



Bolton Le Sands Pre-School  
Off Packet Lane  
Bolton Le Sands  
Carnforth  
LA5 8DW  
Telephone 01524 824907  
Ofsted Registration No 309240  
Registered Charity No 1048428



## **Annual General Meeting**

**Thursday 21st September 2023 7.30pm**

The Bolton-le-Sands Pre-school Annual General Meeting was held on **Thursday 21st September 2023.**

Preschool staff and committee members present: Sarah Rix, Clare Park, Gemma Weed, Louise Mapp, Kate Rapley. Donna Jackson.

Others Present: Judith Knowles. Carol Stephenson

Apologies: No apologies.

### **Existing Committee Members who will continue their roles are:**

Sarah Rix - chairman  
Donna Jackson  
Clare Park  
Gemma Weed  
Louise Mapp

### **New Committee Members are:**

No new Committee Members.

### **Treasurer's Report**

The accounts have been audited and updated. A copy of the report was distributed to everyone. Discussion followed with regards to the balances of the accounts. Clare thanked everyone for their support during the year for both Preschool and the Out of School Clubs. We are now seeing a build-up of places being taken up, both in the Preschool and out of school provisions. We are currently at full capacity on all sessions and there is significant demand for Out of School Club sessions, so we have a large waiting list. We are continuing to move forward with our plans for upgrading the inside of the building, although storage is still the main problem staff are reporting.

## **Meeting Opened**

Sarah opened the meeting by thanking all present for joining us. She proceeded to thank Staff, Committee Members, Trustees and all others for their continued hard work, help and support over the last year. Although once again we have not always been able to meet in person, everyone has supported each other through the WhatsApp group, which has become an invaluable point of communication for both committee members and staff. Sarah particularly wanted to thank the staff and congratulate them on their recent Ofsted inspection. The report graded us as Outstanding in all areas which is a credit to the hard work and commitment from staff.

Donna reported that new members of staff will need to be recruited in response to Anne reducing her working hours, and to help ease general pressures. Therefore we are liaising with Lancaster and Morecambe College with a view to taking on some Apprentices.

## **Fundraising Year 2022-2023**

We have raised funds this year with a sponsored walk and a easter craft night raising a total of £1345.98. A discussion followed as Donna and Kate felt we need to pursue more members to help at fundraising events and need some new ideas. Time, having enough volunteers, and finding physical spaces to hold events are all ongoing barriers to fundraising. Sarah said she will look into this.

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## **Any other Business**

Once again as in previous years we continue to work closely with school. We have had lots of transition days such as attending for school lunches, stories and general classroom activities. The teaching staff have also visited us on a weekly basis. We have lots of new children starting Pre-school whom we met on the playing field in small groups a few weeks ago to introduce ourselves. This worked well, as in previous years. Staff inform us that they intend to continue with this informal way of introducing themselves.

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Sarah closed the meeting, thanking everyone for attending, and congratulating the staff once again on their Outstanding achievement.

I certify the Annual Report to be a true account of the AGM held on Thursday 21st September 2023

## **Signed**

Chairperson: Sarah Rix  
Treasurer: Clare Park  
Secretary: Gemma Weed  
Date:



***Income and Expenditure Account for the year ended 26.7.2023***

Balance from Ledger Sheets, Invoices / Receipts / Bank Statements

<b>Credits</b>	<b>2023</b>	<b>2022</b>
Fees	196038.7	157223.8
Fundraising /Grants	1345.98	1388.2
Other Income	160	580
<b>TOTAL INCOME</b>	<b>197544.68</b>	<b>159192</b>

**Debits**

Staff Wages	160937.53	129950.2
Utilities	3525.12	2510
Telephone	1831.32	1723.47
Insurance	3417.48	3051.01
Shopping	1623.21	1645.68
Maintenance	4103.53	1928.63
Fundraising	0	0
TV	158.79	159
Water / Waste	2616.18	1987.51
Accounting	0	0
Advertising	0	0
Security	130	120
Legal Costs	0	
Stationary	1224.48	1636.95
Activities / Materials	3280.06	1254.98
Quality Award	0	560
Registration	782.51	875
Staff Training	667	877
Photocopier	1042.08	1198.35
Cleaner	2652	1998
Other	64	465.14
<b>TOTAL EXPENDITURE</b>	<b>188055.29</b>	<b>151940.9</b>

**Current Accounts Balance as of 27th July 2021**

<b>Assets and Liabilities</b>	<b>2023</b>	<b>2022</b>
<b>Cash Funds</b>		
<b>Yorkshire Bank Current Account 20477729</b>	31756.45	18996.45

YorkshireBank Maintenance Account 20478773	7072.48	10342.74
Yorkshire Bank 214459 Account	219.35	219.35
Cash in hand	0	0.32

<b>TOTAL</b>	<b>39048.28</b>	<b>29558.86</b>
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**Other Assets**

Building	138,144	138,144
Contents	15,552	15,552
Computer Equipment	725	725

**Liabilities**

Outstanding fees	235	561
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Accounts Audited by Simon J Clarke

Approved by

Chairperson

Treasurer

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