

Cool Owls - Lydiard Millicent After School Club

Minutes of Committee Meeting		
Date of meeting	Time	Venue
Thursday 4 th July 2024	18.00	Zoom Call
Note Taker	General committee members in Nov 2024 due to sudden death of Vicki before minutes were prepared	
Attendees	Caroline McKellar (CM) John Marquiss (JM) Chris Brock (CB) Vicki Venter (VV) Lucy Marquiss (LM) Amanda Mason (AM) Merville Paul (MP) Danielle Scott (DS) Kayleigh Welsh (KW)	Club Manager / Play Lead Chair Treasurer Secretary
Apologies received		
Minutes		
<p>Item 1. Actions from the last meeting were discussed;</p> <ul style="list-style-type: none"> • Mathieu Barroussel to write a Job Description for the Chair position and send to JM (not yet received) • CB to update safeguarding committee officer on-line course by the end of March (to be completed asap) <p>Item 2. Club Finances The finances are:</p> <p>Current account: £14,151.21</p> <p>Reserve account: £30,420.48</p> <p>Petty cash: £343.47</p> <p>The budget was last updated on 3rd June 2024 (see budget from Caroline). The expected running total surplus (or profit) for this academic year is around £4,500. The accounts will be sent to the auditor over the summer for signing off and then the charity commission will be updated in due course.</p> <p>The current numbers of children attending each day are as follows;</p> <ul style="list-style-type: none"> • Monday 23; • Tuesday 33; • Wednesday 24; • Thursday 21; • Friday 14. <p>There are a total of 115 sessions booked per week.</p>		

Item 3. Policy sign offs

No policies were signed off at the AGM

Item 4. New ASC Committee Members

- Amanda Mason
- Merville Paul
- Danielle Scott
- Kayleigh Welsh

All awaiting their DBS and EY2 confirmations.

Item 5. AOB

Action Items	Person Responsible	Status
MB to write JD and send to JM (carried over)	MB	Not yet received
CB to update safeguarding committee officer on-line course by the end of March (carried over)	CB	To complete ASAP
CM to arrange DBS / OFSTED EY2 applications with new committee members	CM	To complete

Meetings via Zoom 6pm

Thursday 21st November 2024,
 Thursday 30th January 2025,
 Thursday 8th May 2025
 AGM 10th July 2025

Contact List

Caroline McKellar - lmafterschoolclub@yahoo.co.uk;
 John Marquiss - john.marquiss@rwe.com;
 Vicki Venter - vicki.venter@hotmail.co.uk;
 Chris Brock - chris@chrisbrock.me.uk;
 Mathieu Barroussel - mbarroussel@sky.com;
 Gemma Barroussel - gbarroussel@sky.com;
 Lucy Marquiss - lucytal3@hotmail.com;
 Simona Matsanova - simona.mats5@gmail.com;
 Amanda Mason - mandamason@hotmail.com;
 Merville Paul - adonijahdefoe@gmail.com;
 Danielle Scott - danny16_6@hotmail.com;
 Kayleigh Welsh - kayleighwlsh@gmail.com;

TOTAL	
Income	
Income	
Irregular	139.95
Registration Fees	210.00
Regular	53,464.35
Total Income	53,814.30
Interest Received	437.93
Services	369.95
Uncategorised Income	100.00
Total Income	54,722.18
GROSS PROFIT	54,722.18
Expenses	
Accounts Audit	60.00
Arts & Craft Supplies	410.39
Cleaning	103.36
Employee Pension Liability	-1,447.74
Employer Pension Expense	1,085.88
Employer Pension Liability	-1,085.88
Equipment and Games	609.52
Food	752.46
ICO	35.00
Insurance	294.50
Memberships	787.44
National Insurance Expense	0.00
Office Supplies	1,006.03
Payroll Expenses	1,351.04
Pensions	2,533.62
Total Payroll Expenses	3,884.66
Rent	5,815.15
staff meals	290.40
Sundries	796.08
Telephone	478.03
training costs	162.00
Wage expenses	36,183.45
Total Expenses	50,220.73
NET OPERATING INCOME	4,501.45
NET INCOME	4,501.45

Commed to paper provided
 insert
 LINDSEY HALL 9.5.24

Lydiard Millicent After School Club

Balance Sheet
As of July 31, 2024

	Fixed Asset
	Tangible assets
	Computer Equipment
	Furniture & Fittings
	Office Equipment
	Total Tangible assets
£1,062.98	
	Total Fixed Asset
£1,062.98	
	Cash at bank and in hand
	Current Account
	Petty Cash Account
	Reserve Account
£39,313.78	Total Cash at bank and in hand
	Debtors
	Accounts Receivable
£ -24.10	Total Debtors
	Current Assets
	* Undeposited Funds
£ -45.75	Total Current Assets
£39,243.93	NET CURRENT ASSETS
	Creditors: amounts falling due within one year
	Trade Creditors
	Accounts Payable
£ -33.85	Total Trade Creditors
	Current Liabilities
	* Payroll Liabilities
	National Insurance Liability
	Other Payroll Deductions
	PAYE Liability
	Payroll Clearing
	Payroll Liabilities
-3,105.17	Total Payroll Liabilities
	Tax and National Insurance
	VAT Control
0.00	Total Current Liabilities
£11,787.09	Total Creditors: amounts falling due within one year
£27,490.69	NET CURRENT ASSETS (LIABILITIES)
	TOTAL ASSETS LESS CURRENT LIABILITIES
£28,553.67	TOTAL NET ASSETS (LIABILITIES)
£28,553.67	
£28,553.67	
TOTAL	

Lydiard Milllicent After School Club

Balance Sheet
As of July 31, 2024

TOTAL	1,759.28
Capital and Reserves	1,759.28
Opening Bal Equity	22,292.94
Retained Earnings	4,501.45
Profit for the year	228,553.67
Total Capital and Reserves	

(correct to date provided)
Meters
LINDSEY HALL 9.9.24