

# THE MEADOWS DAY CARE CENTRE

England & Wales · Charity number 1069714

## Details

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Other names	THE MEADOWS CENTRE (CHATTERIS)
Status	Registered
Legal form	Other
Registered	1998-05-26
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** Farriers Gate  
New Road  
Chatteris  
Cambridgeshire  
PE16 6QP

**Phone** 01354696261

**Email** [info@meadowsdaycare.org](mailto:info@meadowsdaycare.org)

**Website** [www.meadowsdaycare.org](http://www.meadowsdaycare.org)

## Activities

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**Objects:** TO EDUCATE AND ASSIST CHILDREN AND YOUNG PEOPLE LIVING IN OR ATTENDING FULL TIME EDUCATION WITHIN THE TOWN OF CHATTERIS OR THE SURROUNDING VILLAGES ("THE LOCALITY") DURING THEIR PRESCHOOL AND OUT OF SCHOOL TIME SO TO DEVELOP THEIR MENTAL, PHYSICAL, SOCIAL AND SPIRITUAL CAPACITIES TO ALLOW THEM TO GROW AS INDIVIDUALS AND MEMBERS OF SOCIETY TO OFFER APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, EXTENDED HOURS GROUPS ENSURING THAT ALL INHABITANTS OF THE LOCALITY ARE OFFERED THE SAME OPPORTUNITIES WHATEVER THEIR GENDER, RACE, CULTURE, RELIGION, MEANS OR ABILITY TO PROVIDE AND ASSIST IN THE PROVISION OF FACILITIES FOR THE RECREATION AND LEISURE TIME OCCUPATION OF INHABITANTS OF THE LOCALITY IN THE INTERESTS OF SOCIAL WELFARE AND SO THAT THEIR CONDITIONS OF LIFE MAY BE IMPROVED.

**Activities:** Provision of Childcare (children aged 2 - 12) and Pre-school education

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

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- **Area of benefit:** CHATTERIS AND SURROUNDING VILLAGES
- Cambridgeshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-01-31	£204,549	£173,920	-	-
2024-01-31	£156,933	£173,192	-	-
2023-01-31	£150,588	£148,744	-	-
2022-01-31	£131,945	£126,276	-	-
2021-01-31	£132,615	£131,063	-	-

## Trustees

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Name	Role	Appointed
<b>JOHN RICHARD SMITH</b>	Chair	
Deborah Maiden		2024-06-13
SUSAN KELLY		2013-11-20
Yvonne Jane Brown		2023-11-09

**THE MEADOWS DAY CARE CENTRE**

England & Wales - Charity number 1069714

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# Accounts

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# Trustees' Annual Report & Accounts 2025

Farriers Gate  
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Web: [www.meadowsdaycare.org](http://www.meadowsdaycare.org)



NATIONAL  
LOTTERY  
CHARITIES

Registered Charity No. 1069714 | Ofsted Registration No. 221911





# Trustees' Annual Report

for the period  
from 01 February 2024 to 31 January 2025

## **REFERENCE & ADMINISTRATION DETAILS:**

<b>Charity Name</b>	The Meadows Day Care Centre
<b>Other Names</b>	The Meadows Centre (Chatteris) - Old Name
<b>Registered Charity No.</b>	1069714
<b>Charity's Principal Address</b>	The Meadows Day Care Centre Farriers Gate Chatteris Cambridgeshire PE16 6QP.

## **Names of the Charity Trustees who have managed the Charity (1 Feb 2024 to 31 Jan 2025).**

Trustee Name	Office (if any)	Dates Acted (if not for whole year)	Name of person (or body) entitled to appoint trustee (if any)
John Smith	Chair		
Susan Kelly	Treasurer		
Yvonne Brown	Manager		
Debbie Maiden		From June 2024	

## **Names of the Trustees for the charity.**

Trustee Name	Dates Acted (if not for whole year)
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## **Names and Addresses of advisors:**

Type of Advisor	Name	Address
Independent Examiner	Mark Saunders	7, Tribune Close, Chatteris, Cambridgeshire. PE16 6UY

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

**Type of Governing Document**

Constitution adopted 26 Feb 1998, as amended 17 Apr 1998, as amended 17 Oct 2007, as amended 20 May 2014.

**How the Charity is constituted**

Association made-up from members and users of the Centre.

**Trustee selection methods**

Trustees are appointed/re-appointed annually at the AGM or by adoption to the Management Committee during the year.

**Additional governance issues**

The Centre has several policies which act as governance and guidance to the trustees, staff and volunteers which include a Safeguarding and Child Protection policy.

The Centre ensures that all staff and volunteers are deemed suitable through Disclosure and Barring Service (DBS) checks.

It is a requirement of the Centre's Ofsted registration that all committee members are deemed suitable to form part of the 'registered person'\* through their own checks and through Disclosure and Barring Service (DBS) checks.

\*The Childcare Act 2006 uses the concept of the registered person. 'Person' covers both individuals and organisations, such as companies, partnerships and committees who have overall responsibility for the provision of childcare.

All trustees give their time voluntary and receive no remuneration or other benefits.

## **OBJECTIVES & ACTIVITIES:**

**Summary of the objectives of the charity set out in its governing document.**

To educate and assist children and young persons living in or attending full time education within the town of Chatteris or the surrounding villages ("the locality") during their pre-school and out of school time so to develop their mental, physical, spiritual and social capacities that they may grow as individuals and members of society.

To offer appropriate play, education and care facilities, extended hours groups ensuring that all inhabitants of the locality are offered the same opportunities whatever their gender, race, culture, religion, means or ability.

To provide and assist in the provision of facilities for the recreation and leisure time occupation of inhabitants of the locality in the interests of social welfare and so that their conditions of life may be improved.

**Summary of the main activities undertaken for the public benefit in relation to these objects during the reporting period.**

**Childcare:**

The focus of the Charity's main activities remained the provision of childcare for children and young people over the age of 2 years old within the local area through a nursery.

The Centre is required to follow the Statutory Framework for Early Years Foundation Stage (EYFS), which specifies requirements for learning and development and safeguarding children promoting their welfare.

The Centre's childcare activities benefited those who attended the Centre by educating them, developing their social skills whilst; in the case for the nursery preparing them for full time education. The Centre believes in encouraging children's and young people's independence to foster their self-esteem.

The Centre welcomed children and young people from all backgrounds regardless of race and religion, gender, personal circumstances or educational needs.

The nursery also welcomed young people on work experience placements from local further education colleges who were studying towards a childcare qualification. As well as providing work experience placements for local school children.

Community Centre:

The Charity also made its facilities (building and equipment) available to the local area for parties, meetings, and other leisure and recreational activities.

The Centre is often used by families to hold children's parties, has seen the occasional organisation hold meetings/training sessions.

**Additional details of objectives and activities during the reporting period.**

The Charity was thankful for the contribution made by volunteers from current and past parents of children who attended the Centre and others from the community. This volunteer help was greatly appreciated.

## **ACHIEVEMENTS & PERFORMANCE:**

### **Summary of the main achievements of the Charity during the year.**

#### Childcare - Nursery:

The reporting period started with a healthy 50 children on roll and by the end of the summer 2024 term this had increased to 54 children with 29 of these children leaving at the end of term to start Primary education in September 2024.

The Autumn 2024 term started with 32 children and grew steadily during the term to 42 children. The increase continued into the Spring 2025 term with 48 children on roll at the end of the reporting period.

Again, it has must be noted that parents/carers do not appear to be planning ahead and registering children in advance of their potential nursery start date. This appears to be a trend since the Covid-19 period. Unfortunately, this behaviour makes planning ahead for staffing, etc. a little difficult.

As can be seen from the above numbers of children on roll, we are seeing more mid-term starters rather than children starting at the traditional beginning of term.

It must also be recognised that the changes made in April 2024 to the funding available for children under the age of three have had an impact on the number of two-year-old children attending the nursery. We have also seen a steady increase in the number of children over the age of three who are using the Extended Nursery funding and attending for more then the Universally funded 15-hours per week. Whilst numbers on the roll may look like they are declining, it must be recognised that every child attend 30-hours per week takes two 15-hour per week places at the nursery. This means the nursery is providing the same, or more, childcare hours, but those hours could be to less children.

#### Staff:

The Charity continued to ensure that all staff were fully trained to the statutory levels required. A vast amount of the current training programme remains online, but more face-to-face courses are being offered by the training teams. Some individuals prefer the face-to-face courses whilst others prefer the online courses, and we continue to try and encourage staff to do many different and varied courses from the training programme.

During the period, it became necessary to increase staffing slightly due to SEN requirements as well as providing lunchtime cover and whilst we were able to employ two new staff members for this, we continue to find it difficult to fulfil the roles which do not offer a large amount of hours whilst requiring potential staff to hold a full and relevant childcare qualification.

## **FINANCIAL REVIEW:**

The Centre holds a balance at Barclays Bank in two accounts - one current account and one deposit account. During the period a decision was taken to take advantage of the higher interest rates offered by some financial institutions and £50k was invested in a 1-year Bond with United Trust Bank. This bond is due to mature in the summer of 2025.

In addition a balance is held in a PayPal account and on occasion a balance may temporarily be held in Stripe or Square. Stripe and Square being card processing companies who hold card payments for a few days prior to the monies being transferred to our bank account.

The reserves held in the current account are used for day-to-day running of the Centre whilst the reserves held in the deposit account are held for the following:

- To meet any unforeseen expenditure that may occur, for example repairs and renewals to the premises.
- To meet any redundancy costs should The Centre cease to operate. It is advised to hold approximately three months payroll costs in reserves for this purpose. Should the situation arise, the cost to the centre at the end of the reporting period would have been in the region of £34.7k

### **Brief statement of the Charity's policy on reserves.**

#### *Note - Restricted Reserves:*



##### *Heating replacement reserves:*

*The small balance remains in this reserve and will be used when necessary.*



##### *Early Years Improvement Fund Opportunity Area Reserves:*

*Originally reported in the 2021 reporting period, the Centre took part in a successful Early Years Improvement Fund Opportunity Area bid.*

*Due to the Covid-19 shutdowns this fund was placed on hold by the County Council team and there has been no communication received on this matter since despite initial requests.*

*These funds are restricted for the use of the OA project only and whilst they are held in the Centre's bank accounts, they are held in reserve on behalf of Cambridgeshire County Council. Net reserves for the project as at 31 January 2025 remained at £5528.56.*



*Ready to Learn Programme Funding:*

*The Centre has continued to take part in an additional Opportunity Area bid for funds under the Ready to Learn Programme.*

*These funds are restricted for the use of this project only, the Centre is, however, free to decide the direction of the project and what expenditure items can be paid for from the reserves providing it benefits the children's learning. During the year the spending on this project of £1,316.46 was added to spending from the Centre reserves to enhance the front outdoor play area. On 31<sup>st</sup> January 2025 the net reserve stood at £1,144.95.*

**Details of any funds materially in deficit.**

The Centre has seen a surplus of £30.6k from its activities this last financial year so no funds are materially in deficit.

**Further financial review details.**



This period has seen a 36.2% increase in the income from funding for the children. This increase is not only from an increase in the funding rates for the different ages of the children, but due to the needs of some children we have seen an increase in SEN Inclusion Funding (SENIF).

Whilst this SENIF income is welcome, and is used to provide enhanced support for those children who have additional needs, it remains at a relatively low amount. Children with additional needs will almost always require additional adult assistance, and whilst we do try to provide this 'one-to-one' cover the SENIF received only covers approximately 50% of the costs of employing additional support.

The continued rise in NLW/NMW has once again pushed payroll costs up and these costs remain the biggest expense to the Centre at 69.3% of income. All staff remain a vital part of the Centre and without the high quality staff the Centre would not be able to function.

The Centre is now seeing a return to more affordable price increases in heating and electricity following the shocks of previous years.

This period has seen one-off large costs in the following areas:

-  Upgrades to the CCTV and other security system additions.
-  Enhancements to the front play area.

Income received by the Charity and its activities have allowed the Centre to provide affordable childcare for children and young people from the local area, from any background whilst being able to accommodate every need of that child or young person.

The Centre is also able to offer out its facilities to the local community for recreational leisure activities at an affordable rental.

## **OTHER INFORMATION:**

### Centre Building:

The Centre building, opened in September 1998 for the purpose of providing childcare and a community centre, is held in Permanent Endowment by the Charity with all initial construction costs being 100% funded by Community Fund Lottery grant. All balances relating to the Centres fixed assets (Centre Building) are restricted funds which the Charity is not able to release.

The land which the building is sited is owned by The Diamond Learning Partnership Trust; transferred from Cambridgeshire County Council ownership with Glebelands Primary School on 1<sup>st</sup> February 2017; and is leased to the Charity on a 'long lease' at peppercorn rent.

## **DECLARATION:**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Charity's Trustees

Signed



**Full Name** John Richard Smith

**Position** Chairman

**Date** 12 November 2025



**THE MEADOWS DAYCARE CENTRE**

**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED**

**31 JANUARY 2025**

**THE MEADOWS DAYCARE CENTRE**

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**THE MEADOWS DAYCARE CENTRE**

**Statement of Financial Activities ( incorporating an Income and Expenditure Account )  
For The Year Ended 31 January 2025**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2025 £	Total 2024 £
<b>Incoming Resources</b>					
Local Authority Grants	187,586.37			187,586.37	137,758.73
Fees Received	14,786.39			14,786.39	17,514.45
Other Income	812.70			812.70	695.28
Interest received	1,364.02			1,364.02	965.05
<b>Total Incoming Resources</b>	<b>204,549.48</b>	<b>0.00</b>	<b>0.00</b>	<b>204,549.48</b>	<b>156,933.51</b>
<b>Resources Expended</b>					
<b>Costs of Activities for Charitable Objectives</b>					
Salaries, N.I and Pension Contributions	141,804.74			141,804.74	121,291.14
Staff Training	450.00			450.00	619.00
Repair & Maintenance	5,787.28			5,787.28	2,844.52
Window & Door Replacement	0.00			0.00	16,934.00
Children's Toilet Refurbishment	0.00			0.00	5,535.94
Cleaning & Skip Hire	2,938.42			2,938.42	3,021.72
Equipment/Activities	5,130.71	1,316.46		6,447.17	7,861.49
Refreshments/Snacks	1,659.44			1,659.44	2,070.27
Other Consumables	1,724.25			1,724.25	1,755.06
Depreciation - Building	0.00		4,767.00	4,767.00	4,767.00
<b>Sub - Total</b>	<b>159,494.84</b>	<b>1,316.46</b>	<b>4,767.00</b>	<b>165,578.30</b>	<b>166,700.14</b>
<b>Management &amp; Administration</b>					
Audit	175.00			175.00	175.00
NNDR	658.68			658.68	675.84
Water Rates	846.19			846.19	870.83
Energy Costs	6,499.06			6,499.06	6,034.09
Telephone	551.80			551.80	508.63
Insurance	2,198.25			2,198.25	2,067.34
Subscriptions	1,631.64			1,631.64	1,631.66
Stationery, Printing & Postage	1,864.37			1,864.37	1,379.29
<b>Sub - Total</b>	<b>14,424.99</b>	<b>0.00</b>	<b>0.00</b>	<b>14,424.99</b>	<b>13,342.68</b>
<b>Total Resources Expended</b>	<b>173,919.83</b>	<b>1,316.46</b>	<b>4,767.00</b>	<b>180,003.29</b>	<b>180,042.82</b>
<b>Net Incoming / (Outgoing) Resources</b>	<b>30,629.65</b>	<b>(1,316.46)</b>	<b>(4,767.00)</b>	<b>24,546.19</b>	<b>(23,109.31)</b>
<b>Transfer to Restricted Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Movement in Funds</b>	<b>30,629.65</b>	<b>(1,316.46)</b>	<b>(4,767.00)</b>	<b>24,546.19</b>	<b>(23,109.31)</b>
Total Funds brought forward 1 February 2024	94,131.87	8,609.97	166,825.00	269,566.84	292,676.15
<b>Total Funds carried forward 31 January 2025</b>	<b>124,761.52</b>	<b>7,293.51</b>	<b>162,058.00</b>	<b>294,113.03</b>	<b>269,566.84</b>

**THE MEADOWS DAYCARE CENTRE****Balance Sheet as at 31 January 2025**

	£	2025 £	£	2024 £
<b>Fixed Assets</b>				
Tangible Assets    Centre Building		162,058.00		166,825.00
<b>Current Assets</b>				
Cash at Bank	131,982.72		103,441.18	
Cash in Hand	268.15		174.45	
Debtors & Prepayments	990.36		1,265.35	
	<u>133,241.23</u>		<u>104,880.98</u>	
<b>Current Liabilities</b>				
Creditors : amounts due within one year	<u>1,186.20</u>		<u>2,139.14</u>	
<b>Net Current Assets</b>		132,055.03		102,741.84
<b>Net Assets</b>		<u><b>294,113.03</b></u>		<u><b>269,566.84</b></u>
<b>Funds</b>				
Unrestricted Fund				
General Fund - Undesignated		124,761.52		94,131.87
Restricted Funds				
Replacement Funds (Heating)	620.00		620.00	
RTLTP (Fen & E Camb OA)	1,144.95		2,461.41	
Opportunity Area EYIF (Cambs CC)	<u>5,528.56</u>	7,293.51	<u>5,528.56</u>	8,609.97
Capital Fund				
Building Fund - Endowment		162,058.00		166,825.00
<b>Total Funds</b>		<u><b>294,113.03</b></u>		<u><b>269,566.84</b></u>



## 6. Movement in Funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
<b>Balance at 1 February 2024</b>	94,131.87	8,609.97	166,825.00	269,566.84
Incoming Resources	204,549.48	0.00	0.00	204,549.48
Outgoing Resources	(173,919.83)	(1,316.46)	(4,767.00)	(180,003.29)
<b>Balance at 31 January 2025</b>	<u>124,761.52</u>	<u>7,293.51</u>	<u>162,058.00</u>	<u>294,113.03</u>

## 7. Net Assets by Funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
Fixed Assets	0.00	0.00	162,058.00	162,058.00
Current Assets	125,947.72	7,293.51	0.00	133,241.23
Current Liabilities	1,186.20	0.00	0.00	1,186.20
	<u>124,761.52</u>	<u>7,293.51</u>	<u>162,058.00</u>	<u>294,113.03</u>

## Independent Examiner's Report to the Trustees of The Meadows Daycare Centre

I report on the accounts of the Trust for the year ended 31 January 2025, which are set out on pages 1 to 4.

### 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to :

- \* examine the accounts under section 145 of the 2011 Act;
- \* to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act; and
- \* to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

(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 2011 Act; and
- \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed :

*M. Saunders*

Name :

Mark Saunders B.Sc (Hons)

Address :

7 Tribune Close  
Chatteris  
Cambs  
PE16 6UY

Date :

25 September 2025

**THE MEADOWS DAY CARE CENTRE**

England & Wales - Charity number 1069714

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# Accounts

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# Trustees' Annual Report & Accounts 2024

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# Trustees' Annual Report

for the period  
from 01 February 2023 to 31 January 2024

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<b>Charity's Principal Address</b>	The Meadows Day Care Centre Farriers Gate Chatteris Cambridgeshire PE16 6QP.

## **Names of the Charity Trustees who have managed the Charity (1 Feb 2023 to 31 Jan 2024).**

Trustee Name	Office (if any)	Dates Acted (if not for whole year)	Name of person (or body) entitled to appoint trustee (if any)
John Smith	Chair		
Susan Kelly	Treasurer		
Yvonne Brown	Manager	From 09 Nov 2023	

## **Names of the Trustees for the charity.**

Trustee Name	Dates Acted (if not for whole year)
Pauline Bell	To 12 Dec 2023
Samantha Mandley	To 12 Dec 2023

## **Names and Addresses of advisors:**

Type of Advisor	Name	Address
Independent Examiner	Mark Saunders	7, Tribune Close, Chatteris, Cambridgeshire. PE16 6UY

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

### **Type of Governing Document**

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### **How the Charity is constituted**

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### **Trustee selection methods**

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### **Additional governance issues**

The Centre has several policies which act as governance and guidance to the trustees, staff and volunteers which include a Safeguarding and Child Protection policy.

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The focus of the Charity's main activities remained the provision of childcare for children and young people over the age of 2 years old within the local area through a nursery.

The Centre is required to follow the Statutory Framework for Early Years Foundation Stage (EYFS), which specifies requirements for learning and development and safeguarding children promoting their welfare.

The Centre's childcare activities benefited those who attended the Centre by educating them, developing their social skills whilst; in the case for the nursery preparing them for full time education. The Centre believes in encouraging children's and young people's independence to foster their self-esteem.

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The Centre is often used by families to hold children's parties, has seen the occasional organisation hold meetings/training sessions.

**Additional details of objectives and activities during the reporting period.**

The Charity was thankful for the contribution made by volunteers from the parents of children who attended the Centre and others from the community. This volunteer help was greatly appreciated.

## **ACHIEVEMENTS & PERFORMANCE:**

### **Summary of the main achievements of the Charity during the year.**

The challenges of Covid-19 had diminished and with HM Government having announced increased funding for Early Years, prospects for the Centre and its main activity looked good.

#### Childcare - Nursery:

The reporting period started with a healthy 53 children on roll and by the end of the Spring 2023 term this had fallen to 52 children. By the end of the summer 2023 term this had increased to 57 children with 28 of these children due to leave in July 2023 prior to starting their Primary education.

The Autumn 2023 term started with 28 returning children and 7 new starters. At the end of this term, numbers had steadily increased to 42 children.

The reporting period ended in January 2024 with 50 children on roll.

It must be noted that in the post-covid era there seems to have been a shift in how parents approach the registration, and subsequent attendance, of their children at the nursery. Prior to covid, the nursery would see a very healthy waiting list with children due to start at the nursery at the beginning of each academic term. It can be seen now that parents are relying less on placing their child on a waiting list, and instead leaving it later to register their child with the nursery. It has become common for parents to request registration forms during the summer shutdown looking for their child to start at the beginning of the Autumn term. Some parents are leaving registration and a planned start date to after the child becomes eligible for funded hours and we are seeing an increased number of mid-term starters.

#### Staff:

The Charity continued to ensure that all staff were fully trained to the statutory levels required. As noted last year, in the post-covid era many of the courses are online rather than face-to face. Whilst some staff members would rather attend face-to-face courses, those held online do benefit the staff and Centre; staff do not have to travel to attend a course, often complete the course within the Centre building using the Centre equipment and can be available to work soon after finishing the course.

There was one addition to staff during the reporting period with that staff member initially being required for SEN 1 to 1 cover and lunchtime assistance.

Overall, the Centre does find it difficult to hire and retain good quality qualified individuals. Unfortunately, this is not something which just affects the Centre, it is an industry-wide problem.

Ofsted:

With the last two days of the Autumn term upon the nursery, giving the nursery the customary one afternoon notice, Ofsted announced they would like to visit and carry-out an inspection on 13<sup>th</sup> December 2023.

The Ofsted inspector duly visited and carried-out her thorough inspection of the nursery activities, procedures and governance. The inspectors visit culminated by joining parents to watch the children perform their Christmas performance which gave her time to engage with parents as part of the inspection process.

The outcome of the inspection was that the nursery was to retain a 'Good' rating. Thanks from the Trustees must go to the Manager and her staff for the excellent job in ensuring the Centre runs a good quality nursery providing good quality childcare for parents.

**FINANCIAL REVIEW:**

**Brief statement of the Charity's policy on reserves.**

The Centre holds a balance at Bank in two accounts - one current account and one deposit account.

In addition a balance is held in a PayPal account and on occasion a balance may temporarily be held in Stripe or Square. Stripe and Square being card processing companies who hold card payments for a few days prior to the monies being transferred to our bank account.

The reserves held in the current account are used for day-to-day running of the Centre whilst the reserves held in the deposit account are held for the following:

- To meet any unforeseen expenditure that may occur, for example repairs and renewals to the premises.
- To meet any redundancy costs should The Centre cease to operate. It is advised to hold approximately three months payroll costs in reserves for this purpose. Should the situation arise, the cost to the centre at the end of the

reporting period would have been in the region of £29,000

*Note - Restricted Reserves:*



*Heating replacement reserves:*

*The small balance remains in this reserve and will be used if and when necessary.*



*Early Years Improvement Fund Opportunity Area Reserves:*

*As reported in the 2021 reporting period, the Centre took part in a successful Early Years Improvement Fund Opportunity Area bid.*

*Due to the Covid-19 shutdowns, etc. there continues to be no movement in this project*

*These funds are restricted for the use of the OA project only and whilst they are held in the Centre's bank accounts, they are held in reserve on behalf of Cambridgeshire County Council. Net reserves for the project as at 31 January 2024 remained at £5528.56. Cambridgeshire County Council have not informed the Centre what they wish to do with this money.*



*Ready to Learn Programme Funding:*

*The Centre has continued to take part in an additional Opportunity Area bid for funds under the Ready to Learn Programme.*

*These funds are restricted for the use of this project only, the Centre is, however, free to decide the direction of the project and what expenditure items can be paid for from the reserves providing it benefits the children's learning. During the year the spending on this project was £2083.45 and as at 31<sup>st</sup> January 2024 the net reserve stood at £2,461.41.*

**Details of any funds materially in deficit.**

The Centre has seen a deficit from its activities this last financial year, however the expenditure items include two extra-ordinary one-off large items of expenditure and have been listed separately on the Statement of Financial Activities for the year. These are:



*Window and Door Replacement £16,934.00.*



*Children's Toilet Refurbishment £,5535.94.*

**Further financial review details.**

Although the Statement of Financial Activities for the year shows a deficit of £16,258.86 for the year, as mentioned above, excluding the large one-off items of replacing the windows and refurbishing the children's toilet, the centre would have seen at a surplus of £6,211.08 for the year.

This period has seen a large increase in the funding received from the County Council for 2-year-old provision and a moderate rise in the funding available for the 3 / 4-year-old provision. These increases follow the announcements from the government to increase general Early Years funding and a wish to expand the funding availability for 2-year-olds from April 2024 and again from September 2025.

The continued rise in NLW/NMW has once again pushed wage costs up and these costs remain the biggest expense to the Centre. Without the staff, the Centre could not run a nursery, so staff always have, and always will, remain the vital cog in the machine.

The Centre has finally seen the costs of energy increase following the large increases seen across the energy market in prior years following the start of the Ukraine conflict. Although the Centre had initially been shielded from these costs due to the inclusion in large buying group contracts, as these contracts have come to an end prices have increased.

The Centre has continued to be subject to the higher-than-normal inflationary pressures as seen by the wider economy, as such we have had to look carefully at any increases in fees. Whilst income from funding streams has increased, the Centre must not be seen to use this to subsidise non-funded childcare. At the time for a review the decision was made to raise private fees by a modest amount.

Income received by the Charity and its activities have allowed the Centre to provide affordable childcare for children and young people from the local area, from any background whilst being able to accommodate every need of that child or young person.

The Centre is also able to offer out its facilities to the local community for recreational leisure activities at an affordable rental.

## **OTHER INFORMATION:**

### Centre Building:

The Centre building, opened in September 1998 for the purpose of providing childcare and a community centre, is held in Permanent Endowment by the Charity with all initial construction costs being 100% funded by Community Fund Lottery grant. All balances relating to the Centres fixed assets (Centre Building) are restricted funds which the Charity is not able to release.

The land which the building is sited is owned by The Diamond Learning Partnership Trust; transferred from Cambridgeshire County Council ownership with Glebelands Primary School on 1<sup>st</sup> February 2017; and is leased to the Charity on a 'long lease' at peppercorn rent.

## **DECLARATION:**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Charity's Trustees

Signed



**Full Name** John Richard Smith

**Position** Chairman

**Date** 6 November 2024

**THE MEADOWS DAYCARE CENTRE**

**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED**

**31 JANUARY 2024**

**THE MEADOWS DAYCARE CENTRE**

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**THE MEADOWS DAYCARE CENTRE**

**Statement of Financial Activities ( incorporating an Income and Expenditure Account )  
For The Year Ended 31 January 2024**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2024 £	Total 2023 £
<b>Incoming Resources</b>					
Local Authority Grants	137,758.73			137,758.73	120,448.49
Fees Received	17,514.45			17,514.45	29,634.34
Grant - RTLP (Fenland & East Cambs OA)	0.00			0.00	0.00
Other Income	695.28			695.28	404.02
Interest received	965.05			965.05	101.55
<b>Total Incoming Resources</b>	<b>156,933.51</b>	<b>0.00</b>	<b>0.00</b>	<b>156,933.51</b>	<b>150,588.40</b>
<b>Resources Expended</b>					
<b>Costs of Activities for Charitable Objectives</b>					
Salaries, N.I and Pension Contributions	121,291.14			121,291.14	120,339.63
Staff Training	619.00			619.00	824.90
Repair & Maintenance	2,844.52			2,844.52	5,697.34
Window & Door Replacement	16,934.00			16,934.00	0.00
Children's Toilet Refurbishment	5,535.94			5,535.94	0.00
Cleaning & Skip Hire	3,021.72			3,021.72	3,208.74
Equipment/Activities	5,778.04	2,083.45		7,861.49	10,282.42
Refreshments/Snacks	2,070.27			2,070.27	1,669.15
Other Consumables	1,755.06			1,755.06	1,700.40
Depreciation - Building	0.00		4,767.00	4,767.00	4,767.00
<b>Sub - Total</b>	<b>159,849.69</b>	<b>2,083.45</b>	<b>4,767.00</b>	<b>166,700.14</b>	<b>148,489.58</b>
<b>Management &amp; Administration</b>					
Audit	175.00			175.00	175.00
NNDR	675.84			675.84	1,152.00
Water Rates	870.83			870.83	746.28
Energy Costs	6,034.09			6,034.09	3,000.25
Telephone	508.63			508.63	407.68
Insurance	2,067.34			2,067.34	2,038.17
Subscriptions	1,631.66			1,631.66	1,506.02
Stationery, Printing & Postage	1,379.29			1,379.29	1,376.95
<b>Sub - Total</b>	<b>13,342.68</b>	<b>0.00</b>	<b>0.00</b>	<b>13,342.68</b>	<b>10,402.35</b>
<b>Total Resources Expended</b>	<b>173,192.37</b>	<b>2,083.45</b>	<b>4,767.00</b>	<b>180,042.82</b>	<b>158,891.93</b>
<b>Net Incoming / (Outgoing) Resources</b>	<b>(16,258.86)</b>	<b>(2,083.45)</b>	<b>(4,767.00)</b>	<b>(23,109.31)</b>	<b>(8,303.53)</b>
<b>Transfer to Restricted Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Movement in Funds</b>	<b>(16,258.86)</b>	<b>(2,083.45)</b>	<b>(4,767.00)</b>	<b>(23,109.31)</b>	<b>(8,303.53)</b>
Total Funds brought forward 1 February 2023	110,390.73	10,693.42	171,592.00	292,676.15	300,979.68
<b>Total Funds carried forward 31 January 2024</b>	<b>94,131.87</b>	<b>8,609.97</b>	<b>166,825.00</b>	<b>269,566.84</b>	<b>292,676.15</b>

**THE MEADOWS DAYCARE CENTRE**

**Balance Sheet as at 31 January 2024**

	£	2024 £	£	2023 £
<b>Fixed Assets</b>				
Tangible Assets    Centre Building		166,825.00		171,592.00
<b>Current Assets</b>				
Cash at Bank	103,441.18		119,948.21	
Cash in Hand	174.45		251.60	
Debtors & Prepayments	1,265.35		1,745.01	
	<u>104,880.98</u>		<u>121,944.82</u>	
<b>Current Liabilities</b>				
Creditors : amounts due within one year	<u>2,139.14</u>		<u>860.67</u>	
<b>Net Current Assets</b>		102,741.84		121,084.15
<b>Net Assets</b>		<u><b>269,566.84</b></u>		<u><b>292,676.15</b></u>
<b>Funds</b>				
Unrestricted Fund				
General Fund - Undesignated		94,131.87		110,390.73
Restricted Funds				
Replacement Funds (Heating)	620.00		620.00	
RTLTP (Fen & E Camb OA)	2,461.41		4,544.86	
Opportunity Area EYIF (Cambs CC)	<u>5,528.56</u>	8,609.97	<u>5,528.56</u>	10,693.42
Capital Fund				
Building Fund - Endowment		166,825.00		171,592.00
<b>Total Funds</b>		<u><b>269,566.84</b></u>		<u><b>292,676.15</b></u>



## 6. Movement in Funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
<b>Balance at 1 February 2023</b>	110,390.73	10,693.42	171,592.00	292,676.15
Incoming Resources	156,933.51	0.00	0.00	156,933.51
Outgoing Resources	(173,192.37)	(2,083.45)	(4,767.00)	(180,042.82)
<b>Balance at 31 January 2024</b>	<u>94,131.87</u>	<u>8,609.97</u>	<u>166,825.00</u>	<u>269,566.84</u>

## 7. Net Assets by Funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
Fixed Assets	0.00	0.00	166,825.00	166,825.00
Current Assets	96,271.01	8,609.97	0.00	104,880.98
Current Liabilities	2,139.14	0.00	0.00	2,139.14
	<u>94,131.87</u>	<u>8,609.97</u>	<u>166,825.00</u>	<u>269,566.84</u>

## Independent Examiner's Report to the Trustees of The Meadows Daycare Centre

I report on the accounts of the Trust for the year ended 31 January 2024, which are set out on pages 1 to 4.

### 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- \* examine the accounts under section 145 of the 2011 Act;
- \* to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act; and
- \* to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

(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 2011 Act; and
- \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed : 

Name : Mark Saunders B.Sc (Hons)

Address : 7 Tribune Close  
Chatteris  
Cambs  
PE16 6UY

Date : 3 November 2024

**THE MEADOWS DAY CARE CENTRE**

England & Wales - Charity number 1069714

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# Accounts

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# Trustees' Annual Report & Accounts 2023

Farriers Gate  
Chatteris  
Cambridgeshire  
PE16 6QP

Tel: 01354 696 261

Fax: 01354 691 249

Email: [info@meadowsdaycare.org](mailto:info@meadowsdaycare.org)

Web: [www.meadowsdaycare.org](http://www.meadowsdaycare.org)



NATIONAL  
LOTTERY  
CHARITIES

Registered Charity No. 1069714 | Ofsted Registration No. 221911





# Trustees' Annual Report

for the period  
from 01 February 2022 to 31 January 2023

## **REFERENCE & ADMINISTRATION DETAILS:**

<b>Charity Name</b>	The Meadows Day Care Centre
<b>Other Names</b>	The Meadows Centre (Chatteris) - Old Name
<b>Registered Charity No.</b>	1069714
<b>Charity's Principal Address</b>	The Meadows Day Care Centre Farriers Gate Chatteris Cambridgeshire PE16 6QP.

## **Names of the Charity Trustees who have managed the Charity (1 Feb 2022 to 31 Jan 2023).**

Trustee Name	Office (if any)	Dates Acted (if not for whole year)	Name of person (or body) entitled to appoint trustee (if any)
John Smith	Chair		
Susan Kelly	Manager	Employment ceased 31 Aug 2022, remained as Trustee.	

## **Names of the Trustees for the charity.**

Trustee Name	Dates Acted (if not for whole year)
Pauline Bell	
Samantha Mandley	

## **Names and Addresses of advisors:**

Type of Advisor	Name	Address
Independent Examiner	Mark Saunders	7, Tribune Close, Chatteris, Cambridgeshire. PE16 6UY

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

<b>Type of Governing Document</b>	Constitution adopted 26 Feb 1998, as amended 17 Apr 1998, as amended 17 Oct 2007, as amended 20 May 2014.
<b>How the Charity is constituted</b>	Association made-up from members and users of the Centre.
<b>Trustee selection methods</b>	Trustees are appointed/re-appointed annually at the AGM or by adoption to the Management Committee during the year.
<b>Additional governance issues</b>	<p>The Centre has a number of policies which act as governance and guidance to the trustees, staff and volunteers which include a Safeguarding and Child Protection policy.</p> <p>The Centre ensures that all staff and volunteers are deemed suitable through Disclosure and Barring Service (DBS) checks.</p> <p>It is a requirement of the Centre's Ofsted registration that all committee members are deemed suitable to form part of the 'registered person'* through their own checks and through Disclosure and Barring Service (DBS) checks.</p> <p><i>*The Childcare Act 2006 uses the concept of the registered person. 'Person' covers both individuals and organisations, such as companies, partnerships and committees who have overall responsibility for the provision of childcare.</i></p> <p>All trustees give their time voluntary and receive no remuneration or other benefits.</p>

## **OBJECTIVES & ACTIVITIES:**

<b>Summary of the objectives of the charity set out in its governing document.</b>	<p>To educate and assist children and young persons living in or attending full time education within the town of Chatteris or the surrounding villages ("the locality") during their pre-school and out of school time so to develop their mental, physical, spiritual and social capacities that they may grow as individuals and members of society.</p> <p>To offer appropriate play, education and care facilities, extended hours groups ensuring that all inhabitants of the locality are offered the same opportunities whatever their gender, race, culture, religion, means or ability.</p> <p>To provide and assist in the provision of facilities for the recreation and leisure time occupation of inhabitants of the locality in the interests of social welfare and so that their conditions of life may be improved.</p>
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**Summary of the main activities undertaken for the public benefit in relation to these objects during the reporting period.**

Childcare:

The focus of the Charity's main activities remained the provision of childcare for children and young people over the age of 2 years old within the local area through a nursery.

The Centre is required to follow the Statutory Framework for Early Years Foundation Stage (EYFS), which specifies requirements for learning and development and safeguarding children promoting their welfare.

The Centre's childcare activities benefited those who attended the Centre by educating them, developing their social skills whilst; in the case for the nursery preparing them for full time education. The Centre believes in encouraging children's and young people's independence to foster their self-esteem.

The Centre welcomed children and young people from all backgrounds regardless of race and religion, gender, personal circumstances or educational needs.

The nursery also welcomed young people on work experience placements from local further education colleges who were studying towards a childcare qualification. As well as providing work experience placements for local school children.

Community Centre:

The Charity also made its facilities (building and equipment) available to the local area for parties, meetings, and other leisure and recreational activities.

The Centre is often used by families to hold children's parties, has seen the occasional organisation hold meetings/training sessions.

**Additional details of objectives and activities during the reporting period.**

The Charity was thankful for the contribution made by volunteers from the parents of children who attended the Centre and others from the community. This volunteer help was greatly appreciated.

## **ACHIEVEMENTS & PERFORMANCE:**

### **Summary of the main achievements of the Charity during the year.**

The reporting year started with the Country as a whole emerging out of the Covid-19 pandemic and associated closures/lockdowns, etc. Throughout the year Government advice and other restrictions changed dramatically as the virus diminished in strength and more of the wider population became vaccinated against the virus.

#### **Childcare - Nursery:**

The nursery started with 49 children on the roll and this remained steady for the rest of the Spring and Summer terms. With 28 of the children leaving at the end of the Summer term this left the Autumn term looking relatively quiet, even after taking into account new starters who were on the waiting list. However, following an influx of registration forms during the summer shut-down, the Autumn term started with 42 children and had risen to 53 children by the end of the reporting period.

Although the numbers of children on the roll were not as high as some previous years, the numbers of children being entitled to 30 funded nursery hours stood at 15.

This meant the Centre was able to offer, and provide, the same number of childcare hours to parents and children, but to fewer parents and children (for every child that takes-up 30 funded hours, this is equivalent to 2 children taking-up 15 funded hours).

Due to the strict infection control put into place in the nursery, we were able to keep the nursery Covid-19 free for a period of time. Unfortunately, during March 2022 the virus made its way in and swept through the children and almost all of the staff. Thankfully, by the time it hit, all members of staff had been vaccinated and the virus was not as severe as it was previously. The staff, and parents of the children, must be praised for their ability to keep the nursery Covid-19 free for 2 years.

Despite other challenges; including the extreme heat in July 2022; the nursery managed to run as smoothly as possible throughout the reporting period.

#### **Staff:**

The Charity continued to ensure that all staff were fully trained to the statutory levels required and with training sessions returning to 'normal', albeit many remaining

online rather than face to face; training in various different areas has been undertaken.

The big change to staffing during the reporting period has been the retirement of the Centre's Manager, Susan Kelly. After spending 25 years as manager of the Centre Susan decided it was the correct time to retire.

A decision was made early-on that it would be best to promote from internal staff, rather than look to hire a new individual as Manager. After considering all of the staff qualified to be Manager, the position was offered to Yvonne Brown and after accepting, she took-over as Manager in September 2022. This then led to some other internal promotions.

There were a few departures by other staff during the year. These staff members, mainly those covering the lunch time period, are not easy to replace due to the requirement that we need qualified individuals who are looking for only a few hours work a week.

On the whole, the Centre does find it difficult to hire and retain good quality qualified individuals. Unfortunately, this is not something which just affects the Centre, it is an industry-wide problem.

## **FINANCIAL REVIEW:**

### **Brief statement of the Charity's policy on reserves.**

The Centre holds a balance at Bank in two accounts - one current account and one deposit account.

In addition a balance is held in a PayPal account and on occasion a balance may temporarily be held in Stripe or Square. Stripe and Square being card processing companies who hold card payments for a number of days prior to the monies being transferred to our bank account.

The reserves held in the current account are used for day-to-day running of the Centre whilst the reserves held in the deposit account are held for the following:

- To meet any unforeseen expenditure that may occur, for example repairs and renewals to the premises.
- To meet any redundancy costs should The Centre cease to operate. It is advised to hold approximately three months payroll costs in reserves for this purpose. Should the situation arise, the cost to the centre at the end of the reporting period would have been in the region of £24,000

*Note - Restricted Reserves:*

- *Heating replacement reserves:*

*The small balance remains in this reserve and will be used if and when necessary.*

- *Early Years Improvement Fund Opportunity Area Reserves:*

*As reported in the 2021 reporting period, the Centre took part in a successful Early Years Improvement Fund Opportunity Area bid.*

*Due to the Covid-19 shutdowns and other restrictions there has been little movement with this project.*

*These funds are restricted for the use of the OA project only and whilst they are held in the Centre's bank accounts, they are held in reserve on behalf of Cambridgeshire County Council. Net reserves for the project as at 31 January 2023 remained at £5528.56. Cambridgeshire County Council have not informed the Centre what they wish to do with this money.*

- *Ready to Learn Programme Funding:*

*During this reporting period the Centre has taken part in an additional Opportunity Area bid for funds under the Ready to Learn Programme. This project was offered to a select number of childcare settings with a grant being received from Cambridgeshire County Council to fund expenditure from the project.*

*These funds are restricted for the use of this project only, the Centre is, however, free to decide the direction of the project and what expenditure items can be paid for from the reserves as long as it benefits the children's learning. During the year the spending on this project was £5,380.78 and as at 31<sup>st</sup> January 2023 the net reserve stood at £4,544.86.*

**Details of any funds materially in deficit.**

The Centre has seen a surplus from its activities this last financial year with no funds in material deficit.

**Further financial review details.**

The Centre has seen a reverse in fortune this reporting period by turning a £4.5k deficit into a £1.8k surplus. Although this period has seen an 8% increase in income from funding and a much larger (195% or almost £20k)

increase in private nursery fees, these increases have largely been matched by increased costs across the board. The Wage bill has seen a large increase due to the increase in NMW/NLW in April 2022 and the need to hire staffing for children requiring 1 to 1 adult assistance/supervision.

General increases in electricity and gas have been not been as high as expected thanks to the Centre being part of a large purchasing framework and help provided at source by central government. Once these schemes end, the Centre should anticipate these costs to remain high.

We have also seen the end in the help and assistance provided by central government to early years settings in the form of reduced business rates.

Like most of society, where costs have been rising, the so-called 'cost of living crisis' has hit the Centre and its costs in all areas from the snack purchases to the paper used in the printers and photocopiers. Seeing the impact on our parents of higher day to day costs, it was decided the Centre would not 'make things worse' when it came to the fees review for September 2022. To help parents we agreed to freeze fees at the September 2021 rate.

Despite increased cost pressures, we were able to use some of the extra income to carry-out some important maintenance by replacing the front fence with 'plastic wood'. This should be maintenance free for many years to come.

As an effect of the Covid-19 lockdowns, etc. the Charity have not been able to carry-out as much of the maintenance we would have liked to. The windows, especially on the front of the building, have seen their last winter and would need replacing during the next reporting period. This, and other items could see the next reporting period post a large deficit and make a call on the reserves which have built-up over the years.

Income received by the Charity and its activities have allowed the Centre to provide affordable childcare for children and young people from the local area, from any background whilst being able to accommodate every need of that child or young person.

The Centre is also able to offer out its facilities to the local community for recreational leisure activities at an affordable rental.

## **OTHER INFORMATION:**

### **Centre Building:**

The Centre building, opened in September 1998 for the purpose of providing childcare and a community centre, is held in Permanent Endowment by the Charity with all initial construction costs being 100% funded by Community Fund Lottery grant. All balances relating to the Centres fixed assets (Centre Building) are restricted funds which the Charity is not able to release.

The land which the building is sited is owned by The Diamond Learning Partnership Trust; transferred from Cambridgeshire County Council ownership with Glebelands Primary School on 1<sup>st</sup> February 2017; and is leased to the Charity on a 'long lease' at peppercorn rent.

## **DECLARATION:**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Charity's Trustees

Signed



**Full Name** John Richard Smith

**Position** Chairman

**Date** 9 November 2023

**THE MEADOWS DAYCARE CENTRE**

**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED**

**31 JANUARY 2023**

**THE MEADOWS DAYCARE CENTRE**

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**THE MEADOWS DAYCARE CENTRE**

**Statement of Financial Activities ( incorporating an Income and Expenditure Account )  
For The Year Ended 31 January 2023**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2023 £	Total 2022 £
<b>Incoming Resources</b>					
Local Authority Grants	120,448.49			120,448.49	111,506.55
Fees Received	29,634.34			29,634.34	10,022.92
Grant - RTLP (Fenland & East Cambs OA)	0.00			0.00	10,164.44
Other Income	404.02			404.02	240.66
Interest received	101.55			101.55	10.87
<b>Total Incoming Resources</b>	<b>150,588.40</b>	<b>0.00</b>	<b>0.00</b>	<b>150,588.40</b>	<b>131,945.44</b>
<b>Resources Expended</b>					
<b>Costs of Activities for Charitable Objectives</b>					
Salaries, N.I and Pension Contributions	120,339.63			120,339.63	108,333.95
Staff Training	824.90			824.90	102.50
Repair & Maintenance	5,697.34			5,697.34	2,393.54
Cleaning & Skip Hire	3,208.74			3,208.74	2,414.25
Equipment/Activities	4,901.64	5,380.78		10,282.42	3,704.56
Refreshments/Snacks	1,669.15			1,669.15	1,317.63
Other Consumables	1,700.40			1,700.40	689.23
Depreciation - Building	0.00		4,767.00	4,767.00	4,767.00
<b>Sub - Total</b>	<b>138,341.80</b>	<b>5,380.78</b>	<b>4,767.00</b>	<b>148,489.58</b>	<b>123,722.66</b>
<b>Management &amp; Administration</b>					
Audit	175.00			175.00	175.00
NNDR	1,152.00			1,152.00	294.03
Water Rates	746.28			746.28	615.26
Energy Costs	3,000.25			3,000.25	2,262.93
Telephone	407.68			407.68	416.81
Insurance	2,038.17			2,038.17	1,820.59
Subscriptions	1,506.02			1,506.02	1,248.79
Stationery, Printing & Postage	1,376.95			1,376.95	1,326.05
<b>Sub - Total</b>	<b>10,402.35</b>	<b>0.00</b>	<b>0.00</b>	<b>10,402.35</b>	<b>8,159.46</b>
<b>Total Resources Expended</b>	<b>148,744.15</b>	<b>5,380.78</b>	<b>4,767.00</b>	<b>158,891.93</b>	<b>131,882.12</b>
<b>Net Incoming / (Outgoing) Resources</b>	<b>1,844.25</b>	<b>(5,380.78)</b>	<b>(4,767.00)</b>	<b>(8,303.53)</b>	<b>63.32</b>
<b>Transfer to Restricted Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Movement in Funds</b>	<b>1,844.25</b>	<b>(5,380.78)</b>	<b>(4,767.00)</b>	<b>(8,303.53)</b>	<b>63.32</b>
Total Funds brought forward 1 February 2022	108,546.48	16,074.20	176,359.00	300,979.68	300,916.36
<b>Total Funds carried forward 31 January 2023</b>	<b>110,390.73</b>	<b>10,693.42</b>	<b>171,592.00</b>	<b>292,676.15</b>	<b>300,979.68</b>

**THE MEADOWS DAYCARE CENTRE****Balance Sheet as at 31 January 2023**

	£	2023 £	£	2022 £
<b>Fixed Assets</b>				
Tangible Assets    Centre Building		171,592.00		176,359.00
<b>Current Assets</b>				
Cash at Bank	119,948.21		123,066.79	
Cash in Hand	251.60		554.33	
Debtors & Prepayments	1,745.01		1,747.78	
	<u>121,944.82</u>		<u>125,368.90</u>	
<b>Current Liabilities</b>				
Creditors : amounts due within one year	<u>860.67</u>		<u>748.22</u>	
<b>Net Current Assets</b>		121,084.15		124,620.68
<b>Net Assets</b>		<u><b>292,676.15</b></u>		<u><b>300,979.68</b></u>
<b>Funds</b>				
Unrestricted Fund				
General Fund - Undesignated		110,390.73		108,546.48
Restricted Funds				
Replacement Funds (Heating)	620.00		620.00	
RTLTP (Fen & E Camb OA)	4,544.86		9,925.64	
Opportunity Area EYIF (Cambs CC)	<u>5,528.56</u>	10,693.42	<u>5,528.56</u>	16,074.20
Capital Fund				
Building Fund - Endowment		171,592.00		176,359.00
<b>Total Funds</b>		<u><b>292,676.15</b></u>		<u><b>300,979.68</b></u>



## 6. Movement in Funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
<b>Balance at 1 February 2022</b>	108,546.48	16,074.20	176,359.00	300,979.68
Incoming Resources	150,588.40	0.00	0.00	150,588.40
Outgoing Resources	(148,744.15)	(5,380.78)	(4,767.00)	(158,891.93)
<b>Balance at 31 January 2023</b>	<u>110,390.73</u>	<u>10,693.42</u>	<u>171,592.00</u>	<u>292,676.15</u>

## 7. Net Assets by Funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
Fixed Assets	0.00	0.00	171,592.00	171,592.00
Current Assets	111,251.40	10,693.42	0.00	121,944.82
Current Liabilities	860.67	0.00	0.00	860.67
	<u>110,390.73</u>	<u>10,693.42</u>	<u>171,592.00</u>	<u>292,676.15</u>

## Independent Examiner's Report to the Trustees of The Meadows Daycare Centre

I report on the accounts of the Trust for the year ended 31 January 2023, which are set out on pages 1 to 4.

### 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to :

- \* examine the accounts under section 145 of the 2011 Act;
- \* to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act; and
- \* to state whether particular matters have come to my attention.

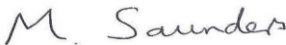
### Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

- (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 2011 Act; and
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed :   
Name : Mark Saunders B.Sc (Hons)  
Address : 7 Tribune Close  
Chatteris  
Cambs  
PE16 6UY  
Date : 6 November 2023

**THE MEADOWS DAY CARE CENTRE**

England & Wales - Charity number 1069714

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# Accounts

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# Trustees' Annual Report & Accounts 2022

Farriers Gate  
Chatteris  
Cambridgeshire  
PE16 6QP

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Fax: 01354 691 249

Email: [info@meadowsdaycare.org](mailto:info@meadowsdaycare.org)

Web: [www.meadowsdaycare.org](http://www.meadowsdaycare.org)



NATIONAL  
LOTTERY  
CHARITIES

Registered Charity No. 1069714 | Ofsted Registration No. 221911





# Trustees' Annual Report

for the period  
from 01 February 2021 to 31 January 2022

## **REFERENCE & ADMINISTRATION DETAILS:**

<b>Charity Name</b>	The Meadows Day Care Centre
<b>Other Names</b>	The Meadows Centre (Chatteris) - Old Name
<b>Registered Charity No.</b>	1069714
<b>Charity's Principal Address</b>	The Meadows Day Care Centre Farriers Gate Chatteris Cambridgeshire PE16 6QP.

## **Names of the Charity Trustees who have managed the Charity (1 Feb 2021 to 31 Jan 2022).**

Trustee Name	Office (if any)	Dates Acted (if not for whole year)	Name of person (or body) entitled to appoint trustee (if any)
John Smith	Chair		
Susan Kelly	Manager		
Tanya Southern		To 9 Nov 2021	

## **Names of the Trustees for the charity.**

Trustee Name	Dates Acted (if not for whole year)
Pauline Bell	
Samantha Mandley	

## **Names and Addresses of advisors:**

Type of Advisor	Name	Address
Independent Examiner	Mark Saunders	7, Tribune Close, Chatteris, Cambridgeshire. PE16 6UY

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

<b>Type of Governing Document</b>	Constitution adopted 26 Feb 1998, as amended 17 Apr 1998, as amended 17 Oct 2007, as amended 20 May 2014.
<b>How the Charity is constituted</b>	Association made-up from members and users of the Centre.
<b>Trustee selection methods</b>	Trustees are appointed/re-appointed annually at the AGM or by adoption to the Management Committee during the year.
<b>Additional governance issues</b>	<p>The Centre has a number of policies which act as governance and guidance to the trustees, staff and volunteers which include a Safeguarding and Child Protection policy.</p> <p>The Centre ensures that all staff and volunteers are deemed suitable through Disclosure and Barring Service (DBS) checks.</p> <p>It is a requirement of the Centre's Ofsted registration that all committee members are deemed suitable to form part of the 'registered person'* through their own checks and through Disclosure and Barring Service (DBS) checks.</p> <p><i>*The Childcare Act 2006 uses the concept of the registered person. 'Person' covers both individuals and organisations, such as companies, partnerships and committees who have overall responsibility for the provision of childcare.</i></p> <p>All trustees give their time voluntary and receive no remuneration or other benefits.</p>

## **OBJECTIVES & ACTIVITIES:**

<b>Summary of the objectives of the charity set out in its governing document.</b>	<p>To educate and assist children and young persons living in or attending full time education within the town of Chatteris or the surrounding villages ("the locality") during their pre-school and out of school time so to develop their mental, physical, spiritual and social capacities that they may grow as individuals and members of society.</p> <p>To offer appropriate play, education and care facilities, extended hours groups ensuring that all inhabitants of the locality are offered the same opportunities whatever their gender, race, culture, religion, means or ability.</p> <p>To provide and assist in the provision of facilities for the recreation and leisure time occupation of inhabitants of the locality in the interests of social welfare and so that their conditions of life may be improved.</p>
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**Summary of the main activities undertaken for the public benefit in relation to these objects during the reporting period.**

Childcare:

The focus of the Charity's main activities remained the provision of childcare for children and young people over the age of 2 years old within the local area through a nursery.

The Centre is required to follow the Statutory Framework for Early Years Foundation Stage (EYFS), which specifies requirements for learning and development and safeguarding children promoting their welfare.

The Centre's childcare activities benefited those who attended the Centre by educating them, developing their social skills whilst; in the case for the nursery preparing them for full time education. The Centre believes in encouraging children's and young people's independence to foster their self-esteem.

The Centre welcomed children and young people from all backgrounds regardless of race and religion, gender, personal circumstances or educational needs.

The nursery also welcomed young people on work experience placements from local further education colleges who were studying towards a childcare qualification. As well as providing work experience placements for local school children.

Community Centre:

The Charity also made its facilities (building and equipment) available to the local area for parties, meetings, and other leisure and recreational activities.

The Centre is often used by families to hold children's parties, has seen the occasional organisation hold meetings/training sessions.

**Additional details of objectives and activities during the reporting period.**

The Charity was thankful for the contribution made by volunteers from the parents of children who attended the Centre and others from the community. This volunteer help was greatly appreciated.

## **ACHIEVEMENTS & PERFORMANCE:**

### **Summary of the main achievements of the Charity during the year.**

The activities of the Centre during the year were, like all other areas of the society, greatly affected by the impact of the Covid-19 pandemic throughout the reporting year.

#### **Childcare - Nursery:**

The reporting period started with the number of children on roll being 35, this had increased to 47 by the end of the summer term 2021. The return in September 2021 again saw lower than hoped for nursery numbers, but things steadily increased to 49 by the end of the reporting period of January 2022.

The low number of children on roll at the beginning of the reporting period; in the middle of the second national lockdown; through to the end of the 2020/21 academic year were thought to be as a consequence of the Covid-19 pandemic as some parents decided to keep their children out of childcare for safety. There were also a large number of parents/carers working from home due to the pandemic.

Although the 2021/22 academic year started quieter than hoped, it can be seen that there was a nice increase in children on the roll by the end of January. Again, this was seen as a result of Covid-19 with parents/carers deciding to enrol children at the nursery later than planned.

Those children who did attend the nursery remained split into two separate bubbles with infection control at the forefront of any activity. The children had their temperature taken on arrival and at other points during the day with staff members also being encouraged to wear face coverings at all times.

With the help of some very understanding parents, the Centre remained Covid-19 free for the duration of the reporting period.

With Covid-19 restrictions easing in the wider community as we entered 2022, the situation was constantly monitored but infection control remained.

It was feared that the children attending would struggle with all of the Covid-19 issues surrounding them, this proved not to be the case, they all took the situation in their stride and accepted things without question.

Throughout this, the nursery managed to provide parents with over 25,000 hours of good quality childcare.

### Staff:

The Charity continued to ensure that all staff were fully trained to the statutory level required. Training throughout the Covid-19 pandemic did reduce greatly, but as things have opened-up again we have seen most of the training opportunities move to online platforms rather than face-to-face sessions.

Thankfully the staffing situation has not changed too much throughout the reporting period. We have seen two members of staff leave, one for a different employment opportunity, another through family circumstances. These two staff members have been directly replaced by two new staff members.

## **FINANCIAL REVIEW:**

The Centre holds a balance at Bank in two accounts - one current account and one deposit account.

In addition a balance is held in a PayPal account and on occasion a balance may temporarily be held in Stripe or Square. Stripe and Square being card processing companies who hold card payments for a number of days prior to the monies being transferred to our bank account.

The reserves held in the current account are used for day-to-day running of the Centre whilst the reserves held in the deposit account are held for the following:

- To meet any unforeseen expenditure that may occur, for example repairs and renewals to the premises.
- To meet any redundancy costs should The Centre cease to operate. It is advised to hold approximately three months payroll costs in reserves for this purpose. Should the situation arise, the cost to the centre at the end of the reporting period would have been in the region of £35,000

### **Brief statement of the Charity's policy on reserves.**

#### *Note - Restricted Reserves:*

- *Heating replacement reserves:  
The small balance remains in this reserve and will be used if and when necessary.*
- *Early Years Improvement Fund Opportunity Area Reserves:*

*As reported in the previous period, the Centre took part in a successful Early Years Improvement Fund Opportunity Area bid.*

*Due to the Covid-19 shutdowns and other restrictions there has been little movement with this project.*

*These funds are restricted for the use of the OA project only and whilst they are held in the Centre's bank accounts, they are held in reserve on behalf of Cambridgeshire County Council. Net reserves for the project as at 31 January 2022 was £5528.56.*

- **Ready to Learn Programme Funding:**

*During this reporting period the Centre has taken part in an additional Opportunity Area bid for funds under the Ready to Learn Programme. This project was offered to a select number of childcare settings with a grant being received from Cambridgeshire County Council to fund expenditure from the project.*

*These funds are restricted for the use of this project only, however, the Centre is free to decide the direction of the project and what expenditure items can be paid for from the reserves as long as it benefits the children's learning. As at 31<sup>st</sup> January 2022 the net reserve stood at £9,925.64*

**Details of any funds materially in deficit.**

The Centre has seen a deficit from its activities this last financial year. Whilst we have seen a reduction in income (excluding the RTLP funding) of approximately 8%, there has been a smaller reduction in costs of approximately 3%. Further details are reported in the financial review below.

**Further financial review details.**

Unfortunately, we have seen £1,551 surplus in 2021 turn into £4,495 deficit for the year ending January 2022. This reduction in fortunes can be clearly seen from the fact that, as detailed above, income excluding the RTLP funding has fallen 8%, with expenditure falling by a smaller percentage. This has been put-down to the fact that we have seen lower number of children attending the nursery throughout the year. Fewer children attending equals less income and you cannot always reduce staffing levels to match the fewer children attending.

The income levels for the year ended 2021 were also buoyed-up due to receiving an insurance claim for loss of income due to the pandemic and some 'Protection Funding' from the County Council. These have not been received this year to mitigate any loss of income caused by the pandemic.

Although on the whole the Centre's costs have fallen during the period, some of the costs appear to show a large increase year-on-year. This is due to the fact that during the first shutdown the Centre used less electricity and gas, etc., Anglian Water didn't make a charge for the period we were shut and the Centre received a Business Rates holiday from the government. These costs are now back in force and as such will show a large increase.

The nursery continues to operate a healthy surplus (when comparing nursery specific revenue and costs). However, this surplus has been slashed from over £30k to almost £17k.

During the reporting period, nursery revenues from nursery education and associated funding increased slightly (2%) whilst the nursery revenues from non-funded; private paying; childcare also increased (21%).

The biggest costs to the Centre remain staff wages and other staffing costs. This year the payroll has decreased marginally by 0.2% but still accounted for 81.% of income and 84% of total expenditure. The 6.6% increase in national living wage was the main cause for other increased payroll costs.

Energy usage has also seen an increase due to the need to keep a flow of fresh air through the building whilst also ensuring the children and staff remained warm during the winter months. The recent rise in energy costs has not yet affected the Centre as we take-part in a large group purchasing framework run by ESPO.

Income received by the charity and its activities have allowed the Centre to provide affordable childcare for children and young people from the local area, from any background whilst being able to accommodate every need of that child or young person.

The Centre aims to keep childcare fees as low as possible whilst providing the best quality childcare. However, with an increase in cost pressures likely we may have to take the difficult decision to either 'help' the families of children who use the Centre by not increasing fees, or taking the easy route and increase fees.

The Centre is also able to offer out its facilities to the local community for recreational leisure activities at an affordable rental.

### **OTHER INFORMATION:**

#### **Centre Building:**

The Centre building, opened in September 1998 for the purpose of providing childcare and a community centre, is held in Permanent Endowment by the Charity with all initial construction costs being 100% funded by Community Fund Lottery grant. All balances relating to the Centres fixed assets (Centre Building) are restricted funds which the Charity is not able to release.

The land which the building is sited is owned by The Diamond Learning Partnership Trust; transferred from Cambridgeshire County Council ownership with Glebelands Primary School on 1<sup>st</sup> February 2017; and is leased to the Charity on a 'long lease' at peppercorn rent.

### **DECLARATION:**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Charity's Trustees

Signed



**Full Name** John Richard Smith

**Position** Chairman

**Date** 10 November 2022

**THE MEADOWS DAYCARE CENTRE**

**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED**

**31 JANUARY 2022**

**THE MEADOWS DAYCARE CENTRE**

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**THE MEADOWS DAYCARE CENTRE**

**Statement of Financial Activities ( incorporating an Income and Expenditure Account )  
For The Year Ended 31 January 2022**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2022 £	Total 2021 £
<b>Incoming Resources</b>					
Local Authority Grants	111,506.55			111,506.55	119,227.46
Fees Received	10,022.92			10,022.92	8,138.89
Grant - RTLP (Fenland & East Cambs OA)	0.00	10,164.44		10,164.44	0.00
Hire of Centre	0.00			0.00	0.00
Insurance Claim (Covid)	0.00			0.00	4,517.00
Other Income	240.66			240.66	583.72
Interest received	10.87			10.87	147.79
<b>Total Incoming Resources</b>	<b>121,781.00</b>	<b>10,164.44</b>	<b>0.00</b>	<b>131,945.44</b>	<b>132,614.86</b>
<b>Resources Expended</b>					
<b>Costs of Activities for Charitable Objectives</b>					
Salaries, N.I and Pension Contributions	107,733.95	600.00		108,333.95	112,899.51
Repair & Maintenance	2,393.54			2,393.54	2,621.93
Cleaning & Skip Hire	2,414.25			2,414.25	2,772.51
Equipment/Activities	3,465.76	238.80		3,704.56	4,266.41
Refreshments/Snacks	1,317.63			1,317.63	927.06
Other Consumables	791.73			791.73	1,025.12
Depreciation - Building	0.00		4,767.00	4,767.00	4,767.00
<b>Sub - Total</b>	<b>118,116.86</b>	<b>838.80</b>	<b>4,767.00</b>	<b>123,722.66</b>	<b>129,279.54</b>
<b>Management &amp; Administration</b>					
Audit	175.00			175.00	175.00
NNDR	294.03			294.03	0.00
Water Rates	615.26			615.26	209.83
Energy Costs	2,262.93			2,262.93	2,114.90
Telephone	416.81			416.81	464.24
Insurance	1,820.59			1,820.59	1,749.15
Subscriptions	1,248.79			1,248.79	1,059.31
Stationery, Printing & Postage	1,326.05			1,326.05	778.22
<b>Sub - Total</b>	<b>8,159.46</b>	<b>0.00</b>	<b>0.00</b>	<b>8,159.46</b>	<b>6,550.65</b>
<b>Total Resources Expended</b>	<b>126,276.32</b>	<b>838.80</b>	<b>4,767.00</b>	<b>131,882.12</b>	<b>135,830.19</b>
<b>Net Incoming / (Outgoing) Resources</b>	<b>(4,495.32)</b>	<b>9,325.64</b>	<b>(4,767.00)</b>	<b>63.32</b>	<b>(3,215.33)</b>
<b>Transfer to Restricted Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Movement in Funds</b>	<b>(4,495.32)</b>	<b>9,325.64</b>	<b>(4,767.00)</b>	<b>63.32</b>	<b>(3,215.33)</b>
Total Funds brought forward 1 February 2021	113,041.80	6,748.56	181,126.00	300,916.36	304,131.69
<b>Total Funds carried forward 31 January 2022</b>	<b>108,546.48</b>	<b>16,074.20</b>	<b>176,359.00</b>	<b>300,979.68</b>	<b>300,916.36</b>

**THE MEADOWS DAYCARE CENTRE****Balance Sheet as at 31 January 2022**

	£	2022 £	£	2021 £
<b>Fixed Assets</b>				
Tangible Assets    Centre Building		176,359.00		181,126.00
<b>Current Assets</b>				
Cash at Bank	123,066.79		119,760.51	
Cash in Hand	554.33		187.62	
Debtors & Prepayments	1,747.78		405.99	
	<u>125,368.90</u>		<u>120,354.12</u>	
<b>Current Liabilities</b>				
Creditors : amounts due within one year	<u>748.22</u>		<u>563.76</u>	
<b>Net Current Assets</b>		124,620.68		119,790.36
<b>Net Assets</b>		<u><b>300,979.68</b></u>		<u><b>300,916.36</b></u>
<b>Funds</b>				
Unrestricted Fund				
General Fund - Undesignated		108,546.48		113,041.80
Restricted Funds				
Replacement Funds (Heating)	620.00		620.00	
RTLTP (Fen & E Camb OA)	9,925.64		0.00	
Opportunity Area EYIF (Cambs CC)	<u>5,528.56</u>	16,074.20	<u>6,128.56</u>	6,748.56
Capital Fund				
Building Fund - Endowment		176,359.00		181,126.00
<b>Total Funds</b>		<u><b>300,979.68</b></u>		<u><b>300,916.36</b></u>



## 6. Movement in Funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
<b>Balance at 1 February 2021</b>	113,041.80	6,748.56	181,126.00	300,916.36
Incoming Resources	121,781.00	10,164.44	0.00	131,945.44
Outgoing Resources	(126,276.32)	(838.80)	(4,767.00)	(131,882.12)
<b>Balance at 31 January 2022</b>	<u>108,546.48</u>	<u>16,074.20</u>	<u>176,359.00</u>	<u>300,979.68</u>

## 7. Net Assets by Funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
Fixed Assets	0.00	0.00	176,359.00	176,359.00
Current Assets	109,294.70	16,074.20	0.00	125,368.90
Current Liabilities	748.22	0.00	0.00	748.22
	<u>108,546.48</u>	<u>16,074.20</u>	<u>176,359.00</u>	<u>300,979.68</u>

## Independent Examiner's Report to the Trustees of The Meadows Daycare Centre

I report on the accounts of the Trust for the year ended 31 January 2022, which are set out on pages 1 to 4.

### 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- \* examine the accounts under section 145 of the 2011 Act;
- \* to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act; and
- \* to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

- (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 2011 Act; and
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed :

*M. Saunders*

Name :

Mark Saunders B.Sc (Hons), MAAT

Address :

7 Tribune Close  
Chatteris  
Cambs  
PE16 6UY

Date :

7 November 2022

**THE MEADOWS DAY CARE CENTRE**

England & Wales - Charity number 1069714

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# Accounts

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# Trustees' Annual Report & Accounts 2021

Farriers Gate  
Chatteris  
Cambridgeshire  
PE16 6QP

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NATIONAL  
LOTTERY  
CHARITIES

Registered Charity No. 1069714 | Ofsted Registration No. 221911





# Trustees' Annual Report

for the period  
from 01 February 2020 to 31 January 2021

## **REFERENCE & ADMINISTRATION DETAILS:**

<b>Charity Name</b>	The Meadows Day Care Centre
<b>Other Names</b>	The Meadows Centre (Chatteris) - Old Name
<b>Registered Charity No.</b>	1069714
<b>Charity's Principal Address</b>	The Meadows Day Care Centre Farriers Gate Chatteris Cambridgeshire PE16 6QP.

## **Names of the Charity Trustees who have managed the Charity (1 Feb 2020 to 31 Jan 2021).**

Trustee Name	Office (if any)	Dates Acted (if not for whole year)	Name of person (or body) entitled to appoint trustee (if any)
John Smith	Chair		
Susan Kelly	Manager		
Tanya Southern			

## **Names of the Trustees for the charity.**

Trustee Name	Dates Acted (if not for whole year)
Pauline Bell	
Samantha Mandley	

## **Names and Addresses of advisors:**

Type of Advisor	Name	Address
Independent Examiner	Mark Saunders	7, Tribune Close, Chatteris, Cambridgeshire. PE16 6UY

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

<b>Type of Governing Document</b>	Constitution adopted 26 Feb 1998, as amended 17 Apr 1998, as amended 17 Oct 2007, as amended 20 May 2014.
<b>How the Charity is constituted</b>	Association made-up from members and users of the Centre.
<b>Trustee selection methods</b>	Trustees are appointed/re-appointed annually at the AGM or by adoption to the Management Committee during the year.
<b>Additional governance issues</b>	<p>The Centre has a number of policies which act as governance and guidance to the trustees, staff and volunteers which include a Safeguarding and Child Protection policy.</p> <p>The Centre ensures that all staff and volunteers are deemed suitable through Disclosure and Barring Service (DBS) checks.</p> <p>It is a requirement of the Centre's Ofsted registration that all committee members are deemed suitable to form part of the 'registered person'* through their own checks and through Disclosure and Barring Service (DBS) checks.</p> <p><i>*The Childcare Act 2006 uses the concept of the registered person. 'Person' covers both individuals and organisations, such as companies, partnerships and committees who have overall responsibility for the provision of childcare.</i></p> <p>All trustees give their time voluntary and receive no remuneration or other benefits.</p>

## **OBJECTIVES & ACTIVITIES:**

<b>Summary of the objectives of the charity set out in its governing document.</b>	<p>To educate and assist children and young persons living in or attending full time education within the town of Chatteris or the surrounding villages ("the locality") during their pre-school and out of school time so to develop their mental, physical, spiritual and social capacities that they may grow as individuals and members of society.</p> <p>To offer appropriate play, education and care facilities, extended hours groups ensuring that all inhabitants of the locality are offered the same opportunities whatever their gender, race, culture, religion, means or ability.</p> <p>To provide and assist in the provision of facilities for the recreation and leisure time occupation of inhabitants of the locality in the interests of social welfare and so that their conditions of life may be improved.</p>
--	--

**Summary of the main activities undertaken for the public benefit in relation to these objects during the reporting period.**

Childcare:

The focus of the Charity's main activities remained the provision of childcare for children and young people over the age of 2 years old within the local area through a nursery.

The Centre is required to follow the Statutory Framework for Early Years Foundation Stage (EYFS), which specifies requirements for learning and development and safeguarding children promoting their welfare.

The Centre's childcare activities benefited those who attended the Centre by educating them, developing their social skills whilst; in the case for the nursery preparing them for full time education. The Centre believes in encouraging children's and young people's independence to foster their self-esteem.

The Centre welcomed children and young people from all backgrounds regardless of race and religion, gender, personal circumstances or educational needs.

The nursery also welcomed young people on work experience placements from local further education colleges who were studying towards a childcare qualification. As well as providing work experience placements for local school children.

Community Centre:

The Charity also made its facilities (building and equipment) available to the local area for parties, meetings, and other leisure and recreational activities.

The Centre is often used by families to hold children's parties, has seen the occasional organisation hold meetings/training sessions.

**Additional details of objectives and activities during the reporting period.**

The Charity was thankful for the contribution made by volunteers from the parents of children who attended the Centre and others from the community. This volunteer help was greatly appreciated.

## **ACHIEVEMENTS & PERFORMANCE:**

### **Summary of the main achievements of the Charity during the year.**

The activities of the Centre during the year were, like all other areas of the society, greatly affected by the impact of the Covid-19 pandemic from March 2020 through to the end of the reporting year.

#### **Childcare - Nursery:**

The reporting period started with the number of children on the roll being in the mid-40's and, as expected and predicted in the previous years report, the numbers on roll at the start of the 2020/21 academic year in September remained low. By the end of the reporting period in January 2021, the numbers of children on the roll were 35.

At the beginning of the pandemic and the first national lockdown in March 2020, it was agreed that it would be safer for both the staff and children to close the nursery to all children, even though the nursery could have remained open for key worker children and children deemed at risk.

When schools were allowed to open for all children in May 2020, we agreed to re-open for only a few children, with those children being the ones who would be moving to Primary in September 2020. After conducting a survey of those parents who would be willing to send their children back, we re-opened for the final half-term of the summer for very few children with staff working on a rota system with the same children in 'bubbles'.

The September term started 'as normal' even though the Covid-19 threat still remained strong. Through increased cleaning and extra precautions, the nursery remained open to all children whose parents wished their child to attend.

With the end of the reporting period being in the middle of the second national lockdown, where schools were closed but early years settings were not, many parents who had older children chose to keep their children at home from the nursery as a precaution.

Although the numbers on the roll declined over the reporting period, as anticipated due to the lower-than-expected numbers of children on the waiting list, we can only guess as to the overall reason why. However, continued lockdowns and cautiousness among parents to send their children to a nursery setting throughout the pandemic no doubt had an impact.

### Childcare - After School:

The After School Club started the reporting period with the number of children attending remaining on the decline. Along with the nursery, the ASC closed due to the first national lockdown in March 2020.

When schools were allowed to re-open in May 2020, it was decided to keep the ASC closed due to the low numbers of children who would be attending school and the nursery.

During this period of closure, we took the time to 'take stock' of the ASC, re-assess its prospects, and look at how it could be run with the new working practices due to Covid-19.

Looking at the finances of the ASC, income since September 2019 had slowed dramatically and it was clear the ASC was no longer running at a level to cover staffing costs; this was not a new thing for the ASC as we had seen this pattern in the past. The difference between now and the historical dips were the fact we had no direct 'competition' from another ASC like we were currently seeing from Glebelands Primary Academy.

We then had to look at how we could run the ASC safely in the Covid-19 world. For the ASC to run 'as normal' we would need to have a full deep clean between the nursery closing and ASC starting, a time period of just 15 minutes.

Other questions surrounding 'bubbles' and how children could mix after being in separate 'bubbles' at school all day needed answering.

Taking all of the above into account, it soon became clear that the ASC was declining and unlikely to grow again and ensuring Covid-19 safety would be difficult. We then took the difficult decision not to re-open the ASC in September, and to permanently close it.

### Staff:

The Charity continued to ensure that all staff were fully trained to the statutory level required. Training throughout the Covid-19 pandemic did reduce greatly, but as things have opened-up again we have seen most of the training opportunities move to online platforms rather than face-to-face sessions.

During the reporting period we saw three staff members leave, one of those being an ASC staff member, one

being a nursery staff member who was replaced by a new appointment and the other our office administrator who has been replaced by changes to existing staff roles and responsibilities.

## **FINANCIAL REVIEW:**

The Centre holds a balance at Bank in two accounts - one current account and one deposit account.

In addition a balance is held in a PayPal account and on occasion a balance may temporarily be held in Strip or Square. Stripe and Square are card processing companies who hold card payments for a number of days prior to the monies being transferred to our bank account.

The reserves held in the current account are used for day-to-day running of the Centre whilst the reserves held in the deposit account are held for the following:

- To meet any unforeseen expenditure that may occur, for example repairs and renewals to the premises.
- To meet any redundancy costs should The Centre cease to operate. It is advised to hold approximately three months payroll costs in reserves for this purpose. Should the situation arise, the cost to the centre at the end of the reporting period would have been in the region of £34,000

**Brief statement of the Charity's policy on reserves.**

*Note - Restricted Reserves:*

- *Heating replacement reserves:*  
*The small balance remains in this reserve and will be used if and when necessary.*
- *Early Years Improvement Fund Opportunity Area Reserves:*  
*As reported in the previous period, the Centre took part in a successful Early Years Improvement Fund Opportunity Area bid.*  
*Due to the Covid-19 shutdowns and other restrictions there has been little movement with this project.*  
*These funds are restricted for the use of the OA project only and whilst they are held in the Centre's bank accounts, they are held in reserve on behalf of Cambridgeshire County Council. Net*

*reserves for the project as at 31 January 2021 was £6,128.56.*

**Details of any funds materially in deficit.**

The Centre has seen a surplus from its activities this last financial year with no funds in material deficit.

The surplus from all activities this financial year has fallen by 40% when compared to the previous financial year. This reduction is mainly down to a reduction in the numbers of children attending the nursery and one-off costs associated with the closure of the ASC. Adding-back these one-off costs the Centre would have made a profit in the region of £5,000.

This profit would not have been possible if it were not for the decision of Cambridgeshire County Council to continue funding throughout lockdown periods irrespective of the child attending his/her sessions.

We were also able to take advantage of a loss of revenue insurance claim due to the Covid-19 pandemic. This claim covered unforeseen losses, increased costs of PPE and cleaning, etc.

Another item of additional income came in the form of 'protection funding' from the County Council. This funding was given where settings saw a reduced funding payment than for the same period the previous year and was part of Covid-19 recovery funding.

**Further financial review details.**

Due to these three factors, financially we can compare this reporting period against previous reporting periods.

The nursery continues to operate a healthy surplus (when comparing nursery specific revenue and costs). There being a slight increase of 2.46% over the previous year.

During the reporting period, nursery revenues from nursery education and associated funding decreased slightly whilst the nursery revenues from non-funded; private paying; childcare fell by 49%. This drop can be directly attributed to fewer children attending the nursery and this in part due to Covid-19.

The biggest costs to the Centre remain staff wages and other staffing costs. Due to the funding income remaining payable by the County Council, it would have been very difficult to have furloughed the staff members during the shutdown period. As such we made the decision quite early to continue paying staff members their normal pay based upon their contracted working

hours. This meant honouring all pay increases as notified prior to the lockdowns.

This year the payroll has decreased by 5.3% but still accounted for 80.51% of income and 81.46% of total expenditure. This is partly due to the fact we didn't replace one member of staff when they left. The 6.21% increase in national living wage was the main cause for other increased payroll costs.

Due to the Covid-19 pandemic we have seen a large increase in the costs of cleaning and PPE items this year. Not only have we seen the need to purchase an increased amount of cleaning products, but at times the costs of those products and PPE have jumped to silly levels.

Energy usage has also seen an increase due to the need to keep a flow of fresh air through the building whilst also ensuring the children and staff remained warm during the winter months.

Income received by the charity and its activities have allowed the Centre to provide affordable childcare for children and young people from the local area, from any background whilst being able to accommodate every need of that child or young person.

The Centre aims to keep childcare fees as low as possible whilst providing the best quality childcare. However, with greater than inflation increases in national living wage rates looming upon the horizon (2.17% April 2020 and 6.6% April 2022) mean that we will need to review our fees accordingly.

The Centre is also able to offer out its facilities to the local community for recreational leisure activities at an affordable rental.

## **OTHER INFORMATION:**

### **Centre Building:**

The Centre building, opened in September 1998 for the purpose of providing childcare and a community centre, is held in Permanent Endowment by the Charity with all initial construction costs being 100% funded by Community Fund Lottery grant. All balances relating to the Centres fixed assets (Centre Building) are restricted funds which the Charity is not able to release.

The land which the building is sited is owned by The Diamond Learning Partnership Trust; transferred from Cambridgeshire County Council ownership with Glebelands Primary School on 1<sup>st</sup> February 2017; and is leased to the Charity on a 'long lease' at peppercorn rent.

**DECLARATION:**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Charity's Trustees

Signed

A handwritten signature in black ink, appearing to read 'John Smith', with a long horizontal stroke extending to the right.

**Full Name** John Richard Smith

**Position** Chairman

**Date** 09 November 2021

**THE MEADOWS DAYCARE CENTRE**

**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED**

**31 JANUARY 2021**

**THE MEADOWS DAYCARE CENTRE**

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<b>Notes to the Accounts</b>	<b>3</b>
<b>Independent Examiner's Report to the Accounts</b>	<b>5</b>

**THE MEADOWS DAYCARE CENTRE**

**Statement of Financial Activities ( incorporating an Income and Expenditure Account )  
For The Year Ended 31 January 2021**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2021 £	Total 2020 £
<b>Incoming Resources</b>					
Local Authority Grants	119,227.46			119,227.46	121,066.09
Fees Received	8,138.89			8,138.89	27,958.08
Hire of Centre	0.00			0.00	90.00
Insurance Claim (Covid)	4,517.00			4,517.00	0.00
Other Income	583.72			583.72	274.81
Interest received	147.79			147.79	261.04
<b>Total Incoming Resources</b>	<b>132,614.86</b>	<b>0.00</b>	<b>0.00</b>	<b>132,614.86</b>	<b>149,650.02</b>
<b>Resources Expended</b>					
<b>Costs of Activities for Charitable Objectives</b>					
Salaries, N.I and Pension Contributions	112,899.51			112,899.51	115,172.90
Repair & Maintenance	2,621.93			2,621.93	6,918.25
Cleaning & Skip Hire	2,772.51			2,772.51	2,696.81
Equipment/Activities	4,266.41			4,266.41	7,027.20
Refreshments/Snacks	927.06			927.06	1,774.75
Other Consumables	1,025.12			1,025.12	1,986.01
Depreciation - Building	0.00		4,767.00	4,767.00	4,767.00
<b>Sub - Total</b>	<b>124,512.54</b>	<b>0.00</b>	<b>4,767.00</b>	<b>129,279.54</b>	<b>140,342.92</b>
<b>Management &amp; Administration</b>					
Audit	175.00			175.00	175.00
NNDR	0.00			0.00	1,134.00
Water Rates	209.83			209.83	1,012.64
Energy Costs	2,114.90			2,114.90	2,500.72
Telephone	464.24			464.24	385.26
Insurance	1,749.15			1,749.15	1,659.12
Subscriptions	1,059.31			1,059.31	1,277.10
Stationery, Printing & Postage	778.22			778.22	1,593.23
<b>Sub - Total</b>	<b>6,550.65</b>	<b>0.00</b>	<b>0.00</b>	<b>6,550.65</b>	<b>9,737.07</b>
<b>Total Resources Expended</b>	<b>131,063.19</b>	<b>0.00</b>	<b>4,767.00</b>	<b>135,830.19</b>	<b>150,079.99</b>
<b>Net Incoming / (Outgoing) Resources</b>	<b>1,551.67</b>	<b>0.00</b>	<b>(4,767.00)</b>	<b>(3,215.33)</b>	<b>(429.97)</b>
<b>Transfer to Restricted Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Movement in Funds</b>	<b>1,551.67</b>	<b>0.00</b>	<b>(4,767.00)</b>	<b>(3,215.33)</b>	<b>(429.97)</b>
Total Funds brought forward 1 February 2020	111,490.13	6,748.56	185,893.00	304,131.69	304,561.66
<b>Total Funds carried forward 31 January 2021</b>	<b>113,041.80</b>	<b>6,748.56</b>	<b>181,126.00</b>	<b>300,916.36</b>	<b>304,131.69</b>

**THE MEADOWS DAYCARE CENTRE****Balance Sheet as at 31 January 2021**

	£	2021 £	£	2020 £
<b>Fixed Assets</b>				
Tangible Assets Centre Building		181,126.00		185,893.00
<b>Current Assets</b>				
Cash at Bank	119,760.51		117,017.42	
Cash in Hand	187.62		308.58	
Debtors & Prepayments	405.99		1,931.29	
	<u>120,354.12</u>		<u>119,257.29</u>	
<b>Current Liabilities</b>				
Creditors : amounts due within one year	<u>563.76</u>		<u>1,018.60</u>	
<b>Net Current Assets</b>		119,790.36		118,238.69
<b>Net Assets</b>		<u><b>300,916.36</b></u>		<u><b>304,131.69</b></u>
<b>Funds</b>				
Unrestricted Fund				
General Fund - Undesignated		113,041.80		111,490.13
Restricted Funds				
Replacement Funds (Heating)	620.00		620.00	
Opportunity Area EYIF (Cambs CC)	<u>6,128.56</u>	6,748.56	<u>6,128.56</u>	6,748.56
Capital Fund				
Building Fund - Endowment		181,126.00		185,893.00
<b>Total Funds</b>		<u><b>300,916.36</b></u>		<u><b>304,131.69</b></u>



## 6. Movement in Funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
<b>Balance at 1 February 2020</b>	111,490.13	6,748.56	185,893.00	304,131.69
Incoming Resources	132,614.86	0.00	0.00	132,614.86
Outgoing Resources	(131,063.19)	(0.00)	(4,767.00)	(135,830.19)
<b>Balance at 31 January 2021</b>	<u>113,041.80</u>	<u>6,748.56</u>	<u>181,126.00</u>	<u>300,916.36</u>

## 7. Net Assets by Funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
Fixed Assets	0.00	0.00	181,126.00	181,126.00
Current Assets	113,605.56	6,748.56	0.00	120,354.12
Current Liabilities	563.76	0.00	0.00	563.76
	<u>113,041.80</u>	<u>6,748.56</u>	<u>181,126.00</u>	<u>300,916.36</u>

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I report on the accounts of the Trust for the year ended 31 January 2021, which are set out on pages 1 to 4.

### 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- \* examine the accounts under section 145 of the 2011 Act;
- \* to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act; and
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My examination was carried out in accordance with the 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 you as 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.

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In connection with my examination, no matter has come to my attention:

(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 2011 Act; and
- \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed : 

Name : Mark Saunders B.Sc (Hons), MAAT

Address : 7 Tribune Close  
Chatteris  
Cambs  
PE16 6UY

Date : 7 November 2021