

DAYCARE ANNUAL GENERAL MEETING

Wednesday 20th October 2021

MINUTES OF MEETING

In attendance: Mrs Gaynor Highcock (Chairman), Mr James Lusted (Vice Chairman), Mrs Paula Lawrenson (Daycare Manager), Michelle Parker (Secretary)

Apologies: Mrs Bethan Evans (Trustee)

Chairman's Report

See attached report

Daycare Report

See attached report

Points raised:

- Daytime entertainers during holiday club worked very well. Paula will think about charging £2 per child, one day a week, for future holiday clubs
- Paula requested outdoor lighting during the winter months. Michelle to organise an electrician to fit extra lighting.
- Paula also raised the issue of no security camera outside Daycare. There have been in the past instances of break in's and vandalism. Michelle to contact IVID for a quote.
- Discussion at Daycare meeting as to whether to provide a discount for Daycare Staffs' children. It was decided that the cost of Daycare is £20 per day which is a very good rate compared to other providers and therefore a discount will not be provided.

Finance Report

Points raised:-

- Daycare balance as of 19th October 2021 is £64,937.95 and £33,658.49 in the secondary account.
 - 2020 big spends include:-
 - PA system £163.00
 - Halfords Bikes £2399.18
 - Creative Play Equipment £13,300.00
 - Play equipment £3626.25
 - Carpets cleaned £1,246.50
 - Speedometers £179.91
 - IPADS £10,450.00

Minutes of Meeting Continue Overleaf

Minutes of Meeting Continued

- 2021 big spends so far include:-
 - Junior fencing £2859.00
 - Furniture at work £486 + £522
 - Fencing £2910
 - Play Quest £12,325.00
 - Poly Tunnel £1,000
- Accounts for 2020/2021 to be submitted by Michelle to Salisburys.

Elections

- Gaynor Highcock to continue as Chairperson – nominated by Jay Lusted, seconded by Paula Lawrenson.
- Jay Lusted to continue as Vice Chairperson – nominated by Gaynor Highcock and seconded by Michelle Parker.
- Michelle Parker to continue as Secretary – nominated by Gaynor Highcock and seconded by Jay Lusted.
- Salisbury's to continue as Accountants – Gaynor to extend an invitation to Jeremy Salisbury.

Constitution

- No amendments to the constitution.

Any Other Business

- Paula to apply for Early Years Wales Award for Small and Mighty and Big and Bold. If successful we will receive an Early Years Practitioner of the Year Award.
- Paula to remind all the staff of the importance of keeping the little kitchen clean and tidy as we could be inspected by Conwy Council Food Hygiene at any time.
- Paula reported that the health and safety risk assessment is up to date.
- Changes to bank charges. HSBC have introduced bank charges from 1st November 2021. This was discussed and whether to consider moving to another bank. Michelle to look into other banking services for charities for comparison.
- Safeguarding information – James and Bethan to provide 2 forms of ID and 1 proof of address for Michelle to send to the bank.

Ysgol Llandrillo Yn Rhos Daycare
Charity No. 1187066

Year End 31/03/2021

Income & Expenditure Account

	<u>2021</u>	<u>2020</u>
Income		
Fees Received	49,635.14	122,486.94
Grant-Clybiau Plant	4,932.00	4,156.50
Council receipts	46,271.10	64,078.75
Refund	395.98	- 207.50
Bank Interest Received	13.77	61.24
JRS Grant	<u>15,013.86</u>	<u>-</u>
	116,261.85	190,575.93
Expenditure		
Food	2,502.60	5,667.27
Trips & Activities	-	2,020.91
Wages	99,933.43	99,504.71
Pensions	3,863.59	1,188.23
Pension Charges	288.00	288.00
Postage & Stationary	231.40	2,119.91
Insurance	566.21	527.22
Courses	465.00	1,215.00
Subscriptions	446.60	2,120.80
Accountancy	768.00	1,680.00
Bank charges	-	-
Cleaning	126.98	555.96
Equipment Purchases	6,068.46	34,404.51
Repairs and Renewals	4,024.28	4,549.50
Professional Fee	-	-
Sundry Expenses	39.99	109.60
Animal Expenses	-	-
Unknown Cheques	-	-
	<u>119,324.54</u>	<u>155,951.62</u>
Surplus for the year	<u>- 3,062.69</u>	<u>34,624.31</u>
Balance Sheet		
After School Club Account	63102.06	73442.40
Holiday Club Account	33656.80	3626.72
Money Manager Account	0.00	
Cash	56.76	56.76
Debtors		
Wages overpaid		Wages overpaid 1127.68
		PAYE overpaid 1982.56
	<u>96815.62</u>	<u>80236.12</u>
Creditors		
Accounts	-840.00	Accounts -720.00
Pensions	-381.98	Pensions -322.77
PAYE	-2546.67	
	<u>93046.97</u>	<u>79193.35</u>
Accumulated funds b/f	79193.35	44569.04
Opening Adjustment	16916.31	
Surplus for the year	-3062.69	34624.31
Accumulated Funds	<u>93046.97</u>	<u>79193.35</u>

We have prepared the above income & expenditure account and balance sheet, without carrying out an audit, from books, records and explanations supplied to us and we believe the figures to be in accordance with those accounting records.

SALISBURY & COMPANY
 ST. ASAPH
 April 2022

CHARTERED ACCOUNTANTS



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
YSGOL LLANDRILLO YN RHOS DAYCARE

**On accounts for the year
ended**

31st MARCH 2021

**Charity no
(if any)**

1187066

Set out on pages

(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 31/3/2021.

**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:

Name:

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

Address: