



St Michael's School Site, School Lane, Hathersage, Hope Valley, S32 1BZ

## Peak Time Kids Club - Annual Report – December 2020

- Chair's report. Terri Gibson
- Coordinator's report. Rebecca Lambert
- Treasurer's report. Amy Thacker

### Chairs Report. Terri Gibson

2020 has been a difficult year for everyone and Peak Time has not escaped the complexity and challenges of the Coronavirus Pandemic. It was a difficult decision to close our doors in the summer but we had no other financial choice. As ever I want to praise our staff and committee for their perseverance, commitment and sheer determination for seeing it through and providing outstanding care for our children. As key workers Becky, Jacq, Tom and the whole team deserve the highest praise and support - thank you for working with the committee to find a way through the madness. A special thank you too to Mike Roworth for continuing to support the financial side of Peak Time.

Despite surviving the pandemic we have taken a considerable knock to our income. We did not qualify for any support from the government because we are not the rate payer on the site. In order to support key workers we maintained a skeleton staff for a while (we furloughed some staff early on) although in retrospect it would have been more prudent to close our doors earlier, but we felt we had to 'do our bit'. We now need to recoup some of the losses from 2020 to sure up our finances. We will be looking at fundraising and grant applications in 2021 and really need some ideas from you and support to run some of these activities. The committee are of course looking at ways to ensure the financial viability of Peak Time and if you want a say in how fees are set and costs managed I urge all parents and carers to get involved immediately

The juggling of children into bubbles and the heightened cleaning regime has really pushed the Peak Time team above and beyond has meant lots of extra work. I really want to wholeheartedly thank all the staff for their amazing efforts since our reopening in September.

Jess and Becky will be heading off on maternity leave in the new year. We are actively recruiting but I am pleased to announce that Jacq will be stepping up into the coordinator role now that she is fully qualified. Congratulations Jacq - Peak Time will be in very safe hands. As I write this we are planning the interviews for deputy coordinator and playworker. We have some great candidates so feel confident that there will be a smooth transition before Becky and Jess leave us for a short while.

We have continued to maintain the building and we have successfully invested in the new toilets and wash area, and we are underway with improving the Fire doors around the building. Becky and Jacq did a great job of giving Peak Time a 'makeover' and the resulting environment is so much more colourful and inspiring.

The management committee has changed considerably over the past year and we said goodbye to the wonderful Montse and Hannah - both of whom have supported Peak Time for many, many years but their children no longer access the service. Both have had a considerable impact on Peak Time

and their legacy continues. Amy Broome and Liz Such have also left the committee because of family commitments and again we thank them for the contributions they were able to make.

We have been lucky to welcome Richard Gardiner into the role of Buildings rep, and Laura John has taken over as the lead for OFSTED. Sonal Sutcliffe and Sarah Daniels have recently joined the committee to help out as they can. The parents on the committee now comprise; *Helen Benson (Bamford representative and Finance administration), Terri Gibson, Amy Thacker (Treasurer), Richard Gardiner (Buildings), Laura John (OFSTED) Sonal Sutcliffe and Sarah Daniels.*

We continue to have the support of the excellent Mike Roworth in helping us manage our financial affairs. Also Mark Knight one of the Peak Time parents, has been transporting the Bamford children over the past year and this has been an effective way of ensuring that Bamford can still access the excellent support offered by Peak Time.

**We now desperately need more parents to adopt roles (temporarily) on the committee - please, please think about sharing some of your valuable time and expertise for such a deserving charity. In the interests of diversity and equality we would truly welcome all mums, dads and other carers to join us on the committee, you will bring greater insight will help us in making Peak Time the best it can be. We really need representatives for HR, and marketing/fundraising. Consider volunteering even if you only use Peak Time once or twice a week as you are in the majority of service users and we really need your support . We meet online once every half term it is not an onerous task - but should not be left to a small group of parents to support everyone.**

In closing I would like to hand over to Helen Benson a really dedicated committee member and her thoughts for the year

**Terri Gibson**

*"Peak time was established to help working families in the Hope Valley with childcare and this year with COVID-19, it has proved its worth with those key workers that had to continue during this difficult period.*

*It was a hard decision to temporarily close Peak Time but with no financial support from the local council we had no choice. The committee continued to meet regularly via Zoom to discuss strategies on how it could return once we were allowed to open. This involved many lengthy discussions on how this could work. A decision was made to restrict places to Hathersage and Bamford children only, in order to restrict contact and this has worked extremely well with not only bubbles kept separate but also the different schools. As a Bamford parent, I continue to value Peak time tremendously and the cover it provides me as a full-time working parent."* **Helen Benson**

## Coordinators Report. Becky Lambert

We began the year with the intentions of making Peak Time a building fit for children, made to inspire their creative minds and a place that would put a smile on anyone's face! After a full toilet and wash area renovation we moved on to the main building where we have had new blinds and lick of paint, giving the building a brighter look. We would like to thank Joe O'Driscoll and Mark Knight, who use our services, for their help with the building renovations! Your time and effort has not gone unnoticed with us at Peak Time.

Unfortunately after all the building work took place we were hit by the Coronavirus Pandemic, a difficult time filled with uncertainty for all. We were hit with guidance and regulations that had a huge impact on how we ran Peak Time on a day to day basis, with this came a cut in staffing and children. The committee had to make the difficult choice to furlough majority of the staff leaving myself and Jacq to provide Peak Time children with the same fun experience in the middle of a global pandemic.

The committee worked tirelessly throughout the pandemic to ensure we were in a safe environment for ourselves and the families that used our services at this time. I cannot thank them enough for backing me and Jacq in our decisions and trusting us in our procedures and running of the club at that time. Unfortunately we had to take the decision to close Peak Time on a temporary basis after receiving no financial support from the government. The financial loss that Peak Time suffered means that we are now faced with the difficult task of managing costs so we are not working at a loss.

Since reopening our doors we have had an influx of children and some lovely new faces! All our children have adapted well to the bubbles, hygiene procedures and changes to the sessions, they may not understand but their openness to the new ways is outstanding and without them being so understanding it would've been a very difficult task. Our staff are all back and their efforts in keeping the bubbles safe and ensuring the building is clean is fantastic and I cannot thank them enough for everything they are doing to keep children, staff and our families safe.

In the New Year we will have a temporary rotation of staff as myself and Jess will be leaving on maternity leave at the beginning of the year. I am confident in the decision the committee has made to have our Deputy Coordinator, Jacq, step into the coordinator role, the children love her and she is very dedicated to Peak Time.

Without the support of the committee this year it would've been very difficult, I am thankful for the time and effort they have put in to ensure the safety of our staff, children and families.

We are looking for parents and carers to join our management committee, we are a charity that needs help! Your insights are valuable to us and we are thankful to the handful of parents that give their time once a half term to support Peak Time alongside their full time jobs! If you could volunteer for the committee please get in touch.

**Becky Lambert (Coordinator)**

## Treasurer's Report. Amy Thacker

My children love coming to Peak Time both during term time and during the holidays and I know that I can rely on the fantastic staff led by Becky to provide a safe, caring and fun environment for them. The Peak Time committee needs more parent volunteers to ensure this valuable asset continues to provide the best environment and wrap around school care for our children. If you can spare some time from a busy schedule you will be supporting the running of this organisation for the benefit of your children and others in the future. **From a finance point of view we are particularly looking for help with sourcing and implementing an integrated online booking and invoicing system.** If you could help with this please get in touch.

2019 / 2020 was not a good year for Peak Time finances. During the year from Aug 19 to Aug 20, Peak Time's income was £62,100 which is almost £40,000 less than the previous year. Our overall costs were £89,900 which left us with a loss of £27,800 for the year. £8,000 of this was planned investment in our building including the long overdue refurbishment of the buildings. £8,900 was due to lower fees revenue and increased running costs including the Bamford taxi service from September to March. A further £11,300 was due to Covid and the cost of keeping Peak Time running during the initial part of lockdown. This loss is net of government furlough payments. Peak Time was not eligible for any Covid related grants as we do not pay rates on the building.

The aim of the current committee is to ensure that Peak Time can cover its costs and break even. This is a huge challenge as we are dealing with additional cleaning and the increased staff headcount required to run separate bubbles for Covid. We are currently looking at all options to reduce costs and increase revenue.

Peak Time continues to meet all financial obligations as an employer. A pension scheme is now in place to allow auto-enrolment of staff and this continues to require active management to meet the targets set by Government legislation.

Once again, thank you to Mike Roworth for his invaluable financial assistance behind the scenes.

**Amy Thacker (Treasurer and Peak Time Committee Member)**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

HOPE VALLEY AFTER SCHOOL CARE GROUP

No (if any)  
1180426

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/2019		31/08/2020

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees received from Childcare Activities	62,000	-	-	62,000	100,554
Courier Charges	2,861	-	-	2,861	5,274
Deposit Interest	120	-	-	120	164
Donations & Grants	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>64,981</b>	<b>-</b>	<b>-</b>	<b>64,981</b>	<b>105,992</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>64,981</b>	<b>-</b>	<b>-</b>	<b>64,981</b>	<b>105,992</b>
<b>A3 Payments</b>					
Wages	60,975	-	-	60,975	74,771
Catering & Consumables	4,709	-	-	4,709	6,606
Transport	4,320	-	-	4,320	6,345
Play Equipment, Materials & Entertainments	2,669	-	-	2,669	3,814
Repairs & Maintenance	5,688	-	-	5,688	818
Fixtures & Equipment	555	-	-	555	440
Telephone & Internet	792	-	-	792	792
Insurance & Professional Fees	1,944	-	-	1,944	1,423
Training	642	-	-	642	3,495
Administration & Sundries	728	-	-	728	511
Building Improvements	8,129	-	-	8,129	-
	-	-	-	-	-
<b>Sub total</b>	<b>91,151</b>	<b>-</b>	<b>-</b>	<b>91,151</b>	<b>99,015</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>91,151</b>	<b>-</b>	<b>-</b>	<b>91,151</b>	<b>99,015</b>
<b>Net of receipts/(payments)</b>	<b>- 26,170</b>	<b>-</b>	<b>-</b>	<b>- 26,170</b>	<b>6,977</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>84,126</b>	<b>-</b>	<b>-</b>	<b>84,126</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>57,956</b>	<b>-</b>	<b>-</b>	<b>57,956</b>	<b>6,977</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	National Westminster Current Account	-	-	-
	National Westminster Reserve Account	30,961	-	-
	National Westminster Bonue Account	25,929	-	-
	Fairfax Credit Card	827	-	-
	Fairfax Account	-	-	-
	Petty Cash Float	228	-	-
	Cash in Hand	11	-	-
		<b>Total cash funds</b>	<b>57,956</b>	<b>-</b>
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Childcare Fees Outstanding less Creditors at 31/08/20	1,766	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
HOPE VALLEY AFTER SCHOOL CARE GROUP

On accounts for the year  
ended

31 AUGUST 2020

Charity no  
(if any)

1180426

Set out on pages

1 AND 2 OF CC16a

(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 31/08/2019DD / MM / YYYY.

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:

17/05/21

Name:

MICHAEL GEORGE ROWORTH

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

Address:

1 THE PADDOCKS

ODDFELLOWS ROAD  
HATHERSAGE  
HOPE VALLEY S32 1DU

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.**