

St David's Hill Playgroup

AGM – 09/06/2022

This Annual general meeting was held face to face.



Attendees: Tara Holmes/ Brenda Knill/ Adam Youngs / Livi Stan/ Natasha Smith/ Lisa Lockyear/ Emma Collins/ Alison Gifford/ Sam Todd/ John Todd/ Tatiane Carvalho de souza/ Gabriel Carvalho de souza/ Jasmine Harris/ Chloe Penells / Chelsie Robbins

Joined by Zoom – Jenny Dowling/ Pete Dowling

Apologises: Carole Williams / Hollie Kingdom/ Hayley Loveday

Chairs Report

Intro

Welcome! – I'd like to welcome you all to (our) St David's Hill Playgroup AGM, back to the original way our group would hold an AGM. 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 Adam, my daughter joined the group in 2020 and then I joined the committee last year (2021). I was a member of the playgroup as a toddler back in the late 70's and was very keen to be able to contribute towards the group. I joined as vice chairman to start with but soon took up the vacant chair position. In this past year we have seen a few changes. I absolutely take pride in being part of this committee, I see it as a way of ensuring our little ones are well looked after at this wonderful playgroup.

Over the past year the committee have had several meetings to discuss various playgroup matters and what a year it has been, from organising fundraising events to securing a new 5 year lease on the building, so that the group can continue.

It has been another tricky year financially for the group, like many, recovering from the impact of Coronavirus. But as a group, staff and committee (we) have worked incredibly hard to keep the strong survival of the group and are in a fantastic place today.

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

Also a big thank you goes to you – to all our parents for supporting us a group, it is greatly appreciated.

Numbers

Staffing is at correct ratios of 2 full time staff members, 1 part time staff member and 3 apprentices. Both Chloe and Jaz are currently working on their Level 3 Childcare qualifications and then Chelsie working on Level 2 childcare qualification.

At Current we have 27 children on the register, 8 children are due to leave for school in July 2022. We currently have 4 prospective children to start in September 2022.

Currently morning sessions are booked at between 15 and 17 children daily.

Lunch clubs are fully booked at maximum of 13 children daily, so no space on these until September.

Afternoon sessions are booked at between 14 and 15 children daily.

Sponsors

Unfortunately Berry Recruitment are no longer able to sponsor us, a big thank you to them for the support over the years. This means now we are actively seeking another sponsor, we are looking for a company who could donate paper to us along with any other resources useful to the group. If any of you have any suggestions, please let us know!

Brewers decorating centre (Exeter) have donated wallpaper/fabric sample books which are very beneficial to us in many ways.

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

Are there any questions?

I now will hand you over to Tara, for our treasurers' report.

St David's Hill Playgroup

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Treasurer Report



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 now have my daughter and youngest son attending. I joined the committee as non-positioned member and at the next AGM I was nominated as chair; I took on that role for 12 months and then took up the role as treasurer and here we are today!

Overview

Brenda Knill and I (Tara Holmes) continue to have regular budget meetings, these are still so important but more so now than ever before what with rising costs that we are all facing.

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 this pandemic and come out the other side, 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 (09/06/2022) they are as follows: -

Main Account: - £29,855.25

Redundancy Account: - £20,003.58

Fundraising Account: - £5116.15

Savers Account: - £3,500.13

Fundraising

Fundraising is a huge 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 continually 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.

A big 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 over the last financial year we have held several different events and the money that has been raised over that period of time totals a fantastic £2354.13

August 2020 – July 2021

September – December 2020

Staff walk £730

Xmas raffle £248.00

Xmas cards £38.00

Virtual Page £485.00 (Aug – Dec)

Jan – March 2021

Easter raffle £258.00

Easy Fundraising £26.14
Hair Donation £126.00

April – July 2021

Waitrose £333.00
Bags to school £33.00
Easy fundraising £33.99
Concept Photographs £43.00

Brenda and I also applied for grants, we applied and was 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 has been spent on a new desktop computer, printer, and relevant software. Part of this grant was used to replace the gate at the entrance. It was also used to replace 3 outside storage boxes along with outside educational boards.

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

And that leads me to a big thank you...

I would just like to personally thank Brenda, Carole, Hollie, Chloe, Jas and Chelsie (all staff) all committee members and all parents who have continued to help us through. 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: Adam Youngs

Proposed: Alison Gifford

Seconded: Gabriel Begidio

Secretary: Alison Gifford

Proposed: Tatiane Carvalho de Souza

Seconded: Natasha Smith

Treasurer: Tara Holmes

Proposed: John Todd

Seconded: Emma Collins

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

1. Hayley Loveday
2. Alison Gifford
3. Emma Collins
4. Tatiane Carvalho de Souza
5. Lisa Lockyer
- 6.

Proposed : (enbloc) Sam Todd

Seconded : (enbloc) Livi Stan

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

For those existing and new members of the committee we are looking to hold our next meeting within the next 6 weeks. I will send out details regarding your availability

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.

St Davids Pre-school

Profit and loss report

INCOME

Funding	£	56,321.22
Fees	£	29,251.96
Donations	£	-
Grants	£	3,000.00
Milk	£	-
Fundraising	£	2,624.79
Misc	£	-
Rent	£	25.70
Training	£	-
Xmas Cards	£	248.50
Repayment	£	8,000.00
Interest	£	1.98

EXPENDITURE

Wages	£	54,987.31
HMRC	£	6,671.56
PENSION	£	2,487.93
EQUIPMENT	£	1,493.03
F.RAISING	£	108.67
INSURANCE	£	731.00
XMAS CARDS	£	210.50
PLA/OFSTED	£	98.00
Utilities	£	3,365.75
Payroll	£	391.28
SAVERS	£	-
Resources	£	1,566.34
RENT	£	11,000.00

Total £ 99,474.15

total £ 83,111.37

Profit/Loss

£ 16,362.78

August 2020 to July 2021

Balance sheet

ACCOUNTS	Opening cash position	22,393.22
	Profit/loss	£ 16,362.78
	Closing cash position	£ 38,756.00
	BANK	
	ACCOUNT	
	Current	£ 18,214.12
	redundancy	£ 17,002.04
	fundraising	£ 3,539.84
	TOTAL	£ 38,756.00

NOTE

£ - THE TWO GREEN NUMBERS SHOULD BE THE SAME

Unexplained expenditure from 2020

Outstanding £37,331.79
Repayed £8,000.00
£29,331.79

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

31st August 2019

Charity no
(if any)

308207

Set out on pages

3

(remember to include the page numbers of additional sheets) ²

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. This started in 2019-2020.

The balance sheet identifies the unexplained expenses.

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.

On top of this there is a reported redundancy account recorded on the balance sheet of which I have not had sight.

The pre-school has drawn up new 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"