



Reg. Charity No. 1042209

### **Ducklings Committee AGM**

**Monday 20<sup>th</sup> January 2025 at 7pm**

#### **Present**

Kelly Ayres (KA), Lynn Barnett (LB), Sarah Carter (SC), Karly Lundy (KL), Kelly Foscett (KF), Jo Hunt (JH), Nyree Bowling (NB), Abbey Sanfelix (AS), Lauren Lee (LL), Nayomi Corcaran (NC), Christella Lynch (CL)

#### **Apologies**

Jen Simpson, Kathryn Crofts, John Carter, Gill Lewis, Joanna Mazanowska

#### **Minutes**

Lynn Barnett

#### **Meeting**

KA opened the meeting by welcoming everybody and proceeded to read aloud the chairs report (please see the enclosed chairs report). Committee had no questions on this report.

LB thanked KA for all her hard work and input throughout the year.

KA read through the finance report in lieu of JS who was unable to attend the meeting (please see the enclosed finance report). Committee had no questions on this report.

#### **Election of members**

**Chair - Kelly Ayres** agreed to continue as chair, nominated by SC and seconded by CL

**Treasurer - Lauren Lee** agreed to become treasurer, nominated by KA and seconded by KF

**Secretary - Kathryn Crofts** agreed to continue as secretary, nominated by CL and seconded by AS

#### **Committee Members**

**John Carter** - has agreed to continue on the committee - nominated by KF and seconded by SC

**Katie Harvey** - has stepped down from the committee

**Jen Simpson** - has stepped down from the committee

**Christella Lynch** - has agreed to continue on the committee - nominated by AS and seconded by JH

**Nicola Miller** - has stepped down from the committee

**Abbey Sanfelix** - has agreed to continue on the committee - nominated by KF and seconded by SC

**Nayomi Corcaran** - has agreed to become a committee member - nominated by KA and seconded by CL

**Gill Lewis** - has agreed to continue as a committee member - nominated by KA and seconded by SC

The trustees are to remain the same.

### **Fundraising**

KA, SC & LB thanked the committee for taking the lead on the cinema night which is scheduled for 24<sup>th</sup> January 2025 and presently have sold 70 tickets. Discussions were had to whether charge for popcorn, drinks etc or do a donation. It was agreed to ask for a donation. CL advised that they will be providing tea and coffee. LB said we have an urn, tea and coffee they will just need milk. KA to provide a small float for the evening. LB to bring sum up machine. KL asked how they were setting up the hall. CL informed that mats will be used for the children at the front and chairs for parents at the back.

Future fundraising events - Village summer Fayre will be held on the 22<sup>nd</sup> June - this is the inset long weekend and LB explained that we are unable to ask staff to attend as many will be away. Staff are happy to do the prep. LB asked the committee if they are willing to lead on the day. It was agreed that committee will see who is available as to whether this is feasible. SC discussed options for the next band night in Sept/Oct after much discussion committee members were going to reach out to their contacts to see if we can get a band for cheaper than £350.00. Soul Man is booked for 2026.

### **Next Meeting**

The date of the next meeting is Monday 28<sup>th</sup> April at 7pm.

### **AOB**

LB explained that we have a number of business matters that need their approval

#### **1. Date of last day of term**

LB asked committee's opinion on moving the last day of the academic year from 23<sup>rd</sup> July to 18<sup>th</sup> July in line with the school. However, we would like them to attend Monday 21<sup>st</sup> July to clear the cabin/toy cupboard.

Committee agreed to an end date of 18<sup>th</sup> July but with a 'Tidy-up day' on Monday 21<sup>st</sup> July.

## **2. Wages**

KA informed committee that the wages were now being out-sourced to a small company in Welwyn Garden City – Morewood Payroll Services, due to staff not wanting to take on this role any longer. The monthly charges are £37.00 which is more cost effective than paying a member of staff.

## **3. Pensions**

KA had recently noticed a discrepancy in the pensions and after an investigation it found that although staff had been deducted the correct amount from their wages this hadn't been paid into their individual pension pots via NEST. This was due to the pensions being set up incorrectly by the last treasurer. Therefore, a total of £5,400.00 split across all staff enrolled on the pensions will need to be paid to staff.

KA requested approval to a) payback the amounts owed and b) would the committee prefer to pay the monies into their NEST pension or ask staff what they would prefer. [The committee agreed to a\) Yes, Ok to pay this amount back and b\) monies to be paid into their NEST pension, other than the two leavers who will receive a direct payment.](#)

KA informed committee that now the payroll is outsourced this error is unlikely to happen again. All staff will receive a letter and have a meeting to ask any questions.

## **4. Lease**

LB advised that the lease is up for renewal and have been contacted by HCC's solicitors to renew the licence. The proposal is for a rent increase to £2,500.00pa for the next 7 years which is an increase of £1,477.00pa. LB asked for the committee's opinion on the increase. [Committee agreed](#) that this increase is unacceptable and agreed to LB to relay this to HCC via Carter Jonas.

## **5. Bank Accounts - Santander**

KA asked approval for the following old committee members to be removed from the Santander bank account: Lynn Herbet, Rita Matanda, Nicola Wayman.

[Committee Agreed](#)

KA asked approval for John Barnett (Trustee) to be added to the Santander Bank Account.

[Committee Agreed](#)

**Hunsdon Ducklings Pre-School**  
**Balance Sheet**  
**As at 31/03/2024**

**FIXED ASSETS**

CODE	NAME	TOTAL
<b>Total Fixed Assets</b>		<b>£0.00</b>

**CURRENT ASSETS**

CODE	NAME	TOTAL
1100	Debtors Control Account	£2,024.52
1201	Savings/Reserve Account	£37,294.75
1203	Red Petty Cash Tin	£2,205.57
1204	HSBC Business Account	£95,081.20
<b>Total Current Assets</b>		<b>£136,606.04</b>

**CURRENT LIABILITIES**

CODE	NAME	TOTAL
2100	Creditors Control Account	£475.81
<b>Total Current Liabilities</b>		<b>£475.81</b>
<b>Net Current Assets</b>		<b>£136,130.23</b>
<b>Total Assets Less Current Liabilities</b>		<b>£136,130.23</b>

**CAPITAL & RESERVES**

CODE	NAME	TOTAL
3000	Opening Balance	£13,741.69
3001	Retained Earnings	-£6,498.30
10004	P&L Account	£128,886.84
<b>Total Capital &amp; Reserves</b>		<b>£136,130.23</b>



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the  
trustees/directors/  
members of**

Charity Name HUNSDON DUCKINGS PRE-SCHOOL

**On accounts for the year  
ended**

31-Mar-2024

**Charity no.:**

1042209

**Company no.:**

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended DD/MM/YYYY.

**Responsibilities and  
basis of report**

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

**Independent  
examiner's statement**

[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:



Date:

17-1-25

Name:

LEE HODGES

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

CIMA / AAT

Address:

1 THE HOMESTEADS, HUNSDON, HERTS,  
SG12 8QJ.

## Section B

## Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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