

# St David's Hill Playgroup

AGM – 26/02/2021

This Annual general meeting was held virtually via Zoom.



**Attendees:** Tara Holmes/ Brenda Knill/ Carole Williams/ Hollie Kingdon/ Chloe Pennells/ Hayley Loveday/ Rebecca Foster/ Jessica Rickword/ Hugh Gifford/ Alison Gifford/ Jenny Dowling/ Pete Dowling/ Caroline Anstead/ Livia Stan/ Eva Emre/ Chelsea Harris

**Apologises:** Rachel Youngs/ Adam Youngs/ Shelby Daineanu

## Chairs Report

### Intro

Welcome! – I'd like to welcome you all to (our) St David's Hill Playgroup AGM, not the usual way our group would hold an AGM a first for many of us, but thank you for giving up your time to join us tonight .

I'd like to introduce myself for those of you that don't know me, I'm Tara, I've been part of the group since 2018, when my son joined. I joined the committee as non-positioned and at the next AGM I was nominated as chair, I took on that role and here we are today!

Over the past year the committee have had several virtual meetings to discuss various playgroup matters and what a year it has been!

Some of you may not be aware of just what a tough year it has been financially for the group, like many, with the impact of Coronavirus. But as a group, staff and committee (we) have worked incredibly hard to keep the survival of the group and are in a fantastic place today.

Although the pressure has eased compared to what it was, it is still ongoing what with the continued Coronavirus pandemic.

Without question there is on-going dedication and commitment from ALL members of staff to ensure the smooth running of the group, going above and beyond of what is asked of them. Also great leadership from Brenda – to which a special thank you goes to.

Also a big thank you goes to you – to all our parents for adhering to the changes that have had to of been implemented during this pandemic.

### Numbers

Staffing is at correct ratios of 3 full time staff and 2 apprentices. Both apprentices are currently working on their Level 2 Childcare qualifications.

Currently morning and afternoon sessions are booked at between 12 and 14 daily. Lunch clubs are booked between 11 and 12 daily. Lunch clubs are limited to 13 daily.

At Current we have 21 children on the register, with 2 prospective children just awaiting a start date (23) and another 1 child joining us after Easter (24). 7 children are due to leave for school in July 2021.

### Sponsors

As a group we continue to be sponsored by Berry Recruitment, who donate paper to us along with other resources useful to the group. From time to time they do print off documents in bulk for us. We do usually have a "A frame" which advertises their agency outside our gate, but with social distancing we have decided to keep it off the pavement for the time being.

Dulux decorating centre (Exeter) and Brewers decorating centre (Exeter) have just recently donated rolls of wallpaper and wallpaper/fabric sample books which are very beneficial to us.

We are always seeking new sponsors – so if any of you should know of any then please let us know!

*Are there any questions?*

## St David's Hill Playgroup

AGM 26/02/21

### Treasurer Report

#### Overview



Brenda Knill and I (Tara Holmes) continue to have monthly budget meetings, these are important but more so now than ever before.

Due to a lot of hard work by the Committee and staff plus lots of economising (*what I mean by this is for example simple things of turning the light off when not needing it on etc*) we have managed to plough through in this pandemic, which is a fantastic achievement what with being such a small charitable group.

I am now going to present you with the Groups Accounts, as of today (26/02/2021) they are as follows: -

Main Account: - £14,156.58

Redundancy Account: - £16,001.36

Fundraising Account: - £2522.61

#### Fundraising

Fundraising is a big part of what we do as a committee run charitable group, if anyone here tonight would like to join us you would be most welcome.

We like to think of ourselves as one big happy family where the committee, staff and parents all come together for the benefit of all our children within the group.

Fundraising has been a challenge this year and we have had to really think outside the box in what we could do to raise funds for the group, yet keep strictly to government guidelines, but we did it!

Thank you to all those parents that have donated over the past year whether it has been raffle prizes or taking and washing the towels for us. No matter how big or small it is really appreciated.

As a group we have held several different events from haircut donations to a staff sponsored walk, to also setting up a social media virtual raffle page. Over the year we have had 14 events and the money that has been raised totals a fantastic £2601.82

Over the past few months Brenda and I have also been busy applying for grants at present we have applied and been granted the following:

1. Council Ward grant - £500. This has been used to buy 3 sit & ride cars, 2 dolls buggies (for outside play) Small world play : cars/diggers and wild animals.
2. Council Locality budget grant - £1698.00. This will be spent on a new desktop computer, printer, and relevant software. Part of this grant has been used to replace the gate at the entrance. It is also going to be used to replace 3 outside storage boxes along with outside educational boards.

There will be further grants applied for these are available upon request.

Should any of you know of anything we could apply for be it a grant or fundraising idea please let us know!

Just to mention the group has a very special birthday this year 55 years – so we will be looking to celebrate with a special event.

**I would just like to personally thank Brenda, Carole, Hollie and Chloe (all staff) all committee members and all parents who have continued to help us through this challenging time. If it wasn't for the hard work and dedication of you all we would not be in the position we are today – so THANK YOU!**

*Does anyone have any questions?*

*I now go onto the nominations for the committee, each role will have a nominated person and then I will need someone to propose this person and then another person to second this. Then when we come to non-position members it will be done as a group, but again will need someone to propose and then second.*

### **Nominations for the committee**

**Chair:** Rebecca Foster

Proposed: Jessica Rickword

Seconded: Chelsea Harris

**Vice Chair:** Adam Youngs

Proposed: Rebecca Foster

Seconded: Jessica Rickword

**Secretary:** Jessica Rickword

Proposed: Brenda Knill

Seconded: Rebecca Foster

**Treasurer:** Tara Holmes

Proposed: Jessica Rickword

Seconded: Hayley Loveday

**Non – Positioned Members** - *Are there anymore volunteers who would like to discuss joining the committee?*

1. Hayley Loveday

2. Chelsea Harris

3. Alison Gifford

4.

Proposed : (enbloc) Jessica Rickword

Seconded : (enbloc) Rebecca Foster

Fab – Thank you! That's (our) St David's Hill Playgroup committee re-elected.

For those existing and new members of the committee our next meeting we are looking to hold will be Friday 12<sup>th</sup> March 7.30pm – via zoom. I will be in contact with details.

So that now brings me to the end of (our) St David's Hill playgroup AGM, Thank you all for giving up your time and joining us this evening. Have a great weekend!

**Profit and loss sheet 2019 - 2020 St Davids Pre-school**

Profit and loss report

**INCOME**

Funding	£ 63,818.26
Fees	£ 21,844.55
Fund/Donations	£ 650.00
Grants	£ 5,929.43
Returned DD	£ 1,547.81
Rent	£ 2,750.00
Savers	£ 1,900.00
Melluish	£ 26,586.21
Training	£ 1,500.00
Really Big Program	£ 1,401.64
Interest	£ 0.97
Other	£ 709.24

Total                   £ 128,638.11  
Total

**EXPENDITURE**

Wages	£ 42,373.08
HMRC	£ 4,073.42
Pension	£ 1,900.40
Rent	£ 13,750.00
	£ -
Equipment	£ 1,434.00
Rates	£ 618.00
Melluish	£ 55,288.00
Utilities	£ 4,983.53
Maintenance	£ 90.00
Training	£ 710.00
Resources	£ 714.45
Misc	£ 1,945.28
	£ -

total                   £ 127,880.16

Profit/Loss

£ 757.95

Fraudulent amounts

August 2019 - July 2020

Balance sheet

<b>ACCOUNTS</b>	Opening cash position	21,635.27
	Profit/loss	£ 757.95
	Closing cash position	£ 22,393.22
	<b>BANK</b>	
<b>ACCOUNT</b>	Current	£ 13,339.94
	old saver	£ 42.96
	Redundancy	Closed
	Saver	£ 8,000.27
	Fundraising	£ 1,010.05
	<b>TOTAL</b>	£ 22,393.22

**NOTE**

£ - THE TWO GREEN NUMBERS SHOULD BE THE SAME

£ 55,288.00 Unexplained Expenditure  
£ 8,630.00 bought forward unexplained income 2018-19  
£ 26,586.21 Repaid  
£ 37,331.79 Remaining balance

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

The St David's Pre-school

On accounts for the year  
ended

31<sup>st</sup> August 2020

Charity no  
(if any)

308207

Set out on pages

2

(remember to include the page numbers of additional sheets) <sup>2</sup>

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Nicola Hooper*

Date:

29th November  
2020

Name:

NICOLA HOOPER

**Relevant professional qualification(s) or body (if any):**

MAAT

**Address:**

21 CHERRY TREE CLOSE

EXETER

DEVON EX4 5AT

## Section B

### Disclosure

**Only complete if the examiner needs to highlight material problems.**(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

**Give here brief details of any items that the examiner wishes to disclose.**

During the year 2019-2020 it was discovered that unexplained money had been removed from the charity. The Pre-school investigated, and the then treasurer admitted liability. An agreement has been drawn up with the treasurer for the money to be paid back. During this year some of the money has been paid back.

The balance sheet identifies the unexplained expenses, the repaid funds and a running total of outstanding funds.

The accounts have been difficult to check as many of the receipts are missing and no co-operation from the then treasurer was not forthcoming.

In to 2018-2019 a redundancy account was reported to contain £10,000, this account was never found and so it has been agreed that this money forms part of the repayment agreement.

The pre-school has drawn up now policies and procedure so that this cannot happen again. The response I have from the pre-school states

*"I can confirm that all accounts need 2 signatories.*

*Every committee meeting the accounts are reported to all members present and at the time of the meeting a bank statement (most recent) is looked at and then signed by all members of the committee present"*

There is now a new committee and treasurer and since they took over I have found no issues with the accounts.