

St Pirans Playschool AGM Minutes

Meeting held on Thursday 3 November 2022 at The Poldark at 7.30pm

Attendees; Richard Lewis, Kerry Burt, Aimée Little, Chantelle Taylor, Lucy Smith, Susan Knock, Holly Hutchins, Rebecca Hambly, Chris Patfield, Eisha Davey, Martin Davey, Kizzy Palmer, Amberly Rose

Apologies; Sue Wilcox, Natalie Chandler

Confidentiality reminder and previous meeting minutes and 2021's AGM minutes and Accounts signed off by committee.

Chair Report

Thank you, for coming and welcome. I can't believe another 12 months has flown by. We said 2020 was an unusual and difficult year due to covid, and agreed that 2021 threw in some challenges too. We started 2022 with Kasey leaving us and Susan joining us as Manager. We then had an Ofsted inspection early in the year and now Lucy is leaving us. Lucy has been the backbone for St Pirans through all this and on behalf of the committee would like to say a massive thank you for everything that Lucy has done and for continuing to help us out. I would like to thank the committee for all their support because without their time and effort there wouldn't be a Playschool. We have some challenging times ahead but I am sure as a team we are well equipped to deal with them.

Manager's Report and Treasurer Reports discussed in detail.

Despite restrictions and requirement to test for covid being lifted mid year, we were still very much affected by the covid pandemic this year. The financial implications were additional costs for staffing to cover sickness and non attendance of children plus families struggling to pay fees due to financial support being cut. It was also a challenging year due to changes in management and absence of Playschool Manager for a period of time. This year we have seen local voluntary and larger nurseries close as they are not sustainable financially and a recruitment crisis in the early years sector. So despite sustaining a substantial loss this year due mainly to lower funded income, we have done well to weather the storm.

Profit & Loss/P&L Comparison to previous year shared

Although on paper it looks better than previous year it is actually down approx. £8,600 as previous year's funding payment for Autumn was paid in August 2020. The loss is mainly due to the reduction in funded income due to true funding figures being paid this year post covid and slightly lower numbers of children combined with higher numbers of 2 year olds which means 1 member of staff to 4 rather than 8 children. The baby room was well attended but at a ratio of 1: 3 is not profitable in the short term but rather an investment in future year's income and a USP for the setting as less preschool/nurseries take babies in the area.

Funding

This year the funded income at £58,721.94 was down by almost £10,000 which accounts for most of the loss. The fee income was up by about £1,000 compared to previous year and there is approx. £6,500 of overdue fee income that is continuing to be paid as a monthly payment plan.

Fundraising

Fundraising (at £2,555.99) was up by £1,759 this year which was excellent considering the impact of covid and the competitiveness locally over available funds, particularly as due to increased costs most persons disposable income has been drastically reduced.

We continue to fundraise via Bags2school and easyfundraising. We had a successful Christmas raffle and bingo event along with an Easter Trail and linked activities.

Grants

We received a £250 grant from Cornwall Council to spend on play equipment for the children. We are awaiting outcome re Tesco grant for Outside Classroom power and are currently one of the nominated charities instore at Wadebridge. Post covid this area has become more competitive as many charities suffering from lack of funding.

Payroll

We are continuing with Devon Payroll as a cost effective payroll solution that meets regulatory requirements accordingly. Despite minimum pay increase in April the wage bill for year was down by over £12K which will also be reflected in reduced income/less children and possibly more staff time in ratio which is not sustainable.

Expenses

Overall expenses were down by £17,614.60. Payroll expenses were down by £12,341.25. We went into this year with stock/supplies in hand and had already made purchases for Christmas items such as presents and craft items.

There were no major expenses and committee/parents/staff saved us lots of money by cleaning and sorting DIY jobs and revamping Forest School, gardening etc at no cost. We had log seats provided by Playschool Manager's husband so in total the saving estimated at approx. £2K if not more.

Gas and electric is up by £1,195.35 on previous year and will show much higher increase next year as costs have doubled.

Looking forward to 2022/2023

We are recruiting for a new Business Manager but will handover accounts to date and file accounts to Charity Commission (deadline for August 2022 is 30 June 2023).

Finance

We have already agreed a fee increase to be implemented in January 2023, as due to rising costs this is unavoidable.

We have outsourced lunches to Aspens, via Delabole School, to control costs and reduce energy/staff/kitchen investment costs and so far it seems to be working well. This started w/e beginning September 2022.

Account checking – as costs have increased we will continue with annual check with external accountant rather than half yearly.

Funding

We have started September with a higher funding payment (approx. £22K) but we need to make sure that we have staff in place to deliver the hours. We also seem to be getting many new enquiries.

Fundraising Christmas

Looking at joining with Friends of Delabole School to arrange joint fundraising events as we believe will be more lucrative.

Promote Easyfundraising as way of earning funds for Playschool whilst shopping.

2023

January – Bag2school collection booked for 24 January 2023.

Grants

Apply for Council Community Chest grant again.

Lease

No news from Cornwall Council as yet re move to divest responsibility of building.

Committee:

Committee members stepped down;

Sue Wilcox

Lucy Smith giving notice to stand down once suitable replacement found.

Existing members to continue in roles as follows;

Richard – Chair

Kerry – Treasurer

Aimée – Secretary

Election of new committee members;

Holly – nominated by Richard and seconded by Aimée

Chris – nominated by Aimée and seconded by Kerry

Rebecca – nominated by Aimée and seconded by Kerry

Martin – nominated by Richard and seconded by Aimée

Eischa – nominated by Kerry and seconded by Richard

Kizzy – nominated by Richard and seconded by Kerry

Amberly – nominated by Aimée and seconded by Kerry

New member Rebecca nominated as Vice Chair by Richard and seconded by Kerry.

Next meeting details agreed.

St Pirans Playschool

Profit and Loss

September 2021 - August 2022

	TOTAL
Income	
Bank interest	7.95
Education Funding	58,721.94
Fees	29,485.11
Fundraising	2,549.99
Grants	250.00
Lunch Club	4.80
Miscellaneous Income	311.83
Sales	128.00
School trip	-371.00
Unapplied Cash Payment Income	4,312.78
Total Income	£95,401.40
GROSS PROFIT	£95,401.40
Expenses	
Advertising/Promotional	916.47
Baby Room	22.52
Books and Publications	27.35
cleaning supplies	105.67
consumables	3,771.03
Contract Labour	1,608.25
Dues and Subscriptions	547.54
Fundraising expense	37.32
Gifts and Donations	389.84
Insurance	1,081.13
Miscellaneous	665.59
Office Supplies	100.60
Payroll Expenses	86,904.78
Payroll operation expense	706.08
Payroll Expenses	5,432.00
Total Payroll operation expense	6,138.08
Total Payroll Expenses	93,042.86
Postage and Delivery	114.64
Printing and Reproduction	894.80
Professional Fees	918.00
Rent	51.84
Repairs	95.94
Computer Repairs	35.00
Equipment Repairs	630.56
PAT Testing	78.00
Total Repairs	839.50
Software Expense	532.80
Subscriptions	50.00

St Pirans Playschool

Profit and Loss

September 2021 - August 2022

	TOTAL
Supplies	0.00
Office	26.57
Total Supplies	26.57
Telephone	399.48
toys	260.94
training	270.00
Travel & Ent	356.50
Entertainment	190.85
Travel	42.00
Total Travel & Ent	589.35
uniform	471.15
Utilities	0.00
Gas and Electric	2,087.74
Water	249.12
Total Utilities	2,336.86
Total Expenses	£110,072.10
NET OPERATING INCOME	£ -14,670.70
Other Expenses	
Reconciliation Discrepancies	6.99
Total Other Expenses	£6.99
NET OTHER INCOME	£ -6.99
NET INCOME	£ -14,677.69



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
ST PIRAN'S PLAYSCHOOL

On accounts for the year
ended

31st August 2022

Charity no
(if any)

1061195

Set out on pages

One

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

Date:

20/06/2023

Name:

Jon Sharpe

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

Institute of Certified Bookkeepers
FICB PM.Dip

Address:

Higher North Beer Farmhouse, Boyton

Launceston

Cornwall PL15 8NP

Only complete if the examiner needs to highlight 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.