



Annual General Meeting Minutes

Venue: The Gilbert Room, Twyford Parish Hall, Twyford

Date: 8th October 2024 at 8 pm

1. Welcome & Apologies	<p>Present: Pamela Lawrence, Mel Simpson, Catherine Thomas, Aaron McLoughlin, Gemma Gregory, Rebekeh Temple, Filly Bowen, Lottie Bennett</p> <p>In attendance: Rachel Knott, Christianne Williamson, Francesca McDonnell, Jaclyn Alexander, Jessica Boreham, Suzanne Dew</p> <p>Apologies: Lisa Williamson</p>
2. Minutes from Previous Meeting	<p>The minutes of the last AGM were approved.</p>
3. Chairman's Report	<p>Mel welcomed everyone and thanked the prospective new Committee members for joining the AGM. She thanked the outgoing Committee for their hard work this last year, once again the fundraising efforts have been incredible and the Playgroup managed to finish the year in profit. Mel told everyone that Lotte is happy to run the pre Christmas fundraising and asked everyone to support her and volunteer.</p>
4. Treasurer's Report	<p>Current back accounts as follows as at Friday 4th October £310.17 Barclays account £21,450.01 Co-op current account £30,052.09 Co-op Savings</p> <p>The previous years accounts have been signed off. The budget for 2024/25 was circulated from Katy prior to the meeting. This is forecasting a loss of £15,296 assuming no pay rises and assuming a new staffing model from November '24</p> <p>2023/2024 made a profit of £3,661. Income was £96,327 (including fundraising monies), with outgoings £92,666</p> <p>The treasurer reminded the Committee that we have to keep reserves in place should Playgroup close and redundancies need to be paid.</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 Rebekah, Catherine, Gemma, Lisa, Lotte and Filly who are all stepping down from the committee tonight. Lotte, Filly and Catherine will provide handovers for their relevant roles to the new incoming committee.</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 thank everyone for the amazing fundraising efforts again this last year.</p> <p>The changes in Playgroup staff were mentioned, the recruitment of new staff, and the changeovers regarding the role of Manager, SENCO and Deputy.</p> <p>Transitions to Primary schools for those children who left in July had all gone well. The transitions were well planned and supported, all involved good levels of contact with each of the 4 schools the children moved on to.</p> <p>Plans are in progress to promote playgroup locally to advertise in the community and forge good connections with the Wednesday Tots group.</p>
6. Election of Officers	<p>The new officers elected were: Christianne Williamson: Proposed by Gemma and Filly Francesca McDonnell: Proposed by Filly and Lotte Jaclyn Alexander: Proposed by Mel and Pam Jessica Boreham: Proposed by Rebekah and Mel</p> <p>The following officers resigned: Rebekah Temple Lisa Williamson Gemma Gregory Lotte Bennett Filly Bowen</p> <p>Catherine will be resigning as Secretary but will stay in position until a full handover is done over the next few weeks once the new Secretary has been appointed.</p>
7. The next meeting	<p>The next meeting followed immediately afterwards at 9pm.</p>

Registered number
07909123

Twyford Playgroup
Report and Accounts
31 August 2024

**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 Mcloughlin
Amanda Adams
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 2024.

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
Amanda Adams
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 28 January 2025 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 2024. 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

28 January 2025

Twyford Playgroup
Profit and Loss Account
for the year ended 31 August 2024

	2024 £	2023 £
Turnover	96,112	91,286
Cost of sales	(75,051)	(71,054)
Gross profit	<hr/> 21,061	<hr/> 20,232
Administrative expenses	(17,595)	(18,143)
Operating profit	<hr/> 3,466	<hr/> 2,089
Interest receivable	213	149
Profit before taxation	<hr/> 3,679	<hr/> 2,238
Tax on profit	-	-
Profit for the financial year	<hr/> <u>3,679</u>	<hr/> <u>2,238</u>

Twyford Playgroup
Registered number:
Balance Sheet
as at 31 August 2024

07909123

	Notes	2024 £	2023 £
Current assets			
Cash at bank and in hand		53,400	49,721
Creditors: amounts falling due within one year	3	(100)	(100)
Net current assets		53,300	49,621
Net assets		53,300	49,621
Capital and reserves			
Profit and loss account		53,300	49,621
Shareholder's funds		53,300	49,621

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 28 January 2025

Twyford Playgroup
Statement of Changes in Equity
for the year ended 31 August 2024

	Share capital	Share premium	Re- valuation reserve	Profit and loss account	Total
	£	£	£	£	£
At 1 September 2022	-	-	-	47,383	47,383
Profit for the financial year				2,238	2,238
At 31 August 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>49,621</u>	<u>49,621</u>
At 1 September 2023	-	-	-	49,621	49,621
Profit for the financial year				3,679	3,679
At 31 August 2024	<u>-</u>	<u>-</u>	<u>-</u>	<u>53,300</u>	<u>53,300</u>

Twyford Playgroup
Notes to the Accounts
for the year ended 31 August 2024

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.

Pensions

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

2 Employees

	2024 Number	2023 Number
Average number of persons employed by the company	<u>8</u>	<u>8</u>

3 Creditors: amounts falling due within one year

	2024 £	2023 £
Other creditors	<u>100</u>	<u>100</u>

Twyford Playgroup
Detailed profit and loss account
for the year ended 31 August 2024

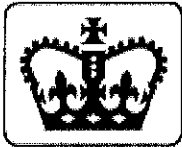
This schedule does not form part of the statutory accounts

	2024 £	2023 £
Sales	96,112	91,286
Cost of sales	(75,051)	(71,054)
Gross profit	<hr/> 21,061	<hr/> 20,232
Administrative expenses	(17,595)	(18,143)
Operating profit	<hr/> 3,466	<hr/> 2,089
Interest receivable	213	149
Profit before tax	<hr/> 3,679	<hr/> 2,238

Twyford Playgroup
Detailed profit and loss account
for the year ended 31 August 2024

This schedule does not form part of the statutory accounts

	2024 £	2023 £
Sales		
Sales	96,112	91,286
Cost of sales		
Purchases	-	742
Direct labour	75,051	70,312
	<u>75,051</u>	<u>71,054</u>
Administrative expenses		
Employee costs:		
Pensions	4,192	4,360
Temporary staff and recruitment	251	330
Staff training and welfare	1,158	985
	<u>5,601</u>	<u>5,675</u>
Premises costs:		
Rent	6,000	6,000
Cleaning	600	400
	<u>6,600</u>	<u>6,400</u>
General administrative expenses:		
Telephone and fax	-	30
Postage	27	-
Stationery and printing	522	419
Subscriptions	268	159
Insurance	954	902
Equipment expensed	2,158	2,438
Software	45	734
Sundry expenses	892	878
	<u>4,866</u>	<u>5,560</u>
Legal and professional costs:		
Accountancy fees	375	375
Other legal and professional	153	133
	<u>528</u>	<u>508</u>
	<u>17,595</u>	<u>18,143</u>



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

TWYFORD PLAYGROUP

On accounts for the year
ended

31/08/2024

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 ~~31/08/2024~~.

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:

20/2/2025

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.