



# Trustees' Annual Report & Accounts 2023

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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:**

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 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><small>*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.</small></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

	<p><i>Note - Restricted Reserves:</i></p> <ul style="list-style-type: none"> <li> <p><i>Heating replacement reserves:</i></p> <p><i>The small balance remains in this reserve and will be used if and when necessary.</i></p> </li> <li> <p><i>Early Years Improvement Fund Opportunity Area Reserves:</i></p> <p><i>As reported in the 2021 reporting period, the Centre took part in a successful Early Years Improvement Fund Opportunity Area bid.</i></p> <p><i>Due to the Covid-19 shutdowns and other restrictions there has been little movement with this project.</i></p> <p><i>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.</i></p> </li> <li> <p><i>Ready to Learn Programme Funding:</i></p> <p><i>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.</i></p> <p><i>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.</i></p> </li> </ul>
<b>Details of any funds materially in deficit.</b>	The Centre has seen a surplus from its activities this last financial year with no funds in material deficit.
<b>Further financial review details.</b>	<p>The Centre has seen a reverse in fortune this reporting period by turning a £4.5k deficit into a £1.8k surplus.</p> <p>Although this period has seen an 8% increase in income from funding and a much larger (195% or almost £20k)</p>



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>

## Notes to the Accounts for the year to 31 January 2023

## 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

- (i) The Heating Replacement Fund (£5,000) was established in 2015 to set aside funds for the future replacement of these items. In 2019/20 £4,380 was utilised and transferred back to the Income & Expenditure Account, leaving a balance of £620 on this fund at 31 January 2020. There have been no further transactions since, leaving an unchanged balance of £620 on this fund at 31 January 2023.
- (ii) In 2019/20, £6,594 of ring-fenced funds were received from Cambridgeshire County Council following a successful 'Opportunity Area Early Years Improvement Fund' bid. Of this, £465.44 was spent during the year, leaving a balance of £6,128.56 on this fund at 31 January 2020. There were no further transactions during 2020/21. During 2021/22, £600.00 was spent leaving a balance of £5,528.56 on this fund at 31 January 2022. There were no further transactions during the year, leaving an unchanged balance on this fund at 31 January 2023.
- (iii) In 2021/22, £10,164.44 of ring-fenced funds were received from Cambridgeshire County Council for the Ready To Learn Programme (RTLP). Of this, £238.80 was spent during 2021/22 and a further £5,380.78 during 2022/23, leaving a balance of £4,544.86 on this fund at 31 January 2023.

## 5. Permanent Endowment Funds

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## 6. Movement in Funds

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

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL £
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.

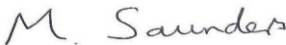
### **Basis of independent examiner's report**

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