



Annual General Meeting of Wenvoe Playgroup CIO

Wednesday 9th February 2024 (18.30 – 19:10)

Held at Wenvoe Village Hall, (Playroom).

Present: Helen Clarke (HC), Louise Williams (LW), Sandra Morgan (SM), Kim Morgan (KM), Robyn Hockey (RH), Helen Hughes (HH), Lauren Lloyd (LL)

Apologies:

MINUTES

Welcome. RH has welcomed everyone.

Approve Minutes from 2022-2023 AGM

No adjustments – copy signed by RH.

Chairman's/RI's Report

In summary, RH discussed the need for more parental support for fundraising and with the committee. A new secretary is needed as RH is currently covering two roles. Fundraising events over the last year have been successful with more events planned for the year ahead (Medium Night, Easter Concert, Christmas Fayre, Autumn/Winter event to be discussed). LW confirmed that playgroup ended the financial year with a small loss however this will balance out once money owed for maternity pay from HMRC is returned.

Grants offered provided a new external notice board and a soft surface replacing the concrete area in the rear garden.

Russell Godfrey gave notice of his intention to step down as Chairman and RI once SM accepted as RI due to his work commitments.

Decision was made to cancel Breakfast Club from Sept 2023 due to low numbers and no longer being financially viable with the school offering their own breakfast club provision.

Two new members of staff joined the team this year.

Thanks given to Darren Bellamy, Ian & Sam Oakley for their support to the group providing free website maintenance and free fruit.

Treasurer's Report

Income for the last year was £99,422.33 with outgoings totalling £103,880.93 leaving a small loss of £4,458.60. Maternity pay due back from HMRC of just under £3,000 will come back in April 2024. More fundraising needed and meeting to be called in near future to discuss finances and projected income.

Election of Officers

No new election of officers. RH, LW, HC and SM to remain in their positions. RH is covering secretary role until a new committee member volunteers.

Election of Trustees

No new Trustees elected.


Questions from the Floor

- What should we do about the Christmas Fayre and dwindling numbers/sales for stallholders. Discussion to be had re separating the Santa's Grotto and Seller's Market to separate days as they appeal to two different markets.
- What is meant by Playgroup being a charity? SM & LW explained Wenvoe Playgroup are not for profit and funds are raised via fees, fundraising and grants. Any profit made is put back into the playgroup.

Any Other Business

Discussed poor turn out, meeting was moved from Dec to Feb to try and catch parents at a less busy time. Meeting must be called within 14 months of previous AGM. Next years meeting to be moved to end of March to see if lighter evenings make a difference with attendance. Parents in attendance suggested others didn't come as they were worried they'd be signed up for fundraising events/onto the committee, they will speak to other parents to confirm this isn't the case and promote attendance and support for future meetings.

Parent Whats App group discussed, not all parents are aware of it. SM to send slip asking parents if they'd like to join. RH to become Admin for parent whats app group and relay any messages from Playgroup and add parents wanting to join.



AGM REPORT September 2023 – August 2024

In the autumn of 2023, Russell resigned as RI and Sandra was employed once again as RI. Without an RI, playgroup cannot continue to operate. A committee is needed to support this registration and to operate as a charity, however, numbers are very low at this time. We need more families to come forward.

Successful fundraising events were held throughout the year of 23-24.

In-house Christmas and Easter Concerts were well supported. The committee held a Christmas Fayre December 2023, for all the community to attend. Father Christmas/Santa was most successful.

The group were successful in March 2024, with a grant from the Early Years Childcare Capital Grant, to extend the play area flooring at the rear of the group. This has added to a safe play area for the children.

HMRC were holding monies of just under £4,000 from our accounts this financial year. After, the whole of August 2024, phoning HMRC, the monies were finally released in the Autumn after making a complaint to HMRC. As this was a new financial year, the monies will not show in those attached.

We have endured 3 years of Minimum wage rise, April 23, 24 and now again in 2025, without raising fees until September 2024. The employer pension fees are rising. Charges are now placed on us from our pension providers. They started at zero and now cost up to £26.40 per month (£316.80 year).

A transition fee was introduced in January 2024, for all those using our wrap around *services*

One staff left at the end of July 2024 due to requiring more hours than we can offer (I'm glad to say, they have now returned).

We have many volunteers in the community who support the group and would like to thank them all, especially Darren for volunteering alongside Sandra in keeping our website up to date.

Late in the summer of 2024, school advised of Nursery closing the morning session from September 2024. Therefore; we tried to arrange pick up from the school breakfast for Nursery age children from September 2024. The breakfast club returned Sandra's call in August 2024 (summer break). Therefore; a rushed Statement of Purpose was put together in September. We agreed in July 2024 to try 08:30am opening for children. This hasn't worked to date (Feb 2025).


Moving forward:

We will continue to fundraise in-house and continue to assess our fees for 2025 to ensure they reflect daily operational costs, rather than relying on fundraising. Fees will be going up in 2025. We also hope that our committee members will rise, by encouraging more families to join us.

We have to pay for our waste removal moving forward from Sept 2024. Estimated costs £120 a year.

Welsh Government haven't raised its funding price per hour in the past 3 years. However, at the time of typing this, they have advised of an increase of £1.40 per hour.

Moving forward, we MUST charge fees suitable for our sustainability, without the need to rely on fundraising. We need to reflect constantly on our operation, to ensure Playgroup continues to operate in the future, supporting all those in and around our community.



Robyn Hockey
30/01/25

Wenvoe Playgroup - Year ending 31 August 2024

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) Trustee's 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 £105K per annum is sufficient to cover the ongoing costs of around £104K per annum. The profit of £1,583.45 this annum is due to HMRC in refunding the maternity pay of £3,989.27. The bank balance is £12K as at the end of August 2024.

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

Wenwoe Playgroup - Year ending 31 August 2024

INCOME AND EXPENDITURE ACCOUNT

EXPENDITURE		INCOME	
	£		£
Salaries	70,904.22	Fee Income	84,522.00
NIC/Tax	415.51	Vale of Glamorgan	
Rent	9,023.50	Grants	17,808.00
Milk	342.84	JRS	
	<u>342.84</u>	Fundraising	3,037.42
Cost		Misc	88.00
Rebate	-00	Donations	
Equipment	248.03		
Telephone	550.42		
Stationery	282.74		
Training	219.20		
Insurance	575.39		
Miscellaneous	588.78		
Pensions	1,747.21		
Purchases	1,508.97		
Grant Expenditure	17,808.00		
Total	<u>103,871.97</u>	Loss expenditure over Income	-1,583.45
			<u>103,871.97</u>

MOVEMENT IN CASH OVER THE YEAR

Opening bank statements as at 01.09.2023	£	£
Less: costs in cashbook 2022-2023 but clearing bank 2023-24		
Cash outflow 2023-24 per cash book (expenditure over Income)		-1,583.45
Plus: Costs through cashbook 2022-23 but still to clear the bank		
Cheque:		
Cash Fees uncleared as at 31.08.24		
Closing bank statement as at 31.08.24		
Bank account balance		<u>12,502.04</u>

Wenloe Playgroup - Year ending 31 August 2024

SUMMARY CASHBOOK 2023-24

TOTAL	Expenditure	Insurance	Salaries	Rent	Milk	NIC/TAX	Equipment	Telephone	Stationery	Staff/DBS	Training	MISC	Smart Pensions	Purchases	Grant Expenditure
Autumn	32,958.32		25,008.56	3,243.50	100.84	118.92	35.99	177.56	143.08	119.60	249.66	607.95	632.66	2,520.00	
Spring	45,866.54	575.39	24,537.79	3,424.00	136.00	143.01	138.85	182.89	86.39	86.60	231.68	566.93	469.01	15,288.00	
Summer	25,389.95		21,357.87	2,356.00	106.00	153.58	73.19	189.97	53.27	13.00	107.44	572.33	407.3	-	
Total 2023-24	104,214.81	575.39	70,904.22	9,023.50	342.84	415.51	248.03	550.42	282.74	219.20	588.78	1,747.21	1,508.97	17,808.00	
Total 2022-23	103,890.93	554.16	73,489.34	9,480.00	316.09	2,222.43	410.93	510.58	230.49	285.00	3,042.12	1,936.00	-	11,383.79	

TOTAL	Income	Voucher Fees	Grants	Milk Rebates	Commission	Fundraising
Autumn	28,714.86	24,815.00	2,520.00	100.84	88.00	1,191.02
Spring	53,148.56	36,123.00	15,288.00	136.00		1,601.56
Summer	23,934.84	23,584.00		106.00		244.84
Total 2023-24	105,798.26	84,522.00	17,808.00	342.84	88.00	3,037.42
Total 2022-23	99,422.33	84,248.32	11,348.00	316.08		3,509.92

Voucher & cash fees

Vale of Glamorgan

Rebryn Hickey
~~30/04/24~~ 15/05/25