



## Bradwell Preschool Group AGM Minutes - 2023

15<sup>th</sup> November 2023, 7:30pm – Shoulder of Mutton

MEMBERS PRESENT – Lucy Valerio (LV), Cath Flitcroft (CF), Debra Clyde (DC), Natalie Fearn (NF) Cara Firth, Kirstie Glennerster

ADDITIONAL PERSONS PRESENT: Sherry Siddal (SS) – Preschool Manager

### Pre-School AGM 2022

Agenda Item	Discussion Notes	Actions
1) Introduction	The Chair, LV, welcomed everyone to the meeting and noted that the meeting was quorate and so declared it open.	
2) Annual Report	<p>The Chair noted she had not prepared a written report, and so she gave a verbal update:</p> <ul style="list-style-type: none"> <li>• LV reported we have had a good year, and successfully recruited SS and Kirstie as the new management team. We also hosted a successful cake stall at Bradwell Carnival and children appear to be thriving at Pre-school.</li> </ul> <p>She then asked the meeting to vote to receive the annual report of the Committee.</p> <p>The meeting unanimously voted for this.</p>	Received
3) Annual accounts	<p><b>Treasurer's Report AGM 13 November 2023</b></p> <p>The Chair asked the members present to vote to receive the accounts. The members unanimously voted for this.</p> <p>The main points to note from the report were:</p> <p>At the end of October, the current account bank balance was £8,681.65, the savings account bank balance was £26,924.16 and the Santander account bank balance was the same at £6,470.00 giving a total of £42,075.81.</p> <p>Income for the year to 31 October was £15,203.20 Expenditure for the year to 31 August was £9,346.86 This gives a surplus of £5,856.34 for the year to date</p> <p>DC had prepared a budget for the coming year which had taken into account a salary increase if the minimum wage were to increase to £12.00 per hour from April.</p> <p>The accounts have been checked by Joanne Jepson our accountant and she has noted that the deficit of £18,306.82 is mainly accounted for by a decrease in the funding we receive from Derbyshire County Council and Hillbilly income being down by about £1,300.00 and an increase in salaries costs.</p>	Received
4) Committee Members 2023	The Chair then asked the meeting to vote on the re-election of various Committee members as set out below:	

	<p>To vote on the re-election of Lucy Valerio as Chair of the Committee</p> <ul style="list-style-type: none"> <li>• Agreed</li> </ul> <p>To vote on the re-election of Cath Flitcroft as Secretary of the Committee</p> <ul style="list-style-type: none"> <li>• Agreed</li> </ul> <p>To vote on the re-election of Debra Clyde as Treasurer of the Committee</p> <ul style="list-style-type: none"> <li>• Agreed</li> </ul> <p>To vote on the re-election of Natalie Fearn as a Committee member</p> <ul style="list-style-type: none"> <li>• Agreed</li> </ul> <p>To vote on the re-election of Vanessa Langley as a Committee member</p> <ul style="list-style-type: none"> <li>• Agreed</li> </ul> <p>The meeting voted unanimously to approve all the re-elections. NB no Committee member took part in the vote to appoint themselves.</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
5) Close of meeting	The Chair thanked everyone for their attendance and called the meeting to a close.	

INCOME	£	EXPENDITURE	£
CURRENT ACCOUNT BALANCE B/F	11309.76		
RESERVE ACCOUNT BALANCE B/F	41542.82		
SANTANDER ACCOUNT BALANCE B/F	6470.00		
CASH ACCOUNT BALANCE B/F	10.93		
	<b>59333.51</b>		
FEES	11591.50	SALARIES	50064.09
MILK GRANT	265.51	PENSION	1952.67
DCC FUNDING	29736.44	MILK	265.51
APPRENTICE PAYMENT	1500.00	RENT - SETTING PREMISES	6825.00
PHOTO INCOME	13.95	RENT - OTHER	100.00
CHRISTMAS CARDS ETC	123.00	TEACHING EQUIP/BOOKS	762.80
CHRISTMAS RAFFLE	405.00	HMRC - PAYE/NI	2160.93
EDEN TREE COLLECTION	350.00	OFSTED	35.00
CARNIVAL/EDEN TREE/EASTER	772.03	ICO REGISTRATION	35.00
HILL BILLY	1462.35	GEN EQUIP/MATERIALS/CLEANING	65.26
DONATIONS	275.00	CHRISTMAS CARDS ETC	114.00
AMAZON	30.59	TRAINING	160.00
RESERVE INTEREST	300.30	POSTAGE	5.50
SANTANDER INTEREST	4.19	FOOD	309.76
		STATIONERY	25.10
		CTTE INSURANCE	94.08
		TAPESTRY ANNUAL PAYMENT	150.00
		SMALL LOTTERY LICENCE	20.00
		DBS CHECKS	173.23
		INSURANCE	911.75
		HILL BILLY EXPENDITURE	232.92
		RAFFLE TICKETS	0.00
		TWINKL MEMBERSHIP	74.88
		SCHOOL TRIP	124.20
		MINIBUS HIRE	400.00
		AGM FOOD	30.00
		CHRISTMAS PARTY	45.00
<b>TOTAL RECEIPTS</b>	<b>46829.86</b>	<b>TOTAL EXPENDITURE</b>	<b>65136.68</b>
		<b>SURPLUS/DEFICIT</b>	<b>-18306.82</b>
		CURRENT ACCOUNT BALANCE C/D	2698.45
		RESERVE ACCOUNT BALANCE C/D	31847.31
		SANTANDER ACCOUNT BALANCE C/D	6470.00
		CASH ACCOUNT BALANCE C/D	10.93
			<b>41026.69</b>
	<u><b>106163.37</b></u>		<u><b>106163.37</b></u>



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Signed by Joanne Jepson 1st November 2023

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

1st November 2023

Dear Debra,

Please find enclosed duly signed accounts for the year ended 31<sup>st</sup> August 2023.  
On completing the Independent Inspection of these accounts, I note the following points:

1. There is a deficit for the year of £18,306.82. The fees have remained fairly constant compared to the previous year if a little higher and with a better Carnival income this time but the DCC funding is down by around £14,000 and the Hillbilly contribution is also down by around £1,300 resulting in lower income overall of around £13,400. Salaries costs have increased by around £4,375 so the deficit is mostly explainable.
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.
4. All items have cleared the bank.
5. 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



Joanne Jepson