

BEETLEY & DISTRICT PRE-SCHOOL
Registered as a charity No. 1181636

**MINUTES OF ANNUAL GENERAL MEETING
HELD ON WEDNESDAY 5TH OCTOBER 2022
@ 7.30PM IN THE PRESCHOOL MOBILE
AND VIRTUALLY VIA TEAMS**

PRESENT: India Bonnett, Di Calvert, Claire Waring, Abby Jenkins, Emma Ellis, Julie East, Zoe Smith, Charlie Wood, Sarah Knights, Will Wilson, Laura Cross, Dani Edwards, Matt Jordan, Amee Gollop

1. WELCOME AND INTRODUCTION TO MEETING

India Bonnett (Chairperson) welcomed everyone and thanked them for coming to the meeting.

2. APOLOGIES: Gemma O'Brien, Natalie Arnold, Holly Durrant, Sonja Jarvis

3. MINUTES OF LAST A.G.M. were available for all to read and then agreed as a correct record and signed by the Chair.

4. MATTERS ARISING FROM PREVIOUS MINUTES

There were no matters arising from the previous minutes

5. CHAIR'S REPORT

Firstly, thank you for allowing me to chair for another year, and thank you all for attending our AGM this evening.

What a year! I am so pleased to say we have returned to some more normal activities this year, and seeing the community come together in person has been fantastic! I know we had all missed that feeling of a bustling event and being able to bring everyone together.

We held our first in person wreath making event, trialling 3 sessions over the course of the day, plus also being available for those to collect DIY and completed wreaths. This was well attended and we had lots of positive feedback. Thank you to everyone that helped organise this, purchased a kit and also to Louise Alston for all her hard work.

In March, our Mothers day/Spring afternoon tea returned to the village hall and we also offered a takeaway option for people to enjoy in the comfort of their own home.

We also welcomed back our Duck Race, the last one was 2019! We were lucky to be blessed with beautiful weather and huge crowds down to Beetley Meadows, raising over £1300 for preschool. A huge thank you to all the staff, committee members, parents, Beetley Scout group and also grandfather duck for all your help and support.

A new event for this past year was the Fakenham Christmas Tree festival, I managed to squeeze us in a cancellation space and I'm so glad I did! The staff did a great job helping the children create beautiful decorations for their tree, and a thank you to Mrs Ellis who helped decorate the tree. Lots of families made it over to view the tree and place some pennies in our bucket and take in the atmosphere of a special local event.

We have a few events already in the pipeline for the next year which I'm already looking forward to.

This year we saw our Manager Diane Calvert step down from her role and take on a new challenge, closer to home. Di has made a huge impact to the preschool and the committee, and if it wasn't for her I would of never joined the committee and made all the fantastic friends and connections I currently have, so I wish to say a personal thank you to Di for all her time at preschool.

In January 2021 we were granted planning permission for the land we had hoped would house our new building which we so desperately need. However due to the objections

and covenant on the land, this is now too expensive and we continue to look at alternative sites.

Beetley Bears stay and Play has been growing in popularity over the past year, with lots of families block booking termly. I would like to say a thank you to Sarah Knights and also her assistant Claire McIntyre for all their hard work providing such a fun and welcoming stay and play session.

The role of the committee is vital in the running of the preschool, we are more than just a fundraising committee and without a committee the preschool would be forced to close its doors. So I would like to extend my thanks to those who have given up their time to support the preschool.

It is at this point I would like to say a massive thank to those committee members who shall be stepping down this year. Thank you to Claire Andrews for all her work and commitment to Preschool. Natalie Arnold, thank you for your help over the last year with our events and all your work as Treasurer. Also to Claire Waring, a special thank you for everything you have done for Preschool over the last few years, we have been through some challenging times together and I know you will always have the preschool's best interest at heart, from hours of tireless policy checking, helping at events, years of being secretary and always keeping me organised and in check! Thank you for everything! I would also like to add another special thank you to all the staff, You have been nothing short of amazing, going above and beyond for the children at our preschool as always. Thank you to the committee members staying on this year; Di Calvert, Will Wilson, Gemma O'Brien, Abby Jenkins, Emma Ellis, Zoe Smith and Charlie Wood.

This has probably been the hardest end of year report to write, knowing that I shall now be stepping down as chairperson. I joined the committee thinking it would be fun and I could use some of my weird ideas to help with fundraising, even though I can hear Di saying to me 'this isn't just a fundraising committee' and from there I got lost in the world of all things preschool. My first wreath making, running out of foliage and having to forage some in the dark, all the tears shed over Covid and the thought of shutting down preschool, then the happy tears when Beetley Bears reopened and I heard a little one say 'What is this place?' as they walked through the doors like it was their first time there. And now welcoming people back to real life events again, it feels like full circle. I've been lucky enough to have met so many people along the way, some are my closest friends now and I'm so grateful for the experience I've gained. Thank you for all your help along the way, I couldn't of done it without you all.

Here's to a fantastic 2022, a year for change and growth!

IB gave a special thank you to CWa and presented a gift. CWa gave a special thank you to IB and presented a gift.

6. TREASURER'S REPORT

<u>Beetley & District Pre-School</u>		
<u>Receipts & Payments Account</u>		
<u>For The Year Ended 31st August 2022</u>		
	2022	2021
Receipts		
Funding and Fees	92,680	88,489
Refundable Deposits Received	0	90
Fund Raising	6,710	1,828
Clothing & Towels	288	297
Beetley Bears	1,332	1,650
Parent & Toddler (Net)	-595	230
	<u>100,416</u>	<u>92,584</u>
Other Income		
Deposit Accounts Interest	1	1
Donations Received	128	1,533
	<u>128</u>	<u>1,534</u>
	100,544	94,118
Payments		
Wages	76,608	76,750
New Building Works (Planning + Solicitors)	0	1,320
Building and Maintenance Works	287	412
Fund Raising	357	82
Insurance	1,019	1,005
Refreshments	486	357
Equipment, crafts	3,901	1,251
Equipment/Storage - Larger Expenses (detailed under Fundraising)	0	4,777
Electricity	1,639	1,473
Family + Our School Apps	1,643	1,733
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Telephone	683	557
Post, Stat, Adv, Apps & Comp Costs	291	331
Photocopier	1,259	1,064
Cleaning, Repairs & Renewals	1,095	928
Water + Sewage Charges	265	288
Rates	267	136
Training Costs (net of NCC Grants)	389	0
Staff Clothing	60	190
Clothing - Uniforms and Polo Shirts	366	498
	<u>90,970</u>	<u>93,522</u>
	9,574	596
Finance Costs		
Audit Accounts	140	135
	<u>140</u>	<u>135</u>
Net Payments for the Year - Carried Forward	<u>9,434</u>	<u>461</u>

Beetley & District Pre-School
Receipts & Payments Account (Continued)
For The Year Ended 31st August 2022

	2022	2021
Balance Brought Forward	9,434	461
Bank & Cash Balances as at 31.8.2021		
Current Account	24,764	24,834
Deposit Account	10,013	10,011
New Build Barclays Account	35,832	35,343
Cash In Hand	45	5
	<u>70,654</u>	<u>70,193</u>
	<u>80,088</u>	<u>70,654</u>
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	<u>80,088</u>	<u>70,654</u>

In accordance with instructions given to me, I have been examined the books and records and prepared accounts to 31st August 2022 from the accounting records, information and explanations supplied.


 Dated 27th September 2022
 Mrs. Kathryn Perry

Beetley & District Pre-School

Analysis of Fund Raising - Year To 31st August 2022

	Income Received	Less Expenses	Nett Profit
Afternoon tea	£394.50	£0.00	£394.50
Amazon (Fundraising)	£11.75	£0.00	£11.75
Amazon Europe	£36.31	£0.00	£36.31
Amazon Smile Commission	£10.44	£0.00	£10.44
Bags 2 School	£40.00	£0.00	£40.00
Christmas Raffle and Bazaar	£391.00	£0.00	£391.00
Duck Race	£2,081.31	£155.00	£1,926.31
Easy Fundraising	£30.44	£0.00	£30.44
Gressenhall Fete	£107.50	£0.00	£107.50
Sponsored Walk	£689.50	£0.00	£689.50
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Tree Festival	£110.00	£12.55	£97.45
Wreath Making	£2,057.63	£189.84	£1,867.79
	<u>£6,710.38</u>	<u>£357.39</u>	<u>£6,352.99</u>

Note - Larger Equipment Expenses year ending 31.8.2021

Bench	860.00
Fridge/Freezer	239.99
Steam Cleaner for floors	159.98
Umbrella	3,517.20
	<u>4,777.17</u>

DC explained that we used the money from the Toddle Waddle to purchase some things for preschool. We still have most of the money from Tesco which needs to be spent before January. We have bought equipment for Beetley Bears.

7. SUPERVISOR'S REPORT

This past year we have continued to adapt our practice in order to meet the changing Covid regulations. Over the course of the year we have had several children and a few staff members off due to having Covid. Despite this we have remained open, providing the children with opportunities to learn, grow and develop.

When we returned to Preschool in September 2021, we had 35 children on the register across 2-3 club and Preschool. This increased to 40 by the end of the year. In the summer each day was either full or 1-2 spaces available as we had more families asking for more sessions. During the year our numbers for 2-3 club decreased as the children moved up to Preschool, unfortunately we did not get many new starters for 2-3 club during the year. Beetley Bears is our stay and play group at the Village Hall on a Thursday. At the beginning of the year, we asked families that attended to prebook for the half term for £2.50 a session.

At the beginning of the summer term, we resumed allowing families to pop in for sessions as and when they wanted, for £3 per session, or they could still prebook in advance for £2.50. At the start of the academic year the Early Years Foundation Stage (EYFS), which we have a legal duty to follow, changed. This meant all staff had to adapt to the new updated version. One of the main aims in the new EYFS is to move away from the amount of paperwork staff complete about children's development and the length of time staff spend writing up and tracking observations against the EYFS. This allows staff to have more time with the children to provide quality learning based on their interests. With these changes we adapted how we observe the children and the assessments we complete. At the end of each half term the staff do a summary of how the child has progressed in the 7 areas of learning, the new things they have learnt and areas the key worker would like to focus on.

We reintroduced our library book service with the children. Every 4 weeks the children that attended on Thursday had the opportunity to go onto the library bus and select a book they would like to take home to share with their family. Once they have read the book at home the child would bring it back in and swap it for another book.

We focused on the importance of health and wellbeing during the autumn term, we had a oral hygiene week, where we provided a dentist role play area, each child was given a toothbrush and we talked about the importance of brushing our teeth and where we go to have our teeth checked. We had another week where we focused on healthy eating. During this week, we encouraged healthy choices in lunchboxes, foods that are good for us and food we should have sometimes. We provided different activities to help support the children's understanding.

Also, during the Autumn term, we walked the children over to Beetley woods. They were able to explore the woods, where we searched for different natural items, we looked at shapes, size and colours. In the spring term we took the children down to Beetley meadows, during our walk down we talked about the importance of being safe near the road, we looked for shapes and numbers whilst out. Once at the meadow we did our bit for our local environment by collecting rubbish that had been dropped by others and got the use the new park.

Last year was the first year we took part in the Christmas tree festival in Fakenham. The children created all the decorations that we used on the tree and several families from the preschool visited.

Unfortunately, due to Covid we had to cancel our Nativity and Christmas party. Instead, we recorded parts of the Nativity each day, we combined the videos and sent this out to the families. We held party days on the last 3 days of term.

We celebrated Chinese New Year with the children, we asked the parents to donate Chinese food to try at snack time and we decorated Chinese lanterns.

During the year we applied for a grant from Norfolk County Council, which was accepted and enabled us to purchase the Wellcomm Early Years Speech and Language Toolkit. This toolkit provides us with a screening tool that we use to assess children's speech and language development, highlighting if there is an area that the child is delayed in. A book of activities then provides the next steps that we can use to support the child and move them forward.

At the end of February, we held our first sponsored welly waddle. Each child took home a sponsor form and asked family members to sponsor their child. All the children that attended on the Friday took part and we also had several other children come along for the event as well as family members. We set up a small course, each child was given a paper tie which

they added a sticker to each time they completed the course. We had a great time and raised nearly £630.

The committee gave us £100 to spend on providing an experience for the children. We arranged for Sally from Let's Dance to come into preschool to provide the children with a silent disco experience. We invited all children along. We divided the children into 2 groups and each child and adult got a pair of headphones to listen to the music and dance away to. The children had a lovely time.

At the end of the spring term, we offered parent consultations in person or video/phone call. This provides the chance for the parents and the child's key person to discuss the child's development in each area of the EYFS. It also gives the parents a chance to ask any questions they may have and if they have any concerns.

On the 23rd May we had our Ofsted inspection. The inspector arrived, spoke to several parents, completed a learning walk with Di, where they discussed each area of the preschool and why we have the resources out. She observed staff, children and an activity with Di which they discussed afterwards. She spoke to staff and then had a management conversation with Di and myself about the preschool. After this she reviewed the day and provided us with our grading of good and our feedback, which included the 2 areas we need to work on. They were to build on good behaviour strategies and help children enhance their understanding of how their feelings and behaviours impact on others and ensure staff give consistent messages to children about healthy lifestyles to further promote their understanding of healthy food choices.

On the 24th May we held our first activity morning since Covid. The theme was the celebration of the Queen's Platinum Jubilee. We invited all children and families along and we had 45 people attend. First we read a story, followed by the children singing and signing the national anthem. We then divided the children and families into 5 groups to go round and complete the activities we had. The children made sandwiches, decorated biscuits, made some bunting, made a crown and completed a scavenger hunt. After the activities we sat and enjoyed a picnic lunch.

This year we had 20 caterpillars arrive at preschool. The children observed the life cycle of the caterpillars. We had 18 out of 20 turn into butterflies that the children then helped to release them into the wild. We also had Charlie bring in her lamb Mana into preschool. The children had a turn to stroke the lamb, they talked about how the lamb felt being in our playground, we discussed how we must be careful, kind and how to care for animals.

This year has also had a few reception teachers come into the preschool to visit the children attending their schools. This helps with the transition to school as the teacher can see the child playing in the preschool, talk to them and their key person gaining valuable information before they move on.

We held our sports day this year over on the far field. We had a great turn out of families who came along to cheer the children on. The children completed 4 races and some parachute games.

We also held our preschool trip this year. We visited Sandringham and we were fortunate enough to provide the trip free of charge to the families, by using the money the children raised on the welly waddle. We arrived at Sandringham and went straight to the play area, which the children enjoyed, then we went for a short walk where the children were given a scavenger hunt list and a bag to collect a selection of natural items they found. After the walk we all sat together to a picnic lunch and all the children had an ice cream. After lunch we did some ring games before returning to the coach. We had a lovely day with lots of positive comments.

At the end of the year, we held our preschool graduation for all the children going off to school. We held it over on the far field and invited all children to attend. Most children and families attended. Each child had a small bag of activities to complete. We had a lovely day to celebrate and say goodbye to the children going off to school. We also said a very big thank you and goodbye to Diane Calvert who has worked at the preschool for the past 24 years, 15 of those as the manager.

Before the end of the year, we advertised for a relief worker and were very pleased to offer the position to India Bonnett.

Finally, I would like to say thank you to all the staff and committee for continuing to support the preschool, especially as we continue to adjust to the new normal of living with covid.

8. REVIEW AND RE-ADOPTION OF ALL POLICIES:

The following Preschool policies were adopted unanimously en-mass and will be reviewed in the coming year as necessary:

Policy Statement
Health and Safety Summary
Duties and Responsibilities of the Committee Health & Safety Officer
Risk Assessment Summary
Health & Safety Procedures
First Aid
Identification of Illnesses which justify exclusion from the Preschool
Pandemic Policy
Safety Check List
Food
All Weather Protection
Outings
Staffing and Employment Policy
Safer Recruitment Policy
Early Years Relief Practitioner
Early Years Practitioner
Early Years Deputy Manager
Early Years Manager
Induction of New Staff Member
Induction Check List
Training & Development
Staff Support & Supervision
Standards of Behaviour
Professional Conduct
Grievance Procedure
Disciplinary Procedure
Staff Declaration
Student Placement
Induction Click List – Student
Registration Form
Transition Policy
Transition
Parental involvement
Role of the Key Worker
Special Educational Needs and Disabilities (SEND)
Equality and Diversity
Compliance statement
Fees & Charges

Responsibilities of staff in an Emergency
 Equipment & resources
 Use of volunteers
 Making complaints known
 Data Protection
 Child Protection
 Safeguarding
 Looking after children
 Use of mobile phones, digital photography & social media
 Baby sitting
 Whistle Blowing

9. ANY OTHER BUSINESS

DC thanked everyone involved in her graduation and to committee members who are stepping down and presented flowers to IB and CWa.

10. DISSOLUTION OF EXISTING COMMITTEE AND ELECTION OF A NEW COMMITTEE

The existing committee was dissolved and the following people were elected to form the new committee:

Elected Member	Nominated by	Seconded by
Abby Jenkins	India Bonnett	Claire Waring
Di Calvert	India Bonnett	India Bonnett
Gemma O'Brien	Di Calvert	India Bonnett
Will Wilson	Claire Waring	India Bonnett
Zoe Smith	India Bonnett	Abby Jenkins
Charlie Wood	India Bonnett	Abby Jenkins
Laura Cross	India Bonnett	Abby Jenkins
Mark Jordon	India Bonnett	Abby Jenkins
Danny Edwards	India Bonnett	Abby Jenkins

New members passed their contact and registration details on to AJ and CW.

12. DATE OF NEXT COMMITTEE MEETING:

Tuesday 11th October 2022

CLOSE OF MEETING: 8.10pm

Signed _____

Date _____

Beetley and District Pre-School

Receipts and Payments Accounts

For the Year Ended 31st August 2022

Beetley & District Pre-School

Receipts & Payments Account

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Deposit Accounts Interest	1	1
Donations Received	<u>128</u>	<u>1,533</u>
	128	1,534
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Payments		
Wages	76,608	76,750
New Building Works (Planning + Solicitors)	0	1,320
Building and Maintenance Works	287	412
Fund Raising	357	82
Insurance	1,019	1,005
Refreshments	486	357
Equipment, crafts	3,901	1,251
Equipment/Storage - Larger Expenses (detailed under Fundraising)	0	4,777
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Photocopier	1,259	1,064
Cleaning, Repairs & Renewals	1,095	928
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Rates	267	136
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Staff Clothing	60	190
Clothing - Uniforms and Polo Shirts	366	498
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Finance Costs		
Audit Accounts	<u>140</u>	<u>135</u>
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Beetley & District Pre-School
Receipts & Payments Account (Continued)
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Beetley and District Pre-School

Receipts and Payments Accounts

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Beetley & District Pre-School

Receipts & Payments Account (Continued)

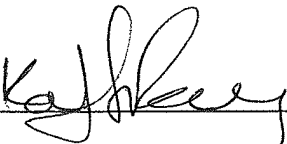
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	<u>£6,710.38</u>	<u>£357.39</u>	<u>£6,352.99</u>

Note - Larger Equipment Expenses year ending 31.8.2021

Bench	860.00
Fridge/Freezer	239.99
Steam Cleaner for floors	159.98
Umberella	3,517.20
	<u>4,777.17</u>