



OVERTON PLAYCENTRE

Annual General Meeting 24th June 2021 held at Overton Playcentre on WhatsApp September 2019 – August 2020 Chairperson's Report

This has been my third year in the post of Chair of Overton Playcentre committee. I would like to thank the committee and staff for their incredible support they have given me again over the last 12 months. What a 12 months it has been. Unprecedented, difficult, challenging and relentless, would be some of the words to describe this year. From working through redundancy in the autumn term of 2019, taking on the running of the St Mary's Out of Hours Club, then the Covid 19 Pandemic and lockdowns throughout 2020 with its emotional, financial impacts and the long term viability of the Playcentre to ensure. It has been a roller coaster of a year. Throughout which the Committee have met regularly, often weekly, while holding down full time jobs, homeschooling our own children, to make sure that our staff, the children and all their families were safe.

Overview of the Year

Safety

The safety of our children and staff within the setting is our number one priority. We have reviewed, amended and implemented policies and procedures and our Covid Risk Assessment, throughout the year as per Government Covid 19 guidelines, and continually do so to ensure compliance with statutory & regulatory bodies and changes in legislation. We have implemented changes to working practices with the emphasis placed on the importance of having a strong safety culture embedded into the day to day activities of all team members within the setting.

Taking the action point from last year's AGM we reviewed our low numbers ongoing until July 2021 and had no option but to take the difficult decision to start the redundancy process. One staff member was made redundant in November 2019 as a result of the process.

Then in early 2020 the Covid 19 Pandemic took centre stage. On Friday 20th March 2020 Overton Playcentre closed its doors due to being staff compromised and then remained closed as per Government guidelines.

All staff that could be furloughed under the Government scheme except for the Manager and the Administrator and two key worker provision staff. We supported St Mary's School to provide key worker provision for school age children by providing staff from both settings to run the wrap-around before and after the school day throughout the lockdown period from March to July 2020. We administered the Rainbow grant to support our key worker children to access childcare for free. During this time staff supported our families by uploading staff reading stories onto our facebook page, holding zoom singing sessions for our children and families,

signposting EE facebook information, as well as phoning parents or emailing parents.

Staff supported each other through phone calls, messaging, getting together for quiz sessions and trying to keep the team and morale going throughout this difficult time.

When school returned in June/July 2020 we asked our parents to see if there were enough children to make it viable to open prior to the Summer holidays. Unfortunately there wasn't enough uptake to ensure viability so we made the difficult decision to remain closed until the summer holidays.

During the summer holidays when the school was closed we opened the Playcentre to run Holiday Club for key worker and non key worker families. To ensure financial viability we charged the full day rate only throughout the whole of the summer holiday club.

We have had to change our working practices to ensure Covid 19 safety and compliance to the extent that certain areas are unrecognisable from how we operated pre-Covid

- Staff and children are outside much more as per government guidelines. - Parents were and still are no longer allowed on the site apart from to drop off and pick up at the gate.
- We have moved to advance booking and billing. This was to ensure adequate funds were in the bank to pay wages as well as to bring down the high debts that the system of arrears payments allowed to build up.
- New software 'Parenta' was trialled and subsequently purchased during the lockdown period and has enabled advanced billing to be processed in addition to parent portals to be set up so that children's days could be shared easier and has assisted in remote working of administration duties.
- As per our Covid Risk Assessment, Staff were incredible at adapting, evaluating and re-adapting as new legislation and guidelines came out almost weekly usually late Friday afternoon/evening which then meant the Manager/Administrator working over the weekend to ensure that both settings were compliant by the following Monday morning.

In addition to changes to working practises we have carried out planned capital expenditure projects on the building all of which was carried out during lockdown prior to reopening. The work completed is as follows:-

- Installation of a Level 2 Fire alarm system throughout the building - Installation of an up to date Emergency lighting system throughout the building - Replacement of Heating & Hot Water boiler

We have been fortunate to secure funding from Moondance towards folding partition doors to be installed within the main room. This will allow the room to be split in order to maintain two bubbles easier in September 2020. One bubble will be the nursery children and reception. The other bubble being the 2/3 year olds.

Action - The doors are scheduled to be installed during October 2020.

Governing bodies

All Governing bodies stopped inspections during this period

including:

- ESTYN
- CIW
- Environmental Health WCBC Wrexham County Borough Council

Trustees

The trustees are our Chairperson, Treasurer and Secretary as per our constitution.

Management Team Committee

The Management Team has remained steady over the last year, with people being asked to contribute when their expertise is required. Thank you so much to those of you who have agreed to continue to support Overton Playcentre and stay on as part of the Committee. I truly appreciate your dedication over this very difficult period in the history of the Playcentre. It is down to all of you that Overton Playcentre has been able to reopen its doors and serve the community as it has been doing for the last 50+ years. I know that you will continue to work closely over the forthcoming year to continue to ensure long term viability.

I would like to express sincere gratitude to Andy Saunders and Claire Morris as our Treasurer and Secretary and to Heather Kirby for her professional input and assistance throughout. You have been an amazing team. Thank you.

Fundraising

Due to Covid-19 fundraising has not been able to go ahead as per our normal methods of social occasions and events.

Grants

We have worked tirelessly in applying for grants over the last 12 months, and glad to report with success on many occasion all of which have got us through this year which we are very grateful for;

- Steve Morgan Grant
- Moondance
- Business Rate relief
- Furlough Scheme
- Childcare Cwtch Grant
- Small Capital Childcare Offer Grant
- Overton Community Council - Community Chest Grant
- Dame Dorothy Jeffreys Grant

Donations

Overton Butchers - ME Evans has been incredibly supportive over this summer period. They have supplied ALL our fruit, veg and bread for free every week. We are so grateful to them for their understanding and quiet support during this difficult time.

We have had donations from a number of people including AICO (courtesy of Luke Allwood-Reid), Davies Testing (Margaret Davies) and even just being handed notes in the street wishing us all the best in coping through these difficult times. I would like to thank everyone including Margaret Evison, our patron for showing us support in this way. We are so grateful to you all.

Community

It has been a very difficult year to be part of the Community. We hope that when things change for the better we will be able to take our full part in the community as we have prior to Covid19.

Staffing

As of August 2020 our staff team is as follows:

- Rachel Harris – Manager (Person in Charge - PIC)
- Sarah Carpenter
- Nicole Langley – Deputy Manager (PIC)
- Lily Simon
- Susan Staniford
- Emily Bellingham (Term Time)
- Dianne Edwards (Term Time)
- Sharon Marriott (Term Time) (PIC)
- Glynis Farley (St Mary's B&A Club)
- Jackie Tombs (St Mary's B&A Club)
- Abi Skeoch (St Mary's B&A Club)

Sarah Darlington gave notice in August 2020 and will not be returning in September 2020. She has left to take up a University place. I'd like to wish Sarah the very best from us all here at Overton Playcentre whilst pursuing further education.

Action – Continue to review staffing particularly in these ongoing uncertain Covid times to ensure long term viability of Overton Playcentre CIO.

I would like to express my sincerest gratitude to **ALL** the Playcentre staff for their continued dedication and commitment during a time of great difficulty and constant change as well as personal challenge. You have been amazing.

Those who have been working have put our children and our families first before their own families and had to take huge precautions to ensure the safety of all concerned. Those who cannot work or have had to be furloughed this has been and continues to be tough. We are grateful to you all.

All staff have continued training where possible in Early Education, First Aid, Safeguarding, Food Hygiene and Welsh Camau as well as optional training for some staff as part of their Continued Professional Development (CPD).

What is particularly commendable is that staff have used this year to complete their NVQs where they can:

- Glynis Farley Level 3 Playwork
- Jackie Tombs Level 2 Playwork

- Dianne Edwards Level 2 Playwork
- Abi Skeoch Level 2 Playwork
- Sarah Carpenter Level 5 Management
- Lily Simon Level 2 PLAYwork

Playcentre Numbers

At the end of August 2020 there were 99 children on our books. This compares to previous years as follows:

August	No of Children
2019	94
2018	99
2017	76
2016	65
2015	81
2014	43
2013	46
2012	43
2011	53
2010	41
2009	40
2008	37
2007	36
2006	40
2005	44

Finances

The Treasurer's report will provide a detailed overview of the Playcentre

finances. **Building and Environment**

During lockdown and prior to reopening major capital project work was completed on the building through grant support. This has therefore fulfilled our legal and regulatory statutory compliance with regards to Fire safety within the building and following our Fire Risk Assessment. A new Fire Alarm and Emergency lighting system

has been installed throughout the building. In addition following annual inspection our boiler required major repairs and a decision was made to replace it with a new boiler with full warranty & guarantee.

A new parent/staff shelter was funded by OCC. Rob Lawrenson who built the original shelter at the front of the building has been asked to install the new shelter and fire gate on the drive. This will assist in drop off/pick up as part of our new procedures in light of our Covid19 Risk Assessment.

Action - Planned installation scheduled for September 2020

Funding for a shelter for the back area for the children has been secured from a Childcare offer Covid grant.

Action - to find funding to put up the shelter as volunteers cannot work together now to put it up

Challenges & Outlook

Together with Wrexham Childcare Team & St Mary's School we are in the final stages of planning and design on the Large Capital Childcare Offer new building that we have been working on for the last 2 years. The Capital Grant of £400,000 we have successfully secured from Welsh Government is slightly delayed due to site meetings and assessment not able to take place over the last few months however successful video conference project meetings have been undertaken and a site condition survey has now been completed. The management team have worked tirelessly on the viability and due-diligence aspect of the project and are excited to see the fruits of the hard work and commitment coming to fruition even amidst a pandemic.

In light of Covid19 we are also processing what this means for us as a Playcentre in the coming months. Our childcare numbers are starting to increase again after the initial pandemic interruption and are in line, though slightly lower due to the pandemic, as we had predicted 2 years ago. Which is very pleasing and substantiates our Business Plan.

However St Mary's Out of Hours Club has a lower number of returners and this does not appear to be changing. We will therefore need to review staffing for September 2021 in light of our current information.

Turning now to the year ahead, I can see the challenges :-

- Continuing to Survive and thrive during and post Covid19 Pandemic.
- We will continually have rising operational costs but by managing these costs and gaining a better understanding of our annual spend going forward we can forecast and budget more effectively.
- Our Reserves Policy has two months operational costs. We need to look to extend that were possible to three months operational costs in light of the Pandemic
- Due to Covid 19 we need to ensure our long term viability and look at our short to medium term staffing needs.
- Look to see if we can do what our parents are asking of us and create a baby room to enable all children to stay in the village for their childcare

- We will continue to work towards our recommendations laid out by ESTYN and develop further as part of our Post Inspection Action Plan (PIAP).
- Preparing for implementing the new Non maintained Curriculum in 2022
- Reviewing our business planning after Covid19
- Fundraising, marketing and community engagement

As a Management Committee our challenges going forward are to recruit new members with children at the setting. I would just like to remind you all that we as a team (staff & committee) strongly believe that communication with our parents/carers is essential. You are really important to us, we are all part of a big team working together and supporting each other to make sure that your children reach their full potential and welcome new members.

CLOSING

Finally, a word of appreciation to everyone involved with Overton Playcentre this year; your commitment, drive, enthusiasm and willingness to contribute has been incredible and I'm honoured to be part of a fantastic team that ensures Overton Playcentre continues to strive and be a significant asset to the local community.

However after nearly 3 ½ years in post I have decided to make the difficult decision to resign as Chairperson of Overton Playcentre CIO. It most certainly isn't an easy decision to make but I now need to concentrate on taking my own business to the next level and feel that this is the right time to hand over the reins. When I took on the role back in January 2018 little did I know at that time I would be relocating with my family 3hrs away from Overton, setting up my own business, coupled with no knowledge or experience working voluntary within a Childcare setting and catapulted into the world of Governing Bodies! However with modern day technology, monthly flying visits when permitted, teamwork and last but not least a pandemic to deal with it's worked amazingly and together we have done so so much. Seriously with the Management Committee working fantastically together, a team on the ground keeping the wheels in motion on a daily basis, fabulous parents and carers support, excellent fundraising activities and support from the local Community at large it's been the most rewarding, trying at times, emotional and memorable experience of my professional career. I would like to personally thank Rachel Harris & Sarah Carpenter for their unwavering support and guidance throughout my term as Chairperson. Overton Playcentre wouldn't be in the position it's in today without the commitment, drive and passion these ladies have for Overton Playcentre CIO and for that I am truly thankful.

Now I will hand over to Andy Saunders for the Treasurer's report and presentation of annual accounts.

Thank you. Gyda diolch.

Bethan Richards
Chairperson Overton Playcentre

Overton Playgroup
Funds for the year ended 31st August 2020

	<u>August 2019</u>		<u>August 2020</u>	
	£	£	£	£
<u>Income</u>				
Fees & Early Entitlement	100,230		66,106	
Furlough	0		15,730	
Fund Raising	2,468		784	
Donations Received	500		492	
Insurance	246		0	
Milk Refunds	119		285	
Grants Received	15,200		22,118	
Miscellaneous	1,862		578	
		<u>120,624</u>		<u>106,093</u>
<u>Expenditure</u>				
Wages	92,740.3		90,065	
Utilities	3,679		3,548	
Building Maintenance & Play Equipment	5,708		6,866	
Site Improvements (One off works)	13,189		1,290	
Insurance	1,222		1,253	
Miscellaneous	8,171		7,578	
		<u>124,710</u>		<u>110,599</u>
Net Income/(Expenditure)		<u><u>-4,086</u></u>		<u><u>-4,506</u></u>
<u>Other recognised gains/(losses)</u>				
Gains/(losses) on revaluation of fixed assets	0		0	
		<u>0</u>		<u>0</u>
Net movement in funds		<u><u>-4,086</u></u>		<u><u>-4,506</u></u>

Overton Playgroup
Balance Sheet as at 31st August 2019

	<u>August 2019</u>		<u>August 2020</u>	
	£	£	£	£
<u>Fixed Assets</u>				
Property	70000		70000	
Total Fixed Assets		<u>70,000</u>		<u>70,000</u>
<u>Current Assets</u>				
Debtors		11,806		2,179
Barclays Current A/C	4,830		10,036	
Barclays Deposit A/C	10,052		13,062	
Cash	1,347		65	
Cash at bank and in hand		<u>16,229</u>		<u>23,163</u>
Total Current Assets		<u>28,035</u>		<u>25,342</u>
<u>Current Liabilities</u>				
Creditors		<u>206</u>		<u>2,019</u>
<u>Net Current Assets</u>		<u>27,829</u>		<u>23,323</u>
Net Assets/(liabilities)		<u><u>97,829</u></u>		<u><u>93,323</u></u>
<u>Capital</u>				
Opening Balance	101,915		97,829	
Revaluation Reserve	0		0	
Profit/(Loss) for Year	-4,086		-4,506	
Total Charity Funds		<u><u>97,829</u></u>		<u><u>93,323</u></u>



Overton Playcentre

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Registered Charity Number 701478

Annual General Meeting – 24th June 2021

Treasurer's report for financial year 1st September 2019 to 31st August 2020

The year-end accounts this year have been completed and presented to the committee by Andy Saunders, the Playcentre Treasurer.

Operating Loss

The financial statement for this year shows an operating loss of £4,506 which is a decrease from the previous 2018/2019 tax year which made a loss of £4,086.

The obvious issue affecting the setting this year has been COVID-19 and the associated lockdowns that have taken place throughout the second half of the trading period. The centre has had to close for prolonged periods of time, relying heavily on Furlough Scheme payments and charitable grants received to cover running costs.

It will be important in the coming year that we monitor usage and ensure that we do what we can to regain numbers within the Playcentre and return to the position we were in prior to the global pandemic. The parents and staff can help greatly with this by ensuring that all guidelines in place at the time are adhered to and ensuring that we continue to provide excellent COVID-safe care.

To ensure staffing levels can be managed appropriately we have moved the setting to a position where advanced bookings are required and all sessions for a month are to be paid in advance, bringing us in line with other commercial settings in the area.

Income

As you would expect, due to prolonged periods of closure, income has been severely affected. Fee income is down considerably, particularly when you consider the excellent work carried out by the management team in collecting outstanding bills and significantly reducing our long-term debtors position. This work combined with moving to payment in advance has reduced our debtors position by approx. £9,000 (a large chunk of the £66k fee income received).

Thankfully the government Furlough Scheme supported the setting throughout the second half of the period to the tune of just under £16k. We also received generous grants to enable us to continue to cover operating costs and to update the setting to be as COVID-safe as possible with investment in cleaning and sanitising taking place as well as a building project due to be delivered in the Autumn of 2020 which will allow us to separate the large room in the centre and provide additional resource for 'bubbles'.

Expenditure

Expenditure for the year was £110,599 – a decrease of nearly £15k on the previous year. Table 2 shows the expenditure for this year. As can be seen wages form the majority of the spend figure. Utilities have fallen slightly from the previous year as you might expect with the setting being closed for long periods. Large item spending was confined to a new boiler and a full review of the electrical and safety lighting system.

Fixed Assets

We continue to show the land and building on which the Playcentre is sited within our assets at a valuation of £70k.

Cash Reserves

At 31st August 2020, the current account stood at £10,036. In addition, there was a further £13,062 held in the deposit account. Finally, the cash at hand (not yet banked) was £65 – petty cash held in the Playcentre.

Some of the money held in the Deposit Account is earmarked for building works and this money has been received through grant applications, thus inflating the position by some £6,000 which will be spent during the first quarter of our next financial year.

Treasurers Comment

In my opinion the Playcentre is currently in a satisfactory financial position given all that has occurred in the last 6 months.

I would firstly like to thank the staff team at the Playcentre, without whom there would be no Playcentre, for their dedication and effort. They are now, as they have ever been, our greatest asset. It has been a trying time for everyone involved in the Playcentre this year with uncertainty looming large over the settings position and whether it can be open or must close. The staff and management have shown great character in the way that they have dealt with this uncertainty and all the Trustees are immensely grateful for this.

I would finally like to thank the rest of the volunteer committee for their effort and the time they devote to the Playcentre. It is a pleasure to work with them and the future of the setting, the welfare of the children attending and the staff at the centre is their highest priority.

I believe that the Playcentre will find itself making a loss again next year, purely due to the amount of monies received within this financial year from grants that are earmarked for building improvements (approx. £6k). The Playcentre will require fundraising to top up the fee income to return to a break-even position. I would estimate that we need to set a fundraising target of at least £6,000 for the coming year although with an uncertain position regarding future lockdowns and limits in place on public gatherings I am not optimistic that this target can be achieved.

The building and grounds continue to require upkeep to ensure that we do not incur any unnecessary expenditure. Parent assistance with this in the coming year will be vital, and very much appreciated.

Close monitoring and reconciliation of the accounts needs to be happening on a monthly basis to ensure all finances are maintained effectively. Continued vigilance when spending Playcentre money will be crucial throughout the coming years to ensure that in an environment where prices continue to rise, we are always securing the best value for money.

I believe the attached accounts to be a true and fair statement of Overton Playcentre's financial position.

A handwritten signature in black ink, appearing to read 'A Saunders', with a stylized, flowing script.

Andy Saunders
Treasurer

Table 1

INCOME	AUGUST 2019	AUGUST 2020
Fees (including EE and Childcare Offer)	£100,230	£66,106
Furlough Scheme	£0	£15,730
Fundraising	£2,468	£784
Donations Received	£500	£492
Insurance	£246	£0
Milk Refunds	£119	£285
Grants Received	£15,200	22,118
Miscellaneous	£1,862	£578
Total	£120,624	£106,093

Table 2

EXPENDITURE	AUGUST 2019	AUGUST 2020
Wages	£92,740	£90,065
Utilities (rates, water, gas, electricity, telephone and broadband)	£3,679	£3,548
Building	£5,708	£6,666
Site Improvements (One off works)	£13,189	££1,290
Insurance	£1,222	£1,253
Miscellaneous (inc. UW Card, Petty Cash, Internet, NNS Cheques)	£8,171	£7,578
Total	£124,710	£110,599