



Partridge Green Pre-School
Village Hall, Partridge Green, West Sussex, RH13 8HX
Reg. Charity no. 1035667
Pre School Mobile: 07880 744240

PGPS Annual General Meeting

Monday 26th June at 7.30pm, at PG Village Hall.

Attendees: Suzanne Pheasant (SP), Becky White (BW), Kirsty Barrell (KB), Natalie White (NW), Kelly Wright (KW), Hayley Tarry (HT) Terri Genner (TG), Clare Waller (CW), Caroline Skinner (CS), Imogen Smithson (IS), Yvonne Greenwood (YG), Maria Lucas (ML)

Apologies: Hazel Tickner, Annette Huntley, Kirsty Lowe

Minutes

<u>Item</u>	<u>Notes</u>	<u>Action</u>
1) Welcome and Introductions	SP opened the meeting by welcoming all and asking everyone to introduce themselves.	
	Conflicts of interest - None noted for the contents of this meeting as per agenda.	
2) Apologies	SP advised of the apologies received prior to the meeting.	
3) Review of AGM Minutes from 2022	SP asked for approval of the previous minutes of AGM held in 2022, all present agreed and no actions outstanding.	
4) Chair's Report	SP read aloud her report - copy attached. SP acknowledged the year had been slightly overshadowed by the OFSTED report, but thanked the staff for their support during this time and for the kind and positive messages from family members. SP confirmed that Michelle had left the team and Natalie would be stepping down as Secretary. Listed many events the fundraising team had helped to coordinate through the year to raise a total funding amount of £3,555.	
5) Manager's Report	BW read aloud the report - copy attached. BW confirmed 31 children on roll with a steady number all year, contributed by closure of other facilities nearby. 14 children shall start school in September and there is a list of 21 children for September. BW confirmed	

	<p>positive meetings with the EY Advisor had taken place and an action plan in place for OFSTED. The parent survey had been a good success and shall be implemented again. Michelle's departure had left a gap which the current staff had been helping to cover, and Munchkins was now being covered by parents but a new bank member of staff was being employed to run this. Thanks were expressed to the committee, fundraising team and parents.</p>																																														
6) Treasurer's Report	<p>KB shared an updated financial summary up to 31.05.23 - copy attached. KB shared highlights of the report including an increase for income with fees, WSCC funding and fundraising and donations, giving a breakdown of the fundraising for the main events. KB advised the decision to stop outsourcing payroll to an accountant had been made and was now being run by BW to make a financial saving of around £180 a month. Also there would be a saving with the EY Log system as this is reduced and invoicing would now be done through Xero accounting.</p>																																														
7) Election of new committee and fundraising teams	<table border="1"> <thead> <tr> <th data-bbox="440 1043 695 1093">Position</th> <th data-bbox="695 1043 922 1093">Name</th> <th data-bbox="922 1043 1161 1093">Proposed</th> <th data-bbox="1161 1043 1388 1093">Seconded</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1093 695 1182">Chair</td> <td data-bbox="695 1093 922 1182">Suzanne Pheasant</td> <td data-bbox="922 1093 1161 1182">Becky White</td> <td data-bbox="1161 1093 1388 1182">Hayley Tarry</td> </tr> <tr> <td data-bbox="440 1182 695 1272">Vice Chair</td> <td data-bbox="695 1182 922 1272">Position unfilled</td> <td data-bbox="922 1182 1161 1272">n/a</td> <td data-bbox="1161 1182 1388 1272">n/a</td> </tr> <tr> <td data-bbox="440 1272 695 1361">Treasurer</td> <td data-bbox="695 1272 922 1361">Kirsty Barrell</td> <td data-bbox="922 1272 1161 1361">Suzanne Pheasant</td> <td data-bbox="1161 1272 1388 1361">Clare Waller</td> </tr> <tr> <td data-bbox="440 1361 695 1451">Secretary</td> <td data-bbox="695 1361 922 1451">Caroline Skinner</td> <td data-bbox="922 1361 1161 1451">Kirsty Barrell</td> <td data-bbox="1161 1361 1388 1451">Terri Genner</td> </tr> <tr> <td data-bbox="440 1451 695 1541">Fundraising Officer</td> <td data-bbox="695 1451 922 1541">Position unfilled</td> <td data-bbox="922 1451 1161 1541">n/a</td> <td data-bbox="1161 1451 1388 1541">n/a</td> </tr> <tr> <td data-bbox="440 1541 695 1641">Ofsted responsible person</td> <td data-bbox="695 1541 922 1641">Becky White</td> <td data-bbox="922 1541 1161 1641">Suzanne Pheasant</td> <td data-bbox="1161 1541 1388 1641">Natalie White</td> </tr> <tr> <td data-bbox="440 1641 695 1731">Committee Member</td> <td data-bbox="695 1641 922 1731">Imogen Smithson</td> <td data-bbox="922 1641 1161 1731">Clare Waller</td> <td data-bbox="1161 1641 1388 1731">Becky White</td> </tr> <tr> <td data-bbox="440 1731 695 1821">Committee Member</td> <td data-bbox="695 1731 922 1821">Tina Stratton</td> <td data-bbox="922 1731 1161 1821">Natalie White</td> <td data-bbox="1161 1731 1388 1821">Kelly Wright</td> </tr> <tr> <td data-bbox="440 1821 695 1910">Committee Member</td> <td data-bbox="695 1821 922 1910">Terri Genner</td> <td data-bbox="922 1821 1161 1910">Kelly Wright</td> <td data-bbox="1161 1821 1388 1910">Suzanne Pheasant</td> </tr> <tr> <td data-bbox="440 1910 695 1980">Committee Member</td> <td data-bbox="695 1910 922 1980">Clare Waller</td> <td data-bbox="922 1910 1161 1980">Caroline Skinner</td> <td data-bbox="1161 1910 1388 1980">Kirsty Barrell</td> </tr> </tbody> </table>			Position	Name	Proposed	Seconded	Chair	Suzanne Pheasant	Becky White	Hayley Tarry	Vice Chair	Position unfilled	n/a	n/a	Treasurer	Kirsty Barrell	Suzanne Pheasant	Clare Waller	Secretary	Caroline Skinner	Kirsty Barrell	Terri Genner	Fundraising Officer	Position unfilled	n/a	n/a	Ofsted responsible person	Becky White	Suzanne Pheasant	Natalie White	Committee Member	Imogen Smithson	Clare Waller	Becky White	Committee Member	Tina Stratton	Natalie White	Kelly Wright	Committee Member	Terri Genner	Kelly Wright	Suzanne Pheasant	Committee Member	Clare Waller	Caroline Skinner	Kirsty Barrell
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	Committee satisfied that the threshold if 60% of elected members being current parents/carers of enrolled children has now been met. All members updated their contact details and signed copies of Trustee Code of Conduct.	SP to send documents to new members ASAP.
8) Any other business	None raised.	
9) Date of next meeting	The date of the AGM has been scheduled for Tuesday 2nd July 2024 at 7.30pm. Please advise if this date is not possible for anyone.	SP to confirm with village hall booking secretary.

The AGM was followed by a committee meeting including the newly elected members - minutes recorded separately.

Partridge Green Pre-School Playgroup

Accounts

31 May 2023

Partridge Green Pre-School Playgroup

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DCT Accounting Ltd with all information and explanations necessary for their compilation.

Signature:

Date:

**Partridge Green Pre-School Playgroup
Profit and Loss Account
for the year ended 31 May 2023**

	2023	2022
	£	£
Sales	92,946	55,406
Cost of sales	575	494
Gross profit	<u>92,371</u>	<u>54,912</u>
Expenses		
Wages, salaries and other staff costs	68,407	64,017
Car, van and travel expenses	29	-
Rent, rates, power and insurance costs	5,846	5,598
Repairs and renewals of property and equipment	-	93
Telephone, fax, stationery and other office costs	6,037	4,796
Advertising and business entertainment costs	707	418
Accountancy, legal and other professional fees	2,450	1,800
Depreciation and loss/(profit) on sale	841	888
Other business expenses	971	-
	<u>85,288</u>	<u>77,610</u>
Profit/(loss)	<u>7,083</u>	<u>(22,698)</u>

**Partridge Green Pre-School Playgroup
Balance Sheet
as at 31 May 2023**

	Notes	2023 £	2022 £
Fixed assets			
Equipment, machinery and motor vehicles	3	3,363	3,550
Current assets			
Trade debtors		-	136
Bank/building society balances		10,663	20,589
Other current assets and prepayments		22,070	3,570
		<u>32,733</u>	<u>24,295</u>
Current liabilities			
Trade creditors		<u>1,168</u>	<u>-</u>
Net current assets		31,565	24,295
Net assets		<u>34,928</u>	<u>27,845</u>
Capital account			
Balance at start of period		27,845	50,543
Net profit/(loss)		7,083	(22,698)
		<u>34,928</u>	<u>27,845</u>

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2023

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2023	2022
	£	£
Sales		
Fees received	28,408	18,171
Funding	55,214	32,393
Fundraising donations account	9,061	3,728
Stay & Play income	40	494
Other income	149	614
Bank deposit interest received	74	6
	<u>92,946</u>	<u>55,406</u>
Cost of sales		
Fundraising costs	<u>575</u>	<u>494</u>
Wages, salaries and other staff costs		
Wages and salaries	68,375	62,567
Staff training and welfare	32	1,450
	<u>68,407</u>	<u>64,017</u>
Car, van and travel expenses		
Travel and subsistence	<u>29</u>	<u>-</u>
Rent, rates, power and insurance costs		
Rent	<u>5,846</u>	<u>5,598</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>-</u>	<u>93</u>
Telephone, fax, stationery and other office costs		
Telephone and fax	907	687
Printing, postage and stationery	573	591
Fruit, biscuits	909	738
Childrens entertainment	750	-
Material and equipment	1,433	1,551
Subscriptions	480	340
Insurance	985	889
	<u>6,037</u>	<u>4,796</u>
Advertising and business entertainment costs		
Advertising and PR	<u>707</u>	<u>418</u>
Accountancy, legal and other professional fees		
Accountancy and payroll	<u>2,450</u>	<u>1,800</u>

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2023**

Depreciation and loss/(profit) on sale

Depreciation

<u>841</u>	<u>888</u>
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Other business expenses

Software

<u>971</u>	<u>-</u>
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**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2023**

3 Plant, machinery and motor vehicles

	Plant and machinery £
Cost	
At 1 June 2022	4,574
Additions	<u>654</u>
At 31 May 2023	<u>5,228</u>
Depreciation	
At 1 June 2022	1,024
Charge for the year	<u>841</u>
At 31 May 2023	<u>1,865</u>
Net book value	
At 31 May 2023	<u>3,363</u>
At 31 May 2022	<u>3,550</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP**

Accounts for the Year Ended 31 May 2023

I report on the accounts of the trust for the year ended 31 May 2023 which are set out on pages 2 to 6.

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the act) does not apply.

It is my responsibility to state, on the bases of procedures specified in the General Direction given by the Charity Commissioner under section 43(7)(b) of the act, whether particular matters have come to my attention.

My examination was carried out in accordance with the General Direction given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanation from you as Trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examinations no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements set below have not been met:

- a) To keep accounting records in accordance with section 41 of the Act; and
- b) To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 18 March 2024

TO THE MEMBERS AND TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP COMMITTEE

ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2023

We have examined the financial statements in connection with the books, records and other information supplied.

The statement of income & expenditure stands at a minor surplus for the year following an increase in WSCC funding and an increase in fees received by the Charity compared to the prior year.

Following the approval of the Accounts at the Annual General Meeting the Accounts will be represented in a format required by the Charity Commission together with a full report from our office.

The General Revenue Reserve Fund stands at £34,928 compared with £27,845 for the preceding year.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 18 March 2024