



Annual General Meeting Minutes

Venue: The Bugle, Twyford

Date: 11th October 2021 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, Corrina Cottrell, Rebekeh Temple, Lisa Williamson,</p> <p>In attendance: Felicity Bowen, Lotte Bennett, Mel Simpson, Hannah Broad, Hollie McCloughlin</p> <p>Apologies: Tracy Nutbeam</p> |
| 2. Minutes from Previous Meeting | The minutes of the last AGM held on 6 st October 2020 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 challenging times of the last year. Cesca continued to praise Pamela and her team for keeping the playgroup up and running, their kindness and for the nurturing environment that they provide.</p> <p>The Chairman confirmed that Richard is stepping down from the role of Treasurer along with Freya, Tracy and Corrina. They were all thanked for their hard work during their time on the committee.</p> <p>The Chairman informed the committee that she is herself looking to step down over the next few weeks once a new Chair is confirmed. New members to the committee will need to complete a DBS check and an EY2 form for Ofsted. To ensure that everything discussed at the meetings remains confidential a confidentiality agreement will also need to be signed.</p> <p>There are vacancies for the roles of Chair, Treasurer, HR Officer and Fundraising committee members.</p> <p>Cesca reminded everyone that we ask for a minimum 2 year commitment and that we must keep a balance of 60/40 of existing parents and non Twyford Playgroup parents.</p> |

| | |
|-------------------------------------|---|
| <p>4. Treasurer's Report</p> | <p>Current back account as follows: £28,651.98 in community account £20,470.22 in Active Saver Total £49,122.20</p> <p>Figures are currently looking very good despite the 12k loss that was forecast for last summer term. Katy has forecast a loss of £5,980 for the Autumn term but we remain hopeful the Pamela will be able to have better news as the numbers of children attending playgroup are now forecast to increase.</p> <p>The Treasurer went on to summarise the challenges that playgroup has faced whilst he has been Treasurer but through determination and hard work of the committee and Katy, along with the support of the villagers playgroup is still continuing. Richard continued by saying that whilst he is still on the Parish Council for another year he will continue to support Playgroup in their dealings with it.</p> |
| <p>5. Manager's Report</p> | <p>Pamela gave a heartfelt thank you to Cesca for being Chair for the last 4 years and being on the committee for a total of 6 years. Her support through all the complex situations that have arisen, her tireless fundraising efforts have been endless and she will be missed.</p> <p>Richard was also thanked for his support through the years with all the invoicing and funding, attending Parish Hall meetings on our behalf and attending many fund raising events.</p> <p>Thanks was also given to Freya, Tracy and Corrina who are also stepping down.</p> <p>The Manager went on to say that the last year has been a very challenging one with the ongoing impact of Covid 19. There was just one day of closure due to the pandemic in February '21. In the Spring Term we welcomed a large amount of 2 year olds, the largest in the 21 years that Pamela has been working at playgroup. All have settled in well. The Summer Term ended with a superb Sports day at Hunters Park.</p> <p>Pamela acknowledged the local communities fundraising efforts over the last year to support playgroup through this difficult year including Duncan who raised a substantial amount for playgroup.</p> <p>Chloe who had been a valuable member of staff left playgroup in July and due to the level of numbers we have been unable to replace her. Ellie and Nilum have made the decision to reduce their hours. Clare Crow remains on long term sick leave following on from her Covid complications.</p> <p>There are currently 24 children on role with 3 more due to join this academic year, but sadly we will lose 20 of the 24 to school next year so a real effort needs to be made to sell playgroup in our community.</p> |

| | | | | | | | | | | | | | |
|---------------------------------------|--|----------------|----------------------------------|--------------------------------------|-----------------------------|---------------|-----------------------------|----------------------------------|---------------------------|------------------------------|--------------------------------|----------------|------------------------------|
| <p>6. Election of Officers</p> | <p>Freya, Corrina, Richard and Tracy have resigned from the Committee</p> <p>The following roles were elected: Committee Members:</p> <table border="0"> <tr> <td>Felicity Bowen</td> <td>voted in by Pamela and Catherine</td> </tr> <tr> <td>Mel Simpson (Safeguarding and Chair)</td> <td>voted in by Cesca and Freya</td> </tr> <tr> <td>Lotte Bennett</td> <td>voted in by Gemma and Freya</td> </tr> <tr> <td>Hollie McLoughlin (Safeguarding)</td> <td>voted in by Pamela and Jo</td> </tr> <tr> <td>Aaron McLoughlin (Treasurer)</td> <td>voted in by Richard and Pamela</td> </tr> <tr> <td>Donna Lawrence</td> <td>voted in by Cesca and Pamela</td> </tr> </table> <p>The following officers were re- elected:</p> <p>Francesca Carr-Roberts (Chairman) Pamela Lawrence (Manager) Catherine Thomas (Secretary) Gemma (Health and Safety Officer)</p> <p>Committee members: Jo Everest (Fundraising) Lisa Williamson Rebekeh Temple</p> <p>Hannah Broad has said that whilst she does not wish to join the committee at this stage she is happy to help out at fundraising events.</p> | Felicity Bowen | voted in by Pamela and Catherine | Mel Simpson (Safeguarding and Chair) | voted in by Cesca and Freya | Lotte Bennett | voted in by Gemma and Freya | Hollie McLoughlin (Safeguarding) | voted in by Pamela and Jo | Aaron McLoughlin (Treasurer) | voted in by Richard and Pamela | Donna Lawrence | voted in by Cesca and Pamela |
| Felicity Bowen | voted in by Pamela and Catherine | | | | | | | | | | | | |
| Mel Simpson (Safeguarding and Chair) | voted in by Cesca and Freya | | | | | | | | | | | | |
| Lotte Bennett | voted in by Gemma and Freya | | | | | | | | | | | | |
| Hollie McLoughlin (Safeguarding) | voted in by Pamela and Jo | | | | | | | | | | | | |
| Aaron McLoughlin (Treasurer) | voted in by Richard and Pamela | | | | | | | | | | | | |
| Donna Lawrence | voted in by Cesca and Pamela | | | | | | | | | | | | |
| <p>7. The next meeting</p> | <p>The next meeting will be held immediately</p> <p>The Chair thanked everyone for coming and the AGM was closed.</p> | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Registered number
07909123

Twyford Playgroup
Report and Accounts
31 August 2021

Twyford Playgroup
Report and accounts
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Twyford Playgroup Company Information

Directors

Francesca Carr-Roberts
Richard Sellars
Pamela Lawrence
Freya Winkless Fixler
Gemma Gregory
Joanne Everest
Corrina Cottrell
Lisa Thomas
Tracey Nutbeam
Rebekah Temple
Aaron Mcloughlin

Accountants

Conker Accountancy Limited
Chandlers House
Ganders Business Park
Kingsley
Hampshire
GU35 9LU

Registered number

07909123

Twyford Playgroup**Registered number: 07909123****Directors' Report**

The directors present their report and accounts for the year ended 31 August 2021.

Principal activities

The company's principal activity during the year continued to be a playgroup.

Directors

The following persons served as directors during the year:

Francesca Carr-Roberts
Richard Sellars
Pamela Lawrence
Freya Winkless Fixler
Gemma Gregory
Joanne Everest
Corrina Cottrell
Lisa Thomas
Tracey Nutbeam
Rebekah Temple

This report was approved by the board on 4 April 2022 and signed on its behalf.

Aaron Mcloughlin
Director

**Twyford Playgroup
Accountants' Report**

**Accountants' report to the directors of
Twyford Playgroup**

You consider that the company is exempt from an audit for the year ended 31 August 2021. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet, the Statement of Changes in Equity and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

Conker Accountancy Limited
Accountants

Chandlers House
Ganders Business Park
Kingsley
Hampshire
GU35 9LU

4 April 2022

Twyford Playgroup
Profit and Loss Account
for the year ended 31 August 2021

| | 2021 £ | 2020 £ |
|--------------------------------------|-------------------------|-------------------------|
| Turnover | 80,768 | 73,132 |
| Cost of sales | (65,397) | (60,661) |
| Gross profit | <u>15,371</u> | <u>12,471</u> |
| Administrative expenses | (15,125) | (11,272) |
| Operating profit | <u>246</u> | <u>1,199</u> |
| Interest receivable | 16 | 46 |
| Profit before taxation | <u>262</u> | <u>1,245</u> |
| Tax on profit | - | - |
| Profit for the financial year | <u>262</u> | <u>1,245</u> |

Twyford Playgroup
Registered number:
Balance Sheet
as at 31 August 2021

07909123

| | Notes | 2021 £ | 2020 £ |
|-----------------------------|-------|---------------|---------------|
| Current assets | | | |
| Cash at bank and in hand | | 30,915 | 30,653 |
| Net current assets | | <u>30,915</u> | <u>30,653</u> |
| Net assets | | <u>30,915</u> | <u>30,653</u> |
| Capital and reserves | | | |
| Profit and loss account | | 30,915 | 30,653 |
| Shareholder's funds | | <u>30,915</u> | <u>30,653</u> |

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

Aaron Mccloughlin

Director

Approved by the board on 4 April 2022

Twyford Playgroup
Statement of Changes in Equity
for the year ended 31 August 2021

| | Share capital £ | Share premium £ | Re- valuation reserve £ | Profit and loss account £ | Total £ |
|-------------------------------|-----------------------|-----------------------|----------------------------------|------------------------------------|---------------|
| At 1 September 2019 | - | - | - | 29,408 | 29,408 |
| Profit for the financial year | | | | 1,245 | 1,245 |
| At 31 August 2020 | <u>-</u> | <u>-</u> | <u>-</u> | <u>30,653</u> | <u>30,653</u> |
| At 1 September 2020 | - | - | - | 30,653 | 30,653 |
| At 31 August 2021 | <u>-</u> | <u>-</u> | <u>-</u> | <u>30,915</u> | <u>30,915</u> |

Twyford Playgroup
Notes to the Accounts
for the year ended 31 August 2021

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have transferred to the buyer. Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs.

Intangible fixed assets

Intangible fixed assets are measured at cost less accumulative amortisation and any accumulative impairment losses.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

| | |
|---|---------------------|
| Freehold buildings | over 50 years |
| Leasehold land and buildings | over the lease term |
| Plant and machinery | over 5 years |
| Fixtures, fittings, tools and equipment | over 5 years |

Investments

Investments in subsidiaries, associates and joint ventures are measured at cost less any accumulated impairment losses. Listed investments are measured at fair value. Unlisted investments are measured at fair value unless the value cannot be measured reliably, in which case they are measured at cost less any accumulated impairment losses. Changes in fair value are included in the profit and loss account.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first in first out method. The carrying amount of stock sold is recognised as an expense in the period in which the related revenue is recognised.

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Twyford Playgroup
Notes to the Accounts
for the year ended 31 August 2021

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Taxation

A current tax liability is recognised for the tax payable on the taxable profit of the current and past periods. A current tax asset is recognised in respect of a tax loss that can be carried back to recover tax paid in a previous period. Deferred tax is recognised in respect of all timing differences between the recognition of income and expenses in the financial statements and their inclusion in tax assessments. Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date and that are expected to apply to the reversal of the timing difference, except for revalued land and investment property where the tax rate that applies to the sale of the asset is used. Current and deferred tax assets and liabilities are not discounted.

Provisions

Provisions (ie liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

Foreign currency translation

Transactions in foreign currencies are initially recognised at the rate of exchange ruling at the date of the transaction. At the end of each reporting period foreign currency monetary items are translated at the closing rate of exchange. Non-monetary items that are measured at historical cost are translated at the rate ruling at the date of the transaction. All differences are charged to profit or loss.

Leased assets

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. All other leases are classified as operating leases. The rights of use and obligations under finance leases are initially recognised as assets and liabilities at amounts equal to the fair value of the leased assets or, if lower, the present value of the minimum lease payments. Minimum lease payments are apportioned between the finance charge and the reduction in the outstanding liability using the effective interest rate method. The finance charge is allocated to each period during the lease so as to produce a constant periodic rate of interest on the remaining balance of the liability. Leased assets are depreciated in accordance with the company's policy for tangible fixed assets. If there is no reasonable certainty that ownership will be obtained at the end of the lease term, the asset is depreciated over the lower of the lease term and its useful life. Operating lease payments are recognised as an expense on a straight line basis over the lease term.

Pensions

Contributions to defined contribution plans are expensed in the period to which they relate.

2 Employees

| | 2021 | 2020 |
|--|---------------|---------------|
| | Number | Number |

Twyford Playgroup
Notes to the Accounts
for the year ended 31 August 2021

Average number of persons employed by the company

8

8

Twyford Playgroup
Detailed profit and loss account
for the year ended 31 August 2021

This schedule does not form part of the statutory accounts

| | 2021 £ | 2020 £ |
|--------------------------|-------------------------|-------------------------|
| Sales | 80,768 | 73,132 |
| Cost of sales | (65,397) | (60,661) |
| Gross profit | <hr/> 15,371 | <hr/> 12,471 |
| Administrative expenses | (15,125) | (11,272) |
| Operating profit | <hr/> 246 | <hr/> 1,199 |
| Interest receivable | 16 | 46 |
| Profit before tax | <hr/> <hr/> 262 | <hr/> <hr/> 1,245 |

Twyford Playgroup
Detailed profit and loss account
for the year ended 31 August 2021

This schedule does not form part of the statutory accounts

| | 2021 | 2020 |
|----------------------------------|---------------|---------------|
| | £ | £ |
| Sales | | |
| Sales | <u>80,768</u> | <u>73,132</u> |
| Cost of sales | | |
| Purchases | 2,145 | 326 |
| Direct labour | <u>63,252</u> | <u>60,335</u> |
| | <u>65,397</u> | <u>60,661</u> |
| Administrative expenses | | |
| Employee costs: | | |
| Pensions | 2,812 | 2,506 |
| Temporary staff and recruitment | 406 | - |
| Staff training and welfare | <u>887</u> | <u>169</u> |
| | <u>4,105</u> | <u>2,675</u> |
| Premises costs: | | |
| Rent | 6,000 | 4,500 |
| Cleaning | <u>1,325</u> | <u>542</u> |
| | <u>7,325</u> | <u>5,042</u> |
| General administrative expenses: | | |
| Telephone and fax | 40 | 60 |
| Postage | - | 16 |
| Stationery and printing | 267 | 693 |
| Insurance | 861 | 860 |
| Equipment expensed | 838 | 1,188 |
| Software | 79 | 95 |
| Sundry expenses | <u>1,136</u> | <u>-</u> |
| | <u>3,221</u> | <u>2,912</u> |
| Legal and professional costs: | | |
| Accountancy fees | 375 | 375 |
| Other legal and professional | <u>99</u> | <u>268</u> |
| | <u>474</u> | <u>643</u> |
| | <u>15,125</u> | <u>11,272</u> |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Twyford Playgroup

On accounts for the year
ended

31/08/2021

Charity no
(if any)

1147226

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

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:

04/05/2022

Name:

Caroline Ambler

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

Conker Accountancy Ltd

Address:

Unit 1 Chandlers House

Ganders Business Park

Kingsley, 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.