

CARLTON PRE SCHOOL PLAYGROUP

Final Annual General Meeting Report
Held on Thursday 29th June 2023 in Richard Herrod Centre
Meeting Number 35

Present:

Esther Coleman-Smith – Chair Person

Lorraine Pattie, Maxine Payne, Lorraine Pattie, Ruth Jackson & Natalie Matthews

Apologies: Rosa Clarke, Maria Cranfield

Welcome

Esther welcomed everyone to the AGM meeting and explained where the toilets and fire exits were.

Minutes

Esther went through last year's agenda/minutes briefly and made sure everyone had seen this year's agenda. Esther then asked the group to propose that these minutes shown are a true record of what happened.

1st Name: Maxine

Seconded: Ruth

Chair's Report

I am just going to go through what has been happening over the past year.

Sept 22 Meeting 31

Covid - We had another outbreak with staff testing positive. Contingency plan put in place.

Queens Death - We closed on 19th Sept in respect for the Queen's funeral all parents advised.

Accounts - Advised that we need to have parents pay on time. Cost of living crisis. Changes in NI lead to wage changes.

Staff - Mrs Dinnell is expecting a baby and will start her maternity leave in October.

Nov 22 Meeting 32

Staff - Mrs Dinnell started her maternity leave. We have taken on Maria on a temp basis to support the cover in the afternoons. We have got Lorraine back in to cover the lunchtimes for us.

Training - First Aid training is due so Maxine will sort that.

Foodbank - Maxine is now got us registered so if any of our family's staff etc need help them we can give out the vouchers. Thank you to Maxine for sorting this out.

Christmas - Maxine has sent out all dates etc to parents.

Jan 23 Meeting 33

Staff - Maria left us last week. We need to look for temp cover after Feb half term.

Christmas - The children loved the nativity and so did parents. We had the Christmas party for them with activities.

Step A - Confirmed case start of Dec.

March 23 Meeting 34

Staff - Temp new staff member started with us until July to cover maternity.

Training - First Aid training was done for the staff.

Accounts - Staff are now on monthly pay. New paperwork sent for new starter.

Easyfundraising - £19373 received in Feb.
Learning - This renewal is due end of March £534.00

Chair's Report (April - July)

I would like to thank all the staff for their hard work and commitment again in this being another hard year. Always grateful for the support from Maxine and the team.

We started back after the half term 17th April 2023. I had already been in discussions with Jackie & Maxine due to the wage increase inline with national increase and the rent increase. I & Jackie had started to discuss the financial implications and that would need to be ready for redundancies because would not be able to carry on. Myself & Maxine did the staff appraisals 25th & 26th April. All staff were informed regarding redundancies might be an option and the notice period and implications to them. All staff were aware that this would be the case and said they were happy to carry on for the children. I had emailed the council to ask for a meeting due to the increase in the rent and ask for a rent freeze the meeting was planned. All staff were being spoken to daily regarding the situation and the planned meeting with the council.

Lorraine finished her temp cover 23rd June 2023.

Council meeting took place on 6th June at the centre. I had already called an EGM on the same day after this meeting so a decision could be made the same day due to timescales for the staff redundancy notices etc. The meeting mins are available.

Staff meeting was called to inform all staff of intention to close and redundancies for the staff. As you can imagine this is devastating for the staff and myself. Letters are available. Staff were advised regarding confidentiality of this information until parents had been advised. All the staff team have been supported and were giving time off if required to attend job interviews etc. I took advice from Acas etc with regards to redundancy and all was correct. Jackie worked out all the staff entitlement with regards to redundancies and another letter was sent to staff with final pay dates etc.

Maxine sent out all notifications to parents regarding closure and all parents were spoken to. This was devastating. We had some much support from our childrens families. We were asked to go on Notts TV for an interview this took place 12th July. We started to sell our provisions and called local schools and posted on social media of our intention to close and that were selling our provisions to raise money to help with the remaining costs. A local pub raised £132.16 in donations for us.

We decided that we would still have the graduation for the children on 13th July 23 and we had a raffle on 20th July 23. The total that was raised was £1781.66.

We were aware that we would not have enough money in the ringfence account to cover redundancies etc. I arranged to have the ringfence account closed down and all funds back over to the current account which was £15,825.42 10/07/23.

Breakdown Costs:

Redundancy: £25,603.64

July Wages £7449.49

Fundraising £1781.66

Pension £1150.72

HMRC £2805.52

Rent £4092.50 This included a rent reduction as a goodwill gesture.

Mrs Esther Coleman-Smith £12,750.66 had to pay this amount into the preschool account to be able to pay all outstanding debts of the above so we had enough money in the account to cover everything as a trustee that fell to me to take this on. All bank statements are available. The final day was Fri 21st July 2023. The book keeper has all relevant information regarding this.

All HMRC and Pensions had been informed of the closure.

Date: 02/01/2024
Time: 12:22:42

Carlton Pre School Playgroup Nottingham
Balance Sheet

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From: Month 1, August 2022
To: Future

Chart of Accounts:

Default Layout of Accounts [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Office Equipment	349.00	1,571.99	
Furniture/Fittings	0.00	128.99	
		349.00	1,700.98
Current Assets			
Deposits & Cash	831.74	0.00	
		831.74	0.00
Current Liabilities			
Creditors Short Term	12,750.66	12,750.66	
Taxation	(16,503.68)	1,676.41	
Wages	(6,289.96)	(20,337.74)	
Bank Account	10,984.29	0.00	
		941.31	(5,910.67)
Current Assets less Current Liabilities:		(109.57)	5,910.67
Total Assets less Current Liabilities:		239.43	7,611.65
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		239.43	7,611.65
Capital & Reserves			
Reserves	0.00	7,372.22	
P & L Account	0.00	0.00	
		0.00	7,372.22

Date: 02/01/2024
Time: 12:20:58

Carlton Pre School Playgroup Nottingham
Period Trial Balance

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To Period: Future

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0030	Office Equipment	1,571.99	
0040	Furniture and Fixtures	128.99	
2102	Other Creditors		12,750.66
2211	National Insurance		1,676.41
2220	Net Wages	19,039.85	
2230	Pension Fund	1,297.89	
3200	Funds		7,372.22
4001	Donations Received -Non Gift Aid		45.00
4002	Childs Fees		12,353.57
4100	Grants		103,035.61
4500	Fund Generation - Fund Raising		115.54
4800	Other Income		104.66
4950	Sale of Assets		1,844.50
5000	Foods	1,091.24	
5005	Nusery- Toys, Games, Art & Crafts	581.17	
5006	Playgroup Activities	529.24	
5008	Misc Equipment	378.53	
5200	Training Projects	364.90	
5201	Outreach Work	49.17	
5202	Local Projects	35.42	
7000	Rent	16,954.50	
7007	Empolyers Pension Contributions	758.12	
7300	Printing	27.76	
7302	Office Stationery	331.66	
7350	Telephone and Fax	153.00	
7351	Internet	510.97	
7353	Mobile Charges	62.14	
7400	Room Hire	39.90	
7500	Repairs and Renewals	173.40	
7501	Cleaning	462.97	
7604	Insurance		239.43
7605	Refreshments	91.91	
7606	Sundry Expenses	168.27	
7607	Workwear	55.53	
7700	Bank Interest Paid		41.69
7800	Gross Wages	85,837.31	
7801	Redundancy Payments	25,603.64	
7806	Employers NI	366.97	
7807	Employers Pensions	469.73	
7902	Accountancy Fees	1,666.60	
7904	Professional Fees	1,338.97	
9998	Suspense Account		20,562.45
Totals:		<u>160,141.74</u>	<u>160,141.74</u>