

## Puffins Annual General Meeting Minutes: 13/10/22

Attendees: Beth Comber Marie Bower Kate Boalch,  
Chloe Lambert Jane Brewer Alex Baldwin Lizzie Fontes,  
Karen Hosking Abi Morris Lesley Morris Eileen Bartlett  
Hannah Cobbin Lucy Wilkinson Leanne Newton Denise Comber  
Kezia Rockey Van Gorp Susan Rockey

Apologies: Xennya Petit Gemma Mackie Rebecca Crispin Megan Gould  
Colin Comber

### Meeting Minutes:

- **Welcome:**
  - Beth, Marie & Kate welcomed everyone to the meeting
  
- **Pre-School Manager's report by Beth Comber: (Full report attached)**
  - Beth opened by saying that the children were having a great start to this academic year and were enjoying the new topic of Autumn.
  - Beth explained that being outside is such a big part of the ethos of the learning at Puffins so we use the outdoor space as much as possible.
  - During the last academic year, the new well-being book corner has been set up where the children can have quiet time with smaller activities to play and space to look at books. The decking is being used a lot to create different play experiences and fun with access out there anytime. The opening of our breakfast club has been successful and as a result we are going to be trialling an After School Club over the next 12 months.
  - Kate took over as Office Manager and Beth thanked her for the support she gives to her and the team.
  - Beth thanked the committee and Kate for their efforts over the past year for all the fundraising events. She also thanked all the parents who helped, donated items, prizes or came to our events.
  - Beth thanked all the staff for their continued support and hard work and said how lucky she is to have such a lovely team.
  - Furthermore, Beth thanked Marie for her hard work during her time as Chairperson.
  - Beth said her and the team were looking forward to another fun packed year and thanked anybody in advance for joining the committee and becoming part of the team that is a vital part of keeping Puffins running.

All thanked Beth in return.

- **Chairperson's report by Marie Bower as follows:**

As a registered charity and committee-run pre-school, we must invite you to an AGM each year to share with you how the pre-school is performing and to elect new committee members. Without a committee, we simply cannot open so it is really important that we leave here today with a strong committee in place for the year ahead.

I have been Chair for the past year, and Secretary before that, and it has been such a rewarding experience to make a difference and to see Puffins go from strength to strength, particularly on the back of the pandemic. But both my children are now at Primary School, so I will be stepping down as Chair and looking for somebody to take my place.

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We also have some other committee members stepping down who no longer have children at Puffins and Gemma would like to step down from her role as Secretary to an ordinary committee member. So, as you can see, we have several vacancies to fill...

But before we do, I just want to say a really big thank you to our current committee. They have shown incredible dedication this year particularly in fundraising, but they have also been involved in making key decisions about how Puffins operates. And they've done it all around their day jobs, other commitments, and little ones. So, a big thank you to those guys for everything they have done.

I also want to say thank you to Beth. It's been fantastic to watch Beth grow more and more confident in her role as Leader and start to really put her stamp on things with the committee's support. Beth is unbelievably passionate about Puffins and her vision is to create the best possible experiences for the children. And that really is infectious. We are also very lucky to have a fantastic staff team in Charlotte, Jo, Claire and Hayley who all care so much about the children and make Puffins such a special place to be every day.

In the last year, we appointed Kate to the role of Office Manager, and she has been amazing. Kate has settled in brilliantly and quickly got to work on implementing new processes to make the day-to-day management of Puffins more efficient. She has gelled brilliantly with the team and is always willing to get hands on whenever needed. She has also become our honorary minibus driver allowing the children to go out on lots of little trips at a minimal cost to families.

One of the areas the committee are involved in is fundraising. Its been a fantastic year for fundraising efforts which was really important after a couple of Covid years where opportunities had been so limited. Thank you all for supporting our fundraising events and volunteering where you can. We always have amazing support from parents/ grandparents. In total we fundraised over £3,000 this year which is an immense achievement.

Some highlights include:

- Christmas raffle at the Christmas play
- Water station at the grizzly
- Coffee morning and sing along with Declan
- Craft fairs - tombola and preloved sale
- Regatta - bbq, sausage sizzle, pebble painting and treasure hunt.

These events have also helped to raise Puffins profile in the local community.

We have also successfully applied for a grant from EDDC to promote green space. So, watch this space for an upcoming garden project.

So, what does being on the Committee entail? We tend to hold a monthly meeting. These have been virtual because it is sometimes easier when you've got little ones at home. But equally, these could go back to being face to face going forward. As a committee, we help make decisions and agree how money is being spent. We also organise and manage any fundraising events with the help of volunteers.

The difference being Chair is that you Chair the meetings and take on a slightly more leadership Role. The secretary role involves taking minutes at the meetings. So please have a think if you could offer some time or skills to the committee this year. We would love to have you.

So, before I hand over to Kate, I want to say thank you again to all of the staff, committee and parents for a brilliant year at Puffins. If anyone has any questions about being Chair, I am more than happy to answer them and offer my support.

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- **Kate presented the Treasurer's Report: (Full report attached)**

- Kate presented a Profit and Loss comparison for the financial year 2021/2022 v 2020/2021.
- 2021/2022 Income £93,378 Expenditure £83,735
- Kate explained that despite a profit showing of £9,643 for the academic year there were several considerations to be made – A dispute with Seaton Kitchen and DCC over an increase in school dinner charges which was not communicated or justified. They agreed the increase was incorrect and Kate is still waiting for the revised invoices.
- She also reported that we had received a generous donation of £2000 from an anonymous donation bequest in a will.
- Kate also found that we were due a refund from HMRC in respect of £3,602.
- She explained that fundraising was of course higher as we had been able to commence events again after the pandemic.
- Parent fees were higher due to an increase in the number of 2-year-olds not covered by DCC funding.
- New play equipment purchased – sensory table, balance and climbing equipment and the new tepee for the garden.
- New equipment this year included the new dishwasher.
- Professional Fees cover the solicitor fees due for the renewal of the building's lease.
- Kate reported that she has increased the monthly direct debit for our gas earlier in the year in anticipation of the continuing energy price rises. She will continue to monitor our consumption and ways to cut costs etc together with Beth.

- **Election of Committee:**

- Staying on: Chloe Bartlett, Alex Baldwin and Gemma Mackie are staying on the committee. Gemma has asked to step down from the position of Secretary though. Jane will consider staying on but as now her daughter has left Puffins she may well decide to stand down if we have enough committee members. She will advise Kate accordingly.
- Stepping down: Marie Bower (Chair), Xennya Petit and Roberta Bacon.
- New members volunteered to join the committee: Lucy Wilkinson, Lizzie Fontes, Abi Morris, Rebecca Crispin and Megan Gould. Jane will think about it as her child has now left.
- Kate explained that new members need to complete the DBS check and sign up for yearly updates and gave out the Puffins Committee new member guidance sheet
- Chloe offered to stand for the role of Chairperson, proposed by Jane Adkin, seconded by Lucy Wilkinson
- Alex Baldwin offered to stand for the role of Treasurer, proposed Marie Bower, seconded by Chloe Lambert.
- Gemma Mackie to hand over position of Secretary at next committee meeting.
- All positions unanimously agreed.

- **AOB:**

- Kate reported that Christmas newsletter will be going out shortly with dates for the Christmas Play and Christmas Party.
- Chloe and Kate will send an invitation and agenda for the next committee meeting to be held in November.

# Puffins at Beer Pre School

## Profit and Loss

September 2021 - August 2022

	TOTAL
<b>Income</b>	
Childs school dinner	2,469.00
DCC Funding	52,208.69
Donations	3,397.03
Fundraising Events	2,631.44
Parent Fees	25,755.41
Refunds or credit	3,602.45
SEND 1 - 1 Funding	2,962.50
Unapplied Cash Payment Income	255.00
Uniform	97.20
<b>Total Income</b>	<b>£93,378.72</b>
<b>GROSS PROFIT</b>	<b>£93,378.72</b>
<b>Expenses</b>	
advertising	55.00
Childrens uniform	25.73
Cleaning materials and Cleaner	466.33
Consumables - play materials	368.72
Dues and Subscriptions	426.17
E-On electricity	702.57
East Devon District Council	512.00
EDF Gas	1,046.00
Equipment rental	60.00
Fundraising Expense	668.39
Gifts	131.20
Gross Wages	66,827.54
Ink and Printing	49.78
Insurance - Bruce Stevenson	1,003.23
Inuit Ltd	172.80
Lawn mowing and maintenance	525.00
Office/General Administrative Expenses	387.65
Ofsted registration	98.10
PLA Insurance	788.56
Play equipment	2,371.95
Postage and Delivery	7.60
Professional Fees	2,000.00
Repair and maintenance	271.10
school dinner payment	386.40
Send funding expenses	1,633.26
Small Tools and Equipment	561.99
Snack and consumables	1,043.95
South West Water	330.50
Staff Training	304.91
Telephone and Internet Expenses	604.64
Training	9.60
Travel for Puffins Trips	19.44

# Puffins at Beer Pre School

## Profit and Loss

September 2021 - August 2022

	TOTAL
Travel for training	50.20
website admin	80.00
<b>Total Expenses</b>	<b>£83,990.31</b>
NET OPERATING INCOME	<b>£9,388.41</b>
Other Income	
Interest income	2.40
<b>Total Other income</b>	<b>£2.40</b>
NET OTHER INCOME	<b>£2.40</b>
NET INCOME	<b>£9,390.81</b>

# Puffins at Beer Pre School

## Balance Sheet

As of August 31, 2022

	TOTAL
Fixed Asset	
Tangible assets	
Furniture and Equipment	17.60
<b>Total Tangible assets</b>	<b>£17.60</b>
<b>Total Fixed Asset</b>	<b>£17.60</b>
Cash at bank and in hand	
Buildings account	0.00
Contingency fund	12,004.38
Current	31,171.35
Fundraising account	8,114.14
Petty Cash	85.20
<b>Total Cash at bank and in hand</b>	<b>£51,375.07</b>
Current Assets	
Undeposited Funds	18.20
<b>Total Current Assets</b>	<b>£18.20</b>
<b>NET CURRENT ASSETS</b>	<b>£51,393.27</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£51,393.27</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£51,410.87</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£51,410.87</b>
Capital and Reserves	
Opening Balance Equity	34,445.40
Retained Earnings	7,574.66
Profit for the year	9,390.81
<b>Total Capital and Reserves</b>	<b>£51,410.87</b>

## Puffins at Beer Pre-school

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST August 2022

INCOME	2021/22	2020/21
Fees	25,755	13,491
External Government Funding	55,171	49,403
Donations	3,397	576
Fundraising	2,631	228
Uniform sales	97	33
	87,052	63,731
bank interest		1
Tax refund SMP	3,602	
Other Income	255	-490
dinner money	2,469	1,111
<b>Total Income</b>	<b>93,378.72</b>	<b>64,353</b>
<b>EXPENDITURE</b>		
Direct Expenditure		
Wages	66,828	57,757
Utilities	3,196	2,994
Insurance + buildings and mem	1,800	1,768
Play equipment	2,372	54
Consumables	1,044	906
Ofsted and data protection	98	246
Postage	8	
Admin	509	517
DBS checks		
Cleaning materials	466	95
Fundraising exp	668	4,743
Play materials	369	502
repair and renew	828	354
Building maintenance	530	1,570
Training	356	314
Dinner money payment	386	361
advertising	55	80
Professional Fees	2,000	
Dues & Subscriptions	599	
Misc	219	55
Pupil Premium expenses	1,633	921
	83,964	73,237
Bank transfer		
Uniform inc staff	26	737
Bad debt	0	950
<b>Total Expenditure</b>	<b>83,990</b>	<b>74,924</b>
Net Movement in Funds	9,388	-10,571
Balance Brought Forward	42,020	52,515

Balance Carried Forward 51,408 41,944

## Puffins at Beer Pre-school

### STATEMENT OF ASSETS AND LIABILITIES AS AT 31st Aug 2022

Current Account	31171.35	22284.56
Fundraising Account	8114.14	7612.52
Redundancy Account	12004.38	12001.98
Petty Cash	85.2	85.2
unbanked cash	18.2	18.2
Tangible assets	17.6	17.6
<b>TOTAL</b>	<b>51410.87</b>	<b>42020.06</b>

There being no other assets or liabilities.

Signed by two trustees on behalf of all the trustees

*J. M. M. M.*

*A. M. M.*

Date of Approval... 26/6/2023

### INDEPENDENT EXAMINERS REPORT

I have examined the attached Income and Expenditure Account for the year ended 31st August 2022 and report that they are in accordance with the accounting records and have been properly drawn up in accordance with the requirements of the Charities (Accounts and Reporting) Regulations.

Signed *David Bennett*

Date... 22.6.23