



Annual General Meeting Minutes

Venue: The Gilbert Room, Twyford Parish Hall, Twyford

Date: 26th September at 8 pm

1. Welcome & Apologies	<p>Present: Pamela Lawrence, Mel Simpson, Catherine Thomas, Aaron McLoughlin, Gemma Gregory, Jo Everest, Rebekeh Temple, Filly Bowen, Donna Lawrence</p> <p>In attendance: Rachel</p> <p>Apologies: Lottie Bennett, Lisa Williamson</p>
2. Minutes from Previous Meeting	<p>The minutes of the last AGM were approved.</p>
3. Chairman's Report	<p>Mel thanked the Committee for their work this last year especially the fundraising with a special thank you to Jo and Donna for their help through the last few years on the committee and especially fundraising.</p> <p>Mel thanked the committee for providing cover when it has been needed during the last year at sometimes very short notice.</p>
4. Treasurer's Report	<p>Current back accounts as follows: £23,698.00 in community account £41,704.00 in Active Saver</p> <p>The accounts were circulated for the year 22-23. These need to be signed off by the committee before they can go to the accountants. There has been a profit of £2751 in 22/23 financial year.</p> <p>£15.5k was raised from fundraising activities, grants and donations. This sum includes Gift Aid of 32381 from donations in previous years.</p> <p>Fewer childcare hours have been delivered so this accounts for the fall in income of 8.6%.</p> <p>Despite the ongoing cost of living crisis the bills and consumables did not rise by much, but staff costs have increased by 8.5% which can in the main be attributed to the 9.7% pay rise implemented from January 2023</p> <p>Total assets at the end of the year (31st August 2023) were £49,721 so providing a safe buffer should it be needed.</p> <p>Aaron is happy to stay on as Treasurer.</p>

5. Manager's Report	<p>Pamela thanked Playgroup staff, Mel and the committee for all their hard work. She went on to thank both Jo and Donna who are both stepping down from the committee tonight. A combined total from them of 10 years service to Playgroup.</p> <p>Pamela thanked all committee members for their support and help throughout the year when other members of staff have been unable to work. She went on to say how touched she had felt by all the amazing fundraising efforts this last year and was pleased to report that a Playgroup record of in excess of £9000 has been raised.</p> <p>The changes in Playgroup staff were mentioned, Claire left at Easter, followed shortly after by Sam. Gemma kindly stepped in to Claire's role for the summer term whilst a replacement was advertised for. Pamela went on to thank Gemma who has agreed to continue covering 2 sessions at Playgroup until a suitable replacement is found.</p> <p>Rachel has become Setting Supervisor and she is now working towards her Level 5 qualification supported by Playgroup and the DFE.</p> <p>Lisa has now joined permanently and will be working one session a week, whilst continuing at Forest School and working on her Level 5 qualification externally.</p>
6. Election of Officers	<p>There were no new officers elected.</p> <p>The following officers resigned: Donna Lawrence Jo Everest</p>
7. The next meeting	<p>The next meeting followed immediately afterwards.</p>

Registered number
07909123

Twyford Playgroup
Report and Accounts
31 August 2023

Twyford Playgroup
Report and accounts
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Twyford Playgroup Company Information

Directors

Pamela Lawrence
Gemma Gregory
Joanne Everest
Lisa Thomas
Rebekah Temple
Aaron Mccloughlin
Hollie McLoughlin
Donna Lawrence
Charlotte Bennett
Felicity Bowen
Melissa Simpson

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 2023.

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:

Pamela Lawrence
Gemma Gregory
Joanne Everest
Lisa Thomas
Rebekah Temple
Aaron Mcloughlin
Hollie McLoughlin
Donna Lawrence
Charlotte Bennett
Felicity Bowen
Melissa Simpson

Directors' responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each person who was a director at the time this report was approved confirms that:

- so far as he is aware, there is no relevant audit information of which the company's auditor is unaware; and

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

- he has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditor is aware of that information.

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 22 March 2024 and signed on its behalf.

Aaron Mccloughlin
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 2023. 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

22 March 2024

Twyford Playgroup
Profit and Loss Account
for the year ended 31 August 2023

	2023 £	2022 £
Turnover	91,286	99,264
Cost of sales	(71,054)	(64,069)
Gross profit	<hr/> 20,232	<hr/> 35,195
Administrative expenses	(18,143)	(18,729)
Operating profit	<hr/> 2,089	<hr/> 16,466
Interest receivable	149	2
Profit before taxation	<hr/> 2,238	<hr/> 16,468
Tax on profit	-	-
Profit for the financial year	<hr/> <u>2,238</u>	<hr/> <u>16,468</u>

Twyford Playgroup
Registered number:
Balance Sheet
as at 31 August 2023

07909123

	Notes	2023 £	2022 £
Current assets			
Cash at bank and in hand		49,721	47,483
Creditors: amounts falling due within one year	3	(100)	(100)
Net current assets		49,621	47,383
Net assets		49,621	47,383
Capital and reserves			
Profit and loss account		49,621	47,383
Shareholder's funds		49,621	47,383

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 22 March 2024

Twyford Playgroup
Statement of Changes in Equity
for the year ended 31 August 2023

	Share capital £	Share premium £	Re- valuation reserve £	Profit and loss account £	Total £
At 1 September 2021	-	-	-	30,915	30,915
Profit for the financial year				16,468	16,468
At 31 August 2022	<u>-</u>	<u>-</u>	<u>-</u>	<u>47,383</u>	<u>47,383</u>
At 1 September 2022	-	-	-	47,383	47,383
At 31 August 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>49,621</u>	<u>49,621</u>

Twyford Playgroup
Notes to the Accounts
for the year ended 31 August 2023

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 2023

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

2023	2022
Number	Number

Twyford Playgroup
Notes to the Accounts
for the year ended 31 August 2023

Average number of persons employed by the company	<u>8</u>	<u>8</u>
3 Creditors: amounts falling due within one year	2023	2022
	£	£
Other creditors	<u>100</u>	<u>100</u>

Twyford Playgroup
Detailed profit and loss account
for the year ended 31 August 2023
This schedule does not form part of the statutory accounts

	2023 £	2022 £
Sales	91,286	99,264
Cost of sales	(71,054)	(64,069)
Gross profit	<hr/> 20,232	<hr/> 35,195
Administrative expenses	(18,143)	(18,729)
Operating profit	<hr/> 2,089	<hr/> 16,466
Interest receivable	149	2
Profit before tax	<hr/> <u>2,238</u>	<hr/> <u>16,468</u>

Twyford Playgroup
Detailed profit and loss account
for the year ended 31 August 2023

This schedule does not form part of the statutory accounts

	2023	2022
	£	£
Sales		
Sales	91,286	99,264
	<hr/>	<hr/>
Cost of sales		
Purchases	742	42
Direct labour	70,312	64,027
	<hr/>	<hr/>
	71,054	64,069
	<hr/>	<hr/>
Administrative expenses		
Employee costs:		
Pensions	4,360	4,131
Temporary staff and recruitment	330	144
Staff training and welfare	985	1,019
	<hr/>	<hr/>
	5,675	5,294
	<hr/>	<hr/>
Premises costs:		
Rent	6,000	6,000
Cleaning	400	602
	<hr/>	<hr/>
	6,400	6,602
	<hr/>	<hr/>
General administrative expenses:		
Stationery and printing	419	928
Insurance	902	876
Equipment expensed	2,438	3,894
Software	734	105
Sundry expenses	878	468
	<hr/>	<hr/>
	5,560	6,271
	<hr/>	<hr/>
Legal and professional costs:		
Accountancy fees	375	375
Other legal and professional	133	187
	<hr/>	<hr/>
	508	562
	<hr/>	<hr/>
	18,143	18,729
	<hr/>	<hr/>



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

TWYFORD PLAYGROUP

On accounts for the year
ended

31/08/2023

Charity no
(if any)

1147224

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 ~~31/08/2023~~

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:

15/03/2024

Name:

CAROLINE AMBLER

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

CONKER ACCOUNTANCY LTD

Address:

UNIT 1 CHANDLERS HOUSE

GANDERS BUSINESS PARK

KINGSLEY, GU35 9LW

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.