



Bradwell Preschool Committee Minutes

AGM & ORDINARY MEETING – 8th November 2021, 7:00pm – Shoulder of Mutton, Bradwell

MEMBERS PRESENT – Paula Grant (PG), Cath Flitcroft (CF), Debra Clyde (DC), Natalie Fearn (NF),

ADDITIONAL PERSONS PRESENT - Nina Chadwick (new committee member) and Lucy Valerio (incoming Chair)

APOLOGIES- Dan Plevey (DP)

NOT PRESENT- None

Agenda Item	Discussion Notes	Action and by whom
1) Apologies	DP is happy to run Hillbilly each year but wishes to step down from the Committee. CF to find out number of members required to remain quorate.	CF – chat to Caroline about numbers required to attend meetings and getting hold of the constitution
2) Election of Officers and Chair	<p>Chair – following the recent interview of 2 potential candidates, the committee welcomed Lucy Valerio (LV). CF nominated Lucy as Chair, seconded by DC.</p> <p>Treasurer – DC stood down as Treasurer but was re-nominated by NF, seconded by CF.</p> <p>Secretary – this post has been vacant since Caroline stood down in June. DC nominated CF and NF to jointly act as Secretary, seconded by Nina.</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
3) Chair’s Welcome	<p>LV joined the meeting via Zoom (currently self-isolating).</p> <ul style="list-style-type: none"> • LV to chat to PG about what her role as Chair could / should entail on a weekly basis • CF to set up a google mail account for LV and NC • LV to pass details to DC for Charities Commission • CF to sit down with LV and NF to complete the EY2 forms (wc 29th Nov) 	<p>See discussion notes</p> <p>LV / PG</p> <p>CF</p> <p>LV</p> <p>CF, LV, NF</p>



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	<ul style="list-style-type: none"> • CF to ask Caroline for all of the paperwork appertaining to Pre-school (with a view to digitising key documents and setting up a google drive so all committee members have access to these). CF happy to lead on this. • Pre-school constitution may need updating and placing on Charities Commission website and on pre-school website. LV to pursue. 	<p>CF</p> <p>LV</p>
4) Treasurer's Report	<p>See also DPs written reports</p> <ul style="list-style-type: none"> • Need another signatory for the bank account alongside DC. Agreed to set up PG and LV who will need to go into a NatWest bank to arrange. DC to advise further • Agreed to set up a business credit card for PG as supervisor to use for purchases. This will enable all purchases to be made under Bradwell Pre-school and not by individual staff. DC to advise further. • Agreed to set up an Amazon business account (this minute will need to be signed by 2 committee members). • DC to explore the Pre-school registering with easyfundarising.org.uk so parents can easily donate to the school when they are purchasing on-line. • PG to look at the budget for 2022 and send DC any comments. 	<p>See discussion notes</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>DC</p> <p>PG</p>
5) Presentation of 2021 annual accounts	See report attached.	
6) Supervisors' Report	<p>See report attached.</p> <ul style="list-style-type: none"> • Popularity of breakfast and after school club has improved • 2 new members of staff have been recruited including Deputy Supervisor 	



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	<p>and Qualified Assistant. An apprentice has also joined the staff. It is hoped with more staff members, PG can spend more time mentoring and managing the team.</p> <ul style="list-style-type: none"> The Committee recognise that 2021 has been a particularly hard year for PG and thanked her for her continued commitment. 	
7) 2021-2022 events	<p>The events to take place in the coming 12 months (and raise money for the pre-school) will include:</p> <ul style="list-style-type: none"> Christmas hamper (CF, NF to ask Caroline for advice on how this has worked in previous years) – to be advertised through the Bradwell community Forum Facebook page and raffle tickets included in Bradwell newsletter. CF, NF to lead. Bradwell Hill Billy, 19th June 2022 – DP to lead. Bradwell carnival and cake stall. To be discussed nearer the time. 	<p>See discussion notes</p> <p>CF, NF</p> <p>DP</p> <p>All</p>
8) AOB	No AOB	
9) Date for next meeting	Tuesday 18 th January, Shoulder of Mutton 7.30pm	

Finish time: 20.45

Signed:

Date:

Bradwell Pre School Group

Income and expenditure year ending 31st August 2021

INCOME	£	EXPENDITURE	£
CURRENT ACCOUNT BALANCE B/F	8249.18		
RESERVE ACCOUNT BALANCE B/F	41502.43		
SANTANDER ACCOUNT BALANCE B/F	6470.00		
CASH ACCOUNT BALANCE B/F	10.93		
	56232.54		
FEES	12664.10	SALARIES	46465.99
MILK GRANT	263.16	PENSION	1433.57
DCC FUNDING	49991.31	AGENCY STAFF	562.55
CHRISTMAS RAFFLE	808.83	MILK	263.16
DONATIONS	460.00	RENT - SETTING PREMISES	4827.50
JUST GIVING	289.45	RENT - OTHER	137.20
CARNIVAL TEA TENT/EDEM TREE COLLEC	570.08	TEACHING EQUIP/BOOKS	1222.43
BRITISH CYCLING - HILL BILLY - refunded	567.00	HMRC - PAYE/NI	1104.14
COLLECTION BOXES	69.75	OFSTED	35.00
CO-OP COMMUNITY FUND	1294.57	ICO REGISTRATION	35.00
HMRC - JRS GRANT for furloughed staff	1762.64	GEN EQUIP/MATERIALS/CLEANING	163.82
AMAZON	20.18	TRAINING	187.00
RESERVE INTEREST	4.19	POSTAGE	1.99
SANTANDER INTEREST	16.16	FOOD	312.46
		STATIONERY	105.94
		MULTI-SPORTS TRAINER	800.00
		RAFFLE TICKETS	73.74
		GAMBLING LICENCE	20.00
		DBS CHECKS	51.89
		INTERNET SECURITY	59.99
		HILL BILLY EXPENDITURE	588.00
		PAT TESTING	46.88
		TWINKL MEMBERSHIP	71.16
		SCHOOL TRIP	138.00
		MINIBUS HIRE	150.00
		LAPTOPS/CD DRIVE	495.97
		REFUND FEES DUE TO CORONAVIRUS	50.00
TOTAL RECEIPTS	68781.42	TOTAL EXPENDITURE	59403.38
		SURPLUS	9378.04
		CURRENT ACCOUNT BALANCE C/D	17606.87
		RESERVE ACCOUNT BALANCE C/D	41522.78
		SANTANDER ACCOUNT BALANCE C/D	6470.00
		CASH ACCOUNT BALANCE C/D	10.93
			65610.58
	<u>125013.96</u>		<u>125013.96</u>



Signed by Joanne Jepson
Dated 7th November 2021.

Black Bridge House
Stretfield
Bradwell
Hope Valley
S33 9JT
Tel. 07974 194445

Mrs D Clyde
Bradwell Pre-School Group
Memorial Hall
Bradwell
Hope Valley
S33 9HG

7th November 2021

Dear Debra,

Please find enclosed duly signed accounts for the year ended 31st August 2021.
On auditing these accounts, I note the following points:

1. There is a surplus for the year of £9,378.04. The fees have reduced by around £3,000 and the DCC funding is down by around £10,000 but this is somewhat offset by the salaries costs being down by around £10,000. Compare this surplus to the previous year of £17,130 which was largely caused by the receipt of CJRS funding from HMRC so I am happy everything is in.
2. As I usually note in my annual letters, it is good to see that committee approval is given for all items of expenditure prior to their purchases.
3. As I usually note in my annual letters, it would be appropriate that all expenditure incurred on behalf of Bradwell Pre-School Group be incurred in its name and not personally by committee members/staff and then re-imbursed. There still appears to be a little re-imburement going on. Only very small items of expenditure should be personally paid then re-imbursed ie. a packet of biscuits or some stamps. It makes for greater accountability as all items will go through the bank account, which is the prime record of the group.
4. All items have cleared the bank.
5. Just to note that, at the reporting date of 31st August 2021, PAYE is in credit by £2,313.32 due to Jodie's maternity pay and will slowly be offset against future PAYE due. Based on current rates, it will be at least a year from now before you have to pay any PAYE.
6. I have also removed some lines from your statement as they had no income or expense against them. I think it looks better without them and does not attract attention or unwanted questions about why there is no expenditure!!

Yours sincerely

A handwritten signature in black ink, appearing to be the name 'Joanne Jepson'. The signature is written in a cursive style with a large, sweeping initial 'J'.

Joanne Jepson --