurturing environment.

**We have lots of visits and experiences to plan to include:**

- fire fighters
- Robot Reg
- Sporty mini's
- tennis coaching
- animal visits
- and our lollipop lady always comes to see us.

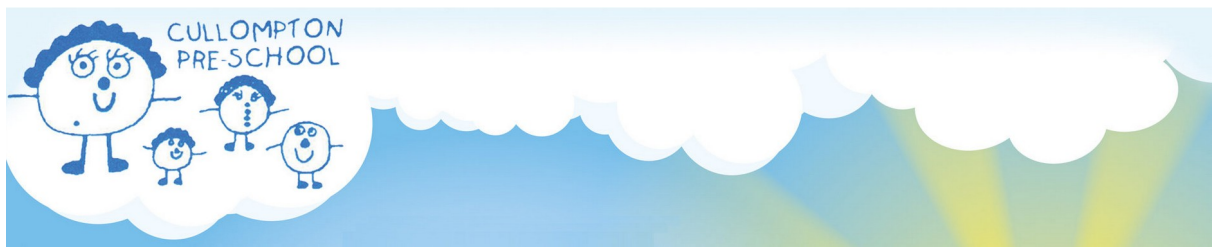
**Trips Planned:**

- World book day to the library,
- Willowbank trips and St Andrews church trips
- Teddy Bears picnic,
- trips to have milkshake at the leisure centre and to the river.
- To Aldi
- The Walronds and CCA fields
- Hopefully a bus trip

We celebrated the King's Coronation last year and really enjoyed our grandparent coffee morning and craft sessions.

We like to thank all parents and Grandparents who help us and come along on trips.

We had some fantastic fundraising which has paid for lots of lovely new resources for the children and Jackie and Sophie have really built on their qualification success last year and have delivered a really wonderful Forest School with sessions all year round which is a great benefit. We also completed our Forest School shelter which is a wonderful addition to the garden.



Plans for the coming year are to improve the security around the main entrance gate and update the door locking systems inside the building. We are also continuing to develop our fantastic provision for children with additional needs and children who need some support with their speech and language.

Our commitment to working with every child and family as an individual is always our biggest focus. We will be collecting your views as well over the coming weeks to see if we can improve on any areas and we are thrilled with how we have already settled into our new term.

A huge thank you to the whole team for their commitment, support, and dedication to their role and we also keep Mandy Goff in our thoughts during her leave of absence from our preschool office.

- **AOB**
- **Date of next AGM – Monday 23<sup>rd</sup> September 2024**
- **Planned Monthly Committee Meetings**  
(some may need to be changed throughout the year). All meetings will commence at 19.30 via teams (meeting invites to be sent out)
  - Monday 9<sup>th</sup> October
  - Monday 6<sup>th</sup> November
  - Monday 4<sup>th</sup> December
  - Monday 8<sup>th</sup> January 2024
  - Monday 5<sup>th</sup> February 2024
  - Monday 4<sup>th</sup> March 2024
  - Monday 15<sup>th</sup> April 2024 (2 week delay due to Easter holidays)
  - Monday 13<sup>th</sup> May 2024 (1 week delay due to May Bank holiday)
  - Monday 3<sup>rd</sup> June 2024
  - Monday 1<sup>st</sup> July

## Cullompton Pre-School

### Income and Expenditure Account

For the year ended 31st August 2023

#### Income

Fees	29,120
Early Years Funding	181,147
Uniform Sales	822
Sundry Income	186
Interest Received	221
Fundraising Surplus	129
Gift Aid	131
Grants	4,101
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	215,856

#### Expenditure

Wages	176,652
Equipment & Hut Maintenance	19,084
Rent	-
Electricity	2,779
Gas	3,232
Water	364
Telephone	1,621
Insurance	1,249
Printing, Stationery & Postage	2,503
Session Budget	1,872
Uniform Purchases	1,365
Furniture & Office Equipment	1,177
Training Costs	1,234
Accountancy	384
Sundry Expenses	266
Bank Charges	116
Cash Floats Drawn	490
Ofsted	50
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	214,439

#### Surplus of Income over Expenditure

£ 1,417

We have prepared this Income & Expenditure Account from the records and explanations provided and certify it to be in accordance therewith.

Batchelor & Company Accountants Ltd

**Cullompton Pre-School**

**Balance Sheet as at 31st August 2023**

Balance brought forward at 1st September 2022	78,635
Surplus of Income over Expenditure	1,417
Balance as at 31st August 2023	£ <u>80,052</u>

Represented by:-

Balances at Barclays Bank plc

~ Community Account		27,862
~ Business Tracker Account		
Opening Balance	51,972	
Internal Transfers Fundraising a/c	-	
Internal Transfers Community a/c	-	
Interest	<u>218</u>	
		52,190
		£ <u>80,052</u>

## Cullompton Pre-School Fundraising Account

### Income & Expenditure Account

For the year ended 31st August 2023

#### Income

Photographs	700
Summer Fete	3,057
Sponsored Bike Ride	2,620
Xmas Cards & Tea Towels	590
Sky Dive	3,751
Amazon Smile	51
Grants	2,375
Bank Interest	13
Gift Aid	-
Sundry Income	508
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	13,664

#### Expenditure

Summer Fete Expenses	969
Activities/Resources	8,392
Xmas Cards & Tea Towels	436
Bank Fees	168
Sky Dive	600
Photo Session	130
Sundries	382
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	11,078

**Surplus of Income over Expenditure** £ 2,587

We have prepared this Income & Expenditure Account from the records and explanations provided and certify it to be in accordance therewith.

Batchelor & Company Accountants Ltd

## Cullompton Pre-School Fundraising Account

### Balance Sheet as at 31st August 2023

Balance at General account as at 1st September 2022	4,177
Petty Cash at 1st September 2022	-
Surplus of Income over Expenditure	2,587
	<u>£ 6,764</u>
Less:Transfers to Other Pre-School Accounts	-
Balance at General account at 31st August 2023	6,764
Petty Cash at 31st August 2023	-
	<u>£ 6,764</u>









## **Independent examiner's report to the members/trustees of Cullompton Pre School**

I report on the accounts for the year ended 31<sup>st</sup> August 2023.

### **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 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.



Marie Johns FCCA  
Batchelor & Company Accountants Ltd

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