



Annual General Meeting Minutes

Venue: The Bugle, Twyford

Date: 6th October 2020 at 7 pm

Item	Comment
1. Welcome & Apologies	<p>Present: Pamela Lawrence, Richard Sellars, Cesca Carr-Roberts, Freya Fixler, Gemma Gregory, Jo Everest, Catherine Thomas, Jo Robb, Tracy Nutbeam, Corrina Cottrell</p> <p>In attendance: Rebekeh Temple</p>
2. Minutes from Previous Meeting	The minutes of the last AGM held on 1 st October 2019 were approved and signed.
3. Chairman's Report	<p>Cesca thanked Pamela, the Playgroup staff and committee for all of their hard work over the very difficult last year. Cesca continued to praise Pamela and her team for continuing to put the needs of the children as top priority and thanked them for their care and kindness. She went on to thank the current committee and those staying on to help Playgroup get through what might be a tough financial year ahead.</p> <p>The Chairman confirmed that Jo Robb will be standing down this year and that Rebekeh Temple has volunteered to join the Committee. Rebekeh was then informed a DBS check was required and an EY2 form for Ofsted.</p> <p>The numbers of children are looking low for this year going forward and staff have scaled back on some hours. It is hoped that Playgroup may be able to claim some staff hours through the new Job Support Scheme.</p> <p>The Parish Hall committee has been very supportive offering a rent reduction for the next two years and allowing us sole use of the Gilbert room.</p> <p>Numbers for the following academic year September 2021 look a lot more positive.</p>
4. Treasurer's Report	<p>Current back account as follows: £5,172.55 in community account £25,454.18 in Active Saver Total £30,626.73</p> <p>The Treasurer informed everyone that the 19/20 figures have been surprising considering a loss had been predicted but instead had shown a small profit.</p>

	<p>The pandemic had caused Playgroup to eat into its reserves of almost £13k but this was to have been expected under the circumstances.</p> <p>The accounts to August 2020 were circulated.</p> <p>Richard told everyone that Katy's forecast for the coming Autumn Term 20/21 would see a loss of £5k but hopefully Hampshire County Council will honour their match funding as they did during our spring/summer term and then Playgroup would break even.</p> <p>The spring/summer term 2021 looks like things will pick up and fingers crossed it is possible Playgroup will end on a secure footing.</p> <p>Richard informed the committee that Katy has now been the bookkeeper for three years and is a real asset to Playgroup.</p> <p>Richard and Katy will sign the accounts for this last year.</p> <p>It was suggested by the Treasurer that the Parish Hall committee be thanked for their ongoing support of Playgroup during these trying times. They have said that they will give Playgroup as much help as they can.</p> <p>Richard will be resigning as Treasurer at the end of this year 20/21.</p>
<p>5. Manager's Report</p>	<p>The Manager report that Autumn term 2019 had seen 21 children on role which had increased to 23 in the Spring Term. 4 had SEN and were supported on a one to one basis. The Autumn term was very successful and enjoyable leading up to a Christmas event for parents and carers.</p> <p>Spring term started well but due to Covid 19 the decision was made to close Playgroup on Tuesday 17th March 2020. One member of staff was able to be furloughed and the rest were away from work on full pay. During this time the staff all completed a large volume of online training.</p> <p>Margaret Stillman who had been a valued member of the team for 5 years left in May 2020 to take up a role at Twyford St Mary's.</p> <p>Playgroup reopened on June 1st 2020. Due to Government and Local Authority guidelines Playgroup was only able to accommodate the children aged 3 and 4 years that were due to start school in September, along with SEN, vulnerable, key worker and adopted children. This made up 2 bubbles of 8 children with 4 staff working 4 sessions of 3 hours. On a Friday morning a bespoke 2 hour session was run for a child with a poorly sibling who was unable to attend the bubble sessions.</p> <p>All toys, equipment and the setting was thoroughly cleaned in line with the current guidelines.</p> <p>Pamela informed everyone that she felt the sessions were hugely beneficial to those children that attended.</p> <p>Four Educational Healthcare Plans have been applied for of which one is in place and two are agreed.</p>

	<p>The Manager thanked Cesca and the Committee for all their support and for the fundraising that had been organised during the year. Her staff were thanked for their ability to cope with the disruption and worry that Covid had brought to the setting and she went on to say how proud of them she feels.</p>
6. Election of Officers	<p>Jo Robb has resigned from the Committee</p> <p>The following roles were elected: Committee Members: Rebekeh Temple</p> <p>The following officers were re- elected: Francesca Carr-Roberts (Chairman) Richard Sellars (Treasurer) Pamela Lawrence (Manager) Catherine Thomas (Secretary) Gemma (Health and Safety Officer)</p> <p>Committee members: Tracey Nutbeam Freya Fixler Corrina Cottrell Jo Robb</p>
7. The next meeting	<p>The next meeting will be held immediately due to the restrictions from Covid and the uncertainty surrounding the possibility of all meeting up again in the near future.</p> <p>The Chair thanked everyone for coming and the AGM was closed.</p>

Twyford Playgroup**Receipts and Payments Account for the year ended 31 August 2020**

Cash book balance brought forward at 01.09.19

£29,408.67

from Statement of Assets and Liabilities 2019

	Unrestricted	Restricted
RECEIPTS		
Fees from Parents	£7,122.06	
Childcare Vouchers	£1,990.00	
EYE Funding	£53,452.75	
Registration Fees	£445.00	
SEN Funding	£3,757.50	
Fundraising	£2,943.53	
Grants	£0.00	
Milk	£70.74	
Snack	£478.50	
Donations	£580.00	
Interest	£44.79	
Petty Cash	£0.00	
Other	£2,187.34	
Cash	-£29.72	
Total Receipts	£73,042.49	£73,042.49
		<u><u>£102,451.16</u></u>

	Unrestricted	Restricted
PAYMENTS		
Premises	£4,500.00	
Wages	£60,334.77	
Pensions	£2,505.67	
Bills (inc Insurance)	£1,562.89	
Petty Cash	£235.00	
Equipment	£1,309.30	
Stationary	£772.13	
Utility	£455.10	
Fundraising	£0.00	
Training	£67.00	
Other	£55.90	
Total Payments	£71,797.76	£71,797.76

Cash book carried forward at 31-08-20

£30,653.40**Statement of Assests & Liabilities at Year end 31 August 2020**

Cash Funds	£26.67	
Current Account Balance	£5,172.55	
Less cheques not cleared		
Saver Account Balance	£25,454.18	
		<u><u>£30,653.40</u></u>
Other Monetary Assets		None
Investment Assets		None
Liabilities		None
Assests retained for the Charity's own use		Various



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

TWYFORD PLAYGROUP

On accounts for the year
ended

31ST AUGUST 2020

Charity no
(if any)

114 7226

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 08 2020.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

20/4/2021

Name:

TRACEY BIRD

Relevant professional
qualification(s) or body
(if any):

CONKER ACCOUNTANCY LTD

Address:

CHANDLERS HOUSE

CANDERS BUSINESS PARK, KINGSLEY

HAMPSHIRE, GU35 9LU

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.