



**Wenvoe Playgroup CIO  
Annual General Meeting**

**Wednesday 7<sup>th</sup> February**

**6:30pm**

**Here in the Playroom**

## **AGENDA**

- Minutes of 2021/22
- Report on year 2022/23
  - Questions
- Election of Officers
- Any other business

## AGM REPORT September 2022 – August 2023

Successful fundraising events were held throughout the year. In-house Christmas and Easter Concerts and individual photographs. The group held their annual Christmas Fayre & an evening event was open to the whole community. The Santa run was not the success that it was the first year, so we decided not to continue moving forward.

The group were successful in March 2023, to be offered a grant of just over £11,000 from the Early Years in the Vale of Glamorgan. This was to apply a soft surface to the concrete area in the rear garden. Following this, we were successful with a smaller grant to replace the external notice board which had been removed a few years ago, dilapidated, due to bad weather.

Planning ahead, in the Spring term of 2023, we made a decision to cancel the breakfast club, due to the school offering FREE breakfast to all. Over this financial year, the school gradually opened up their FREE breakfast club and this left us with very low numbers, which depleted coffers. From September 2023, breakfast club was removed.

One staff member was on Maternity from March 23, so HMRC are holding monies of just UNDER £3,000 from our accounts this financial year.

2 new staff joined our team in the Spring term. Ellen is working towards a qualification in her own time and Jess has been employed as an apprentice, working with support due being under the age of 18.


We would like to thank parents Ian and Sam Oakley for providing fruit free of charge for the playgroup and to the parents who provided us on times with much needed, not to mention costly, kitchen towels and tissues.

We have many volunteers in the community who support the group and would like to thank Darren Bellamy for keeping our website up to date.

Our plan this year was to add Sandra as a second RI for the group to access paperwork required by Care Inspectorate Wales. However, Russell advised at the end of Summer, as soon as Sandra was accepted as RI he would have to resign due to his work commitments. (This took place in November 2023, a new financial year).

Moving forward:

We will continue to fundraise in-house and will assess our fees for 2023 to 2024 to ensure they reflect daily operational costs, rather than relying on fundraising. We have endured rising costs with Minimum wage rise in April 23, pension fees rising, along with a rent increase from our landlord. Another Minimum pay rise from HMRC is set for April 2024. Welsh Government haven't raised its price per hour in the past year, with no plan to do so for the immediate future.



Robyn Hockley  
7/2/24

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WENVOE PLAYGROUP**

My examination was carried out in accordance with general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention.

1. which gives me reasonable cause to believe that in any material respect the requirements:

- \* to keep accounting records in accordance with section 130 of the 2011 Act; and
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**SIGNED**



Tanya Drew  
**INDEPENDENT EXAMINER**

## **Wenvoe Playgroup - Year ending 31 August 2023**

### **Notes**

1. Income this year is again over the £25K threshold and therefore the Charities Commission require that, within 10 months of the charity's financial year end, the Trustees of the playgroup send them a set of accounts when you file your annual return.

#### **The accounts must include:**

- (i) A formal statement of accounts
- (ii) Trustees Annual Report
- (iii) Independent examination report

Details of what is needed, deadlines and how to submit can be found on the Charities Commission website.

2. The income level at around £100K per annum which is insufficient to cover the ongoing costs of around £104K per annum. The loss £4,458.60 is high this annum is apartly due to HMRC delay in refunding the maternity pay of £2,963.75. If the HMRC had refunded during the correct period the loss would have been £1,494.85 this annum. The bank balance is £10K as at the end of August 2023.



Woolton Playgroup - Year ending 31 August 2023

INCOME AND EXPENDITURE ACCOUNT

EXPENDITURE		INCOME	
	£		£
Salaries	73,499.34	Fee Income	84,248.32
NIC/Tax	2,222.43	Vale of Glamorgan Grants	11,348.00
Rent	9,480.00	JRS	
Milk	316.09	Fundraising	3,509.92
	316.09	Misc	
	Rebate	Donations	
Equipment	410.93		
Telephone	510.58		
Stationery	230.49		
Training	295.00		
Insurance	554.16		
Miscellaneous	3,042.12		
Pensions	1,936.00		
Cash	-00		
Grant Expenditure	11,383.79		
		Loss expenditure over income	4,458.60
Total	103,564.84		103,564.84

MOVEMENT IN CASH OVER THE YEAR

Opening bank statements as at 01.09.2022

Less: costs in cashbook 2021-2022 but clearing bank 2022-23

Cash outflow 2022-23 per cash book  
(expenditure over income)  
Plus: Costs through cashbook 2021-22 but still to clear the bank

Cheque:  
Cash Fees uncleared as at 31.08.23

Closing bank statement as at 31.08.23

Bank account balance

10,918.59

*[Signature]*  
7/2/24

**Wenroe Playgroup - Year ending 31 August 2023**

**SUMMARY CASHBOOK 2022-23**

TOTAL	Expenditure	Insurance	Salaries	Rent	Milk	NIC/TAX	Equipment	Telephone	Stationery	Staff Training	MISC	Smart Pensions	Petty Cash	Grant Expenditure
Autumn	27,682.65		20,986.75	3,527.50	106.71	618.09	315.65	150.66	123.43		1,234.51	619.35		
Spring	43,155.08	554.16	24,886.73	3,264.00	111.32	757.80	72.58	180.52	2.20	270.00	1,033.01	638.97		11,383.79
Summer	33,043.20		27,625.86	2,688.50	98.06	846.54	22.70	179.40	104.86	25.00	774.60	677.68		
<b>Total 2022-23</b>	<b>103,880.93</b>	<b>554.16</b>	<b>73,499.34</b>	<b>9,480.00</b>	<b>316.09</b>	<b>2,222.43</b>	<b>410.93</b>	<b>510.58</b>	<b>230.49</b>	<b>295.00</b>	<b>3,042.12</b>	<b>1,936.00</b>	<b>-</b>	<b>11,383.79</b>
<b>Total 2021-22</b>	<b>97,192.38</b>	<b>519.82</b>	<b>70,345.40</b>	<b>8,354.14</b>	<b>816.87</b>	<b>1,271.42</b>	<b>349.25</b>	<b>449.48</b>	<b>465.07</b>	<b>521.30</b>	<b>497.88</b>	<b>1,727.19</b>	<b>1,780.00</b>	<b>9,264.56</b>

TOTAL	Income	Voucher Fees	Grants	Milk Rebates	Bank refund MISC	Fundraising
Autumn	27,675.82	25,963.50	227.00	83.41		1,401.91
Spring	47,702.23	33,872.00	11,121.00	144.82		2,564.41
Summer	24,044.28	24,412.82		87.86		-456.40
<b>Total 2022-23</b>	<b>99,422.33</b>	<b>84,248.32</b>	<b>11,348.00</b>	<b>316.09</b>	<b>-00</b>	<b>3,509.92</b>
<b>Total 2021-22</b>	<b>97,988.62</b>	<b>81,287.00</b>	<b>13,014.58</b>	<b>634.67</b>	<b>150.00</b>	<b>2,902.39</b>

Voucher & cash fees

Vale of Stanovgan

*[Signature]*  
 Robyn Hobbs  
 7/2/24