



# Trustees' Annual Report & Accounts 2022

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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:**

Charity Name	The Meadows Day Care Centre
Other Names	The Meadows Centre (Chatteris) - Old Name
Registered Charity No.	1069714
Charity's Principal Address	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:**

#### **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 £35,000

#### *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:*

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

*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*

**Further financial review details.**

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.

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>

## Notes to the Accounts for the year to 31 January 2022

## General

## Depreciation

Centre Building 60 Years - Straight Line basis

## 2. Fixed Assets

The above values relate to the centre building only. The land these are sited on is owned by Cambridgeshire County Council and is leased to the Charity on a 'long lease' at peppercorn rent.

### 3. Unrestricted Funds

#### 4. Restricted Funds

- ## 5. Permanent Endowment Funds

Page 3

## 6. Movement in Funds

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL £
<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

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL £
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:

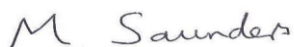
- (1) which gives me reasonable cause to believe that in any material respect, the requirements:

- \* 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 :



Name :

Mark Saunders B.Sc (Hons), MAAT

Address :

7 Tribune Close  
Chatteris  
Cambs  
PE16 6UY

Date :

7 November 2022