

ANNUAL GENERAL MEETING

Monday 30th September 2024 @ 7.30pm Via Teams

AGENDA & MINUTES

- **Attendees:**

- Amelia Joyner
- Mandy Goff
- Naomi Cook
- James Shere
- Nick Moore
- Becky Collins
- Rob Gillings
- Jess Titcombe
- Claire Harris
- Kayleigh Walter
- Emilie Haine
- Veronica Manu
- Ellie Solmon
- Magdalena Kahraman
- Mat Rathbone
- Rachel Coles
- Laura Richards
- Samantha Broomfield
- Kaye Saunders
- Steph King
- Yves Humphreys
- Michelle Tomlinson
- Liz Beaton
- Jess Pope
- Sarah Turner
- Michelle Harris
- Sarah Rosario
- Jodie Copp
- Louise Waring
- Carly Osmond

- **Apologies for absence**

Lauren and Adam Skilton, Sylwia Skubala, Tina Sinkins, Andrea Parker, Zoe Peek

- **Minutes of the AGM held on Monday 27th September 2023**

Approved: Naomi Cook, seconded by Nick Moore.

- **Matters Arising**

There are no matters arising

- **Chairpersons Report**

Wonderful to see so many people joining us this evening

James gave an overview of how the committee works and the importance of it

- **Treasurers Report**

- Fundraising Report-

Another successful year. Raising over £8,600 but also this amount has been spent and put back into the pre-school resources

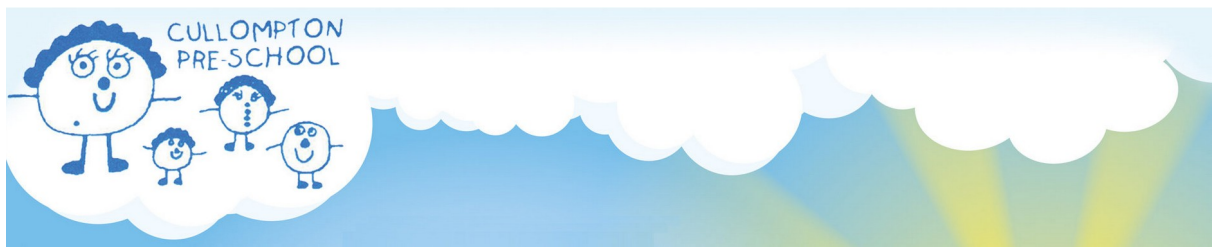
£6,782 in the account at present

Sponsored bike ride, Summer fete, Walk the moon, Bingo

All of the fundraising money goes back into the resources for the children

- Present the Main A/C & Fundraising Account

Funding and fees are our main sources of income but this doesn't cover the cost of the running the pre-school.



£9966 deficit but with the rent arrears needing to be paid this was expected.

- o Accountant – Batchelor & Co.

Nick proposed using Batchelor and Co, James seconded this.

- **Election of Officers and Committee**

- o **Essential Roles:**

- **Chair** - James Shere Proposed by Naomi Cook, approved by Nick Moore
- **Vice-Chair**- Emilie Haine Proposed by James Shere, seconded by Becky Collins
- **Treasurer** - Nick Moore Proposed by Becky Collins, seconded by Mandy Goff
- **Fundraising Lead** - Naomi Cook Proposed by James Shere, seconded by Becky Collins
- **Secretary** - Sarah Rosario Proposed by James Shere, seconded by Naomi Cook
- **GDPR Officer**- Rob Gillings Seconded by James Shere

- o **General Committee Member Volunteers:**

Ellie Solmon- supporting fundraising lead

Jodie Copp- supporting fundraising lead

Becky Collins – Safeguarding officer

Kaye Saunders

Sammy Broomfield

Kayleigh Walter

Yves Humphreys

Proposed by James Shere and seconded by Naomi Cook

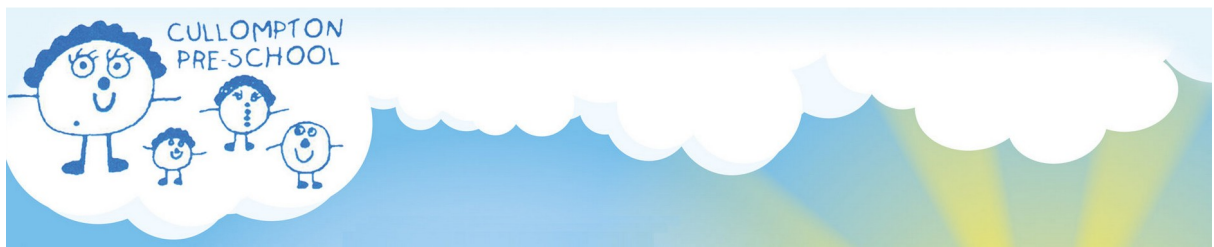
Sign the Constitution and Policy Documents

A copy of this is on the noticeboard and will be signed by committee members this week.

- **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 we 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 in – fire fighters, Robot Reg, football coaching, animal visits and our lollipop lady always comes to see us.
Trips – 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, to the Walronds and CCA fields and hopefully out on a bus trip. We do need parent/grandparent helpers for these trips and you will be rewarded with a lovely afternoon tea invitation later in the year! We would also like some help for Forest School trips too.



We had some fantastic fundraising which has paid for lots of lovely new resources for the children - projects have included refreshing our small world toys, our science and technology provision, our movement and exercise play and craft resources too. Thank you to Becky for running a really great set of events, with new ideas for this year and to Naomi for supporting and to Mandy who also does a lot to support the events.

Sophie has delivered a really wonderful Forest School with sessions and Louise W and Michelle have both completed long courses in Early Years Management and Professional Development.

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 and support and dedication to their roles

- **AOB**
Parents night out -18th October at Cullompton Cricket Club
Parent facebook page – please join if you haven't already
Thanks to Jess for all her support the past two years, a sad goodbye as she steps away from the committee.
- **Date of next AGM – Monday 29th September 2025**
- **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)

4th November 2024

Cullompton Pre-School

Income and Expenditure Account

For the year ended 31st August 2024

Income

Fees	35,727
Early Years Funding	173,512
Breakfast & After School Club	679
Uniform Sales	374
Sundry Income	490
Interest Received	717
Gift Aid	381
Grants	4,933
	<u>216,812</u>

Expenditure

Wages	180,297
Equipment & Hut Maintenance	12,834
Rent	16,164
Electricity	3,190
Gas	3,006
Water	442
Telephone	1,803
Insurance	1,310
Printing, Stationery & Postage	1,217
Session Budget	1,184
Uniform Purchases	593
Furniture & Office Equipment	2,229
Training Costs	1,054
Fundraising Deficit	434
Accountancy	402
Sundry Expenses	462
Bank Charges	108
Cash Floats Drawn	-
Ofsted	50
	<u>226,779</u>

Deficit of Income over Expenditure

£ (9,966)

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 2024

Balance brought forward at 1st September 2023	80,052
Deficit of Income over Expenditure	(9,966)
Balance as at 31st August 2024	<u>£ 70,086</u>

Represented by:-

Balances at Barclays Bank plc

~	Community Account	17,336	
	May O/S payment	- 106	
	Aug O/S payment	- 50	
		<u> </u>	17,180
~	Business Tracker Account		
	Opening Balance	52,190	
	Internal Transfers Fundraising a/c	-	
	Internal Transfers Community a/c	-	
	Interest	716	
		<u> </u>	52,906
			<u>£ 70,086</u>

Cullompton Pre-School Fundraising Account

Income & Expenditure Account

For the year ended 31st August 2024

Income

Photographs	458
Summer Fete	2,902
Sponsored Bike Ride	1,952
Xmas Cards & Tea Towels	375
Walk The Moon	839
Car Boot	95
Bingo	755
Uniform Sale	224
Donations	300
Grants	-
Bank Interest	12
Gift Aid	381
Sundry Income	336
	<hr/>
	8,629

Expenditure

Summer Fete Expenses	902
Activities/Resources	6,428
Xmas Cards & Tea Towels	179
Bank Fees	151
Bingo	222
Photo Session	205
Sundries	522
	<hr/>
	8,610

Surplus of Income over Expenditure £ 18

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 2024

Balance at General account as at 1st September 2023	6,764
Petty Cash at 1st September 2023	-
Surplus of Income over Expenditure	18
	<u>£ 6,782</u>
Less: Transfers to Other Pre-School Accounts	-
Balance at General account at 31st July 2024	7,265
Aug-24	(483)
Petty Cash at 31st August 2024	-
	<u>£ 6,782</u>

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

I report on the accounts for the year ended 31st August 2024.

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

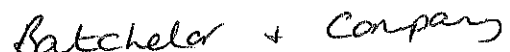
have not been met; or

(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

Charlton House, Cullompton, Devon EX15 1AE



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