

# UPLYME PRE-SCHOOL AGM MINUTES

Held on Monday 28<sup>th</sup> November 2022, 7:00PM  
In the Village Hall



## 1. Present

Rachel Wason, Ellie Saunders, Kayleigh Beddows, Janice Fowler, Alison Waters, Veronica Strawbridge, Charlie Wallis

## 2. Apologies

Sara Pearce, Andrew Hooper, Charlotte Daubney, Louise Chambers, Jenny Aplin, Kate Pitfield

## 3. Minutes of last AGM

The minutes were read and agreed as a true record of the meeting.

## 4. Matters Arising from last AGM

No matters arising from the last meeting.

## 5. Treasurer's Report

See the attached Income and Expenditure Report 21/22, we made a profit of £3919 for the year which is a good result after making a loss last year. Staff costs were up on budget due to the April minimum wage increase, admin was up as we had to purchase a new phone and back up drive, but overall we are happy with the financial performance and budgeting has been improved for next year.

## 6. Manager's Report

At the end of the 21/22 academic year we had 48 children on roll, which means we had between 25 and 28 children per session. Our waiting list continues to grow but we have been actively balancing the needs of existing parents and getting as many new starters enrolled as we can.

Fundraising has got back on track this year and we added £1k with our own fundraising events and we have secured a £2k grant from the Lyme Regis Regatta Committee to help us finish off our garden renovation. A small group of parents, Donna, Janice's husband and friends put in a huge effort over the summer to re-lay the paving slabs, install new planters and re-seed the front area of the grass. We have agreed a quote with a playground supplier to lay rubber mulch under the tree to finish this area off, hopefully ready for the spring.

We had a funding increase from DCC in April, the majority of which was offset against minimum wage increases and the June staff salary review, the balance of the funding increase will be absorbed by the second minimum wage increase in April 23 so we will be putting parents' fees up in January & September 23 to help to cover our costs.

## 7. Play leader's Report

Another year of changes! Sessions are still well ventilated, but parents can now come into the hall and visitors are allowed again. We currently have B sharp music activities on a Wednesday morning - which are always popular – and have had the firefighters with the fire engine!

The staffing has also had some changes – we welcomed Gracie to the team in January, Mya left us in April to go travelling and sadly this tempted Gracie to do the same in May. However fortunately we had Izzy in for work experience, saw how good she was and we're very pleased that she started working with us in September.

We have been getting out and about again now – we have been on the bus to Lyme and out collecting Autumn bits on the field and in the Glen. We also managed to hold an Open Day at Easter, a trip to Seaton Wetlands and Sports Day!

Enormous thanks to Gerard, John and their helpers who have done such great work in the garden, paving the path, building the planters and generally tidying and clearing – there is still more to be done for which we are awaiting quotes.

Thanks as always to Alison and the committee – we cannot run without you so your support is much appreciated.

#### **8. Election of new Committee members**

Jenny Aplin has asked to remove herself from the committee & Neil Pullinger will also be removed from the Charities Commission details. Rachel Wason agreed to take over the role as Secretary which was seconded by Kayleigh. Charlie Wallis agreed to join which is great, thank you. Ofsted and DBS paperwork will be completed over the following weeks.

#### **9. A.O.B**

If any of the committee are able to volunteer to help with teas and coffees at the nativity on Friday 16<sup>th</sup> that would be really helpful. Any donations of cakes / mince pies are much appreciated.

#### **10. Date of next Committee Meeting**

This will be arranged via email in the new year.

# UPLYME PRE SCHOOL

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2022

INCOME	£	2021/2022	£	2020/2021
External Government Funding	66,320		48,941	
Parent Fees	8,628		8,456	
Toddler Fees	1,015		0	
		75,964		57,397
Clothing Sales	21		58	
Fundraising	1,066		388	
Incoming Donations	25		500	
Furlough Scheme				
Other Income (Unassigned)		1,112		946
<b>TOTAL INCOME</b>		<b>77,076</b>		<b>58,343</b>
EXPENDITURE	£		£	
Staff Wages	58,446		45,502	
NEST Pension	441		337	
Rent	8,287		7,618	
Equipment	1,019		1,967	
Consumables	808		496	
OFSTED / Data Protection	70		35	
PLA Insurance / Membership	798		784	
Training	626		305	
		70,494		57,043
DBS Checks	77		192	
Mobile Phone	152		144	
Administration	1,036		966	
Fundraising Expenses	503		83	
Licence Fees	342		20	
Advertising	153		144	
Staff Uniform	369		267	
Clothing				
Misc	30			
COVID Expenses			171	
Other Payments (Unassigned)			541	
		2,663		2,529
<b>TOTAL EXPENDITURE</b>		<b>73,157</b>		<b>59,572</b>
<b>Net Movement in Funds</b>		<b>3,920</b>		<b>-1,229</b>
<b>Balance Brought Forward</b>		<b>54,198</b>		<b>55,427</b>
<b>BALANCE CARRIED FORWARD</b>		<b>58,118</b>		<b>54,198</b>

### Cash Funds

NatWest - Current £52,009.55

NatWest - Fund Raising £6,108.24

**TOTAL ASSETS £58,117.79**

**There being no other assets or liabilities**

Signed..... 

Trustee Name..... K. Beddows

Date of Approval..... 30/11/2011

Signed..... 

Trustee Name..... E. SAUNDERS

Date of Approval..... 6/12/22

### INDEPENDENT EXAMINERS REPORT

I have examined the attached Income and Expenditure Account for the year ended 31st August 2022 and report that they are in accordance with the accounting records and have been properly drawn up in accordance with the requirements of Charities (Accounts and Reporting) Regulations.

Signed..... 

Name..... L. MORGAN

Date of Approval..... 17-10-22

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Signed K. Beddows

Trustee Name K. Beddows

Date of Approval 30/11/2011

Signed E. Saunders

Trustee Name E. SAUNDERS

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Signed L. Morgan

Name L. MORGAN

Date of Approval 17-10-22