



Committee Minutes
Tuesday 26th November 2024, 8 pm
At Condicote Village Hall
Chaired by Emily Mounteney

1. Welcome by Chairperson

2. Attendees: Emily Mounteney, Sophie Arkell, Jessica Leighton-Allen, Gabriella Webb, Katie Wilcox, Alex Hope, Trudy, Nicky, Annabel, Emma

Via zoom: Faith

3. Apologies: Caroline, Ilona

4. Minutes from previous AGM meeting 27.11.2023 approved.

5. Treasurers Report

- The final profit figure for 2023-2024 was £15,806.34
- There has been a huge increase in nursery education charging.
- The main cost changes have been: -increase in salaries and pension.
 - longer playgroup hours and pay rises
 - increase in rent.
- Easy fundraising has raised £514.77 in the past year.

6. Playleaders Annual Report

- It was a busy September 2023 and carried on throughout the year ending with 35 children on register in July 2024.
- A fifth member of staff Emma joined the Condicote team in April 2024.
- March 1st, 2024, Ofsted visit which went really well and resulted in an Outstanding result.
- Condicote are supporting a local setting to run smoothly with regular meetings and support.
- In July there were 14 school leavers + 3 children moving on due to moving out of the area or to another setting however those 3 all returned in September.
- Septembers numbers consisted of 18 children and 5 new children, a lower number than the year before however there are 8 starting throughout the year which brings numbers up to 32 by Springtime.
- Up to date with statutory training:
Emma has completed several online courses to bring her EYFS knowledge up to date.

Caroline has completed new government training courses.

Annabell has been volunteered to complete her Autism Awareness Level 3 and completed her SENDCO course.

Trudy has completed her safer recruitment and positive handling course.

Staff have been on their second 'staff wellbeing weekend' with the third coming up in November.

Two trips to Batsford have been carried out and were both a success. Jo Abrahams attended one of them to help.

7. Chairpersons Annual Report

-The 2023-2024 academic year has been an "Outstanding" one for Condicote Playgroup. This is all down to the hard-working staff and leadership of the Playgroup always going above and beyond. This is confirmed by the parent questionnaire with 100% of parents strongly agreeing to the positive, warm and friendly atmosphere.

- Emma joined the team and has fitted in seamlessly.

-Maintaining our 'outstanding' accreditation is phenomenal.

-In a financially healthy position and Easyfundraising is going well.

-Condicote is not only helping another setting by being used as an example of how playgroups could be run but are also helping families requiring extra support.

-Thank you to all the members of committee.

8. Election of new members

Chairperson: Emily Mounteney

Treasurer: Sophie Arkell

Secretary: Jessica Leighton-Allen

Gabriella Webb to stand down

Alex Hope to join as new member

Charlie, Rebecca and Jo potential new members.

9. A.O.B

Send an email to new parents to promote new members.

28.01.25 next meeting.

Agreed to keep the fees at £4.50 per hour and can be revised if needed.

- Next meeting: Tuesday 28th January 2025



AGM Treasurer's Report

Tuesday 26th November 2024, 8pm
Condicote Village Hall and Zoom

End of Year balances 31st August 2024

Current Account £44,478.95

Deposit Account £18,239.85

The final profit figure for 2023-24 was £15,806.34. An amazing achievement, well done Trudy and the team.

See attached pages for a further breakdown of the account balances, the P&L and Year-on-Year comparison of accounts.

The hourly payment changes in government funding lead to a large rise in the nursery education funding figure, this was paired with an increase in the income from playgroup fees, accounting for hefty growth of the overall profit. The main cost changes from last year are the increasing cost of salaries and associated pension figure, expected due to taking on more staff, longer playgroup hours and facilitating pay rises. There was a gentle increase in the cost of rent, but nothing like the jump we saw last year. Overall the Playgroup collects enough in fees and government funding to absorb the changes.

Thanks to people for using Easy Fundraising, we have raised £514.77 in the past year. This comes from online shopping and referrals from Blockley and Temple Guiting Schools. £5.55 more than the previous year.

Thank you for another wonderful year.

Sophie Arkell
Treasurer



Meeting Agenda
Tuesday 26^h November 2024, 8:00 pm, Condicote Village Hall

To be chaired by Emily Mounteney

1. **Welcome** by Chairperson
2. **Attendees:** Emily Mounteney, Sophie Arkell, Jessica Leighton-Allen, Gabriella Webb, Katie Wilcox, Trudy, Nicky, Annabel, Emma

(Via Zoom)
3. **Apologies:** Caroline, Ilona Hilton-Johnson
4. **Minutes:** Approve previous AGM Minutes 27.11.2023
5. **Annual Accounts and Summary** – Sophie (Treasurer)
6. **Annual Report** – Emily (Chairperson) and Trudy (Playgroup Leader)
7. **Election/ Re-election of new committee members**
8. **A.O.B** – Next meeting date

Condicote Playgroup Accounts **01 September 2023 - 31 August 2024**

<u>Receipts</u>	<u>£</u>
Nursery Education Funding	62,749.97
Playgroup Fees	32,376.95
Toddler Fees	0.00
Grants	0.00
Fundraising	1,008.64
Donations	0.00
Interest	255.73
Early Years Lead funding	0.00
Movement between accounts	1,943.62
Salaries	0.00
Expense Refunds	201.09

Total Receipts	98,536.00
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<u>Payments</u>	<u>£</u>
Salaries	58,757.89
HMRC	4,573.59
Payroll (PATA)	536.10
Training Costs	619.20
Premises	10,497.75
Insurance	558.70
Administration	664.36
Refreshments	1,031.35
Consumables	470.41
Fundraising Costs	0.00
Playgroup Fees	0.00
Equipment	732.07
NEST	2,344.62
Movement between accounts	1,943.62

Total Payments	82,729.66
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Profit/Loss	15,806.34
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Condicote Playgroup Bank

01 September 2023 - 31 August 2024

<u>Current Account</u>	<u>£</u>	<u>Deposit Account</u>	<u>£</u>	<u>Net Assets</u>	<u>£</u>
Balance at 31/08/2023	30,871.96	Balance at 31/08/2023	16,040.50	Balance at 31/08/2023	46,912.46
Receipts 2023-24	96,336.65	Receipts 2023-24	2,199.35	Receipts 2023-24	98,536.00
Payments 2023-24	82,729.66	Payments 2023-24	0.00	Payments 2023-24	82,729.66
Balance at 31/08/2024	44,478.95	Balance at 31/08/2024	18,239.85	Balance at 31/08/2024	62,718.80

Condicote Playgroup Accounts**1st September 2023 - 31st August 2024**

	<u>2023/2024</u>	<u>2022/2023</u>	<u>2021/22</u>	<u>2020/21</u>
<u>Receipts</u>	£	£	£	£
Nursery Education Funding	62,749.97	34,402.75	38,120.73	41,316.62
Playgroup Fees	32,376.95	27,638.00	26,053.19	13,359.70
Toddlers	-	-	-	-
Grants	-	-	-	-
Fundraising	1,008.64	2,089.01	2,364.36	503.74
Donations	-	-	-	-
Bank Interest	255.73	39.51	0.99	17.76
Early Years Lead Funding	-	-	-	-
Movement between accounts	1,943.62	-	6,164.36	-
Salaries	0.00	67.50	-	-
Expense Refunds	201.09			
Total Receipts	98,536.00	64,236.77	72,703.63	55,197.82
<u>Payments</u>	£	£	£	£
Salaries	58,757.89	46,416.22	44,306.37	41,583.68
HMRC	4,573.59	1,748.14	1,668.12	1,619.71
Payroll (PATA)	536.10	446.55	388.00	424.00
Training Costs	619.20	650.00	529.60	612.92
Premises	10,497.75	8,830.25	7,791.50	6,478.50
Insurance	558.70	455.37	417.60	348.90
Administration	664.36	509.38	311.20	526.15
Refreshments	1,031.35	715.18	349.08	741.83
Consumables	470.41	825.82	322.24	316.39
Fundraising Costs	-	-	-	-
Playgroup Fees	0.00	739.00	20.00	131.00
Equipment	732.07	685.28	690.76	974.56
NEST	2,344.62	1,516.36	1,102.86	779.65
Movement between accounts	1,943.62	0.00	6,164.36	-
Total Payments	82,729.66	63,537.55	64,061.69	54,537.29
Profit/Loss	15,806.34	699.22	8,641.94	660.53



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

CONDICOTE PLAYGROUP + TODDLERS

On accounts for the year
ended

31st AUGUST 2024

Charity no
(if any)

1064785

Set out on pages

3, 4, 5

(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 31/08/2024

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity'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 in connection with the examination (~~other than that disclosed below~~*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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:

J. Lane

Date:

20/6/25

Name:

JOHN LANE

Relevant professional
qualification(s) or body

(if any):

Address:

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.

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